

APPLYING FOR A COUNCIL HOME INFORMATION & GUIDANCE

INTRODUCTION

This leaflet explains how we let our homes and also provides assistance on completing the Housing Application Form.

We aim to:

- Ensure we let our homes to those who need them the most
- Offer choice about where you want to live
- Be easy to understand

If you would like to see the full copy of the Charnwood Allocations Policy, please visit our website www.charnwood.gov.uk.

OUR STAFF WILL:

- Help you fill in forms if you request assistance
- Provide an interpretation service if your first language is not English and you request assistance
- Provide you with a sign language service if you need it
- Give you information, on request, in different languages or in different formats such as large print, Braille
- Use plain English
- Take into account any special needs you may have
- Visit you at home if you can't get to our office – if you live in the Borough of Charnwood

WHO CAN APPLY FOR A HOME?

Anyone can apply to Charnwood Borough Council (CBC) for housing; however, not everyone will be eligible. Normally we will accept applications from people over the age of 18 although we will in some circumstances consider applications from people aged between 16 and 18 years of age.

WHO IS NOT ELIGIBLE TO JOIN THE HOUSING REGISTER?

Certain persons from abroad are ineligible for accommodation. These groups are defined by the legislation and related government orders (this refers to some persons who are subject to immigration control, some asylum seekers and persons who have not been 'habitually resident' in the United Kingdom).

Applicants or members of their household who CBC has decided are ineligible for accommodation by reason of unacceptable behaviour such as anti-social behaviour serious enough to make them unsuitable to be a tenant as defined by the relevant legislation. This applies where a Possession Order is being sought or has recently been obtained against a

council or registered social landlord tenant. It also applies where the Council considers that the behaviour of an applicant is such that it would be able to obtain a Possession Order (Grounds 1-7 schedule 2 of the Housing Act 1985) if that applicant had been a tenant of CBC or registered social landlord.

Grounds for the possession of a secure tenancy due to unacceptable behaviour are:

- Rent arrears or breach of tenancy agreement
- Causing or engaging in conduct likely to cause nuisance or annoyance to neighbours (anti-social behaviour)
- Use of the property for illegal or immoral purposes
- Committing an arrestable offence in or near your home
- Violence towards members of your household causing them to leave your home
- Allowing the condition of your home to deteriorate through action or neglect
- Allowing furniture provided by the landlord to deteriorate due to ill treatment
- Persons who knowingly give false or misleading information or who withhold information that has been reasonably requested (getting your tenancy by deception)
- Paying or receiving money to get a CBC tenancy
- Where a person living in non-housing accommodation as a consequence of their employment is guilty of inappropriate behaviour

HOW TO APPLY FOR A COUNCIL HOME

We want to make it as easy as possible for you to apply for a home. You can only apply for a home by completing an application form and we have accepted your application.

1. You will need to complete a Housing Register Application Form and you can get this:
 - By contacting Housing Needs, Charnwood Borough Council, Southfield Road, Loughborough, Leicestershire LE11 2TT
 - Visit our website www.charnwood.gov.uk
2. If you have a medical reason for wanting a home, we may ask you to complete a separate medical form.
3. When you apply you will need to provide proof of your identity for you and your joint applicant (if applicable). You must show us one document from List A and one document from List B below for **each** applicant (photocopies are acceptable):

LIST A	LIST B
Birth certificate/s (you and your partner)	Rent book or card
Marriage certificate	Current tenancy agreement
Full driving licence	Child Benefit award letter
Passport	Bank statements that are no more than 3 months old
NHS Medical card	Details of any benefit you are receiving
	Tax credits – full award notice
	Bills that are not more than 3 months old (e.g. council tax, gas, electricity)

COMPLETING YOUR HOUSING APPLICATION

GENERAL INFORMATION

- We will help you fill in the form if you request assistance
- The red stars on the form are to remind you to provide the proof required
- Please include an additional sheet of paper to provide more information to support your application if necessary
- Please fill in all the sections of the form that apply to you

SECTION A: APPLICANT

- People who can be a Joint Applicant:
 - Your husband or wife
 - Your partner
 - Your civil partner
- Proof of ID is required from the Applicant and Joint Applicants
- Photo ID will also be required for each applicant

SECTION B: EQUAL OPPORTUNITIES

The Equal Opportunities questions do not affect your application. We need to ask these questions to ensure that all applicants have a fair chance of being housed. All information is treated in confidence and will be used for statistical purposes only.

SECTION C: HOUSEHOLD DETAILS

In this section you need to provide details of any other people who would move with you if you are offered a council home or are nominated to a Housing Association, not everyone who lives with you now. Include all dependents, e.g. children, parents, brother, sisters, etc, who are to be re-housed with you.

You will also need to provide proof that these people are living with you.

SECTION D: IMMIGRATION STATUS

Q.28 If you answer **Yes** to Q.28 and are subject to immigration control as a result of the Asylum & Immigration Act 1996, please provide **proof** with a copy of your passport and any other relevant documentation.

If you are a citizen of an A8 country (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia or Slovenia), please provide additional information e.g. Worker's Registration Certificate.

SECTION E: DETAILS OF YOUR CURRENT HOME

Q.29 Lodger – if you live with family/friends, pay board and have no security of tenure.

Room in a shared house – you have your own bedroom but share the kitchen, bathroom and living room.

Q.32 Maisonette – a house on top of a flat or shop.

SECTION G: HOME OWNERS

Q.58 If you have fallen behind on your mortgage repayments, please provide information about whether the bank or building society has taken steps to recover the property.

Q.60 Legal interest means any property (e.g. residential home, land, valuable items) in which you have a share and which could provide you with money. You may also have business interests which provide an income.

SECTION J: YOUR HEALTH

Q.73 If you require help to maintain your tenancy (e.g. help with paying your bills, budgeting, claiming welfare benefits), please provide information about the type of assistance you would need if you are offered a council home or nominated to a Housing Association property.

SECTION P: WHERE YOU WOULD LIKE TO LIVE

Q.103 Housing Associations also provide social houses for rent. Housing Associations in Charnwood sometimes tell the council that we can nominate an applicant from the council's Housing Register for vacancies they have. Nominations to Housing Association properties will only be made to applicants who have the highest points on the Housing Register for a property or are the next homeless applicant to be re-housed.

Q.104 Low Cost Home Ownership used to be called Shared Ownership and is where you buy part of a property and rent the remaining part from a Housing Association. For more information, please visit the East Midlands Homebuy website at www.emhomebuy.org.uk.

PROOFS

To ensure that we have assessed your application correctly we will need proof about your circumstances as stated in your application. The table below gives examples of some of the documents we will accept as proof:

QUESTION	PROOF REQUIRED	MORE INFORMATION & EXAMPLES OF PROOF (photocopies are acceptable)
24.	Proof of pregnancy	<ul style="list-style-type: none"> • Letter from GP • Midwife form • Proof must include Expected Delivery Date
28.	Proof of immigration status	<ul style="list-style-type: none"> • Copy of your passport • Letter from Home Office confirming your immigration status
30.	Proof of release date from prison	<ul style="list-style-type: none"> • Letter from prison stating the date you will be released
31.	Proof of discharge date from HM Forces	<ul style="list-style-type: none"> • Letter from HM Forces stating the date you will be discharged
40.	Proof of tenancy	<ul style="list-style-type: none"> • Tenancy agreement
42.	Proof that you have been asked to leave your accommodation	<ul style="list-style-type: none"> • Notice to Quit • Court Order
46.	Proof of arrangements to clear debt	<ul style="list-style-type: none"> • Letter of confirmation from your present/former landlord
52.	Proof of outstanding mortgage on a property	<ul style="list-style-type: none"> • Letter from Bank or Building Society
60.	Do you/Joint Applicant have a legal interest in any other property?	<ul style="list-style-type: none"> • An interest that entitles you to receive a significant sum of money • 'Property' may include buildings, land, personal effects
77.	Proof of net income / take home pay	<ul style="list-style-type: none"> • Payslip
80.	Proof of benefits	<ul style="list-style-type: none"> • Award letter to include details of which benefit you are receiving and how much • Appointment cards are not acceptable

Photocopies are acceptable

WHAT HAPPENS WHEN MY APPLICATION HAS BEEN ACCEPTED?

1. Once you have been accepted onto the Housing Register, we will write to you providing details of the number of points that have been awarded. Our Allocations Officer will contact you when you have a sufficient level of points to be offered a home.
2. To improve your chances of being offered a property, please indicate as many areas as possible in which you would be happy to live. The more areas you are willing to consider, the quicker we may be able to help you.
3. If you refuse 2 reasonable offers of accommodation, you will lose your 100 priority points for 12 months, and it is therefore unlikely that any further offers of accommodation will be made to you during the next 12 months. So please ensure that you don't waste your offers by putting down areas that you are unwilling to move to.

If you have been accepted as homeless and you refuse a reasonable offer of accommodation, the council will no longer have a duty to house you and will make no further offers of accommodation. Your Housing Officer will talk to you about the implications of refusing an offer of accommodation if you are a homeless applicant.

4. If you have a sufficient level of points to be offered a property, our Allocations Officer will telephone you to provide a verbal offer which will be confirmed in writing. Charnwood Neighbourhood Housing will then contact you to arrange an appointment to view the property. After the viewing, you will need to contact the Allocations Officer to accept the property or decline (giving your reasons if declining).
5. If you have accepted the property, you need to inform the Allocations Officer by telephone. Charnwood Neighbourhood Housing will then contact you to arrange a date for to sign the tenancy agreement and receive the keys to the property.

FURTHER INFORMATION

Housing Needs, Charnwood Borough Council, Southfield Road, Loughborough, Leics LE11 2TT

Tel: 01509 634567

Email: housing@charnwood.gov.uk

Office Opening Hours

Monday to Thursday: 8.30am - 5.00pm and Friday: 8.30am - 4.30pm

OTHER PEOPLE WHO CAN HELP

The Bridge Housing Service, 38 Leicester Road, Loughborough, Leics LE11 2AG

Tel: 01509 260500

Email: assistance@bridgehousingservices.com

Citizens Advice Bureau, John Storer House, Wards End, Loughborough, Leics LE11 3HA

Tel: 01509 267376

Email: assistance@bridgehousingservices.com

For further information, please see our website, www.charnwood.gov.uk.