



## How to complete your housing application form

### **Section A – your details**

Please complete your name, address and contact details, not forgetting to put the date you moved in, as this may affect the banding of your application and whether you are given preference for having a local connection.

**Joint Applicant** – Only complete the Joint Applicant section if you have a spouse or partner who is to be rehoused with you.

### **Current Home**

- If you live with your family or friends in a home that they rent or own please circle lodger
- If you have a tenancy in your name whether it is with the council, a Housing Association or private landlord; circle Tenant. You will need to provide a copy of your tenancy agreement. As well as being used in the banding of your application this information helps us to establish whether you should be granted a Secure or Introductory tenancy.
- Owner Occupier – please circle this option if your name appears on the deeds to the property in which you live. If you have a mortgage you will need to supply a copy of a recent statement showing the balance outstanding.

### **Nationality**

We ask your nationality to help us to establish whether you are eligible for a council tenancy. If you are a Non-UK citizen you will need to provide a copy of your passport, any documentation from the Home Office relating to your immigration status or if you are citizen of an EEA country documentation relating to your status as a worker e.g. an employer's reference and/or a copy of your workers registration.

### **Communication**

Please tell us if you need correspondence in a different format eg a different language. You can nominate a person to act on your behalf. We will only be able to discuss your application with a third party e.g. a member of your family if you have specified this on your form.

### **Section B – Household details**

Please list everyone who lives with you and indicate if they are to be rehoused. We will require proof of all dependant children to be rehoused i.e. copies of child benefit award for each child.

**Access** – if you have overnight access to children your application will be listed for an additional bedroom. The evidence we need to confirm the access arrangements is normally a copy of the birth certificate for each child, a letter from the primary career outlining access arrangements and proof of child benefit or alternatively a copy of any order issued by the courts.

**Homelessness** – please indicate whether you need to leave your current accommodation in the near future. If you are currently renting a property and have been issued a notice seeking possession please provide a copy. If you are threatened with homelessness you can contact the Homelessness Advice and Prevention team on Tel: 01695 585222 for further advice.

### **Past Addresses**

Please provide details of everywhere you have lived within the last 5 years. Without a full housing history we will not be able to complete the assessment of your application and your form may be returned to you.

### **Section C – Medical/Support Assessment**

If you need to move because your current home doesn't meet your medical needs, you need the support offered in sheltered accommodation or you need to be closer to your family so that they can offer support, you should complete a Medical/Support Assessment form. If you require any additional copies please contact Housing options on Tel: 01695 585271.

You will need to tell us about any medical conditions which are made worse by your current home or that affect the type of property that you will need. These details will need to be confirmed in writing by either your GP or consultant. Once we are in receipt of this information we will usually carry out a visit to see the difficulties you have in your current home. This information is then presented to the council's Medical Panel who considers whether any additional priority can be given.

### **Section D – Reason for Moving**

Here you should tell us the main reason you want to move.

### **Section E – Employment/Financial situation**

Your income and savings details allow us to establish whether you could meet your own housing needs in the private sector.

We ask for your employment details to establish whether you may qualify for preference because of a local connection to a part of the borough.

If you are having difficulty affording your current home because of a change in your circumstances you should complete a Economic Need Assessment form telling us about your income and outgoings. You will need to provide evidence eg copies of bills, bank statement, wages slips, etc.

### **Section F – the type of home you need**

The tables below will help you work out what type of property and how many bedrooms you will need

Married or cohabiting couples (including same sex couples)	One bedroom
Adults aged 21 years or more	A bedroom each
A pair of same sex children aged between 10 & 20 years	One bedroom
A pair of children where both are aged under 10 regardless of sex	One bedroom
Any unpaired person aged 10-20 years will be paired if possible with a child under 10 of the same sex. Where this is not possible separate bedrooms will be allocated.	

#### Property Type

#### Qualifying Groups

Bedsits

Single people & couples without children

Flats/Maisonettes

Single people, couples, families where the youngest child is aged over 16. Households with children aged under 16 if requested.

Houses

Households with children where the youngest is aged 16 or under.

Bungalows

Households with a disability & those over 60.

### **Housing Association properties**

There are a number of Housing Associations who own properties within West Lancashire. Housing associations are non profit making landlords who rent properties on a similar basis to the council. The council nominates applicants from its housing register for around 50% of housing association vacancies.

### Shared ownership

is a form of home ownership designed for people who want to buy a home but cannot afford to make the full mortgage repayments. Through shared ownership, the applicant is able to buy a share of the property and pay rent to the Housing Association for the remainder. The share is normally between 25 and 75 per cent (for which the applicant would need to raise a mortgage in the normal way).

### References/ID

Unless you hold a current tenancy with West Lancashire Borough Council or are over 60 years of age you will need to provide a reference, where it is a joint application one reference will be needed for each applicant. If you hold a current tenancy the reference must be from your current landlord and include details of your rent payments and whether there have been any complaints of noise nuisance or anti social behaviour. All references must detail your suitability as a tenant.

You will also need to provide proof of ID this can be

**Either:** Current Passport or Current Driving License (Photo)

**Or 2 of the following:** Birth Certificate, Marriage Certificate, NI number card, Medical card, recent utility bill, current bank account statement, recent correspondence from DWP, Inland Revenue, Tax Credit Office or Pensions Service.

Without a satisfactory reference and ID, your application will not be processed and the form will be returned to you.

### Criminal Convictions

You must let us know if you have a criminal conviction. You do not need to let us know where the conviction is spent. Custodial sentences of more than 2 1/2 years can never become spent. The following sentences become spent after fixed periods from the date of conviction:

Sentence	Rehabilitation Period	
	People aged 18 or over when convicted	People aged 17 and under when convicted
Prison sentences of 6 months or less	7 years	3 1/2 years
Prison sentences of more than 6 months to 2 1/2 years	10 years	5 years
Borstal (abolished in 1983)	7 years	7 years
Detention centres (abolished in 1988)	3 years	3 years
Fines, probation, compensation, community service, combination action plan, curfew orders, drug treatment and testing, and reparation orders	5 years	2 1/2 years
Absolute discharge	6 months	6 months