

Discretionary Housing Payments Factsheet

What is a Discretionary Housing Payment?

- A limited fund provided by the Scottish Government aimed to assist those facing hardship who are in receipt of Housing Benefit or Universal Credit Housing Costs.
- A fund administered by the City of Edinburgh council.
- The award of a DHP is a discretionary decision and there is no statutory right to a payment. Each application will be treated strictly on its own merits
- An award which due to limited funding can assist on a temporary basis (except for Under Occupancy)

Who can apply for a Discretionary Housing Payment (DHP)?

You can apply if you are :

- In receipt of Housing Benefit or Universal Credit Housing Costs and are having trouble paying your rent due to under occupancy or other shortfalls between your rent and Housing Benefit or Universal Credit payments.
- Affected by Under Occupancy.
- If you require a deposit, rent in advance or assistance with removal costs.

How to apply for a Discretionary Housing Payment

- 1) You can download an application form at www.edinburgh.gov.uk/discretionaryhousingpayments and return by email to dhp@edinburgh.gov.uk.
You can also send the application form by post to Discretionary Housing Payments Team, C3 Waverley Court, 4 East Market Street, Edinburgh EH8 8BG or hand the form into a localities office.
- 2) By contacting the council's contact centre on 0131 608 1111 and asking for an application form to be sent to you.
- 3) By requesting an application form via email at dhp@edinburgh.gov.uk
- 4) By collecting an application form at your nearest localities office.
- 5) If you are affected by Under Occupancy then the Scottish Government fully mitigates this with a Discretionary Housing payment. This can be requested by the applicant in writing and an income and expenditure form is not required.

Things to include on your application form:

- Remember to include a full list of expenses
- If you are in receipt of Universal Credit please include your Universal Credit award letter and a copy of your lease.
- Deposits - If you are applying for assistance with a deposit please include a pre tenancy agreement.
- Removal Costs - If you are applying for assistance with removal costs, please provide 3 separate quotes which should be from a recognised company.
- Rent in Advance – if you are applying for rent in advance, please provide proof of the new proposed tenancy. This must include the tenancy start date, the monthly rent charge and full details of any deposit and rent in advance that is required to be paid.