

Connections to Wiltshire Council's Area

You qualify to register with us if:

You have been living in Wiltshire Council's area CONTINUOUSLY for AT LEAST last 2 years
Please provide **proof of address*** dated between 2 and 3 years ago

OR

You have a **close family member**** who has been living in Wiltshire Council's area CONTINUOUSLY for AT LEAST last 5 years

Please provide **proof of your relationship***** and 2 forms of **proof of address*** for your relatives one dated within the last 3 months and one 5 - 6 years ago

OR

You are employed, self-employed or have an offer of employment in Wiltshire Council's area Please provide **proof of employment/offer of employment******

Office Use

Provided

Provide

Required from all applicants

Eligibility and Identification

One for each member of your household

Passport/EEA ID card (**For Croatian nationals, blue WRC, purple accession worker card or yellow student registration card*)

Birth Certificate (*full BC preferred - see Parish Connections*)

Adoption Certificate/Court Order

Home Office Documents (Persons from abroad)

Office Use

Provided

Provide

Address

One for each person aged 18 or over

Please refer to the 'Legend' for **proof of address***

Office Use

Provided

Provide

Capital

For all applicants, examples below

Second bank or building society accounts, savings accounts, pensions, stocks and shares, National Savings certificates, ISAs, unit trusts, premium bonds, income from property, trusts, dividends and similar

Statements from within the last 3 months or if statement given annually from current financial year from all of the above

Any owned property in UK or abroad
Most recent mortgage statement and home valuation

Income

One for each person aged 18 or over, except adult child

2 months recent Bank/Building Society/Post Office Statements (*from within last 3 months*)

2 monthly or 5 weekly payslips

DWP/HMRC award letters (*from within last 12 months*)

State Pension, personal or private pension(s)

Additional information (if applicable)

Children

Child Benefit/Child Tax Credit Award (all pages) AND/OR Recent bank/building society statement showing the relevant payments for your children

Maternity notes/letter from GP confirming EDD

Letter confirming appointment as Foster Carer

Support needs

If you need to move in order to give or receive support which is not otherwise available

Letter from professional eg social worker, health visitor, clinician, support organisation

Occupational pension lump sum or capital sum expected [delete if not applicable]

You have indicated that you are due to receive payment/s in respect of your pension or a capital sum in respect of [insert nature of proceedings]. All applicants within 12 months of receipt of a lump sum or pension payments must supply:

Most recent pension statement (normally issued annually) showing predicted lump sum award/likely future pension income, or

Details of the expected capital sum

Medical needs

Letter from doctor/GP/nurse/specialist (*Explaining how your health is affected by where you live*)

Occupational Therapist Report

Only, if you are genuinely being asked to leave your home

Please be advised that your case will be passed to Housing Options Team, they will require:

The letter/document confirming that you are being asked to leave

Tenancy Agreement

Deposit Protection Certificate

If available: Proof that you have received a 'How to Rent Guide' at the start of your tenancy/ Annual landlord's Gas Safety Certificate (CP12)/Energy Performance Certificate

Office Use	
Provided	Provide
<input type="checkbox"/>	<input type="checkbox"/>

If you are or have been a tenant, proof of clear rent account or debt repayment (rent arrears, cost, damagerecharges)

Rent statement for any current private or social tenancy AND each past debt
Showing 6 months' consecutive repayments (weekly or monthly) or to have cleared 50% of the debt AND be making regular repayments. For council tenants we check your rent account.

Office Use	
Provided	Provide
<input type="checkbox"/>	<input type="checkbox"/>

Parish Connections

Allocation of social housing depends largely upon the parish connections of applicants. Applicants appear higher in shortlists when bidding for properties if they have a connection with the parish in which the property is located or an adjacent parish than elsewhere in Wiltshire Council's area.

You have Parish Connections if

You have lived and are currently living in particular civil parish or town for AT LEAST last 6 months
 We don't need to see anything else, as we will use proof of connections to Wiltshire Council's area

OR

You have lived in particular civil parish or town for 3 out of the last 5 years
 Please provide **proof(s) of address(es)*** to cover this period of time

OR

You have a **close family member**** who has been living in the parish CONTINUOUSLY for AT LEAST last 5 years
 Please Provide **proof of your relationship***** and 2 forms of their **proof of address*** one dated within last 3 months and one 5 - 6 years ago

OR

You are employed, self-employed or have an offer of employment in the parish
 Please provide **proof of employment/offer of employment******

Office Use	
Provided	Provide
<input type="checkbox"/>	<input type="checkbox"/>

Legend

proof of address* - we accept letter/document showing name and address, issued by one of the following: Bank, building society, DWP, HMRC, Council Tax, Electoral Services, GP, doctor, school, college, utilities, landlord

close family member** - (parent(s), grandparent(s), legal guardian(s) adult sibling(s) or adult child)

proof of relationship*** - this could be confirmed through providing Full Birth Certificates, Adoption or Special Guardianship Order(s), Marriage/Civil Partnership Certificate(s) and Deed(s) Poll (where the names have changed)

proof of employment/offer of employment**** - contract of employment (AND 2 monthly or 5 weekly payslips if employed), offer letter (for 12 months minimum) including the start date, Employer's letter confirming work contract details or business accounts from last financial year and all quarters to the date

IMPORTANT

Email: homes4wiltshire@wiltshire.gov.uk Tel 0300 456 0104

Please provide documents within **28 working days**. If this is not possible, please contact us. We accept scanned copies/ photos of documents and reserve the right to request the originals at some point. If we believe that you are knowingly withholding information or providing false or misleading information, we may investigate whether fraud is being committed.

Please note that it may take **28 days** from receipt of your documents for your housing need to be fully assessed.

Officer's details/Date