



Housing Services

**Application to
Join the West Lancashire
Housing Register**

Introduction

This form can be used by anyone who wants a home with West Lancashire Borough Council or through a nomination to a Housing Association.

It is important that we have as much detail as possible about your current housing situation so that we can accurately assess your housing circumstances. All of the information which you provide is treated as confidential.

Please read the booklets “How We Allocate Housing” and “A Guide to the Banding Scheme” before you complete this form. These booklets will give you information about the types of property you are eligible for and what priority you might be awarded.

When you have completed the form and attached a **character or tenancy reference** (see below) you can return it in person to either of the Council’s Customer Service Points below.

The reference should be from a current or recent landlord (ie. someone you paid rent to), a current or recent employer or a member of standing in the community, this could be a teacher, a police officer, doctor, member of the legal profession, councillor or a cleric to name a few. The reference should also be written on letter headed stationery or have a business card attached. We also require full contact details for the referee and they must clearly state their position and in what capacity they know you.

Ormskirk

WLBC Council Offices
52 Derby Street
Ormskirk
Lancashire
L39 2DF

Skelmersdale

WLBC Customer Service Point
Unit 142
The Concourse
Skelmersdale
Lancashire
WN8 6LN

Alternatively you can send your application by post to:

WLBC Housing Options
49 Westgate
Sandy Lane Centre
Skelmersdale
Lancashire
WN8 8LP

N.B.: This office is not open to the public and mail will not be accepted at the door.

Section A Your Details

Main Applicant	Full Name		Title	Mr / Mrs / Miss / Ms
Address:				
	Date moved in			
Telephone:	Home:		Mobile:	
E-mail Address:				
Date of Birth:		NI number:		Male / Female
Are you a (please circle)	Lodger <small>(includes living with family & friends)</small>	Tenant <small>(please provide a copy of your tenancy agreement)</small>	Owner Occupier <small>(please provide a property valuation & your mortgage statement)</small>	
Landlords name and address				
Is the property a	Bedsit / Flat / Maisonette / Bungalow / House			
How many bedrooms		What floor?	Ground / First / Second / Above	
Nationality (as detailed on your passport)	<small>Non British Citizens will need to provide evidence to confirm Immigration status, eg copy of passport, Home Office documentation or workers permit</small>			

Joint Applicant	Full Name		Title	Mr / Mrs / Miss / Ms
Address:				
	Date moved in			
Telephone:	Home:		Mobile:	
E-mail Address:				
Date of Birth:		NI number:		Male / Female
Are you a (please circle)	Lodger <small>(includes living with family & friends)</small>	Tenant <small>(please provide a copy of your tenancy agreement)</small>	Owner Occupier <small>(please provide a property valuation & your mortgage statement)</small>	
Landlords name and address				
Is the property a	Bedsit / Flat / Maisonette / Bungalow / House			
How many bedrooms		What floor?	Ground / First / Second / Above	
Nationality (as detailed on your passport)	<small>Non British Citizens will need to provide evidence to confirm Immigration status, eg copy of passport, Home Office documentation or workers permit</small>			

If you want someone else to act on your behalf or post to be sent to another address please supply details	
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Section B – Household details

Please list all the people currently living with you in your home

First Name	Surname	D.O.B	M / F	Relationship to you	Nationality	Will they be moving with you

Please tell us if there is someone who will live with you who currently lives at a different address

First Name	Surname	D.O.B	Address	Relationship to you	Nationality	Are they lodger/tenant/owner

Access

If you have overnight access to any children that do not permanently live with you, please provide details ie names, DOB, address & frequency of access. (You will be required to provide evidence)

Property details

Does your home lack any basic facilities eg kitchen, bathroom, hot or cold water supply? Please provide details

Are there any major problems in your home which are likely to put health at risk? Please provide details including whether your landlord has been served with a repair notice

Do you need to leave your current accommodation within the next 28 days?

Past Addresses

Main Applicant

Full Address	From	To	Were you a lodger/tenant/owner & if applicable who was the landlord	Reason for leaving

Joint applicant

Full Address	From	To	Were you a lodger/tenant/owner & if applicable who was the landlord	Reason for leaving

Do you hold a tenancy or own a property other than already mentioned

YES

NO

Have you sold a property within the last 5 years? If yes please provide copy of completion statement and equity details

YES

NO

Section C – Medical Assessment

If you have a medical condition which makes living in your current home difficult and/or dangerous, you may receive additional priority if moving to either a different property type or area would help solve the problem. Please tell us what your medical condition is, what makes your current home unsuitable and how moving would help. Please also tell us if you need to be closer to family or friends so that they can offer you support, telling us their name and address. You will be required to provide evidence of your condition from either a GP or consultant

Has your current home been fitted with any adaptations?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Would you require adaptations to your new home?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Section D – Reasons for moving

Please tell us why you wish to be re-housed. Include details of any special circumstances which you think should be taken into account.

Section E – Employment/Financial Situation

Income

	Main Applicant	Joint Applicant
Normal weekly take home pay		
Total weekly amount from benefits		
Total weekly amount from other sources		

Main Applicant: Name, address & phone number of employer (if applicable):

How long have you been with this employer?years months

Joint Applicant: Name, address & phone number of employer (if applicable):

How long have you been with this employer?years months

Savings

Please provide details of any savings, bonds or other assets you hold

Section F – the type of home you need

Please indicate the type of property you would prefer

For guidance please refer to the booklet 'How we allocate Housing'

Bedsit – ground floor		Bedsit – first floor or above	
Flat – ground floor		Flat – first floor or above	
Maisonette – ground floor		Maisonette – first floor or above	
Bungalow		House	

How many bedrooms do you need? (For guidance please refer to the booklet 'How we allocate Housing')

Areas of Choice

Please tick next to all areas you wish to be considered for

Altcar	
Appley Bridge	
Ashurst	
Aughton	
Banks	
Bickerstaffe	
Birch Green Central	
Birch Green	
Burscough	
Clay Brow	
Digmoor	
Halsall	
Haskayne	
Hesketh Bank	
Holland Moor	
Little Digmoor	
Newburgh	
New Church Farm	
Old Skelmersdale	
Ormskirk	
Parbold	
Rufford	
Scarisbrick	
Tarleton	
Tanhouse 4&5	
Tanhouse 1&2	
Up Holland/Roby Mill	
Westhead	
Wrightington	
Yewdale	

Local Connection

Please indicate any areas you have a local connection to

Type of Connection	Areas
Have lived in that area for a period of 3 out of the last 5 years prior to the date of their application;	
Have close family who have lived in the area for a minimum of 2 years prior to the date of application and need to move nearer to them (provide relatives name & address)	
Have been permanently employed in an area of the district for at least the previous 12-months	
Need to move to or remain in area to receive support of local organisations or support facilities such as day centres.	

Please give details of any pets you would like to take with you.

(We cannot rehouse anyone in a flat with a communal entrance if the pet may cause nuisance to other tenants e.g. cat or dog)

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Housing Association Properties

The Council holds details of people who would like to be considered for Housing Association homes as well as council properties.

Please tick here is you wish to be considered

Shared Ownership Properties

The Council holds details of people who would like to be considered for Shared Ownership homes

Please tick here is you wish to be considered

Do you work for West Lancashire Borough Council? YES NO If yes please provide job title and division

Are you related to any Councillor or employee of West Lancashire Borough Council? YES NO If yes please state name, relationship & position within the council

References

Applicants under 60 who are not already a tenant of West Lancashire Borough Council must provide a reference from either their current or previous landlord. If you have not rented accommodation before, the reference should be from your employer. The reference should state your suitability as a prospective tenant and should state how you have conducted previous tenancies. If you do not supply a reference this application form will be returned to you unregistered.

Declaration & Signature

Have you or anyone to be rehoused with you ever been convicted of a criminal offence? (You do not need to include any convictions spent under the Rehabilitation of Offenders Act 1974.)

YES

NO

National Fraud Initiative (NFI) Fair Processing Notice

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see www.westlancsdc.gov.uk/nfi

Declaration

Please read carefully and sign below

I authorise West Lancashire Borough Council to contact any previous landlords and relevant agencies including but not limited to other divisions of WLBC, the police, the probation service, social services, and the health authority to check the information I have given and give permission for the release of any relevant information.

The information on this form is a true statement. I understand that any information that is false or misleading may lead to prosecution.

I undertake to notify the council of all changes affecting my application as they occur. (Your application may be cancelled if you do not tell us of any changes to your circumstances.)

Main Applicant

Signed

Date

Joint Applicant:

Signed

Date

Equal Opportunities

We need to keep records of race/origin of everyone applying to ensure housing is provided equally to all.

The information is provided in confidence and will not affect your housing application.

Main Applicant – *please circle your ethnic group*

White	British	Irish	Other	
Mixed	White & Black Caribbean	White & Black African	White & Asian	Other
Asian or Asian British	Indian	Pakistani	Bangladeshi	Other
Black or Black British	Caribbean	African	Other	
Chinese or other ethnic group	Chinese	Other		
Gypsy/Romany/Traveller				

Joint Applicant – *please circle your ethnic group*

White	British	Irish	Other	
Mixed	White & Black Caribbean	White & Black African	White & Asian	Other
Asian or Asian British	Indian	Pakistani	Bangladeshi	Other
Black or Black British	Caribbean	African	Other	
Chinese or other ethnic group	Chinese	Other		
Gypsy/Romany/Traveller				

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This is your receipt for your application form when it is signed by an officer of the council

Date stamp

Officer Signature

You should keep this safe until you have been told in writing that your application has been registered. You should get this within 10days.

If you have not heard from us in 10 working days contact the Housing Options Team on Tel: 01695 577177