

Close relatives' *pro forma* authorisation letter

To be used by close relatives of housing applicants (parents, grandparents, adult siblings, adult children) to allow **Homes4Wiltshire** to obtain information about close relatives' residency in Wiltshire Council's area. Close relatives' minimum residency period in the area is 5 years. Allows Homes4Wiltshire to liaise with the council's Council Tax, Electoral Registration and Benefits teams.

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Close relative's full name _____
Close relative's date of birth _____
First line of address _____
Second line _____
Town or City/Postcode _____

To: Homes4Wiltshire

Dear Homes4Wiltshire

Consent for sharing of personal information

I give consent for all departments of Wiltshire Council which hold personal information about me to share my name, address details and duration of residency with Homes4Wiltshire to assist in the assessment of my relative's housing application.

My relative's details are [details of housing applicant]

Full name _____ Date of birth _____

Address _____

(Optional) If I have lived at my current address for less than 5 years, I confirm that my previous address in Wiltshire Council's area was _____

_____ and that I was registered for Council Tax or for electoral purposes at that address from _____ (date moved in) to _____ (date moved out).

Yours sincerely

_____ Relative's signature Date _____

_____ In cases of appointee/decision maker, her/his signature*

_____ Appointee's full name Date _____

**Please attach copy of document of appointment, enduring power of attorney or similar*

**Please return to: Homes4Wiltshire, Bythesea Road, Trowbridge, Wiltshire BA14 8JN
or, scanned copies to homes4wiltshire@wiltshire.gov.uk**