**Discretionary Housing Payments**

**supplying evidence in support of your request**

An award of a Discretionary Housing Payment can help you when you need additional financial help the most. To help us make a decision on your request as quickly as possible, we ask that you support your request with evidence of things like your rent and savings.

You can upload this evidence as part of your claim form or you can supply it separately by email to DHP@southderbyshire.gov.uk or by post to DHP, South Derbyshire District Council, Civic Offices, Civic Way, Swadlincote DE11 0AH

Evidence we might need and why:

**Private or Housing Association Rent details**. If you are in receipt of Universal Credit, we will need you to supply evidence of the rent you are charged. If you are asking for help with rent arrears, we will also need a full breakdown of how the arrears have accumulated, the total amount and period the arrears cover. This is because we are unable to make an award of DHP if you were not in receipt of Housing Benefit or Universal Credit housing element at the time the arrears accumulated.

**Bank Statements and Savings.** We will accept screen grabs and photographs, as well as your actual statements but the image must show the name on the account and account number. Your bank statements will need to cover the last 2 months of transactions. We check for transfers in and out from any other accounts you also have. So please send us 2 months of transactions for all your accounts, otherwise this will delay our decision.

**Identity** **and National Insurance number** If you are on Universal Credit and are not currently receiving Council Tax Support, we will need proof of your identity. Please send us images of documents that show us your name, date of birth and National insurance number. Acceptable documents include passport, driving licence, wage/pension slips, DWP letter, National Insurance card/letter.

**Universal Credit Award letter**. The information we can access from the DWP is quite limited, so your latest UC award letter which shows the breakdown of your award including the Housing Element part, helps us to make our decision.

**Making payment** If we are able to make an award, we may need to make the payment directly to your landlord. We will contact you for this information if we need it.