

Housing Options Service

101 Orchardson Street

London

NW8 8EA



020 7641 1000

Minicom: 020 7641 8200

Email: hoscustomerservices@cwh.org.uk

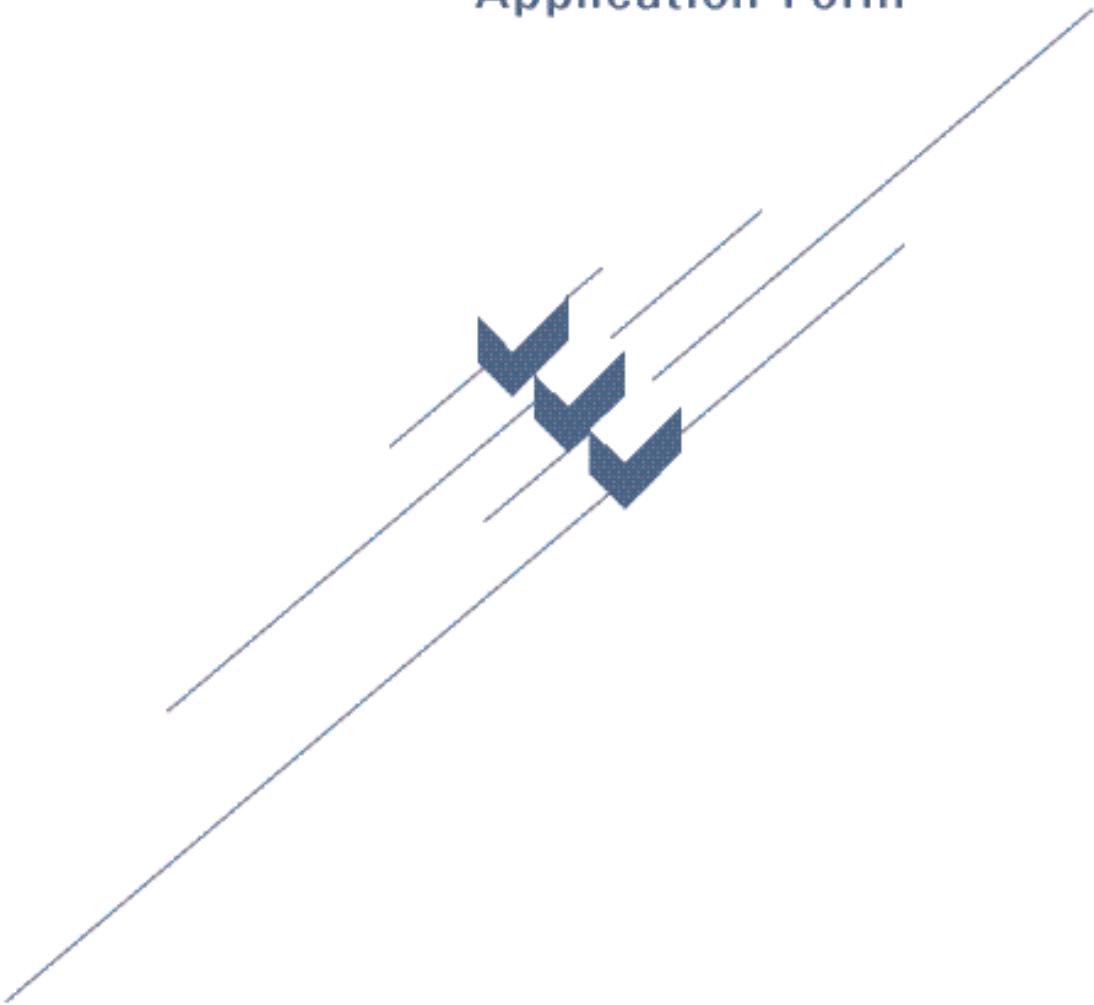
December 2007

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Housing

Application Form



Please use block capitals, black ink and tick the correct boxes when filling in this form. If you are not sure of the answer, tick the box you think is right and give an explanation in the space provided on page 26.

When you have completed the form please return it to us at the address on the back cover.

If you need help with your application, please ask at the Housing Options Service or your estate office.

Data Protection Act 1998: Authorisation to disclose information

You are applying for housing assistance to the City of Westminster. To enable us to determine our duties, you are required to cooperate with our enquiries. It is an offence to give false and misleading statements, or to withhold information. You will be prosecuted if you do. You may be convicted and receive a heavy fine.

We may seek information about you from various third parties in order to determine our duties and assess your housing needs. You are required to sign the authorisation below so we can begin our enquiries.

The information you give us may be:

- ♦ Used by the City Council in confirming issues raised in your application and assessing your housing needs.
- ♦ Used in the production of aggregate information relating to housing needs in Westminster.
- ♦ Shared with other housing providers, including those contracted to the Council - for example when nominating you for an offer of accommodation.
- ♦ Disclosed, if appropriate, for the purpose of preventing or detecting fraud.
- ♦ Shared with other council departments for health and safety purposes.

This information will not be used for other purposes.

The City Council will share information with the other agencies listed above on a strictly 'need to know' basis. Your personal data will otherwise be treated as strictly confidential provided you have not tried to mislead the council, or withheld information that is needed to verify our housing duty towards you.

Please note that when there is a clear overriding public interest we reserve the right to share certain types of information with third parties such as housing providers, even if you have not given explicit consent. For example, where there are risks to the immediate health and safety of an individual, staff or the public.

Please address any data protection enquiries to the Data Protection Officer, Information Services, 15th Floor, Westminster City Hall, 64 Victoria Street, London, SW1E 6QP.

I hereby authorise you to use my information in the manner prescribed above and for third parties to disclose information to Westminster City Council's Housing Department for these purposes. I have been advised that this authorisation may be photocopied and I have agreed that copies may be used to obtain the required information.

Signed (main applicant)

Signed (joint applicant)

Date

Date

ARABIC

إذا احتجتم إلى المساعدة في ملء هذه الاستمارة يرجى مراجعة "خدمة حق اختيار المسكن" (Housing Options Service) أو دائرة الإسكان.

BENGALI

এই ফর্ম পূরণ করতে আপনার যদি কোন সাহায্যের দরকার হয় তাহলে হাউজিং অপশনস সার্ভিস (Housing Options Service) অথবা আপনার এজেন্ট অফিসে যোগাযোগ করুন।

PORTUGUESE

Se necessitar de ajuda com o seu pedido, por favor contacte o Housing Options Service (Serviço de Opções de Habitação) ou o seu funcionário do parque residencial.

SPANISH

Si necesita ayuda para rellenar la solicitud, pídala en Housing Options Service o en su conserjería.

FRENCH

Pour toute aide concernant votre demande, veuillez contacter le service des options au logement (« Housing Options Service ») ou bien votre agence immobilière.

CANTONESE

如果您填寫表格時需要任何幫助，請與 選擇房屋服務 (Housing Options Service) 或您的房屋辦事處聯絡。

FARSI

اگر شما برای پر کردن این فرم احتیاج به کمک دارید، لطفاً با Housing Options Service (خدماتگزینۀ های اسکان) یا دفتر املاک خود تماس بگیرید.

Section A: Your details

1. Your personal details

Mr/Mrs/Miss/Ms

--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First name(s)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Sex: male/female

--	--	--	--	--	--

Date of birth

Day	Month	Year								
<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>				

Surname before marriage, if different

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Daytime phone number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Evening phone number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mobile phone number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email address

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

First name(s)

Date of birth
Day Month Surname

Relationship to you

Name
Surname

First name(s)

Date of birth
Day Month Year

Relationship to you

Name
Surname

First name(s)

Date of birth
Day Month Year

Relationship to you

11. Your income and savings

Income	You		Your partner	
	Per week	Per month	Per week	Per month
Gross Wage (Amount before deductions)				
Child Benefit Allowance				
Maintenance payments				
Income Support/Jobs Seekers Allowance				
Family Credit				
Sickness/Disability Benefit				
Retirement/Occupational pension				
Housing Benefit				
Other income (please specify source)				
Total				
Savings	You		Your partner	
Total savings				
Interest from savings				

Section B: The accommodation you live in now

13. The type of home you have

- A room(s) in a flat or house
- A flat
- A house
- A room(s) in a hotel
- A hostel/refuge
- A foster or care home
- A houseboat
- Other - please say what _____

14. The rooms you have

- Bed-sitting room
- Living room
- Dining room
- Kitchen
- 1 bedroom
- 2 bedrooms
- 3 bedrooms
- 4 bedrooms
- 5 or more bedrooms

If your household shares any of these rooms with people not in your application, please say which rooms are shared.

15. Is your home owned by Westminster Council?

Yes

No

16. Your housing tenure (type of occupation)

Living in your parents' home

Living in another relative's home

Living with friends in their home

Service occupier (your home comes with your job)

Private tenant

Housing association tenant Give name and address of housing association

Council tenant Give name of local authority

Shared ownership owner

Owner occupier - leaseholder

Owner occupier - freeholder

Other - please give details _____

17. Adaptations

Has your home been adapted so a disabled person can live there?

Yes

No

If it has, please give details.

18. What floor is your home on?

If you live in a room, flat or maisonette, please say on which floor your home is situated.

Basement

Ground

First

Second

Third or above please say which _____

19. Is there a lift?

If there is a lift but it doesn't go to your floor, please say which is the nearest floor it goes to.

Yes

No

20. Steps and stairs

Please say how many steps or stairs you have to climb to get to your home from street level.

Please say how many stairs there are inside your home.

21. Use of bedrooms

Please say who sleeps in each of the bedrooms in your home.

	Name, age and relationship to you	Name, age and relationship to you	Name, age and relationship to you	Name, age and relationship to you
Bedsit/studio room				
Bedroom 1				
Bedroom 2				
Bedroom 3				
Bedroom 4				
Bedroom 5				

22. Other properties rented by people on your application

Not including your current home, does anyone in your application have a tenancy of a property in the UK or abroad?

Yes

No

If yes, please give details.

23. Other properties owned by people on your application

Not including your current home, does anyone in your application own a property in the UK or abroad?

Yes

No

If yes, please give details.

Section D: What you are applying for

In most cases, when homes become available, we advertise them and invite those with priority for housing to tell us whether they are interested. In special circumstances however, we may offer a property to someone without advertising it. In case we ever need to do this with you, please tell us where you would like to live. Alternatively, if you are registering for a mutual exchange, telling us which areas you like will help us find a suitable swap for you.

26. Are you applying for sheltered or supported housing for people aged 50 or older?

Yes

No

27. Are you applying for a mutual exchange? If yes:

Yes

No

What is the highest floor you would accept with a lift?;

What is the highest floor you would accept without a lift?

What size property are you looking for? Say how many bedrooms you need.

28. Where you want to live

Bayswater

Little Venice

Queens Park

Churchill Gardens

Maida Vale

St John's Wood

Church Street

Marylebone

Soho/Covent Garden

Grosvenor

Millbank

Victoria

Lillington/Longmore

Mozart

Westbourne Park

Lisson Green

Pimlico

Outside Westminter

Please say where

Section E: General details

29. Ethnic origin and nationality

We want to make sure that our services are available to the people who need them, whatever their race, colour or national origin. The information you give here will help us do this.

What you tell us will not affect your housing application and you do not have to give us this information if you do not want to.

Of which of the following groups do you consider yourself and your household to be members?

- | | | | |
|-----------------|--------------------------|-----------------------------------|--------------------------|
| White British | <input type="checkbox"/> | North African | <input type="checkbox"/> |
| White Irish | <input type="checkbox"/> | Arab | <input type="checkbox"/> |
| White European | <input type="checkbox"/> | Iranian | <input type="checkbox"/> |
| White other | <input type="checkbox"/> | Other Middle Eastern | <input type="checkbox"/> |
| Bangladeshi | <input type="checkbox"/> | Mixed - White and Black Caribbean | <input type="checkbox"/> |
| Indian | <input type="checkbox"/> | Mixed - Black and White African | <input type="checkbox"/> |
| Pakistani | <input type="checkbox"/> | Mixed - White and Asian | <input type="checkbox"/> |
| Asian other | <input type="checkbox"/> | Mixed other | <input type="checkbox"/> |
| Black African | <input type="checkbox"/> | Not willing to say | <input type="checkbox"/> |
| Black Caribbean | <input type="checkbox"/> | | |
| Black British | <input type="checkbox"/> | | |
| Black other | <input type="checkbox"/> | | |

Another group - please say which

What is your nationality?

30. Contacting you

Do you understand or use spoken English?

Yes

No

What is your preferred spoken language?

Do you have a disability that makes hearing difficult?

Yes

No

Do you use an induction loop?

Yes

No

If you use textphone or typetalk, what is your phone number?

Would you like us to arrange a sign language interpreter?

Yes

No

Do you understand information written in English?

Yes

No

What is your preferred spoken language?

Do you have a disability that makes hearing difficult ?

Yes

No

Would you like us to contact you in Braille, large print or by audio tape? If yes, say which.

Yes

No

33. Work and family links to Westminster City Council

Is anyone included in your application employed by Westminster City Council?

Yes

No

Is anyone in your application employed within Westminster Council's housing department?

Yes

No

Is anyone in your application an elected Westminster Councillor?

Yes

No

Is anyone in your application related to an elected Westminster Councillor?

Yes

No

If you have said yes to any of the above, please give details.

Section F: Mutual Exchanges

Council tenants have the right to exchange (swap) homes with other council or housing association tenants. If you are a Westminster Council-tenant and would like to register for an exchange, you must agree to a phone number, details of your home and the home you want, to be advertised to tenants who may wish to swap with you.

Only complete this section if you are a Secure Tenant of Westminster Council and you are interested in a mutual exchange.

Contact phone number _____

Please say what time of day
you prefer to be contacted. _____

I declare that I am/we are the tenant(s) of the address on page 2.
I understand that details of my property, the property I require
and the contact phone number above can be advertised.

I understand that if I find an exchange partner, a move cannot go
ahead without the written consent of the estate office.

Signed (main applicant) _____

Date _____

Signed (joint applicant) _____

Date _____

Section G: Additional information

If there is anything else you think we should know, please give details here.

Section H: Evidence of identity and circumstances

We need evidence to show that the information people give us is correct. If you are a Westminster Council tenant applying for a transfer, or you are applying under our Family Quota Scheme (see section C on page 20) or for sheltered or supported housing, you must include copies of the documents listed below when you return this application form (please tick the boxes to show you've done so). In all other cases, you will only need to give us these documents if, after we have looked at your application, we decide you fall within one of our priority housing groups - so you do not have to include them at this stage, although you may if you wish.

Evidence of the identity of everyone in your application.

Copies of full birth certificates

Copies of passports

Copies of documents showing where everyone in the application has lived during the last five years.

Evidence of income and savings for everyone in your application.

Copies of wage slips

Copies of benefit books

Copies of P45s

Copies of bank statements

Copies of savings books

Copies of pension books

Other- if relevant to anyone in your application.

Copies of documents proving:

Marriage

Pregnancy (MATB1 form copy)

Custody of children

That asylum has been granted

Important: please give us photocopies of these documents at this stage, not the originals. We cannot return or be held responsible for any original documents you send with your application. Later, if we pass you for housing, we will ask to see the original documents.

Section I: Declaration

The information you have given on this form must accurately reflect your circumstances. When you are satisfied it does, please sign the declaration below.

If you are applying jointly with another adult, they should sign as the joint applicant.

The information I have given on this application is to the best of my knowledge true. I agree to tell Westminster's Housing Options Service of any changes which affect the information I have given.

I understand that if I have given false or inaccurate information or I do not tell the Housing Options Service of any relevant changes in circumstances, the City Council may defer, cancel or amend my application.

I understand that if I am given a home because of false information given knowingly or recklessly, the landlord may take legal action to recover the property.

I authorise you to use this information to process my application and make enquiries to check whether the information I have given is true. I also authorise third parties to give information to Westminster City Council to help it complete its enquiries. I understand that this authorisation may be photocopied. I agree the photocopies may be used to obtain the information the Council needs.

Signed (main applicant) _____

Date _____

Signed (joint applicant) _____

Date _____

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