

Application Form Guidance Notes



Application Form Guidance Notes

The information you provide to us will be stored electronically and used to assess your housing status. It will form a part of your housing records with us. We may also share this information with other housing providers and bodies in particular to prevent and detect fraud. Please note we will also use credit referencing for current and previous address history searches.

Introduction

This document contains some guidance to help you fill in the Torfaen Homeseeker application form correctly. If you do not fully complete the form it will be returned to you and your application will be delayed.

If there are any questions that you do not understand or you need help to fill in the form, please contact the Homeseeker team on 01495 766421 or at the following address: Homeseeker Team, Civic Centre, Pontypool, Torfaen NP4 6YB.

Filling in the form

Please complete the form in block capitals, using blue or black ink.

If any of the questions do not apply to you please write N/A (not applicable).

If you do not have enough space to complete your answer to any question, please continue your answer on the additional notes section at the end of the form, clearly stating which question the information refers to.

Section 1 - Communication

Please tick to indicate the communication needs of both you and the joint applicant (if applicable). Tick all that apply.

Section 2 – Supporting documents checklist

Please ensure you submit all relevant supporting documents with your application form. If you do not we will be unable to process your application.

To tackle and prevent fraud, we need to establish the identity of who is applying to us for housing. To ensure we administer your application as quickly as possible please provide copies of at least one document from List A and one document from List B as proof of your identity as the prime/joint applicant. You will also need to provide one document from List A for every other household member on your application.



List A	List B
Birth Certificate	Utility Bill
Passport	Bank statement
Photo card driving licence	Welfare benefit entitlement letter
Medical card	Housing benefit entitlement letter
Immigration documentation	

Please list all the documents you have submitted with your application form in the space provided. Please send photocopies, **not** the original documents.

Section 3 – Eligibility

If you state you are a British national please go straight to Section 4 – Prime Applicant Details. If your nationality is not British, please answer the remaining questions in this section.

- Refugee status** you have been granted indefinite leave to enter or remain in the UK after fleeing your home country due to a well-founded fear of persecution.
- Indefinite leave to remain in the UK** you have been granted a permanent UK residency
- Leave to enter the UK** you have been granted leave to enter the UK
- EU/A8/A2 National** you are a national of a country which is a member of the European Union

You must provide copies of documentary evidence of your status.

Section 4 – Prime Applicant Details

- Date of birth** please enter in dd/mm/yyyy format
- National Insurance No.** this must be provided
- Current address** please enter the full address you currently live at, including your postal code
- Contact details** please state your home landline telephone number including area code, your mobile, work phone number or email if available



Current home/accommodation:

Owner	you own your own home, either outright or with a mortgage
Privately renting	you rent your home from a private landlord
Armed forces	you live in accommodation supplied by the armed forces
No fixed abode	you do not have a fixed home address
Existing housing association tenant	you rent your home from a housing association
Other form of rented housing	you rent your home, but not from a housing association or a private landlord
Prison/hospital/ temporary housing	you are currently in prison, in hospital, or in other temporary accommodation
Other, please detail	if you live in a type of accommodation not listed above, please provide brief details.
Possession proceedings	your landlord / lender is taking possession of your current home and requires you to leave the property by a given date.
Current rent arrears or other debts	please give details if you have outstanding rent arrears or any other debts such as water arrears or court costs on your existing or previous tenancies.
Previous addresses	please provide details of all addresses you and your household have lived at in the past 5 years. Enter from and to dates in a mm/yyyy format.

If any addresses were tenancies, please provide the name of the landlord, and state in the box below the type of tenancy (for example, secure, introductory or assured).

Current household members	please give details of everyone who currently lives in your household, including children. Please only give details of children who live in the household for at least four nights a week.
Their relationship to you	if other household members are related to you, please state the actual relationship (for example, daughter). Otherwise, please be as precise as possible (for example, friend, lodger, etc.).

Please enter dates of birth in a dd/mm/yyyy format. Please enclose copies of the birth certificates of all household members with your application.



Marital status	This must be your current status.
Single	you are single and have never been married/in a civil partnership, and are not currently living with a partner as if you were married.
Married/ In a Civil Partnership	you are legally married or in a civil partnership.
Living together	you are living with a partner as if you were married.
Widowed	your partner is deceased, and immediately prior to their death, you were in a legal marriage/civil partnership.
Separated/Divorced	you and your spouse no longer live as a married couple but you have not finalised divorce proceedings to terminate the marriage / your marriage/civil partnership has been legally dissolved
Employment	this must be your current status.
Financial details	please tick to indicate whether you receive any of the incomes listed on the form.
Employment salary	you receive income from full-time employment
Income support	you receive income support
Incapacity benefits	you are under state pension age and you receive benefits because you are unable to work due to illness or disability
Pension credit	you are aged 60+ and you receive extra money to bring your weekly income up to a specified minimum amount
Housing benefit	you receive housing benefit to help pay your rent
P/T employment salary	you receive income from part-time employment
Job Seekers allowance	you receive Job Seekers allowance as you are available for and actively seeking work
State retirement pension	you receive a state pension
Disability Living Allowance	you receive Disability Living Allowance as you are aged under 60 and need help with personal care or have walking difficulties due to a disability



Working tax credit	you receive working tax credit
Child tax credit	you receive child tax credit
Any other	we need to know about all other income you receive.

Do you own your property? Please tick to indicate whether you own your home, either outright or with a mortgage. If you do not own any property, please skip to next of kin details.

Please give details of the estimated current market value of all the properties you own.

Please give details of any loans you currently have secured against your home.

Savings: Please give details of all your savings and investments, giving the type of investment/account and the amount (for example, money in a bank or building society account, cash, shares, etc.). We are asking for financial details to assist in the provision of other Housing products that may become available.

Next of kin details: Please give us details of your next of kin or another person who we could contact in the event of an emergency. State their full name, relationship to you (for example, father), full address and postal code, and a telephone number on which they can be contacted (including area code where applicable).

Please tick to indicate whether anyone mentioned on the form (for example, household members) already has separate tenancies with another landlord. If yes, please state the name of the household member and the landlord.

Please tell us why your current home is unsuitable: give brief details of the main reasons you consider your home to be unsuitable (for example, overcrowding, adapted property needed). You may need to supply evidence in support of your application.

Section 5 – Joint Applicant Details

If you are applying for a joint tenancy, please complete this section (see guidance notes above). If you are applying as a single applicant please go straight to section 6

Section 6– People to be housed with you

Details of all people to be housed with you: please give details of everyone who will be housed with you, including children. Please only give details of children who live in the household for at least four nights a week.

Their relationship to you: if other household members are related to you, please state the actual relationship (for example, daughter). Otherwise, please be as precise as possible (for example, friend, lodger, etc.).

Please enter dates of birth in a dd/mm/yyyy format. Please enclose copies of the birth certificates of all household members with your application.

Please tick to indicate which of the household members is the applicant / joint applicant.



Section 7– Contact Details

If you wish to be contacted at an address/telephone number different to those you have entered in sections 2 and 3, please enter a contact address and postal code, and any telephone numbers you would prefer to be contacted on (with area codes if applicable).

Section 8 – Your Housing Needs

Please tick to indicate all categories which apply to you. Most of the categories in this section are fully explained within the application form, but some of the more complicated ones are explained below. You will be expected to provide evidence to support your claims to priorities within the band except for bronze band.

Emergency Need

Very high priority – if you have ticked to indicate you have multiple (3 or more) housing needs listed under Gold Band 1 and/or 2 please tick this box.

Gold Band 1

Prohibition order

you live in private rented accommodation and the Council has prohibited occupation of the property due to health and safety hazards. You must provide documentary evidence of this.

Medical need

please note an independent medical assessment will be carried out to determine this status using information you provide from your medical practitioner.

Demolition/compulsory purchase order/ closing order

your current accommodation is to be demolished, acquired by a local authority, or its' occupation has been prohibited by the Council. You must provide documentary evidence of this.

Under occupancy

you are left with two or more spare bedrooms in your home after provision has been made for. One bedroom for every couple, every single person aged over 21, and every pair of same sex children and children aged over 10.

Substantial hardship

please note an assessment will be carried out to establish your current circumstances and future housing requirements, on an individual needs basis.

Licensee – Supported housing

you are in a non-secure tenancy or in supported housing and have been identified as ready to move on and secure your own independent housing. You must provide documentary evidence of this.

Overcrowded

please note an assessment will be carried out to determine your specific requirements.

**Category 1 Hazard/
Health and safety**

your accommodation has been identified following a local authority inspection within the provisions of the Housing Act 2004 that it contains one or more category one health and safety hazards that cannot be removed within a reasonable time.

Adaptations

please note an assessment will be carried out to determine your specific housing requirements. Please telephone 01495 766421 for further advice.

Domestic violence

you are a victim of domestic violence and have been recommended for re-housing by the Partnership panel. To ensure we can assess your situation quickly it is essential that you or your advocate provide documentary evidence to support this.

Additional other priorities

if you have ticked to indicate you have two or more housing needs listed under 'Silver Band' please tick this box

Tenancy reward

this status is dependant upon your tenancy being conducted in a satisfactory manner. Please note the Homeseeker team will check whether you meet this criteria before awarding this status

**Landlord Management
Discretion**

you need to be rehoused as a matter of urgency, due to exceptional circumstances. You will need to provide supporting evidence of this from one of the landlords within the Homeseeker partnership.

Armed Forces Personnel

you will need to provide evidence of your previous connection to Torfaen, the length of service you have completed, and the time spent in continuous housing provided by the armed forces

Gold Band 2**Homelessness**

you must have received a homelessness determination letter from Torfaen Council awarding you a full homelessness duty via S193 1996 Housing Act.

Silver Band**Sharing facilities**

you are sharing a bathroom or kitchen with other household members who are not members of your family or a partner

Lacking bedroom 1

please note an assessment may be carried out to determine this status

Lacking bedroom 2

please note an assessment may be carried out to determine this status

Medical	please note an independent assessment will be carried out to determine this status which is lower priority than Gold award
Tenancy reward	please note that the Homeseeker team will check whether you meet the criteria before awarding this status. This status is dependent on your tenancy being conducted in a satisfactory manner.
Homelessness	if you are currently homeless or likely to become homeless within the next 28 days and require an assessment by the Council's homelessness service please telephone 01495 742302 during working hours or 01495 762200 outside working hours. Alternatively you can visit the Civic Centre in Pontypool or Cwmbran Customer Care centre during working hours
Bronze Band	
Existing tenant	you are currently a tenant in the social or private rented sector or an owner occupier under no threat of homelessness

If you are affected by any of the housing needs listed, please give further details of each need affecting you in the box provided, explaining how your situation can be improved by rehousing.

Do you consider any member of your household to have a disability that has an adverse affect on their day to day activities, please tick 'Yes' or 'No'. If yes, please state the registration number/s, and tick to indicate which member/s of the household it refers to if no, skip to section 9

Please indicate whether any member of your household has disability related needs that you would like us to be aware of if we need to visit you at home or when you call into our offices, and give details. For example, visual or mobility impairment.

Disabled adapted/specialised property	please indicate what adaptations you require, ticking all that apply.
Fully adapted and suitable for a wheelchair	accessible for wheelchairs throughout the property (i.e. minimal or no steps, ramped (if possible), widened doorways, lowered worktops, etc.)
Partially adapted with handrails	handrails next to all steps including stairs and next to toilet and bath (if applicable)
Walk in shower	level access to the shower (i.e. no raised shower base)

If you have any other requirements for adaptations or any additional needs, please give details in the appropriate box.



Section 9 – Application Details

Please tick to indicate which housing option(s) you are applying for:

New lettings

if you are applying for social housing with one of the housing associations listed on the front of the application form.

Mutual exchange

if you are an existing tenant of a housing association or local authority you may apply to exchange with another suitable tenant.

Assisted home ownership products

this scheme enables people unable to buy properties on the open market to buy at a discounted rate, typically around 30% below open market value. This discount occurs because the Council or a Registered Social Landlord owns an equity share in the property

Private renting

to meet the growing demand for rented housing we are working with private landlords in Torfaen. We may be able to help you with housing advice to access the private sector and there are agencies and services that may be able to assist you with a 'bond' (i.e. help you by paying some of your rent in advance for that property). This may be dependent on your economic circumstances and address history

Section 10 – Ethnicity Monitoring Form

Completing this section helps us to ensure our housing policy remains fair and equitable to all applicants. The information you provide will be used for monitoring purposes only, and will not be used to decide whether you are allocated housing. You do not have to complete this section if you do not wish to.

Section 1: Please tick to indicate the ethnic origin of all people who will be housed with you. Only tick one box for each person.

Section 2: Please complete this section for you and the joint applicant (if applicable) only.

Section 11 – Additional Information

Please use this space to add anything not previously covered which you think may be of relevance to your application. Please also continue any unfinished answers from the rest of the application form. If you need more space, please continue on a separate sheet of paper and attach to the application form.



Section 12 & 13 – Declaration

It is important that you read the declaration carefully before signing and dating the application form. If there is anything you do not understand, you should contact the Homeseeker team for further advice on 01495 766421 or at Homeseeker team, Civic Centre, Pontypool, Torfaen NP4 6YB. If you are submitting a joint application, the signatures of both applicants are required.

Please ensure information requested is provided if someone else has completed the form on your behalf. How your information will be used: The information you provide to us will be stored electronically and used to assess your housing status, and will form a part of your housing records with us. We will also share this information with other housing providers and bodies in particular to prevent and detect fraud.

The Homeseeker Team

Civic Centre
Pontypool
Torfaen, NP4 6YB.

Tel: 01495 766421 **Fax:** 01495 766425