Homes 4 Wiltshire

Office use only

Application number:

Band:

Name:

# Application for housing in Wiltshire

## Guidance notes

**About filling in this form**

**IMPORTANT - What you write on this form will help us to help you find a home. We will only be able to do this if you answer the questions as fully and accurately as you can.**

**You must answer all of the questions that apply to you in full, honestly and truthfully as this is a legal document.**

**When you have finished you MUST sign the form.**

**You will be required to supply documents as proof for some questions. Look out for the exclamation icon as a reminder to enclose these with your application. (Please send copies not original documents. If original copies are required the Homes 4 Wiltshire team will contact you).**

**The information in this form may be supplied in another format or language. If you require assistance filling in this form please turn to the contacts page at the back.**

Wiltshire Council

Where everybody matters

## Section 1

# About you

## Main applicant

**Have you registered with Wiltshire Council before?**

☐ Yes ☐ No

If so, please provide your previous registration number:

**Title**

**First name**

**Surname**

**National Insurance number**

**DOB** **Gender**

**Home phone**

**Work phone**

**Mobile phone**

**Email**

**Address**

**Postcode**

**Date lived here since**

**Correspondence address**
(if different from current address)

**Address**

**Postcode**

## Joint applicant

**Please state relationship to the main applicant**

For example: husband, wife, father, mother spouse, friend

**Title**

**First name**

**Surname**

**National Insurance number**

**DOB** **Gender**

**Home phone**

**Work phone**

**Mobile phone**

**Email**

**Address**

**Postcode**

**Date lived here since**

**Correspondence address**
(if different from current address)

**Address**

**Postcode**

## Main applicant

**Please tick one of the boxes that most applies to your Nationality:**

- ☐ UK National
- ☐ Right of Abode
- ☐ EEA National (European Economic Area)

The European Economic Area includes: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden.

**If EEA National, please advise which Country you are from**

**Please tick one of the boxes that best reflects your ethnic origin**

- ☐ White British
- ☐ White Irish
- ☐ White - any other background
- ☐ Black or Black British: Black - African
- ☐ Black or Black British: Black Caribbean
- ☐ Black or Black British: Black - Any other Black background
- ☐ Asian or Asian British: Indian
- ☐ Asian or Asian British: Pakistani
- ☐ Asian or Asian British: Bangladeshi
- ☐ Any other Asian background
- ☐ Mixed: White and Black African
- ☐ Mixed: White and Black Caribbean
- ☐ Mixed: White and Asian
- ☐ Other ethnic origin: Chinese
- ☐ Other ethnic origin: Other groups
- ☐ Prefer not to answer

## Joint applicant

**Please tick one of the boxes that most applies to your Nationality:**

- ☐ UK National
- ☐ Right of Abode
- ☐ EEA National (European Economic Area)

The European Economic Area includes: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxemburg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden.

**If EEA National, please advise which Country you are from**

**Please tick one of the boxes that best reflects your ethnic origin**

- ☐ White British
- ☐ White Irish
- ☐ White - any other background
- ☐ Black or Black British: Black - African
- ☐ Black or Black British: Black Caribbean
- ☐ Black or Black British: Black - Any other Black background
- ☐ Asian or Asian British: Indian
- ☐ Asian or Asian British: Pakistani
- ☐ Asian or Asian British: Bangladeshi
- ☐ Any other Asian background
- ☐ Mixed: White and Black African
- ☐ Mixed: White and Black Caribbean
- ☐ Mixed: White and Asian
- ☐ Other ethnic origin: Chinese
- ☐ Other ethnic origin: Other groups
- ☐ Prefer not to answer

## Section 2

# About your household

## Guidance notes

**Section 2**

**We need to know the size of your family to know which sort of property you will need to be considered for. Please tell us the relationship they have with you (for example whether they are your son or daughter).**

**If you have children and they do not live with you please give written details of access rights. Please continue on a separate sheet if necessary.**

**Please give details of everyone else who will be re-housed with you:**

| | Title | Full name | Date of Birth | Relationship to main applicant | If they do not live with you all the time, how often do they stay with you? |
|---|---|---|---|---|---|
| e.g. | Miss | Jane Jones | 25. 01. 1988 | Daughter | ____ |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**Is anyone on the application pregnant?**

☐ Yes ☐ No

If 'yes' please provide name:

.....

Expected due date: .....

**Is anyone you have listed on your application getting support from Social Services, the probation service or any other organisation at the moment?**

☐ Yes ☐ No

If 'yes' please provide full details below

**Please list anyone who gets support and who they get it from:**

| | Who gets support | Name of support worker | Organisations | Address | Phone no. |
|---|---|---|---|---|---|
| e.g. | Jane Jones | Sally Smith | Community Mental Health Team | Red Gables, Hilperton rd, Trowbridge | 01225 112233 |
| | | | | | |
| | | | | | |
| | | | | | |

# Previous addresses

**Please give details of where you have lived in the last five years. (Please continue on a separate sheet if necessary).** We may contact your previous or current landlord for further information. If you were living with your parents or with friends or relatives at any previous addresses can you please tell us in the box for the landlord's name.

| | Name | Address | From - to (dates) | Name and address of landlord | Why did you leave this address? |
|---|---|---|---|---|---|
| e.g. | Mary | 21 High Street, Trowbridge | Mar05 - Jan08 | Mum | Asked to leave |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**Do you have any outstanding debts with your previous or current landlords?**

☐ Yes ☐ No

If you have ticked 'yes' please tell us how much you owe:

£ .....

and provide your landlord's name and address:

.....

.....

**Are there any other housing association or council tenancies you have not listed above?**

☐ Yes ☐ No

If 'yes' please give their details as well:

.....

.....

.....

**Have you or any member of your household ever been evicted or refused accommodation?**

☐ Yes ☐ No

If you have ticked 'yes', please tell us why:

.....

.....

.....

and when: .....

## Guidance notes

**Section 3**

**It is important that you include where both applicants (Main and Joint if applicable) have lived over the last 5 years. We need this information to establish your connection to the area and your previous housing circumstances.**

**If you have rent arrears you will be able to bid, however the landlord of the property may be minded to refuse you for their accommodation in line with their own allocation policy.**

# Employment and financial details

## Main applicant

**Employment status:**

☐ Employed ☐ Unemployed
☐ Self employed ☐ Retired

**Employment type**

☐ Full time ☐ Part time

Employer: .....

Work Address: .....

.....

.....

**Please provide details of your MONTHLY income**

Employment income:

£ ..... Monthly

Benefits (JSA, Income support, DLA):

£ ..... Monthly

Child Benefit:

£ ..... Monthly

Child/Family Tax Credits:

£ ..... Monthly

Personal Pension:

£ ..... Monthly

State Pension:

£ ..... Monthly

Any other income:

£ ..... Monthly

£ **Total monthly income**

**Do you have any savings or investments?**

☐ Yes ☐ No

If you have ticked 'yes' please tell us how much:

£ .....

**Do you own any property?**

☐ Yes ☐ No

If 'yes' please enter approximate market value:

.....

**Do you have a mortgage?**

☐ Yes ☐ No

If you have ticked 'yes' how much do you have left to pay?

.....

Please provide details of your mortgage lender:

.....

.....

.....

.....

.....

## Guidance notes

**Section 4**

**You must tell us about any property you own or part own. If you are unable to sell it, you must tell us why. We may ask for proof of this.**

## Joint applicant

**Employment status:**

☐ Employed ☐ Unemployed

☐ Self employed ☐ Retired

**Employment type**

☐ Full time ☐ Part time

Employer: .....

Work Address: .....

.....

.....

**Please provide details of your MONTHLY income**

Employment income:

£ ..... Monthly

Benefits (JSA, Income support, DLA):

£ ..... Monthly

Child Benefit:

£ ..... Monthly

Child/Family Tax Credits:

£ ..... Monthly

Personal Pension:

£ ..... Monthly

State Pension:

£ ..... Monthly

Any other income:

£ ..... Monthly

£ **Total monthly income**

**Do you have any savings or investments?**

☐ Yes ☐ No

If you have ticked 'yes' please tell us how much:

£ .....

**Do you own any property?**

☐ Yes ☐ No

If 'yes' please enter approximate market value:

.....

**Do you have a mortgage?**

☐ Yes ☐ No

If you have ticked 'yes' how much do you have left to pay?

.....

Please provide details of your mortgage lender:

.....

.....

.....

.....

.....

## Section 5

# About where you live now

**What type of property are you living in?**

- ☐ House
- ☐ Flat
- ☐ Bedsit
- ☐ Studio flat
- ☐ Hotel
- ☐ Purpose built maisonette
- ☐ Bungalow
- ☐ Caravan / Mobile home / Boat
- ☐ Hostel
- ☐ Maisonette
- ☐ Prison
- ☐ Purpose built flat
- ☐ Hospital or nursing home
- ☐ Other - Please specify

.....

**Has your property been adapted to suit your requirements?**

☐ Yes ☐ No

If 'yes' please specify:

.....

.....

.....

**Is the property in need of serious repair?**

☐ Yes ☐ No

If 'yes' please provide details:

.....

.....

.....

**It may be necessary for a visit to be carried out to verify this.**

**What is your current living situation** (please tick one box only)

- ☐ Private tenant
  Please give name of landlord:

  .....
- ☐ Living with family or friends
- ☐ Housing Association tenant
  Please give name of landlord:

  .....
- ☐ Local authority (Council) tenant
  Please give name of landlord:

  .....
- ☐ Lodger / House share
- ☐ Home owner or buying your home
- ☐ Shared ownership
- ☐ HM Forces
- ☐ Accommodation comes with job
- ☐ Mobile home / Caravan / Boat
- ☐ Temporary accommodation
- ☐ No fixed abode
- ☐ Other - Please explain:

.....

**Which floor is your property on?** (Write 0 for house, bungalow or ground floor flat)

.....

**How many bedrooms are in your property?**

☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5+

**Would you like to move to a smaller property?**

☐ Yes ☐ No

**How much do you pay for your home?**

£ .....

How often do you pay this?

☐ Weekly ☐ Monthly

Is this rent or mortgage?

☐ Rent ☐ Mortgage

**Does living in your home affect the health of you or any household member?**

☐ Yes ☐ No

If 'yes' please tell us how a move will improve your health:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**We will contact you if a home visit is necessary to carry out an assessment**

**Is any household member registered under the Chronically Sick and Disabled Person's Act?**

☐ Yes ☐ No

**Families with children under 10 only:**

**Do you have access to a private garden?**

☐ Yes ☐ No

**Are you likely to lose your present accommodation in the near future?** (If so please provide a copy of your notice to leave)

☐ Yes ☐ Possibly ☐ No

If you have ticked 'yes' or 'possibly', who has asked you to leave? (e.g. friends, landlord, family, employer etc)

.....

and by what date?

.....

**If you are at risk of losing your home this information may be passed to the housing advice team**

## Guidance notes

**Section 5**

**This information is required to make a fair assessment of your housing need.**

**Failure to provide the relevant information may result in your application being banded incorrectly.**

**If this is a joint application and the main applicants are living separately please provide details on page 13.**

# About the property you would like

**Do you wish to be considered for any accommodation OTHER THAN general needs affordable housing, such as:**

- ☐ Sheltered/Warden controlled accommodation
- ☐ Extra care housing
- ☐ Lifeline
- ☐ Low cost home ownership schemes
- ☐ Mutual exchange
- ☐ Private rental options
- ☐ Keyworker accommodation

If you have ticked 'Extra care housing' please provide the number of care hours you are currently receiving:

.....

**Do you require ground floor accommodation?**

☐ Yes ☐ No

If 'yes' please explain:

.....

.....

**Do you require adapted accommodation;**

☐ Yes ☐ No

If 'yes', please state if you require full or partial adaptations:

☐ Full ☐ Partial ☐ Unsure

Has this been assessed by an Occupational Therapist?

☐ Yes ☐ No

If 'yes' please provide the Occupational Therapist's name:

.....

## Guidance notes

**Section 6**

**Sheltered / Warden controlled**
For households over retirement age or a proven medical need. Accommodation generally consists of bungalows or flats.

**Extra care housing**
For customers in need of housing with additional support. Generally for customers over 60 years of age or with a medical need.

**Lifeline**
Properties with access to an emergency call out service. There is an additional charge for this service. Generally available to over 50's only or someone with a medical need.

**Low cost home ownership**
Options for people wishing to purchase affordable housing.

**Mutual exchange**
Available to current Housing Association or Council tenants.

**Private rental option**
Your own choice of property in the private sector.

**Keyworker**
For households working in education, police, fire departments or health.

**We do not ask for details about any pets you have, however please be advised that some Housing Associations do not allow pets into their accommodation. Please read the advertisement carefully for further information.**

**Bungalows owned and managed by Wiltshire Council cannot be allocated to households under 60yrs of age, unless there is a high medical need identified, where this type of accommodation is required.**

# Local connection and area of choice

**What is the main or joint applicant's connection to the Homes 4 Wiltshire area:**
(Please tick **ONE** of the following)

| Main | Joint | |
|---|---|---|
| ☐ | ☐ | I normally live in the Homes 4 Wiltshire area |
| ☐ | ☐ | I am employed in the Homes 4 Wiltshire area |
| ☐ | ☐ | My family live in the Homes 4 Wiltshire area |
| ☐ | ☐ | I have other connections to the Homes 4 Wiltshire area |
| ☐ | ☐ | I do not have a local connection to the Homes 4 Wiltshire area |

If you have ticked "My family live in the Homes 4 Wiltshire area" please answer the questions below:

Name of family member:

.....

Relationship to you:

.....

Address they live at:

.....

.....

.....

If you have ticked "other connection to Wiltshire" please tell us why:

.....

.....

.....

## Guidance notes

**Section 7**

**The Homes 4 Wiltshire area consists of the previous districts of North Wiltshire, West Wiltshire, Salisbury and Kennet. This does not include Swindon.**

**Some housing schemes are built specifically for the community of the village they are in.**
**For this type of housing you may be given priority if you have a specific connection to that village.**

(A family connection consists of mother, father, grandparents, child or sibling over the age of 18yrs**).**

**If you have a connection please say which village and state the connection you have:**

**Village:** .....

**Connection:**

☐ Family
☐ Work
☐ Used to live there. Dates: .....
☐ Other: .....

**Village:** .....

**Connection:**

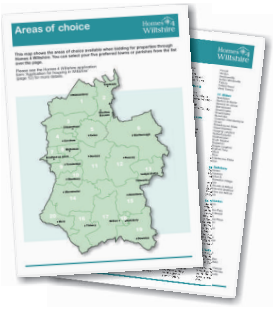
☐ Family
☐ Work
☐ Used to live there. Dates: .....
☐ Other: .....

**Village:** .....

**Connection:**

☐ Family
☐ Work
☐ Used to live there. Dates: .....
☐ Other: .....

**Please refer to the enclosed map for information of areas you would like to live in and select the five preferred towns or parishes of your choice.**




**The enclosed map is yours to keep to refer to when bidding for properties.**

**Please indicate below your five preferred towns or parishes of choice:**

1 .....

2 .....

3 .....

4 .....

5 .....

## Guidance notes

**Section 7**

**Although you are only listing five areas you would choose to live in please be advised that you are able to bid for any area advertised.**

**The five areas you identify here will be used in establishing need to build in certain towns/parishes of the Homes 4 Wiltshire area.**

**These five areas will also be used in determining a suitable offer of accommodation if you become homeless and either Homes 4 Wiltshire bid on your behalf or if you bid for a property and subsequently refuse.**

**Therefore, although you are able to bid for anywhere, the five areas you state here should be areas you would want to live in.**

# Additional information

**Please use this space to give us any further information about why you need to be re-housed or any further contact details:** (Use another sheet of paper if you need to)

**Does either the main applicant or joint applicant experience difficulties with reading or writing?**

☐ Yes ☐ No

**Do you need further information about Choice Based Lettings?**

☐ Yes ☐ No

**Do you require assistance with the bidding process?**

☐ Yes ☐ No

**Are you either employed by, or related to a member of staff or board members within:**

☐ Wiltshire Council

☐ Our Housing Partners

☐ A Wiltshire Councillor

If you have ticked Yes, please let us know who, and which organisation they work for:

## Guidance notes

**Section 9**

**For a list of our housing partners please see the back page.**

**If you have any final points to make about your housing situation please ensure you include this in the space provided to ensure this is used in assessing your housing need.**

# Checklist

**Please read through the form again to check that the information you have given is correct.**

**If applicable have you attached the following?**

- ☐ Proof of identification for every applicant on the register (photo, driver's licence, birth certificate, passport)

  (pg 2)

- ☐ Proof of address (utility bill, driver's licence, council tax bill)

  (pg 2)

- ☐ Proof of residency of children (Child benefit, court order)

  (pg 3)

- ☐ Proof of pregnancy (Maternity notes, letter from GP)

  (pg 3)

- ☐ Proof of income or benefits (bank statement, wage slips, DWP documentation)

  (pg 6/7)

- ☐ Proof of savings/stocks and investments (bank statements, paperwork)

  (pg 6/7)

- ☐ If owner/occupier of property, most recent mortgage statement

  (pg 6/7)

- ☐ Confirmation of immigration status and workers registration certificate (if relevant) for persons from abroad

  (pg 2)

- ☐ Medical evidence (CSDPA number, blue badge, occupational therapist report)

  (pg 9/10)

- ☐ Notice of eviction (Notice to Quit from landlord)

  (pg 9)

The documentation required can be in the form of copies, but if a member of the Homes 4 Wiltshire team feels that the documentation has been in any way tampered with, they have the right to refuse the evidence and request to see the original.

**Now please read the declaration, then sign and date your application form. Many thanks.**

## Section 10

# Declaration

Deliberately providing false information for the purpose of obtaining a property is a criminal offence.

Failure to update your application or inform us of changes to your circumstances before receiving an offer of a property may lead to you being prosecuted and/or losing your offer of accommodation. If you have already signed for and taken up a tenancy, legal action may be taken to end this.

**Sharing and Storing of your information**

As part of a "sharing of information" protocol and in compliance with the Data Protection Act, we may ask others for information about you or give them information about you or your household to check if it is accurate and where legitimately required in the course of the business. This may include local authorities, housing associations, landlords or different departments of our partners. We do this to stop crime and make sure that public funds are not misused.

Please note that all of your information may be scanned and held electronically, this information will be held securely. By signing this form you give permission to share and store your information.

The partner landlords reserve the right to withdraw any offer of accommodation made to any applicant.

## Main applicant

**Signature** .....

**Date** .....

## Joint applicant

**Signature** .....

**Date** .....

**Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, they must sign this declaration as well.**

## If this form has been completed by someone other than the applicant, please complete the section below

**If you are completing this form on behalf of the applicant please explain why you are completing the form:**

.....

.....

.....

.....

Name of the person who filled in the form:

.....

Relationship to the person applying:

.....

**If this form has been filled in by someone other than you or your partner, please read the form carefully and fill in the section below.**

*The application was filled in for me and I have checked the details before signing it.*

**Your signature**

**Date**

**Partner's signature**

**Date**

# Contact details

**If you need further help or information regarding this form, please contact the housing staff at the organisation nearest to you by calling Wiltshire Council on:**

**01380 734 734**

**Wiltshire Council**
Browfort
Bath Road
Devizes
SN10 2AT

**Wiltshire Council**
Monkton Park
Chippenham
Wiltshire
SN15 1ER

**Wiltshire Council**
26 Endless Street
Salisbury
Wiltshire
SP1 1DR

**Wiltshire Councill**
165 Bradley Road
Trowbridge
Wiltshire
BA14 0RD

**Please return this form to:**

**Homes 4 Wiltshire Offices**
Browfort
Bath Road
Devizes
Wiltshire, SN10 2AT

# Our partners

**This application form is for the Common Housing Register for Wiltshire. You only need to apply once to be considered for housing within the Homes 4 Wiltshire area, with any of the following housing providers:**

- Wiltshire Council
- New Futures
- A2 Winchester Housing
- English Churches Housing Group
- Fosseway Housing Association
- Guinness Trust Housing Association
- Hanover Housing Association
- Hastoe Housing Association*
- Housing 21 Housing Association
- James Butcher Housing Association
- Jephson Housing Association
- John Groom Housing Association
- Kennet Housing Society*
- Kingfisher Housing Association
- Knightstone Housing Association
- New Downland Housing Association
- Orbit Housing Association
- Raglan Housing Association
- Ridgeway Community Housing Association
- Salvation Army Housing Association
- Sarsen Housing Association
- Somer Community Housing Trust
- Sanctuary Shaftesbury Housing Association
- Signpost Housing Association
- South Western Housing Society
- Sovereign Housing Association
- Swaythling Housing Association*
- Westlea Housing Association
- Western Challenge Housing Association
- West Country Housing Association
- Selwood Housing*
- Wiltshire Rural Housing Association

* Housing Associations without Charitable Status

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