

**HOUSING APPLICATION FORM**  
 The Housing Act 1996  
 (as amended by the Homelessness Act 2002)  
 Part 6 Allocations  
 Part 7 Homelessness



www.wealden.gov.uk

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Please ✓ boxes where appropriate

Please read the notes at the back before completing the form.

**PART A**  
**TO BE COMPLETED**  
**BY ALL APPLICANTS**

1. Full name of Applicant(s)

<b>OFFICE USE ONLY</b>	
SIZE	DATE REC'D
CAT	DATE ACK
REG. NO.	DATE VISITED
HML NO.	
Ref to for visit/date	POINTS:

Mr/Mrs/Miss/Ms	Date of birth
	N I number
Mr/Mrs/Miss/Ms	Date of birth
	N I number
2. Present address	
	Postcode
3. ☎ Home	Work
	Mobile

4. Details of all persons who are expected to reside with you

Surname	Forenames	Date of Birth	Relationship to applicant	N I number

5. Household member pregnant: Yes  No  If yes, date of confinement

6. If any of those named at 4 above are not living with you, give the following details:

Name	Present address	Date of separation	Reason for separation

7. Is every member of your household a British Citizen? Yes  No

8. Date of marriage (or date when you started living together) \_\_\_\_\_

9. Do you or any member of your household have any health problems or special needs? Yes  No

If yes, please contact us on 01323 443362 and tell us how many forms you need. You need **one** Medical Assessment Form for **each** person included on the application form with medical needs to be assessed.

10. On what date did you move to your present address? \_\_\_\_\_

11. Please give details of your previous addresses over the last five years:

**Applicant 1.**

Full Address	From	To	Type of tenancy	Reason for leaving

**Applicant 2.**

Full Address	From	To	Type of tenancy	Reason for leaving

12. Have you ever been the tenant of a council or housing association? Yes  No   
If yes, please give details including why you gave up the tenancy

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Does any member of your household own any property (sole or part, freehold or leasehold) other than your current address? Yes  No

If yes, please give all details

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Occupation of applicant(s) and others included in the application

	Name and Address of Employer	Occupation	Hours per week	Weekly net income	Date work commenced
Applicant 1					
Applicant 2					

15. Other income

Please list any state benefits or other income which you or a member of your household receive

	Per week		Per week
Income Support/ Job seekers allowance	£	Private Pension	£
Working Families Tax Credit	£	Other: please specify below:	
Child benefit	£		£
Maintenance	£		£
State Pension	£		£

16. Please give details of any savings or investments held by you or members of your household

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**PART B PRESENT ACCOMMODATION TO BE COMPLETED BY ALL APPLICANTS**

17. Please indicate what type of tenure you currently have

Assured shorthold tenancy	<input type="checkbox"/>	Street homeless	<input type="checkbox"/>
Assured tenancy	<input type="checkbox"/>	Living with parents	<input type="checkbox"/>
Regulated tenancy	<input type="checkbox"/>	Living with relatives or friends	<input type="checkbox"/>
Council tenancy (secure)	<input type="checkbox"/>	H M Forces	<input type="checkbox"/>
Council tenancy (non secure)	<input type="checkbox"/>	Tied accommodation	<input type="checkbox"/>
Housing Association tenancy	<input type="checkbox"/>	Tied (Agricultural)	<input type="checkbox"/>
Owner occupier	<input type="checkbox"/>	Does your landlord live in the property?	<input type="checkbox"/>
Other or don't know	<input type="checkbox"/>	please specify	<input type="text"/>

18. Please indicate the type of accommodation in which you live

House	<input type="checkbox"/>	Bungalow	<input type="checkbox"/>	Flat	<input type="checkbox"/>	Is it ground, first or second floor?	<input type="text"/>
Bedsit	<input type="checkbox"/>	Caravan	<input type="checkbox"/>	Mobile Home	<input type="checkbox"/>	Other	<input type="text"/>
							please specify

19. How many of the following rooms are there in the property (if none please state none?)

Bedrooms	
Livingroom(s)	
Kitchen	
Bathroom & W C (combined)	
Separate bathroom	
Separate W C	

Do you share the room with anyone (other than your partner)?

Yes	
Yes	
Yes	
Yes	
Yes	
Yes	

No	
No	
No	
No	
No	
No	

20. If you are sharing any part of your accommodation with anyone who will not be housed with you, please give details of all those persons including their ages:

Name	Age	Connection with you

21. Please indicate whether you have the following amenities:

Cold water supply inside the dwelling	Yes		No	
Hot water supply	Yes		No	
Inside W C	Yes		No	
Bath or shower	Yes		No	
Facilities for drying washing (outside line)	Yes		No	
Access to a garden (only applies if you have a child under 10 years)	Yes		No	

22. Do you consider the accommodation to be unsuitable because of its condition, overcrowding or any other reason?

Yes  No

If yes, please give details

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23. If you are renting your accommodation and you feel the accommodation is in poor condition we may require an Environmental Health Officer to submit a report on the condition of the property.

Would you agree to an Environmental Health Officer calling at your address?

Yes  No

24. Please give details of any pets you have

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**PART C TO BE COMPLETED IF YOU ARE THE TENANT OF A PRIVATE LANDLORD OR HOUSING ASSOCIATION**

25. Landlord's name and address

Postcode	☎ No.

26. What are your rent payments? £ Per week/month

27. Are you in receipt of Housing Benefit? Yes  No

28. Are you in arrears with your rent? Yes  No

If yes, please give amount and reason for arrears.


**PART D TO BE COMPLETED IF YOU OWN YOUR HOME FREEHOLD OR LEASEHOLD**

29. Name & address of Building Society / Bank / Lender:

Post Code	☎ No.
30. Date of loan	
31. Term of loan (years)	
32. Type of loan (e.g. endowment / repayment)	
33. Mortgage outstanding (excluding arrears)	£
34. Current monthly repayments	£
35. Amount of arrears owing	£
36. Monthly endowment contribution	£
37. Current surrender value of all policies	£
38. Approximate current market value of your property	£

39. Please provide details of other mortgages or loans secured on your home, including name of lender, date of loan, amount borrowed and reasons:


40. Please provide details of any other debts


**PART E TO BE COMPLETED IF YOU DO NOT LIVE WITHIN THE WEALDEN DISTRICT**

41. Please give details of any close relatives living within the Wealden District

Name	Relationship	Address	Number of years in Wealden

42. Please give your reason(s) for applying for accommodation within the Wealden District


**PART F INSECURITY. TO BE COMPLETED BY ALL APPLICANTS**

43. Have you received notice to vacate your home? Yes  No

If yes, please give date notice expires  **and provide a copy of the notice**

44. Have you received a court summons for possession of your home? Yes  No

If yes, please state date of hearing  **and provide a copy of the summons and particulars of claim.**

45. Has the Court made an order for possession against you? Yes  No

If yes, please state date of expiry  **and provide a copy of the order**

**PART G REASONS FOR APPLICATION. TO BE COMPLETED BY ALL APPLICANTS**

48. Please summarise your reasons for applying for housing (including any reasons for homelessness or threatened homelessness if appropriate)


**PART H FOR THE ATTENTION OF ALL APPLICANTS**

49. The Council is committed to a policy of equal treatment for all its tenants and applicants for housing and fairness in the implementation of all the Authority’s housing activities so that it does not discriminate against someone because of their colour, race, nationality or ethnic origin. In pursuance of this policy and in accordance with the Code for Rented Housing issued by the Commission for Racial Equality the Council is monitoring the ethnic origin of all applicants and you are invited to identify your ethnic origin.

	App 1	App 2		App 1	App 2		App 1	App 2
White – UK descent			Black African descent			Bangladeshi descent		
Chinese descent			Black Caribbean descent			Pakistan descent		
Indian descent			Sikh descent			White – other European		
Traveller descent			White – other			Any other group		

**PART I TO BE COMPLETED IF YOU ARE A LOCAL AUTHORITY OR HOUSING ASSOCIATION TENANT**

50. Mutual Exchanges (within the Wealden District only):

There is generally a substantial waiting time for a transfer, a mutual exchange with another tenant is often faster and gives you more choice of the area you want to live in. The register is on public display at the following locations as well as being published on the Council’s website:

- 1. Hailsham Council Office
- 2. Crowborough Council Office
- 3. Polegate Library, Windsor Way
- 4. Heathfield Library, High Street
- 5. Uckfield Library, High Street

**Your details will be available to people wishing to exchange so they may contact you.** The register will be updated on a regular basis. You can also advertise your interest in shop windows or local newspapers.

**The permission of your landlord must be obtained before a mutual exchange can proceed.**

51. Do you want your details added to the exchange register? Yes  No

If you would like to supply further information about your property (type of heating, size of garden etc.) for inclusion on the register, please supply the information here.


**PART J ACCOMMODATION REQUIREMENTS. TO BE COMPLETED BY ALL APPLICANTS**

52. Please indicate the type of accommodation you wish to be considered for:-

House  Flat  Bungalow  Maisonette  Bedsit

**Please note.** It is not normal practice for the Council to allocate a bungalow to an applicant below retirement.

53. If you have requested a flat or bedsit, please indicate which floor level you would accept:-

Ground floor only	First floor	Second floor	Any floor with lift	Any floor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

54. Please indicate if there is a type of heating you require for health reasons:-

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric warm air		Electric storage / panel		Gas warm air
Gas wet system		Solid fuel		No preference

55. Are you interested in accommodation where there is a resident manager (sheltered accommodation)?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

56. Are you prepared to be nominated to a housing association?

57. Are you interested in Low Cost Home Ownership Schemes-Shared Ownership etc?

58. Are you interested in Leasehold Accommodation for the Elderly?

59. From the following list, please state the parish(es) you would like to be considered for in your order of priority:

- |                        |                    |                     |                      |
|------------------------|--------------------|---------------------|----------------------|
| Alciston               | Alfriston          | Arlington           | Berwick              |
| Buxted                 | Chalvington & Ripe | Chiddingly          | Crowborough          |
| Cuckmere Valley        | Danehill           | East Dean & Friston | East Hoathly         |
| Fletching              | Forest Row         | Framfield           | Frant                |
| Hadlow Down            | Hailsham           | Hartfield           | Heathfield & Waldron |
| Hellingly              | Herstmonceux       | Hooe                | Horam                |
| Isfield                | Laughton           | Little Horsted      | Long Man             |
| Maresfield             | Mayfield           | Ninfield            | Pevensey             |
| Polegate               | Rotherfield        | Selmeston           | Uckfield             |
| Wadhurst               | Warbleton          | Wartling            | Westham              |
| Willingdon & Jevington | Withyham           |                     |                      |

Anywhere (means any parish in the whole of the Wealden District)

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>

60. Please give brief reason for choice(s)

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**PART K PARISH LOCAL CONNECTION**

For rural housing schemes aimed at meeting local need.

**It is essential that applicants make this authority aware of their local connection to a parish or they may not be considered for properties when they become available. If you need help completing this form please contact the Housing Department on 01323 443380 or speak to the Citizens Advice Bureau.**

For more information please see Appendix C of Wealden’s Allocation Policy

Which Parish/Village do you have a local connection with   
 ( A separate form will need to be completed for each parish)

i) I currently live in the Parish/Village by choice and have done for 2 years or more. **(Please give addresses and dates)**

Yes	
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No	
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 .....

ii) I previously lived in the Parish/Village for at least 3 out of the last 5 years. **(Please give addresses and dates)**

Yes	
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No	
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.....  
 .....

iii) I currently have close relatives i.e. Parents, brothers, sisters adult children or the equivalent. **(please state below their full name, address and date moved to parish)** who have lived in the Parish for at least 5 years.

Yes	
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No	
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.....  
 .....

iv) My work provides an important service to the local community, e.g. teacher, fire officer, police officer, medical personnel, teaching assistant and I need local affordable housing. **(Please give details below)**

Yes	
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No	
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 .....

Do you believe that failure to secure accommodation in the parish will result in hardship to you or to others connected to you?

Yes	
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No	
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**Priority consideration will firstly be given to people with local connections who can meet the criteria in i) – iv) above who will then be prioritised by the banding system and then by time waiting. If it is not possible to match a suitable applicant with the available property, then the same consideration would apply to:**  
**Neighbouring Wealden Parishes/Villages, and then**  
**The Wealden District, and finally:**  
**Any suitable applicant nominated by the Council from its Housing Register.**

**PART L FOR THE ATTENTION OF ALL APPLICANTS**

**IMPORTANT NOTICE HOUSING ACT 1966 S. 171 & S. 214 – FALSE STATEMENTS**

Where a person approaches a Housing Department seeking allocation of housing or claiming to be homeless or threatened with homelessness, the above Act makes it an offence punishable with a fine, for a person to make a false statement or to withhold information which is relevant to their claim. For homeless applicants it is also an offence to fail to inform the housing authority of any material changes in circumstances (e.g. change of employment, prospect of obtaining accommodation from another source etc) which may occur between the initial interview and such time as notification of the Council's decision is received.

**PLEASE NOTE**

If false information is given to gain a tenancy this Council may have grounds to regain possession of the property that the Council has provided.

We must protect the public funds we handle and so we may use the 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.

This form gives us the information we need to include your name on the Council's Housing Register. This information, which is held and processed by computer, is covered by the Data Protection Act 1984.

**PART M FOR THE ATTENTION OF ALL APPLICANTS – DECLARATION**

I/we declare that the information I/we have given in this application is true and complete as far as I/we know. I/we agree to the Council making enquiries that it considers necessary.

I/we understand that I/we must tell the Council at once of any change in my/our circumstances.

I/we hereby authorise any third party approached about my/our personal circumstances to divulge information to the Council in relation to my/our application for housing.

If further medical clarification is required, I/we consent to the Council's Medical Adviser making enquiries from my GP or any of the Doctors who have an interest in my/our health factors.

**If you are registering an application but do not wish to be actively considered for housing, would you like to be on the pending list?**

Yes  No

NB You must make a written request when you are ready to be placed on the active list.

**To enable the Council to process your application you (or both in the event of a joint application) must sign and date this form below.**

Signed ..... Date .....

Signed ..... Date .....

This completed application form should be returned to:

Head of Housing  
Wealden District Council  
Council Offices  
Vicarage Lane  
Hailsham  
East Sussex BN27 2AX

[www.wealden.gov.uk](http://www.wealden.gov.uk)

## GUIDANCE NOTES FOR HOUSING REGISTER APPLICANTS ONLY

1.	Please ensure you complete every question that applies to you, otherwise the form may have to be returned to you thereby delaying the time it takes to process your application.
2.	The Housing Register is open to anyone over the age of 16 years who may wish to apply.
3.	This Council maintains a Housing Register on the Orchard Integrated Housing Management Computer System in order to record the personal details, circumstances and preferences, and to assess the relative needs of all eligible applicants.
4.	<b>Pending list</b> Applicants will normally be held on an active list in order to receive consideration for an allocation but <u>at their request</u> applicants who are not ready to be allocated housing can be placed on the pending list. <b>Applicants that are pending will be added to the active list at their written request.</b>
5.	<b>Deferred list</b> At the discretion of the Allocations Manager, no preference will be given where following enquiries, an applicant or a member of his/her household is considered to have been guilty of 'unacceptable behaviour' serious enough to make him/her unsuitable to be a tenant. The applicant will be placed on the deferred list and will not receive consideration for an allocation until he/she can demonstrate that his/her behaviour has sufficiently improved. <b>Anyone placed on the deferred list will be notified in writing.</b>
6.	<b>How needs are assessed</b> Offers of housing or nominations to housing associations are made through the Council's Housing Register using an approved points based system. A brief version of how preference is given, is as follows: <ul style="list-style-type: none"><li>• Council or housing association tenants living in Wealden who are under-occupying their current dwelling</li><li>• People occupying insanitary or overcrowded housing</li><li>• People who need to move on medical or welfare grounds</li><li>• People who need to move to a particular locality within Wealden, where failure to meet that need would cause hardship to themselves or others</li><li>• Where there is independent evidence that urgent re-housing is required for victims of crime, violence or harassment, witness of crime or those who are at risk of intimidation</li><li>• People in difficult social and economic circumstances</li><li>• Those who are homeless or threatened with homelessness</li></ul>

7.	<p><b>Offers of accommodation</b></p>
	<p>When we have a property available for letting, or a request from a housing association to put forward nominees for a vacancy, applicants are identified from the Housing Register in order of priority, whose details match the property.</p> <p>In order to make the best use of housing stock, in normal circumstances applicants will be matched for vacant properties in the following way:</p> <ul style="list-style-type: none"> <li>• A single person will be offered a bed-sit or a one bedroom flat.</li> <li>• A couple will be offered a one bedroom property</li> <li>• A couple or single parent with one child will be offered a two bedroom property</li> <li>• A couple or single parent with two children of different sexes but both under 10 years will be offered a two bedroom property.</li> <li>• A couple or single parent with two or more children, at least one of over 10 years, will be offered a property of three or more bedrooms</li> </ul> <p>When you receive an offer of accommodation, you will normally be contacted by telephone to discuss the suitability of the offer. If it is agreed that the offer is one that you may accept, you will be sent a formal offer letter and details on how to view the property, normally you will be able to sign-up for the tenancy and get the keys when you view the property. You can discuss details such as paying the rent or ordering repairs etc., with the Housing Officer at the time of the viewing.</p> <p>If you are nominated for a housing association property, the housing association will contact you to make viewing arrangements.</p>
8.	<p><b>Sheltered housing</b></p>
	<p>There are many sheltered housing schemes (with Resident Manager) throughout the District. This type of accommodation is generally allocated to people who are of retirement age and above. Certain people with special needs may also be considered.</p> <p>If you would like more information about this type of accommodation and locations, please contact the Housing Department and ask for booklet number 5.</p> <p>The Council also runs a Shared Ownership Leasehold Scheme of sheltered housing to assist owner occupiers or people with sufficient capital to participate in the scheme. For more information about this scheme, please contact the Housing Department and ask for booklet number 4.</p>
9.	<p><b>Housing need in Wealden</b></p>
	<p>The demand for affordable housing in Wealden far exceeds supply and therefore the wait tends to be quite lengthy. If your application is not urgent then it may be advisable to look for private rented accommodation. You can always stay on the Housing Register as long as you notify us of your change of address.</p>
10.	<p><b>Local connections for non Section 106 sites and HOPE sites</b></p>
	<p>Priority is now given to applicants on the basis of similarly defined local connections for all permanent local authority and housing association tenancies in rural locations that are let through the Allocation Scheme.</p> <p>Therefore;</p> <ol style="list-style-type: none"> <li>i) In the rural Parishes with a rented social housing stock of below 20 units, and where vacancies occur infrequently, all allocations will be subject to the same criteria as those applicable to an exception or HOPE site.</li> <li>ii) In rural parishes with rented social housing stock of 20 units or more, the allocation of properties on “exception” or HOPE sites will continue to be restricted and therefore be subject to the criteria referred to on page 9. For other properties the relative additional priority given to applicants with the same qualifying local connections will be reflected in an award of additional priority through the points scheme.</li> </ol>

### **What is the difference between a transfer and a mutual exchange?**

A transfer application is for applicants who wish to join our Housing Register for **empty** properties that become available throughout the Wealden District. At the same time you can advertise for a **mutual exchange** with another council/housing association tenant. You can advertise in shops and newspapers and in the Council's exchange register.

**Remember if you advertise on the Council's exchange register your telephone number will be available to the public.**

This information is intended as a general guide to the options for a council or housing association tenant who wishes to move. More detailed leaflets are available from the housing office about housing associations, shared ownership, the tenants' cash incentive scheme and sheltered housing for retired people. You can phone the housing office on 01323 443322 (ask for Lettings) for advice about any of the subjects in these leaflets.

In order for your application to transfer to alternative accommodation to be considered, you should be able to meet all the following conditions:

- You should have a clear rent account and have maintained your account without arrears for at least three months
- The interior of the property should be in good decorative condition. The garden, if any, should be looked after to a reasonable standard, taking into account the abilities of the tenant(s).

### **Transfer priorities**

The Council will take into account the following factors in deciding priorities for a transfer:

- Medical grounds
- Present home is too large for the tenants needs (you may qualify for a transfer grant?)
- Present home is overcrowded
- Social reasons of various kinds such as distance from work or close relatives
- Where a transfer means the Council can make better use of its housing stock

### **Where do vacancies come from?**

The Council relies on two sources to house tenants who wish to move. The first is vacancies in the Council's own stock, where supply is limited and unpredictable as the Council has no funds for building or buying properties to rent. The second is by means of nominations to homes owned by housing associations which are the subject of a separate advice leaflet.

**Please note in particular that housing association tenants do not normally have the right to buy their homes from their landlord.**

### **Preferred areas**

In choosing areas, please bear in mind that most villages have a tiny stock of housing as many tenants will have purchased their homes from the Council. If you only select villages of this type, you may face a long wait for a move. Demand for family housing is high in the Wealden District. For more information about the Council's stock as well as housing association stock in the District, as well as the number of allocations to the type of vacancies for the preceding year, please contact the Housing Needs Section and ask for the latest edition of the Fact Sheet. The Fact Sheet should assist you in making an informed choice in respect to your ambitions as to where you would like to move to.