

Discretionary Payment Application – Removal Costs

Please fill in the details as fully as you can. You must be receiving Housing Benefit to receive help through the Discretionary Payment fund. We will pay the removal company directly, so please provide the quotes or invoices of the removal costs.

Please note, we will only consider applications, if your rent is affordable (for example within your LHA rate) and you cannot afford the moving costs yourself.

You must provide the following information before any decision can be made:

- **Three** quotes from the van hire / removal companies (These quotes must include the company bank sort code, account number and account holders name and correspondence addresses and contact telephone number).
- **Up to date** proof of all capital held in **all** bank accounts for you and your partner, for the previous **30 days**. This may mean you asking your bank for a print out of your transactions and balance for the last 30 days on the day you hand in this form.

Full Name:			
Current Address:			
Housing Benefit Reference:		National Insurance Number:	
Home phone number:		Mobile Phone Number:	
Email address:			

Why do you wish to move? <small>(Please remember to complete a new Housing Benefit form for your new address)</small>			
Full address and postcode of where you wish to move to.			
Which of the following types of property are you moving into?	Housing Association	Council Property	Privately Rented
What date do you wish to move or did you move? (DD/MM/YYYY)	___ / ___ / _____		
Quoted cost of removals (please attach invoices or quotes with this form)	Quote 1: £ Quote 2: £ Quote 3: £		
Do you have any housing related debts? If so, please state the amount and any relevant dates.			
Do you have any extra moving requirements? If so please state what they are and why it is needed.			
Do you have permission to move? <small>(Council and Housing Association Tenants Only)</small>	Yes		No

Please Turn over

We will contact you as soon as possible to advise of our decision. We may require a full invoice from the company chosen to deliver the removals service, once the quote has been accepted. Please be aware, this is a Discretionary payment, therefore not guaranteed.

Please Note: We will not be able to provide the deposit or credit card details for vehicle hire.

If you have any further questions regarding this form, then please either ring us on **01273 292000** or email us: housing.benefits@brighton-hove.gov.uk quoting your Housing Benefit reference.

Declaration

You and your partner (if applicable) must read this carefully before you sign.

- This is my / our claim for Discretionary Payment.
- The information I / we have given on this form is correct and complete as far as I / we know
- I / we give permission to you to check the information I/we have given with any of the sections of the council, the Rent Officer, other councils and benefit authorities
- I / we give permission for you to contact my/our prospective landlord
- I / we understand that I / we must tell the council's Benefits Team in writing about any changes in my / our circumstances that may affect my / our Housing Benefit
- I / we understand that I / we have to tell the Benefit Service about any changes to my / our Income Support, Pension Credit or Jobseekers Allowance.
- I / we understand that the Benefit Agency, Pension Service or Job Centre Plus are not responsible for giving this information and that I / we must tell the Benefits Team myself.
- I / we understand that the Benefit Service may use the information I / we have given on this form to detect and prevent fraud, including sharing this information with other organisations and Government departments.
- I / we understand that I / we may be prosecuted if I / we give information that is not correct or complete, or if I / we do not report any changes of circumstances, which might affect my benefit.
- **I / we have read and understood this declaration.**

Signed	Dated
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Your Partner	Dated
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If someone else has filled out this form on your behalf, please say why and ask them to sign below and state which help organisation / charity they work for (if applicable).

Signed	Dated.....
Reason:	

PLEASE RETURN THIS FORM TOGETHER WITH THE NECESSARY DOCUMENTARY PROOF TO:

housing.benefits@brighton-hove.gov.uk

or

The Customer service Centre at Bartholomew Square which is open from 8.45 am to 4.30 pm Monday to Friday.

or

The Benefits Service, Brighton and Hove City Council, PO Box 2929, BN1 1PS

Contact Us

Telephone: **01273 292000** (9am to 5pm)

Fax number: **01273 291234**

Minicom: **01273 290333**

Website: www.brighton-hove.gov.uk/benefits