

Application to join the Housing Register

OFFICE USE ONLY

Reference no

Date



Fill this form in if you want to apply to join the Council Housing Register. When you have finished, please send the form to your local Housing Office. If you need help to fill in this form, your local Office will be happy to help you.

Please make sure that you fill in every section of this form. If you do not, we will have to send the form back to you and this will delay your application.

1 About you

Title	First names	
Surname	Date of birth	
Address		
Postcode		
Phone:	Home	Work
Mobile		

2 Joint applicant

Joint applicant's title	
First names	
Surname	
Date of birth	
Phone:	Work
Mobile	

Data protection statement

We have a duty to protect the public funds that we administer. To help us do this, we may use the information you have given on this form, within this authority, to prevent and detect fraud. We may also share this information with other bodies administering public funds, but only for those reasons.

3 Your household

Please give us details of everyone you want to be housed with. Start with you and the joint applicant.

Braintree District Council follows the Commission for Racial Equality's code of practice for rented housing. This is designed to make sure our policies are fair. To follow the code, we need to know about everybody's ethnic background. We will not use this information to assess your housing need or priority. Use the table below to pick a number and a letter that best describes you, and then each member of your household.

First name	Surname	Date of birth	Relationship to you	Male/female	Ethnic origin*	
					Number	Letter
			Applicant			
			Joint Applicant			

* See the table below

How would you describe yourself? Please choose one **number** and **letter** for each person according to their ethnic origin and write it above in section 3. For example, if you are white and British you would put '1' under 'number' and 'A' under 'Letter'.

1 White

- A - British
- B - Irish
- C - Any **other** white background *(please see below)*

2 Mixed

- D - White/black Caribbean
- E - White/black African
- F - White/Asian
- G - Any **other** mixed background *(please see below)*

3 Asian or Asian British

- H - Indian
- I - Pakistani
- J - Bangladeshi
- K - Any **other** Asian background *(please see below)*

4 Black or black British

- L - Caribbean
- M - African
- N - Any **other** black background *(please see below)*

5 Chinese or other ethnic group

- O - Chinese
- P - Any **other** mixed background *(please see below)*

If you or any of your household fall into any of the '**other**' backgrounds - 1C, 2G, 3K, 4N or 5P please give details here.

Do all the people you have listed live with you? Yes No

If not, what is their address?

What type of property is it, for example 3-bedroom house?

Why are they unable to live with you?

Are you or anyone moving with you covered by immigration control?

Yes No

Have you or anyone moving with you lived outside the UK in the last 5 years?

Yes No

Do not include holidays or short visits to relatives or friends of less than 6 months.

Please give details

Is anyone on your application expecting a baby? Yes No

If 'Yes', the mother's name:

The date baby is due:

Do you consider yourself, or any member of your household, as having a disability?

Yes No

If 'Yes', please say who:

Tell us what kind of disability:

Please tick any of the boxes below if they apply to you or a household member:

Hearing impairment Learning difficulty Mental health issues

Physical disability Sight impairment

Other (Please say what)

Does anyone use a wheelchair? Yes No

Does anyone use a powered scooter? Yes No

If 'Yes' please say who:

If you think you should get extra points because you or a member of your household have an illness or disability, please ask for a medical assessment form from any of the area offices.

If more than one person is ill, one band of points will be awarded for the family unit.

You can only have one band of medical points at any one time. If you give us new information we will assess your household again and give you a new band of medical points. These will replace your old ones.

4 Pets

Do you have any pets?

Yes No

If 'Yes', what type of animals are they?:

5 About your present home

What is your present accommodation? Please tick one box:

Owner occupier

Tied tenant

Living with family

Shared ownership

Renting privately

Lodger

Living with friends

Hostel

In Local Authority Care

HM Forces

In council homeless

Other (*please say what*)

No fixed abode

or temporary accommodation

Correspondance address if no fixed abode

Please tick what you have:

House

Flat

Bungalow

Maisonette

Bedsitter

Sheltered housing

Other

Caravan

Mobile home

How many Bedrooms in the property: 0 1 2 3 4 5

If you are in a flat or sheltered housing please tell us what floor it is on:

Ground First Second Above second

Does your property have any special aids or adaptations for a disabled person? Yes No

If 'Yes', please tick any boxes that apply

Grab rails Access ramps Stair lift Adapted kitchen

Graded floor shower Other (please say what)

What facilities do you share with people who are not on your application form?

Bath or shower Living room Toilet Kitchen

Does your accommodation not have any of the following?

Hot water Electric supply Inside toilet

Other (please say what)

Who else lives in the property that will not be moving with you?

Name	Age	Relationship to you

If you have a landlord tell us their name and address:

Continue on a separate sheet if necessary

Give details of your previous addresses for the last 10 years starting with your present address.

Applicant's addresses	From	To	Say if you were 'owner', 'tenant', 'lodger', 'with parents' and so on

Joint applicant's addresses	From	To	Say if you were 'owner', 'tenant', 'lodger', 'with parents' and so on

6 The housing you need

Use this section to tell us about the type of accommodation you need. Please note that the council normally allocates property as follows:

- Single people are considered for bedsitters, or 1- or 2-bedroom flats.
- Couples are considered for 1- and 2-bedroom properties.
- Families with children are considered for 2-,3- and 4-bedroom properties.
- Bungalows are normally allocated to people who have reached pension age or who are disabled.
- Sheltered housing is reserved for people who are over 60.

What type of accommodation would you be interested in? How many bedrooms do you need?
Please tick any of the boxes that apply.

Type of property: House Flat Bungalow
 *Sheltered housing Maisonette

**(Sheltered housing is independent living accommodation with a house manager on call for people aged 60 and over)*

Number of bedrooms: Bedsitter 1 2 3 4 5

If you want a flat or sheltered housing what floor level would you like?

 Ground First Second Any

Are you willing to use a lift? Yes No

I would prefer my property to have:

Heating: electric gas oil (if available) any
Cooking: gas electric either
Bathing: bath shower either
Garden: small medium or large none

If you limit your choice of cooking and heating this may make it harder for us to find a suitable property for you

7 Why are you applying for housing?

Please use another sheet if necessary

8 Other options

We cannot always help everyone who wants to move. However, there are other options. Please tick any of the options below that may interest you.

Shared ownership

*(Part buy/part rent)

Leasehold Retirement Scheme

*(Outright purchase of leasehold flats for people of retirement age)

Housing Advisory Service

The council has a Housing Advisory team, which gives advice on:

- private renting
- prevention of homelessness
- landlord and tenant issues
- mortgage and debt problems
- relationship breakdown issues

*You can get a booklet about this from any of our reception areas.

9 Housing associations

There are several housing associations in the council's district, and in some cases we can put people's names forward for their housing. Housing associations are non-profit bodies who let accommodation in much the same way as the council.

If you **do not** want to be considered for a housing association home please tick this box.

10 Employment and income

I/we are on benefit only - please tick

Are either of you employed?

Yes

No

If 'Yes', please give details below:

Occupation

Name and address of the applicant's employer

Income £ per week/month/year

Joint applicant's occupation

Name and address of the joint applicant's employer (if any)

Income £ per week/month/year

Do you or any member of your household have any other tenancies, or own or part own any other property?

Yes No

If 'Yes', please give details

11 Your choice of areas

Choosing the area you want to live in

- Make your choices as wide as possible.
- Some areas or estates are more popular and attract a large number of applicants, others not so many.
- The areas you choose will affect the length of time you will have to wait.

Look at the table below to see if there is the type of accommodation you want in any of the areas you would be willing to live. A tick '✓' under a heading means there is that type of accommodation in that area. (So for the first area 'Any part of Braintree Town', there is every type of accommodation except 1-bedroom houses and 3-bedroom flats.)

When you have decided which areas are suitable, put them in order of preference. In the 'preference' column on the right, put '1' in the box for your first choice, '2' for your second, and so on.

The housing office that looks after your first choice of area will deal with your application.

1BB = 1-bedroom bungalow	BST = Bedsitter
2BB = 2-bedroom bungalow	1BF = 1-bedroom flat
1BH = 1-bedroom house	2BF = 2-bedroom flat
2BH = 2-bedroom house	3BF = 3-bedroom flat
3BH = 3-bedroom house	WSA = Warden supervised accommodation
4BH = 4-bedroom house	

Area	Type of accommodation in area											Preference	
	1BB	2BB	1BH	2BH	3BH	4BH	BST	1BF	2BF	3BF	WSA		
Any part of Braintree Town (includes all locations)	✓	✓		✓	✓	✓	✓	✓	✓	✓		✓	
Braintree - Goldingham/Poets Estate	✓	✓		✓	✓			✓	✓				
Braintree - Bartrams Estate		✓		✓	✓	✓		✓	✓			✓	
Braintree - Stubbs Lane Estate	✓	✓		✓	✓			✓	✓				
Braintree - Beckers Green Estate		✓		✓	✓	✓		✓	✓				
Braintree - Glebe Estate	✓	✓		✓	✓	✓	✓	✓	✓			✓	
Braintree - Lister/Notley Road Area	✓	✓		✓	✓			✓	✓				
Braintree - Marks Farm				✓	✓	✓							
Braintree - Panfield Lane	✓	✓		✓	✓	✓		✓	✓				
Braintree - Central							✓	✓	✓			✓	
Bocking	✓	✓		✓	✓	✓		✓	✓				
Finchingfield	✓		✓	✓									
Cornish Hall End		✓		✓	✓								
Wethersfield and Blackmore End		✓		✓	✓								
Great Bardfield	✓	✓		✓	✓								
Panfield		✓		✓	✓								
Rayne		✓		✓	✓	✓							
Shalford		✓		✓	✓								
The Salings	✓	✓		✓	✓								

Area	Type of accommodation in area											Preference
	1BB	2BB	1BH	2BH	3BH	4BH	BST	1BF	2BF	3BF	WSA	
Stisted		✓		✓	✓							
Bradwell		✓		✓	✓							
Coggeshall	✓	✓		✓	✓	✓			✓		✓	
Black Notley	✓	✓		✓	✓				✓		✓	
Great Notley Garden Village (Housing Association only)				✓	✓	✓	✓					
Cressing	✓	✓		✓	✓			✓	✓			
Any part of Halstead Town (includes all locations)	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
Halstead - St Andrews Parish	✓			✓	✓		✓	✓	✓		✓	
Halstead - Trinity Parish	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
Greenstead Green		✓			✓							
Gosfield		✓		✓	✓				✓			
Great Maplestead		✓		✓	✓				✓			
Little Maplestead					✓							
Earls Colne	✓	✓	✓	✓	✓	✓			✓		✓	
Colne Engaine		✓			✓							
White Colne				✓	✓							
Sible Hedingham	✓	✓		✓	✓		✓	✓	✓		✓	
Castle Hedingham	✓	✓		✓	✓				✓			
Great Yeldham	✓	✓		✓	✓				✓			
Little Yeldham		✓			✓							
Toppesfield		✓		✓	✓			✓				
Ashen		✓		✓	✓							
Ovington					✓							
Steeple Bumpstead	✓	✓		✓	✓			✓	✓		✓	
Helions Bumpstead		✓		✓	✓							
Sturmer		✓			✓							
Birdbrook		✓		✓	✓							
Stambourne		✓		✓	✓							
Ridgewell		✓		✓	✓							
Belchamp Otten					✓							

Area	Type of accommodation in area											Preference
	1BB	2BB	1BH	2BH	3BH	4BH	BST	1BF	2BF	3BF	WSA	
Belchamp Walter		✓			✓							
Foxearth		✓			✓							
Pentlow				✓								
Borley				✓								
Gestingthorpe		✓			✓							
Wickham St. Paul		✓			✓							
Bulmer		✓			✓	✓						
Great Henny					✓							
Middleton				✓								
Twinstead				✓								
Alphamstone and Lamarsh		✓		✓	✓							
Pebmarsh				✓								
Bures		✓	✓									
Any part of Witham Town (includes all locations)	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	
Witham-Templars Estate/Church Street	✓	✓		✓	✓	✓		✓				
Witham-Forest Road Estate	✓	✓			✓	✓		✓				
Witham-Greenfields				✓	✓	✓						
Witham-Howbridge Estate	✓	✓		✓	✓			✓	✓	✓	✓	
Witham-Central/Humber Road Estate	✓	✓		✓	✓	✓	✓	✓	✓		✓	
Witham-Hatfield Road Estate				✓	✓	✓		✓	✓			
Witham-Maltings Lane (Housing Association only)		✓	✓	✓	✓	✓						
Witham-Powers Hall End Estate	✓	✓		✓	✓			✓				
Rivenhall	✓			✓								
Silver End	✓	✓		✓	✓	✓			✓		✓	
Kelvedon	✓	✓		✓	✓	✓		✓	✓		✓	
Feering	✓	✓		✓	✓							
Hatfield Peverel	✓	✓										
White Notley	✓	✓		✓	✓							
Terling	✓	✓			✓							
Fairstead				✓	✓							

12 Declaration

- (a) The information I have given on this form is correct and complete to the best of my knowledge.
- (b) I understand that I must tell the Allocations Section immediately of any change in circumstances which affects me or any of the people on my application.
- (c) I agree to the council making enquiries to check the information I have given. This may mean contacting council departments such as Housing Benefit or Council Tax.
- (d) I understand that if I obtain housing by giving false information I may be taken to court and evicted from my new home.

Signature of applicant

Date

Signature of joint applicant

Date

What happens next:

Your application will be assessed on the information you have given on this form and we may need to visit you at home. We will give you points where appropriate, and we will write to tell you about this. If you want to see an allocations officer, please contact any of the area offices to make an appointment.

You will need to send us proof of who you are and where you live. This could be items such as benefits books, Council Tax payments, utility bills addressed to you, passports and so on. If you do not want to post these items to us please take them with this form to your local Allocations Section or Housing Office.

13 Reporting changes

You **must** let us know of any changes in your circumstances.

Unless your change of circumstances is a change of address, you do not need to fill this form in all over again. Please fill in a Change of Circumstances Single Sheet, available from any of the area offices.

Did you find this form easy to fill in? Yes

No

If 'No', please say why

Braintree District



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