

Apply for a Discretionary Payment for removal costs

Complete this form to apply for help with removal costs.

You can apply if you receive Housing Benefit or Housing Costs in your Universal Credit.

We will pay the removal company directly so you need to provide the quotes or invoices of the removal costs.

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

Before we can make a decision, you must provide:

- three quotes from the van hire or removal companies. These quotes must include the company bank sort code, account number and account holders name and correspondence addresses and contact telephone number. We cannot accept online comparison quotes
- up to date proof of all capital held in all bank accounts for you and your partner, for the previous 30 days. You might need to ask your bank for a print out of your accounts 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 are you moving? (Remember to complete a new Housing Benefit form for your new address)			
What is your rent at the new property?	£		
What is the full address and postcode of the new property?			
Which of the following types of property are you moving into?	Housing Association	Council Property	Privately Rented
What date do you want to move or did you move? (DD/MM/YYYY)	____/____/____		

Quoted cost of removals (attach invoices or quotes with this form)	Quote 1: £ Quote 2: £ Quote 3: £			
Do you have any housing related debts? If so, tell us the amount and any relevant dates.				
Do you have any extra moving requirements? If so, tell us what they are and why it is needed.				
Do you have permission to move? (Council and Housing Association Tenants Only)	Yes		No	

List all bank accounts belonging to you and your partner

If there are transfers in and out of your accounts to other accounts belonging to you or your partner, we will need to see statements for these accounts too. If these are not provided with your application, it may delay or stop the decision and/or award.

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, tell us why and ask them to sign below and state which help organisation or charity they work for (if applicable).

Signed	Dated.....
Reason:	

How to submit this form

Return this form with your supporting documents by email to dpformsandevideance@brighton-hove.gov.uk.

Send photos in actual size. Put your claim reference or NINO in the subject field.

You can also email queries to dpformsandevideance@brighton-hove.gov.uk. We aim to respond to emails from customers within 10 working days.

To make a claim or report a change of circumstances go to: www.brighton-hove.gov.uk/benefits.

Brighton & Hove City Council is committed to protecting your personal information. As a data controller, we have a responsibility to make sure you know why and how your personal information is being collected in accordance with relevant data protection law: www.brighton-hove.gov.uk/benefits-privacy-notice

After you submit the form

We will contact you as soon as possible to tell you 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.