

**Dartford and Sevenoaks working together to deliver Revenues and Benefits Services**

## Discretionary Housing Payment for Removal Costs

Full Name:

Are you currently receiving Housing Benefit: Yes / No

If yes, what is your Housing Benefit reference?

Date of birth:

National Insurance Number:

Current address:

Day time phone number:

Email address:

Address of the property you are moving to:

Date of the move:

Did you receive any money from your Landlord for downsizing? Yes / No

If yes, how much did you receive?

How much were the removal costs?

Please provide the invoice.

Have the removal costs been paid? Yes / No

If yes who has paid them?

Please provide evidence.

Who do you wish payment to be made to?

Please provide the bank details for the person the payment is being made to:

Bank Name:

Account Name:

Account Number:

Sort code:

**Declaration - please read this declaration carefully before you sign and date it.**

**I understand the following**

If I give information that is incorrect or incomplete, you may take action against me. You will use the information I have provided to process my claim for Discretionary Housing Payments. You may check some of the information with other sources within the Council, rent offices and other Councils.

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

Signature:.....

Date:.....

Print full name:.....

**If the form has been filled in by someone other than the claimant, please complete below:**

Signature:.....

Date:.....

Name of person:.....

Relationship to person applying: .....

**Data Protection - how we collect and use information**

All personal data is processed in compliance with the Data Protection Act 2018. We will not give information about you to anyone else, or use information about you for another purpose, unless the law allows us to. We may check information you have provided, or information that someone else has provided, with other information we hold. We may get information about you from certain third parties, or give them information to:

- make sure the information is accurate
- prevent or detect crime
- protect public funds
- make checks on undeclared co-habitors

These third parties include Government departments, local authorities and private sector companies such as banks and organisations that may lend you money.

Dartford Borough Council and Sevenoaks District Council are the data controllers. Any information you provide us with will be treated in accordance with our Privacy Notice which can be found at [www.dartford.gov.uk](http://www.dartford.gov.uk) for Dartford residents or [www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk) for Sevenoaks residents.

Have you provided the following?

- Invoice confirming the removal costs
- Evidence if the costs have been paid