

# Housing Application Form

FOR PEOPLE WHO ARE NOT ALREADY WESTMINSTER COUNCIL TENANTS



## H O W   T O   C O M P L E T E   T H I S   F O R M

This form is for people applying to Westminster City Council for rented housing who are not already tenants of the council. If you are a Westminster Council tenant and you wish to transfer to another rented home, please complete a tenant transfer form; you can get one from your local estate office or the Housing Options Service (see back cover).

When completing this form, please use BLOCK CAPITALS, black ink and tick the correct boxes. 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 9.

Any information supplied will be treated in accordance with the Data Protection Act 1998 and, under normal circumstances, will be used only for purposes compatible with the assessment of your housing needs and entitlements. If you need to include someone else's personal data, you must seek their consent before doing so.

The information you give must be true to the best of your knowledge. It can be a criminal offence to get or try to get a council or housing association tenancy by giving false or misleading information or by not disclosing relevant information. If you obtain a tenancy as a result of fraudulent misrepresentation, the landlord may take court action to evict you and you may be prosecuted.

If you need help completing the form, please ask at your estate office or the Housing Options Service. On completion, return the form to us at the address on the back cover.

### **Who we register for housing**

Council and housing association homes are in very short supply and we are only likely to register you for housing, if one or more of the following applies.

- ◆ You have lived in Westminster for the last three years and your accommodation is so overcrowded that it is classed, under housing legislation, either as being a Band A Category 1 Hazard or unfit for human habitation. This will only be the case if your accommodation is severely overcrowded.
- ◆ You have lived in Westminster for the last three years and you (or a member of your family who we agree is reasonably expected to live with you) have a serious medical condition which is made significantly worse by your (or their) current home or its location. If we agree that this applies to you, we may, depending on your needs, offer you a tenancy with a private landlord rather than a council or housing association property.
- ◆ You have a very high welfare need and are being nominated for housing by Westminster social services or a hostel from which we accept nominations — in which case, your application should be made through social services or the hostel, as appropriate, and also include a separate nomination form.
- ◆ You are homeless, we accept a duty to find you somewhere to live and we are unable find a suitable home for you with a private landlord.

# YOUR DETAILS AND CIRCUMSTANCES

## 1. Your personal details

Surname

Mr/Mrs/Miss/Ms

First name(s)

Date of birth     
Day Month Year

What is your national insurance number?

## 2. Your contact details

Daytime phone number

Evening Phone number

Email address

## 3. Ethnic origin and nationality

We want to ensure our services are available to people who are entitled to 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 this information if you do not want.

Of which of these groups do you consider yourself to belong?

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



## 6. The size of your current home

Please indicate which rooms you have the use of

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

Do members of your household share any rooms with members of another household?

- Yes       No

If yes, say which rooms are shared

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## 7. On what basis do you occupy your home?

- You own or are buying it
- You are renting from a private landlord
- You are renting from a housing association  
Give name and address of housing association

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- You live with foster carers
- You live in a care home, hostel or refuge
- Other (please specify) \_\_\_\_\_

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**8. All the other people you want to include in your application (continue on a separate sheet if necessary)**

Surname

First name(s)

Date of birth Day   Month   Year

National Insurance number

Relationship to you \_\_\_\_\_

Are they living with you now?  Yes  No

Surname

First name(s)

Date of birth Day   Month   Year

National Insurance number

Relationship to you \_\_\_\_\_

Are they living with you now?  Yes  No

Surname

First name(s)

Date of birth Day   Month   Year

National Insurance number

Relationship to you \_\_\_\_\_

Are they living with you now?  Yes  No

Surname

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First name(s)

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Date of birth

Day	Month	Year

National Insurance number

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Relationship to you

\_\_\_\_\_

Are they living with you now?

Yes  No

Surname

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First name(s)

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Date of birth

Day	Month	Year

National Insurance number

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Relationship to you

\_\_\_\_\_

Are they living with you now?

Yes  No

Surname

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First name(s)

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Date of birth

Day	Month	Year

National Insurance number

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Relationship to you

\_\_\_\_\_

Are they living with you now?

Yes  No

9. Have you or your partner lived in Westminster continuously for the last three years?

Yes  No

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10. Are you seeking asylum?

Yes  No

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11. What is the combined annual income (including benefits) of all the people included in your application?

£ 

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12. What is the total combined amount of savings possessed by members of your household?

£ 

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13. Does anyone in your application own a property, or rent a home that is not your current home as given on page 2, above?

Yes  No

If yes, give details including the name of the person and the address of the property/properties they own, or are buying or renting

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14. Have you or your partner lived in Westminster continuously for the last 10 years?

Yes  No

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**15. Have you or your partner been employed for 16 or more hours per week for the last two years with no more than one month's break in employment?**

Yes

No

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**16. Medical problems and disabilities**

Is anyone in your application disabled?

Yes

No

If yes, give details of disability

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Does anyone in your household use a wheelchair?

Yes

No

Is the health or well-being of someone in your household being made worse by their current accommodation or its location?

Yes

No

If yes, give details

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**17. Welfare**

Does anyone in your household have a social services care manager?

Yes       No

If yes, give details

Name of person with a care manager

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Care Manager's name

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Care Manager's phone number

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Care Manager's email address

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**18. Armed forces**

Is anyone in your application a member or former member of the regular forces?

Yes       No

Does anyone in your application need to move home because of a severe injury, medical condition or disability sustained whilst serving in the reserve forces?

Yes       No

Is anyone in your application the bereaved spouse or civil partner of a member of the Armed Forces who is leaving Services Family Accommodation as a result of their spouse/partner's death?

Yes       No

A D D I T I O N A L   I N F O R M A T I O N

**19. Work and family links to Westminster City Council**

Is anyone in your application employed by Westminster City Council?

Yes             No

If yes, give the person's name and the department in which they work

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

Yes             No

If yes, give details

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**20. Additional information in support of your application**

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# A U T H O R I S A T I O N   A N D   D E C L A R A T I O N

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## Data Protection Act 1998 notice

Before we can process your application you must sign below to confirm that the information you have given on this form is true. By signing you are also agreeing to us seeking information about you from third parties and to using and sharing information about you with certain third parties, as follows.

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.

The City Council will share information as described above on a 'need to know' basis. Otherwise, your personal data will be treated as strictly confidential unless you have tried to mislead the council, withheld information needed to verify our housing duty towards you, or there is an overriding public interest in sharing your personal data. When there is a clear overriding public interest, we reserve the right to share certain types of information with third parties, such as other 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. The information on this form will not be used for other purposes.

If you have any questions or concerns about how your personal data is being processed, please contact the Housing Options Service. Alternatively, you can write to Westminster's Corporate Data Protection Officer, 64 Victoria Street, London SW1E 6QP

## Declaration and authorisation

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

*I am aware that if I have given false or inaccurate information or I do not inform the Housing Options Service of any relevant changes in circumstances, the City Council may defer, cancel or amend my application. I understand that I may be prosecuted if I get or try to get accommodation by giving false information or not disclosing relevant information. I also understand that if I get accommodation as a result of false information given knowingly or recklessly, the landlord of the accommodation may take legal action to recover the property.*

*I 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.*

*I have obtained consent to disclose personal information from all third parties whose personal details are included in this form.*

**Signed (main applicant)** ..... **Date** .....

**Signed (joint applicant)** ..... **Date** .....