

Private and confidential

Name



# Application form for the common housing register

If you would like to apply for housing, please fill in this form answering all the questions in full and write as clearly as possible.

If you leave out any information, it may delay your application.

You must also provide the following documents:

- Proof of identity for everyone on your application. This could be drivers licence, passport or birth certificate (please do not send the originals).
- Proof that you live at your current address. This could include council tax bill, utility bills, medical card, drivers licence or bank statement.
- Proof of child benefit and or child tax credit (bank statement and or letter) if applicable.

Once all this information is received, we will enter your details onto the housing register and you will receive confirmation.

If you need help filling in this form, please ring 01225 770384

This form is also available on-line [www.homes4westwilts.co.uk](http://www.homes4westwilts.co.uk)

Please note: We must protect the public funds we handle and so we may use information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds. The information may also be used for statistical surveys which means we may pass this information, in confidence, to the Department of Environment and agencies working on our behalf.

## Your details

1 Please give your full name and address.

### Main applicant details

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>
Surname	<input type="text"/>			
First names	<input type="text"/>			
Address	<input type="text"/>			
	<input type="text"/>			
Postcode	<input type="text"/>			
Phone	home <input type="text"/>	work	<input type="text"/>	
Mobile	<input type="text"/>			
E-mail address	<input type="text"/>			
National insurance number	<input type="text"/>			
Date of birth	<input type="text"/>	Male <input type="checkbox"/>	Female	<input type="checkbox"/>

### Joint applicant details

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>
Surname	<input type="text"/>			
First names	<input type="text"/>			
Address	<input type="text"/>			
	<input type="text"/>			
Postcode	<input type="text"/>			
Phone	home <input type="text"/>	work	<input type="text"/>	
Mobile	<input type="text"/>			
E-mail address	<input type="text"/>			
Relationship to applicant	<input type="text"/>			
Date of birth	<input type="text"/>	Male <input type="checkbox"/>	Female	<input type="checkbox"/>

## Your details continued

- 2 If you are applying for housing, but you do not want letters to come to your home, please give us another address where we can contact you.

Address

Postcode

## You and your family

- 3 Please give details of all those who would move with you, including you.

(Under relationship write; father, mother, husband, wife, partner, son, daughter and so on.)

	First name	Surname	Relationship	Date of birth	Sex
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 4 Have you come to live in the UK in the last five years?

No  Yes  If yes, please say when  
and where from

- 5 Are you subject to immigration control?

No  Yes  If yes, please give details of your Home Office Registration number

- 6 Is anyone who would normally live with you, including children, forced to live apart from you because of your housing situation?

No  Yes  If yes, please give details of who and where they are living:

Name

Address

Postcode

When did you start living apart?

## You and your family

7 Is any member of your household pregnant? (Please supply proof)

No  Yes  If yes, please say who   
Date baby is due

8 Have you or your partner applied for housing in this area before?

No  Yes  If yes, please give the date and reference number (if you know it)  
Date  Ref number

9 Do you have any pets?

No  Yes  If yes, please state

Please note - some lettings (including temporary accommodation) do not allow pets

## Where you are living now

10 Please tick the box which best describes you.

Council tenant  If yes, who is your landlord?

Housing association tenant  If yes, who is your landlord?

Private tenant  If yes, do you have an assured  
shorthold tenancy? No  Yes

Own your own home  If yes, do you have any equity  
in your current home? No  Yes, how much

Do you have any arrears with your  
landlord or mortgage company? No  Yes  If yes, how much

Lodger (but not with relatives)

Housing comes with job

Living with relatives

No fixed home

Living in bed & breakfast

Living in a hostel

Living with friends

HM Forces

Other

**Where you are living now**

**11 What sort of accommodation do you live in?** If you live in a self-contained flat, please say which floor you live on, for example, ground, 1st, 2nd, 3rd or higher.

Self-contained flat	<input type="checkbox"/>	Please say which floor	<input type="text"/>
Rooms (including a bedsit)	<input type="checkbox"/>		
House	<input type="checkbox"/>		
Bungalow	<input type="checkbox"/>		
Caravan or mobile home	<input type="checkbox"/>		
Other			<input type="text"/>

**12 Do you have any disrepair to your property?**

No  Yes  If yes, please give details

**13 How many bedrooms are in your present home?**

**14 Do you currently share any facilities with non-household members?**

No  Yes

**15 Are any of the people who will live with you registered disabled?**

No  Yes  If yes, please say who and include proof of their registration number

Please give details

  
  
  

**16 Does any member of your household suffer from a medical condition made worse by their current housing?**

No  Yes  If yes, please say who and give details of their medical condition

**17 How would moving home improve the health of the person in question 16?**

**18 Do you or any other members of your household have help from social services or any other support agencies?**

No  Yes  If yes, please give details

Contact name

Organisation

Phone

We may need to contact this person to assist with assessing your housing

**Your household income**

**19 Do you or your partner work?**

**Main applicant details**

No  Yes  How much do you earn? £  Gross / net  
Yearly / monthly / weekly

What type of employment? Permanent full time   
Permanent part time   
Casual or temporary

Employers details Address

Phone

**Joint applicant details**

No  Yes  How much do you earn? £  Gross / net  
Yearly / monthly / weekly

What type of employment? Permanent full time   
Permanent part time   
Casual or temporary

Employers details Address

Phone

## Your household income

20 Are you or your partner claiming any benefits or in receipt of pension?

### Main applicant details

No  Yes  If yes, please provide proof

What type of benefit?	Income support	<input type="checkbox"/>	Job seekers allowance	<input type="checkbox"/>
	Disability living benefits	<input type="checkbox"/>	Tax credits	<input type="checkbox"/>
	Housing benefit	<input type="checkbox"/>	Council tax benefit	<input type="checkbox"/>
	Pension	<input type="checkbox"/>		

### Joint applicant details

No  Yes  If yes, please provide proof

What type of benefit?	Income support	<input type="checkbox"/>	Job seekers allowance	<input type="checkbox"/>
	Disability living benefits	<input type="checkbox"/>	Tax credits	<input type="checkbox"/>
	Housing benefit	<input type="checkbox"/>	Council tax benefit	<input type="checkbox"/>
	Pension	<input type="checkbox"/>	Other (please state)	

21 How much savings do you and your partner have?

### Main applicant details

£

### Joint applicant details

£

Please use the space below to declare any other investments you or your partner have

To help us with your application, we need more information about the security of your home.

22 Are you being asked to leave your current home?

No  go to question 23 Yes  see questions below

If you are renting your property, has the landlord given you notice in writing?

No  Yes

If you own your own home, has the building society or mortgage company taken you to court to evict you?

No  Yes

If you are sharing with a relative or friend, have you received written notice to leave?

No  Yes

**Where you would like to live**

23 From the list below please indicate the first and second choice of where you would like to live.

First choice

Second choice

- |                       |               |                 |                 |                |
|-----------------------|---------------|-----------------|-----------------|----------------|
| Bradford on Avon town | Melksham town | Trowbridge town | Warminster town | Westbury town  |
| Avoncliff             | Atworth       | Hilperton       | Bishopstrow     | Bratton        |
| Limpley Stoke         | Beanacre      | Keevil          | Chapmanslade    | Coulston       |
| Lower Wraxall         | Berryfield    | North Bradley   | Chitterne       | Dilton Marsh   |
| Monkton Farleigh      | Bowerhill     | Semington       | Codford         | Edington       |
| South Wraxall         | Broughton     | Southwick       | Corsley         | Heywood        |
| Westwood              | Gifford       | Staverton       | Heytesbury      | Westbury Leigh |
| Winsley               | Holt          | Steeple Ashton  | Horningsham     |                |
| Woolley Green         | Shaw          | West Ashton     | Stockton        |                |
|                       | Whitley       | Wingfield       | Sutton Veny     |                |
|                       |               |                 | The Deverills   |                |
|                       |               |                 | Upton Lovell    |                |
|                       |               |                 | Upton Scudamore |                |

**Where you would like to live**

Some housing schemes are built specifically for the community of the village they are in. For this type of housing you may be given priority if you have a specific connection to that village.

24 If you think you have a special connection, please say below where and what the connection is:

Which village?

What is the connection?

Family

Work

Children at school

Used to live there

Other

25 Do you require any of the following types of accommodation?

Sheltered

Hard wired

Ground floor

Adapted

Please give details

26 Can you and / or your partner afford a mortgage but not afford to buy a property outright?

No  Yes  If yes, we will send you more information about home ownership schemes.

### Previous tenancies

27 Have you or anyone included in your application ever been a council or housing association tenant? Please include your current address.

No  Yes  If yes, please give details of your most recent tenancy.

Please give the name(s) on the tenancy agreement

Date the tenancy started (if you know it)

Date the tenancy finished (if you know it)

Why did the tenancy end?

Address

Postcode

Name of organisation

28 If you are a current Housing Association tenant, do you want to be considered for a mutual exchange?

No  Yes  If yes, we will contact your current landlord

### Previously owned properties

29 Have you or anyone included in your application ever owned any property? Please include your current address.

No  Yes  If yes, please give name(s) and address below

Name(s)

Address

Postcode

When did you own this property? From  To

Why did you sell?

30 Please use this space to explain anything else you would like us to know about your housing situation. If the space below is inadequate, please continue on a separate sheet and attach, along with any other supporting information.

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31 Do you require assistance with bidding?

No  Yes  If yes, please state what assistance you will need

## Ethnic origin

It is important that we know your ethnic origin so we can ensure we are meeting the needs of the whole community.

### 32 How would you describe the ethnic origin of your household?

White British	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White/Black Caribbean	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	White/Asian	<input type="checkbox"/>
White other	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Any other mixed	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Any other Asian	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	White/black African	<input type="checkbox"/>	Other - please state	<input type="text"/>
Black other	<input type="checkbox"/>				<input type="text"/>

If members of your household have different ethnic origin to you, please state

## Declaration

To the best of your knowledge, are you or any joint applicant related to any member of staff, former member of staff, Councillor or committee member of either West Wiltshire District Council or any housing association in the area?

No  Yes

If yes, please state the name of the person(s), what relationship you have with them and which organisation they are connected to:

  

I agree for the Homes 4 West Wilts partnership to share information, make any necessary enquiries and verify anything I have stated in my application in accordance with the Housing Act, the Data Protection Act and in line with the Choice Based Lettings policy.

I agree to inform you of any change of circumstances (including the number of people in the household) that may affect my claim for housing.

All the information I have given on this form is true and complete

Your signature

Your partner's signature

Date

**If you make a false statement or do not give certain information and we rehouse you, you could be prosecuted or lose your home.**

### What to do now

- Please make sure you have filled in all the questions.
  - Please return this form, along with any continuation sheets and /or supporting literature, to:  
Housing Needs, West Wiltshire District Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD
- For further information please phone 01225 770384 or visit [www.homes4westwilts.co.uk](http://www.homes4westwilts.co.uk)



For more information about housing or assistance with this form

 01225 770384

 or 

The Housing Needs Team  
West Wiltshire District Council,  
Bradley Road, Trowbridge BA14 0RD.

 [homelessness@westwiltshire.gov.uk](mailto:homelessness@westwiltshire.gov.uk)

To complete this form on-line go to [www.homes4westwilts.co.uk](http://www.homes4westwilts.co.uk)

Bidding line tel 0845 270 2500

This information is available on request in large print, braille or on tape.  
If English is not your first language we can also arrange for it to be produced in  
another language.

If you need this information in another format or language, please contact:

Housing Needs  
West Wiltshire District Council, Bradley Road, Trowbridge, BA14 0RD.  
Tel. 01225 770384  
[homelessness@westwiltshire.gov.uk](mailto:homelessness@westwiltshire.gov.uk)  
[www.westwiltshire.gov.uk](http://www.westwiltshire.gov.uk)