

FOR OFFICE USE ONLY

Registration Number _____

1. App Reason _____

2. Property details _____

Housing Services
Cedar Wood House,
2d Fulbourne Road,
Walthamstow, London E17 4GG
Telephone: 020 8496 3000
Email: housing.registration@walthamforest.gov.uk



Housing Application Form

For Council and Non-Council Tenants

CONFIDENTIAL

Please write clearly and tick the appropriate boxes where this is called for. If you need help with filling in the form please contact us on 020 8496 5422/3/4/5/6/7/8/9 and ask for the Registration Team.

Who can apply on the Housing Register?

This authority has an open Register and all applicants are entitled to be assessed within the following groups. Examples of who would be in each group are given below:

- Reasonable Preference** Applicants with some housing need such as overcrowding and lack of privacy
- Additional Preference** Applicants who have been assessed by our Social and Disability Panels as having urgent housing needs such as a housebound condition due to disability
- No Preference**
- i) people in self contained housing that meets their requirements
 - ii) owner occupiers except those in exceptional circumstances

Who cannot apply

The following categories will not be eligible to apply for housing

1) Unacceptable behaviour (anti social behaviour)

If you or a member of your family have been successfully convicted by a Court for the above offence this may affect your eligibility dependent on dates and conditions

Have you ever been served with a Notice to Quit because of unacceptable behaviour or rent arrears

YES/NO

If yes please give details:

2) People who are subject to immigration control e.g.,

people from abroad who have not been given exceptional or indefinite leave to remain in this Country

if you are not sure of your status please tick the box

Any changes in your circumstances such as change of address must be reported to the Housing Options Team if you wish to remain on the list

1. Are you a Council tenant? YES <input type="checkbox"/> NO <input type="checkbox"/>	
About Yourself	About your partner
2. Family name/ or surname	2. Family name/ or surname
First name(s)	First name(s)
Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/>	Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/>
3. Address	
	Postcode
Contact Address (if different)	
	Postcode

Your position on the register is assessed on the accommodation you occupy. If you can only provide us with contact/ postal address, rather than the address/s you are actually living at, your application will be deferred. If you are homeless and cannot provide us with a settled address, please tick the box and we will supply you with further information

4. Telephone number - Home	Daytime (if different)	
5. When did you first move to this address?		
6. Please list your two previous addresses	From	To

7. About you and your household

Please enter your own name on the top line then list just the people that you want to be re-housed with you

Family name or surname	First name(s)	Male or Female	Date of birth Day/Month/Year	Relationship to you such as wife, husband, brother, sister etc	National Insurance Number
				self	

8. Does everyone in your household reside with you? YES NO

If you answered NO, write down the name and address of anyone on this list who is not living with you now

Name	Address	Why are they not living with you?

We will now call all these people your household

9. Pregnancy - is anyone on your application pregnant? YES NO

If YES, please give the name of the expectant mother

and the date when the baby is due

Please let us know when your baby has been born as he or she will not be included as part of your household until you do so

Waltham Forest's services are open to all. We want to remove any possible barriers that may stop people getting their rights.

To help us do this, we need to know some details about you. Please tick the box below that best describes yourself. We can then try to make sure that everyone is treated fairly. Your answers will not be used as part of your application.

10. Ethnic Origin	Self	Partner	
1. White British			
2. White Irish			
3. White - Any other White background			Please specify
4. Black or Black British: Black African			
5. Black or Black British: Black Caribbean			
6. Black or Black British: Any other Black background			Please specify
7. Asian or Asian British: Indian			
8. Asian or Asian British: Pakistani			
9. Asian or Asian British: Bangladeshi			
10. Any other Asian background			Please specify
11. Mixed: White and Black African			
12. Mixed: White and Black Caribbean			
13. Mixed: White and Asian			
14. Mixed: Any other mixed background			Please specify
15. Chinese			
16. Other ethnic origin			Please specify
17. Not stated			

11. Language What is your spoken language?

Which language do you prefer for written correspondence?

Do you need an interpreter? YES NO

12. Your sexuality Please tick the relevant box.

Are you: Heterosexual Gay man Lesbian Bisexual Refused

13. What is your religion *Please tick one box only.*

None Christian Buddhist Hindu Muslim
 Sikh Jewish Other If "other" please specify:

14. Monitoring Disability

Do you consider yourself or a member of your household to have a disability as defined in the Disability Discrimination Act 1995. The Act defines disability as: "a physical or mental impairment which has substantial and long-term effect on a person's ability to carry out normal day to day activities". YES NO

Disability/Health and Support needs

Does anyone on your application suffer from a disability or ill health which affects their ability to manage in their present home? YES NO

If YES, how many people are affected?

We will send you a Disability Questionnaire to complete

14. continued

Would anyone on your application be adversely affected by living in any other type of accommodation e.g., places with stairs

YES NO

If YES, please say why

and in what way

Please give their name

15. Support needs Some people need housing support. If you believe you belong to any of the following groups, please tick the relevant box/boxes

1. young people (16/17)	<input type="checkbox"/>	2. people with learning disabilities	<input type="checkbox"/>
3. people with mental health needs	<input type="checkbox"/>	4. young people leaving care	<input type="checkbox"/>
5. people with substance misuse problems	<input type="checkbox"/>	6. people who are street homeless	<input type="checkbox"/>
7. ex-offenders	<input type="checkbox"/>		

16. Do you or anyone on your application own the freehold or leasehold of any property (including business premises) now or within the last 5 years

YES NO

If YES, please give details

17. What kind of housing do you live in now?

a. Are you a Council tenant?	<input type="checkbox"/>	b. Are you a Housing Association Tenant?	<input type="checkbox"/>
c. Are you squatting?	<input type="checkbox"/>	d. Are you an owner-occupier?	<input type="checkbox"/>
e. Does your housing go with your job?	<input type="checkbox"/>	f. Do you pay rent to a private landlord?	<input type="checkbox"/>

If none of these descriptions fit your situation, please tell us what type of housing you do have (e.g, hospital or rehab)

18. Rented Accommodation

What is your landlord's name?

What is your landlord's address?

Please give us your landlord's tel. no. if known

How much rent do you pay each week? £

How much rent do you pay each month? £

What kind of agreement do you have?

Assured shorthold tenancy	<input type="checkbox"/>	Service tenancy	<input type="checkbox"/>
Protected tenancy	<input type="checkbox"/>	Licence agreement	<input type="checkbox"/>

If you are concerned about losing your tenancy and would like advice, please tick the following

YES

19. Please specify the type of housing you live in		
House <input type="checkbox"/>	Flat <input type="checkbox"/>	
Maisonette <input type="checkbox"/>	Bedsit <input type="checkbox"/>	
Do you share your home with relatives?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you share your home with non-relatives?		YES <input type="checkbox"/> NO <input type="checkbox"/>
(If you live in self-contained accommodation please complete the following:)		
How many bedrooms do you have?	How many double bedrooms do you have?	
How many single bedrooms do you have?	How many living rooms do you have?	
20. Floor level	With Lift	Without lift
Which floor do you live on <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Schemes for Council tenants and Key Workers

21. Portable discount scheme

This scheme is designed to help Council tenants who want to give up their tenancy and buy a home of their own with the help of a grant. The grant depends on where you wish to purchase.

22. New Build Homebuy

This will enable you to buy a share in a new-build property built by a housing association. You can buy a 50% share of a new home and pay rent on the remaining share of the home owned by the housing association. You could buy more shares later on and staircase up to full ownership.

23. Resales

You may have the opportunity to take over the lease from an existing leaseholder and pay rent on the remaining share of a home owned by a Housing Association. You could buy more shares later on and staircase up to full ownership.

24. Open Market Homebuy

This will enable you to buy a share in an existing property that you find on the open market. You will be expected to buy about 75% of the home and a housing association will provide an interest-free loan for the remaining 25%. You will be able to repay the loan during occupation or when you sell it at 25% of the market value at the time of sale.

25. Key workers

The Government is funding homes for key workers. Some of the above schemes are also available to help you buy or rent a home for as long as you are a key worker. Contact the Zone Manager on 0845 300 2820 or log on to www.keyworkerliving.co.uk

For more details of these schemes phone the Home Ownership Unit on 020 8496 6456.

26. Right to buy

If you are a secure council tenant you usually have a legal right to buy the home you are renting (unless it is sheltered housing or it is built especially for the elderly or those with special needs).

For more information on this scheme contact Ascham Direct on 020 8496 4917.

27. Mutual exchange scheme (for council and housing association tenants)

An ordinary transfer or nomination to another council can take a long time. It may be quicker to swap with someone else who wants to move. You can see lists of people who want to move at the Housing Department, Willow House, 869 Forest Road, E17 4UH or at your local neighbourhood office.

If you are not on the Mutual Exchange List, would you like to be on it YES NO

You can also register on www.availablehomes.org.uk More information will be sent to you. Alternatively, further details and advice can be obtained by contacting the Housing Options Team on the telephone number given on the front of this form.

OTHER SCHEMES

28. The moving on up scheme

The Moving on Up Scheme (also known as the LAWN scheme) helps people move from the South of the UK where there is a short supply of social housing to the Midlands and the North of the Country. These are areas where there may be empty properties or shorter waiting lists. If you are interested in this scheme, please call 020 8496 4659 or email movingon.up@hsg.lbwf.gov.uk

29. Shared housing

Would you accept shared accommodation: this is when you have your own room but share kitchen and bathroom with other tenants if you are interested, please tick the box **YES**

30. Sheltered housing

Are you interested in sheltered housing? (For people aged 50+ and not working), This would be your own flat where you can live independently but have a scheme manager to give support in an emergency.

If you are interested, please tick the box

YES

31. Useful transfer

If you are a Waltham Forest Council tenant and wish to move to a smaller property please tick the box.

YES

32. For applicants living outside of Waltham Forest

1) If you are applying because you need to be near close relatives living in Waltham Forest please give their names and addresses below. Please give your reasons in Section 32.

(a) Name
Address
Postcode
Please state their relationship (i.e. Mother, brother etc)
(b) Name
Address
Postcode
Please state their relationship (i.e. Mother, brother etc)

2) If you are applying because you have permanent employment in Waltham Forest that is too far for you to commute, please state the name and address of your employer. You must be permanently employed for at least 6 months

Name of employer
Address
Postcode

33. Other information

Have you any reason to think that you may lose your present home	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you have answered YES, please say why		

35. Contact with other agencies Please tell us if there are other agencies or organisations that know about your needs and who would support your application.	
Name	Name
Address	Address
Tel. No.	Tel. No.
Person to contact	Person to contact
Name of the person in the household known to the agency	Name of the person in the household known to the agency
Please give your permission for us to contact them if this is necessary	
Signed	Date
Signed	Date

36. Reporting changes in your circumstances

You must keep us informed of any changes in your circumstances. If you move and do not tell us within 3 months your application will be cancelled. If you apply again your application will start as new.

37. Before signing this form please check that you have answered all the questions. If any replies are incomplete it may delay your application.

DECLARATION The information I have given is accurate. I understand that if I obtain accommodation by giving inaccurate information the council may take legal action to recover the property. I also agree to give Waltham Forest Housing Department authority to contact any organisation it needs to for information that it reasonably requires in connection with this application, and give my permission to be released to it.

Your signature	Date
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Partner's signature	Date
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The 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 within this Authority for the prevention and detection of fraud. It may also share this information with Housing Benefits, Housing Associations to whom you have been nominated and other bodies administering public funds, solely for these purposes