

Early Intervention Team

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Application Form

Housing Payment

Extra help to pay your rent for people on Housing Benefit or Universal Credit

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Application for Housing Payment (HP)

Part 1: About you

To help us to process your application quicker, please give us your current contact details.

Full Name:

Full Address:

Postcode:

Housing Benefit claim reference number (if applicable):

Date of Birth:

NINO:

Home number:

Mobile:

Email address:

Please note we may contact you regarding your claim and your appointments. We have found that contacting customers by email and text is an efficient way of getting in touch quickly. If you have any preferences about the way you want to be contacted let us know.

Part 2: About your circumstances

1. Why are you applying for HP e.g. personal circumstances, Bedroom Tax, Local Housing Allowance (LHA) shortfall, Benefit Cap, shortfall in your Universal Credit (UC) award?

2. Are you getting help from anyone at the moment e.g. advice centre, Aspire, Connection, Crisis, Mind, Social Services, Tenancy Sustainment, etc?

3. Is there anything else you would like us to know about when we are considering your application e.g. risk of eviction, health, pregnancy, addiction issues?

Part 3: About your HP award

1. HPs provide short-term financial help for people who are working towards improving their situation so they can afford to pay their rent without this support in the future.

Whether you are applying for a new award or reapplying for an HP, please explain which of the following options you are taking or are prepared to take to improve your situation so that you can afford to pay your rent yourself in the future.

Employment/training towards work

Downsizing (moving to a smaller home)

Increasing working hours

Debt/money advice

Other (please specify below)

Moving to a cheaper accommodation

Please provide further details here:

2. When would you like your HP to start and why? If you want HP for a past period, tell us why you did not apply before.

Part 4: About your financial situation

Please state the period as Y = yearly, Q = quarterly, M = monthly or W = weekly

Income

Income type	Period	Amount	Income type	Period	Amount
Wages for you and your partner			Personal Independence Payment (PIP) – daily living component		
Housing Benefit and Council Tax Reduction – we already hold this information			PIP – mobility component		
Income Support (IS)			Attendance Allowance		
Jobseeker's Allowance (JSA)			State Retirement Pension		
Child Benefit			Pension Credit		
Tax Credits			Maintenance		
Universal Credit – see overleaf			Occupational Pension		
Employment & Support Allowance (ESA)			Savings/investments		
Carer's Allowance			Student income/ loans		
Disability Living Allowance (DLA) – mobility component			Other (e.g. other income, benefits, maternity payments, lodgers and adult children – please specify)		
DLA – care component					

Bills

Expenses	Period	Amount	Expenses	Period	Amount
Total rent, including service charges			Mobile phone costs		
Council Tax – we already hold this information			TV license		
Water Rates			Pay TV/internet/phone package		
Gas			Insurance (e.g. contents, life, pets)		
Electricity					

Housekeeping

Expenses	Period	Amount	Expenses	Period	Amount
Food			Childcare		
Takeaways and food on the go			Health and beauty (please specify e.g. haircuts)		
Baby food and nappies			School uniform		
Toiletries			School meals		
Clothing			School trips		
Laundry and cleaning materials			Disability-related care spending		

Travel

Expenses	Period	Amount	Expenses	Period	Amount
Public transport			Disability-related mobility spending		
Petrol			Breakdown cover/MOT		
Taxis			Road tax & insurance		

Other costs

Expenses	Period	Amount	Expenses	Period	Amount
Going out/entertainment			Other (e.g. maintenance, private pension, meals at work – please specify)		
Holidays					
Birthdays and religious holidays					
Cigarettes/vaping					
Alcohol					
Gambling					

Debts

You do not need to include information about any Housing Benefit overpayments or Council Tax arrears as we hold this information on our records.

Expenses	Period	Amount	Total amount of debt
Loans from family/friends			
Payday loans/ Doorstep loans			
Credit cards			
Rent arrears			
Utility arrears e.g. gas, water, electrics			
Hire purchase/white goods loans			
Court fines			
Bank costs			
Maintenance payments			
Catalogue payments			
Student loans			
Other (please specify)			

Part 5: About your Universal Credit award

Please complete this part **only** if you are in receipt of Universal Credit.
If you are not in receipt of Universal Credit, please proceed to section 6.

You must provide to us all the information listed below or we will not be able to assess your HP application.

Proof of rent

If you are a housing association or a private tenant, you must provide proof of your rent to us. This could include a tenancy agreement, letter from your landlord, rent statement or a bank statement showing your rent payments.

If you are a council tenant we do not need this information.

Proof of Universal Credit award

Please provide a screenshot or print out of your Universal Credit award breakdown from your UC account showing your award amount and how it was calculated.

Bank account details

Please provide bank account details of the account to which you would like to receive any HP award.

Name of your bank	
Account name/s	
Account number	
Account sort code	

Part 6: Equal Opportunities Monitoring Information (Optional)

We need to monitor how we distribute the payment. Please help us to do this by ticking the boxes which you feel best apply to you.

Q1. What is your ethnic group?

A. White British Irish
Gypsy or Irish traveller
Other White:

B. Mixed White and Black Caribbean
White and Black African
White and Asian
Other Mixed background:

C. Asian British Indian
Pakistani
Bangladeshi
Chinese
Other Asian background:

D. Black British Caribbean
African
Other Black background:.....

E. Other Ethnic Group.....

F. Prefer not to say

Q2. What is your Gender? Male Female Transgender Other:.....

Q3. What is your Sexual orientation? Heterosexual/Straight Homosexual/Gay/Lesbian
Prefer not to say

Q4. What is your nationality?.....

Q5. Do you have difficulties reading or writing English? Yes No

Q6. Is English your 1st language? Yes No If not what is your 1st language:.....

Q7. How did you hear about Housing Payment (HP) and/or the Early Intervention Team?

Advice Centre Please specify

Universal Credit Jobcentre Housing Association

Oxford City Council Please specify department.....

Charity Please specify

.. Other Please specify

Part 7: Declaration

I declare that the information I have given on this form is correct and complete.

I understand the following:

- If I give incorrect or incomplete information, the council may take action (including court action) against me.
- The council will use the information I have given to assess my claim for Housing Payment, and I agree that the council can verify this if needed.
- I will tell the council about any changes in my circumstance that may affect my claim.
- The personal data that we hold against your (Benefit/Rent/Council Tax/Non-Domestic Rates) records will be used for the legal requirement to administer your application for Housing Payments. This information gathered can be from discussing your case in person, in writing, electronically or over the telephone.
- We will not use your personal information for marketing or credit reference agencies.
- Legally we are required to send your data to other Government agencies, such as HMRC, DWP, Valuation Office and MHCLG. We also are part of the National Fraud Initiative where every two years we send your data to the Cabinet Office to ensure that the data held is correct and for fraud prevention against the public purse. This data sharing will be for all people associated with your property.
- We also use other companies for the processing of your account, such as enforcement agencies and computer software providers. We also share your information with other departments within the council that provide different services that may be of benefit to you.
- We will only discuss your claim with your Landlord if you give us permission to do so. We can also discuss your claim with third party agencies, such as Welfare Rights or Citizens Advice who may be helping you with your finances. You will have to give us permission to do this.
- We will hold your data for as long as you are active to our databases. When your account or claim becomes dormant, we will hold it for six years for financial accounting purposes. After this period of time you have the right to be forgotten and you can write to us asking us to remove all of your data from our records.

Your name:

Date:

If you had help filling in this form or someone filled it in for you, please ask them to complete the next section.

I can confirm that I have completed this form on behalf of the claimant. The information contained within the form has been given to me by the claimant. The claimant confirms that this information is correct.

Name, contact number and relationship
to you of the person who filled in the form:

Tick here if you are happy for us to contact
the person who filled in the form