

Housing Benefit Direct Payment Agreement

Please read the following notes before completing this form

Housing Benefit is normally paid four weeks in arrears.

Where the landlord is a Housing Association or other Registered Social Landlord the tenant is able to choose if Housing Benefit can be paid to the Landlord or not.

However, if the tenancy is with a Private Landlord or Letting Agent, Housing Benefit will normally be paid direct to the tenant under the Local Housing Allowance rules.

Housing Benefit will only be paid to a private Landlord or Letting Agent where certain conditions are satisfied. For more information about these conditions please contact us or go to www.huntingdonshire.gov.uk/benefits and read the page "**Information for Landlords**".

Landlords who receive payments of Housing Benefit for tenants have a duty to tell the Benefit Section if they find out anything that may change the tenant's entitlement. For example, the tenant moves out or someone moves in with the tenant. If you are not sure about a change, tell us anyway.

If a tenant does not wish Housing Benefit to be paid to the Landlord, but has rent arrears of 8 weeks or more, Housing Benefit can be paid to the Landlord. Details of the rent arrears will need to be provided to us in writing. Such payments can be made under Regulation 95 of the Housing Benefit Regulations 2006 without the tenant's agreement.

This form should be returned to:

Benefit Section
Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN

For further information about this form or about benefit matters please contact us on
Tel: 01480 388308 or email: benefit@huntingdonshire.gov.uk

Data Protection Policy – Privacy Disclaimer – Fair Processing Notice

The information collected by Huntingdonshire District Council on this form and from supporting evidence including when you email us, will be used to process your Housing and/or Council Tax Benefit claims. The information may be passed to The Department for Work and Pensions and the Inland Revenue as permitted by law. We may check information provided by you, or information about you provided by someone else, with other information held by us. We may also get information from certain third parties, or give information to them to check accuracy of the information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include government departments and other councils.

Huntingdonshire District Council is registered under the Data Protection Act 1998. This allows it to process personal data in performing its lawful business. Information held by the Council, including personal data you provide now or in the future, will be processed in compliance with data protection principles. Your personal data may be used to manage, monitor, improve and promote the Council's services. To protect public funds it may also be shared with other persons or bodies to prevent and detect fraud. Further details are available on the Council's website www.huntingdonshire.gov.uk/privacy

If you have concerns about the processing of your personal data by the Council you may contact the Data Protection Officer at Pathfinder House, Huntingdon, Cambridgeshire PE29 3TN or the Office of the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

