

Application for housing

This form is for registering your housing needs, if you are eligible or qualify. Registration does not guarantee that an offer of accommodation will be made.

Please write clearly and complete the form in full. If you need extra space to answer any of the questions, please attach extra sheets. Please include all supporting evidence.

South Kesteven District Council has a duty to protect the use of public funds. The information you provide for your application may be used for the prevention and detection of fraud. The information may also be shared with other public bodies responsible for public funds for the same reason. Your information will be processed in accordance with the Data Protection Act 1998

When completed please return this form to the FREEPOST address below:

RTKL-EGAS-BAZX
Housing Strategy & Needs
South Kesteven District Council
Council Offices
St Peters Hill
Grantham
NG31 6PZ

Email: housingregister@southkesteven.gov.uk

Alternatively you can bring the form into one of our other offices.

Grantham Bourne

St Peters Hill 3 Abbey Road Grantham Bourne

Lincolnshire Lincolnshire NG31 6PZ PE10 9EF

Stamford Market Deeping

1 Maiden Lane Deepings Community Centre

Stamford Douglas Road
Lincolnshire Market Deeping
PE9 2AZ Peterborough

PE68PA

	Main Applicant	Joint Applicant
Title		
First Name		
Surname		
Date of Birth		
Sex		
National Insurance Number		
Previous Names		
If pregnant your due date		
Contact Number / Work		
Contact Number / Home		
Contact Number / Mobile		
Email address		
Nationality		
How would you prefer us to contact you? e.g. letter, telephone, email		
Preferred Language		
Immigration status (if applicable)		
Worker status e.g. employed, self employed, jobseeker		
Are you currently living with the main applicant		
What is your relationship to the main applicant		

Household members who are living with you and will be moving with you						
Surname	First Name (s)	Relationship to you	Date of Birth	National Insurance Number	Age	Their address (if different)

Please list anyone	Please list anyone in your household who is aged 16 or over who is in fulltime education							
If someone in you	r househ	old lives at a	different address, e	ither full-	time oi	· part	t-time. wh	v is
this? (E.g. children								,
Brognancy								
Are you or anyone	a who wil	I live with you	ı prognant?	Yes	No			
Name:	S WIIO WII	Date Baby is				<u> </u>	No	
Name:		Date Baby is		MATB1			No [
ivaille.		Date Daby is	5 Due.	INIVIDI	Cert i	<u></u>		
	Other People You Live With Now (To help us assess whether you are overcrowded in your accommodation please list everyone you live with at present but will not move with you if you are rehoused).							
Surname	First Na	ame (s)	Relationship to you			Date	e of Birth	Sex
,			ehoused with you,					
ever been convict If you are uncertain			riminal offence? nviction is spent or	Yes	No			
unspent please co								

Nature and Details of Offence(s)	Date	Date of Conviction:			
Have you, or anyone who wants to be rehoused with you, ever been served with an Anti-Social Behaviour Order, Injunction Order or cautioned e.g. for harassment, domestic violence, racial abuse or other hate crime?						
If yes, please give details:						
Your current home	Your current home Main Applicant Joint Applicant					
Full Address and postcode (if you do not have an address to register from, please provide a postal address)						
Is this a postal address	Yes No		Yes No			
Date you moved in (DD/MM/YYY)						
	House		House			
Property Type	Bungalow		Bungalow			
(Please tick)	Ground floor flat		Ground floor flat			
	First Floor Flat or Higher		First Floor Flat or Higher			
	Room in a shared house		Room in a shared house			
	Mobile Home/Caravan		Mobile Home/Caravan			
	Residential Care		Residential Care			
	Other (provide details)		Other (provide details)			
Number of bedrooms						
Separate Dining Room	Yes No		Yes No			
Rent (per calendar month)	£		£			

	Main Applicant	Joint Applicant	
Which of these	Council Tenant	Council Tenant	
are you? (Please tick)	Housing Association Tenant	Housing Association Tenant	
	Private Tenant	Private Tenant	
	Owner Occupier	Owner Occupier	
	Lodger	Lodger	
	Tied Accommodation	Tied Accommodation	
	Prison	Prison	
	Shared Ownership	Shared Ownership	
	Armed Forces accommodation	Armed Forces accommodation	
	Staying/lodging with family or friends	Staying/lodging with family or friends	
	House/flat share	House/flat share	
	Hospital or nursing home	Hospital or nursing home	
	Hostel, refuge or B&B	Hostel, refuge or B&B	
	Roofless	Roofless	
	Other (please give details)	Other (please give details)	
	Ramp/grab rails	Ramp/grab rails	
	Track/hoist	Track/hoist	
Adaptations you	Level access shower/adapted bathroom	Level access shower/adapted bathroom	
currently have in your home	Lift	Lift	
(Please tick)	Low level kitchen	Low level kitchen	
	Low level switches/raised sockets	Low level switches/raised sockets	
	Wider doors and frames	Wider doors and frames	
Has your landlord asked you to leave?	Yes No	Yes No	
If yes when does this notice end? (please provide a copy)			
Your reason for leaving?			
If you are a tenant/loo	dger:		
Name of landlord or agent			
Address of			
Landlord or agent			
Landlords Telephone			

Are you or your joint a give details:	applicant in rent or mortga	ge arrears at	your current address? If yes, please
Amount outstanding	£		£
How did this debt arise?			
Have you made an agreement with the landlord or mortgage lenders to repay this debt?	Yes No		Yes No
How long has this arrangement been in place?			
How much is this repayment plan per week?			
Are you keeping to this agreement?	Yes No		Yes No
PREVIOUS ADDRES	SSES		
List all of the address	es YOU have lived at in th	ne past 5 year	'S
Full address including	g postcode		
Tenure (e.g. Rented,	owner, living with family)		
Were you the tenant/jowner	joint tenant or owner/joint		
Property type			
Number of Bedrooms)		
Separate Dining Roo	m	Yes N	o
Landlord/agents nam	e and address		
Date moved in DD/M	M/YYYY		
Date moved out DD/N	MM/YYYY		
Reason for leaving			
Rent/mortgage arrea	rs	£	

Full address including postcode	
Tenure (e.g. Rented, owner, living with family)	
Were you the tenant/joint tenant or owner/joint owner	
Property type	
Number of Bedrooms	
Separate Dining Room	Yes No
Landlord/agents name and address	
Date moved in DD/MM/YYYY	
Date moved out DD/MM/YYYY	
Reason for leaving	
Rent/mortgage arrears	£
Full address including postcode	
Tenure (e.g. Rented, owner, living with family)	
Were you the tenant/joint tenant or owner/joint owner	
Property type	
Number of Bedrooms	
Separate Dining Room	Yes No
Landlord/agents name and address	
Date moved in DD/MM/YYYY	
Date moved out DD/MM/YYYY	
Reason for leaving	
Rent/mortgage arrears	£

PREVIOUS ADDRESSES	
List all of the addresses YOUR JOINT APPLICA main applicants previous addresses.	ANT has lived at in the past 5 years, if different to
Full address including postcode	
Tenure (e.g. Rented, owner, living with family)	
Were you the tenant/joint tenant or owner/joint owner	
Property type	
Number of Bedrooms	
Separate Dining Room	Yes No
Landlord/agents name and address	
Date moved in DD/MM/YYYY	
Date moved out DD/MM/YYYY	
Reason for leaving	
Rent/mortgage arrears	£
Full address including postcode	
Tenure (e.g. Rented, owner, living with family)	
Were you the tenant/joint tenant or owner/joint owner	
Property type	
Number of Bedrooms	
Separate Dining Room	Yes No
Landlord/agents name and address	
Date moved in DD/MM/YYYY	
Date moved out DD/MM/YYYY	
Reason for leaving	
Rent/mortgage arrears	£
Full address including postcode	
Tenure (e.g. Rented, owner, living with family)	
Were you the tenant/joint tenant or owner/joint owner	

Property type			
Number of Bedrooms	3		
Separate Dining Room		Yes No	0 🗌
Landlord/agents nam	e and address		
Date moved in DD/M	M/YYYY		
Date moved out DD/N	MM/YYYY		
Reason for leaving			
Rent/mortgage arrea	rs	£	
CURRENT ACCOMM	MODATION		
	Main Applicant		Joint Applicant
If you are in a private rented property, have environmental health visited you in the last 6 months? If yes please give details.	Yes No		Yes No
Do you feel that your property is not suitable for your needs? Please tell us why you think it is not suitable.	Yes No		Yes No
Do you feel that your property is overcrowded? If yes please complete the "Do you think you are overcrowded?" form in addition to your housing application	Yes No		Yes No
PERSONAL CIRCUM	ISTANCES		
Are there any pets in	your household?	Yes No	0
If so what are they and how many do you have (please note that some tenancy agreements exclude some animals and can also restrict the number of animals you can have in the property)			
yes, please state the		Yes No	0
Does the main/joint a connection to South	• •	Yes No	o

LOCAL CONNECTION

Applicant(s) will be assessed as having a local connection to the District of South Kesteven through:

- Residence He/she has been normally resident in the district for a minimum of two years
 preceding the application or has been resident for three out of the preceding five years
- Employment He/she has been in paid employment in the district for the preceding 12 months, for at least 17 hours per week on average
- Family He/she has a close family member who has normally resided in the district for the preceding five years. Family connection will normally mean that the applicant has a parent, adult child, brother or sister residing in the district.

Please see the full allocations policy (pp8-9) on our website for a complete definition of local connection and exemptions.

Work Connection					
Employer Name					
Employers Address					
Contract Start Date					
Job Title					
Family Connection (dire	ect family member who v	was lived in	the area for 5+ y	/ears)	
Name					
Address					
Relationship					
Date they moved into this address					
Does your household have their own transport?					No
Have you ever served in HM forces (Reserve, Fulltime etc) Please note which force				Yes	No
Is the main/joint application the last 5 years	ant a current member of	HM Forces	or have served	Yes	No
If you have answered y injury attributable to act	res to the previous quest tive service?	ion have yo	ou/they suffered	Yes	No
Are you a spouse/ex-sp having to leave your se	oouse/civil partner of a movervice accommodation?	nember of H	IM Forces and	Yes	No
Is the main/joint applica details	ant a local authority care	leaver? Ple	ease provide	Yes	No
Are you an approved F	oster Carer?			Yes	No
Are you or the joint apparentice for more that				Yes	No

INCOME AND EXPENDITURE

Monthly Income (net)	£ Amount
Earnings / Wages Applicant	
Earnings / Wages Joint Applicant	
Income Support	
Jobseekers Allowance	
Employment Support Allowance	
Pension Credit	
State/Retirement Pensions	
Total Tax Credits	
Total Child Benefit	
Non-Dependant Contributions	
Universal Credit (excluding housing element)	
Housing Benefit/Housing element of UC	
Other Income	

Priority debts	£ Arrears/Owed	Offer	Accepted?
Rent			
Council Tax			
Utility Debts (specify below)			
Court Fine Arrears			
Maintenance Arrears			
Hire Purchase Arrears			
Other			
Other			
Total Priority Debts			

Monthly Expenditure	£ Amount
Rent	
Ground rent and services charges	
Council tax	
Water	
Gas	
Electricity	
TV Licence	
Media Packages (B/band/L/line/TV)	
Mobile phone	
Laundry costs	
Food/Toiletries	
Buildings/Contents insurance	
Pension and life insurance	
Childcare costs	
Adult care costs	
Maintenance or child support	
School meals/Meals at work	
Clothing	
Court fines	
Hire Purchase / conditional sale	
Petrol	
Car Insurance	
Road Tax & MOT	
Other travel expenses (bus/taxi etc)	
Ongoing health/prescription costs	
Other Utility bills	
Other (details)	
Other (details)	
Other (details)	
Monthly Total Expenditure	

		'	
Non-Priority Debts	Total Debt	£ Offer	Accepted?
Total Non-priority Debts			
rotal Holl-priority Debts	<u> </u>		

To	tal Available for Creditors	
To	otal for Non-priority Creditors	

TOTAL DEBTS:	£

Do you/joint applicant have any Savings/Assets/ Resources/Property (UK & Abroad) worth over £16,000? If yes please provide details address(es including any outstanding secured loans/mortgage	·
Is your household suffering from financial hardship related to your current property?	<u> </u>
Would you like to be referred to Citizens Advice S Lincolnshire for financial assistance?	outh Yes No
Does the main/joint applicant have any housing redebt i.e. rent arrears/rent in advance loan/rent deprepayment? If yes, how much is owing, please prodetails of your repayment plan.	posit res NO
Are you, or any member of your household a cour or employee of the council or a board member or employee of any housing association with propert the South Kesteven District? If yes, please confirmame, position and employer.	ies in
Are you, or any member of your household, related to any councillor or employee of the council or to a board member or employee of any housing associated with properties in the South Kesteven District? If yolease provide their name, position, employer and nature of relationship)	any res root
Is your current property having a negative impact any members of the household's health and wellb If yes, please complete a separate medical self assessment form for each affected household me to enable us to determine what priority your appli should receive.	eing? Yes NO
SOCIAL HOUSING TENANTS ONLY	
Are you wanting to downsize?	Yes No
If you answered yes, how many spare bedrooms do you have?	Yes No
Are you in an adapted property and no longer need the adaptations?	Yes No
Are you applying to relocate to SKDC under Right to move?	Yes No
Have you been offered a fixed term/permanent contract of employment in SKDC? Please provide a copy of the job offer	Yes No

INSECURE ACCOMMODATION AND HOMELESSNESS

Do you currently have a homelessness application with another local authority?	Yes No			
Are you currently in temporary housing arranged by South Kesteven District Council?	Yes No			
Are you currently waiting for a decision on a homelessness application you have made?	Yes No			
If you are in temporary accommodation arranged by another council and/or have made a homeless application there, please provide details below:				
Name of local authority				
Name of officer dealing with your case				
Contact telephone number				

LOCAL LETTINGS POLICIES AND SECTION 106 AGREEMENTS

Local Lettings Policies are usually introduced to meet a particular local need and have an overall positive effect on estates. There are a number of Local Lettings Policies throughout the area. To be considered for a property within one of these schemes, the applicant needs to meet criteria detailed within that specific Local Lettings Policy.

New developments can be subject to restrictions that are set out within the legal agreements between the Local Authority and the developers that are linked to planning permission. These agreements can set restrictions on the age of applicants e.g. over 60's accommodation or connection to that particular area/village.

This is why we ask you to tell us if you have a Neighbourhood Connection when you are selecting the areas in which you would like to live. You will be considered to have a Neighbourhood Connection if:

- You have lived in that area or village for at least 12 months prior to your application or have lived in that area or village for at least five years out of the previous ten years.
- · You have strong connections with the area or village by employment.
- You have strong connections through direct family association (mother, father, sister, adult children living in that area or village)

Please tick the column 'wants area' for the areas or villages you would like to live in.

Area of Choice	Wants Area	Neighbourhood Connection	Area of Choice	Wants Area	Neighbourhood Connection
Bourne – North East			Harrowby Lane – South		
Bourne – North West			Gonerby Hill Foot – Orchard Close		
Bourne – South East			Old Earlesfield		
Aslackby			Barrowby Edge Estate (Poplar Farm)		
Billingborough			Earlesfield – Shaw Road		
Creeton			Grantham Town Centre		
Dowsby			Aisby		
Dunsby			Allington		
Dyke			Ancaster		
Edenham			Barrowby		
Folkingham			Burton Coggles		
Haconby			Bitchfield		
Horbling			Barkston		
Kirkby Underwood			Boothby Pagnall		
Langtoft			Brandon		
Lound			Caythorpe		
Morton			Corby Glen		
Pickworth			Claypole		
Pointon			Colsterworth		
Rippingale			Carlton Scroop		
Swinstead			Dry Doddington		
Thurlby			Denton		
Twenty			Foston		
Bridge End Road/ Walton Gardens			Fulbeck		
Earlesfield – Beeden Park			Gelston		
Earlesfield – Good- liffe Road			Great Gonerby		
Earlesfield – Hornsby Road			Great Ponton		
Harrowby Lane North			Gunby		

Area of Choice	Wants Area	Neighbourhood Connection	Area of Choice	Wants Area	Neighbourhood Connection
Harlaxton			Westborough		
Hough-on-the-hill			Welby		
Honington			Woolsthor- pe-by-Belvoir		
Hougham			Market Deeping		
Ingoldsby			Deeping St James		
Little Bytham			Frognall		
Lenton			West Deeping		
Long Bennington			Stamford – North		
Marston			Stamford – South		
Normanton			Stamford – West		
North Witham			Barholm		
Old Somerby			Braceborough		
Ropsley			Baston		
Sudbrook			Carlby		
Sedgebrook			Castle Bytham		
Swayfield			Greatford		
Skillington			Tallington		
Stainby			Uffington		
Stubton			Witham-on- the-Hill		
South Witham					

Are there any streets within the areas you have chosen that you do NOT or can NOT live in?
Please give your reasons:

What type of housing would you prefer? Please tick all the types of housing you would consider (please note that you might not be entitled to all housing types)			
House		Ground Floor Flat	
First Floor Flat or Higher		Bungalow	
Bedsit			

Would you consider housing for people aged 60 years or over? (support is no longer provided by SKDC)	Yes No
Would you consider housing for vulnerable people aged under 60 years? (support is no longer provided by SKDC)	Yes No
Are you interested in Shared Ownership? (this is where you purchase a share of the property and pay rent of the remaining share)	Yes No
Are you interested in receiving information on Help to Buy Schemes?	Yes No
Would you consider renting in the private sector? (we sometimes have landlords approach us directly for tenants)	Yes No
If yes, you may need a guarantor. Do you have someone that would be willing to act as a guarantor for you?	Yes No
If there is any other information that you would lik application, please tell us here.	e us to take into account when assessing your
If you would like someone else to deal with you member or friend, please provide details below	• • • • • • • • • • • • • • • • • • • •
1 10.11101	Name: Address:
Telephone Number: Relationship to you:	Telephone Number: Relationship to you:
If you are receiving any support from another age Worker, Probation Officer, Citizens Advice South	• • • • • • • • • • • • • • • • • • • •

IDENTITY AND ELIGIBILITY CHECKLIST

For each adult being re-housed through this application

You must provide all of the following:	~
One form of photo ID, such as a passport or driving licence	
One document with your name and address on it such as a utility bill	
Proof of your income/employment, such as last three months wage slips/benefit award notice/bank statements	
Proof of your local connection to South Kesteven (2+ years as a resident, 1+ years working or direct family connection of 5+ years)	
If you are not a UK or EU citizen you must also provide the following:	
Residency Permit or evidence of your immigration status	
If the form of ID that you have provided for each applicant does not contain a photo of them	

If the form of ID that you have provided for each applicant does not contain a photo of them, Please attach a passport-sized photo below and provide their full birth certificate and Change Name Deed if applicable.

You must provide all of the following:	~
Full birth certificate for each child in the household	
Proof of the benefits you are in receipt of for the child/children, Child Benefit/DLA etc	

We will only accept documents in a foreign language (i.e. Birth Certificate/Marriage Certificate/Doctors Letters) if accompanied by a UK translation which should be certified by a Notary Public.

If you are not able to provide any original proof of identity please contact Housing Strategy & Needs for advice.

Housing Strategy & Needs may request additional proof of identity/proof of residence information in support of the application from any applicant.

Your application will not be fully assessed until sufficient ID is provided.

DECLARATION

I/We understand that it is an offence under the Forgery and Counterfeiting Act 1981 to present false documents including e.g.: ID, Passports and bank statements with a view to accessing public funds in the form of Social Housing

I/We understand that South Kesteven District Council is under a duty to protect the public funds it administers and to prevent or detect fraud. Where necessary SKDC may share information collected for re-housing purposes with other internal departments such as Council Tax and third parties including other councils, government agencies and with other bodies responsible for auditing or administering public funds.

I/we declare that the information I/we have given is correct. I/we understand that it is an offence to give false information or withhold information requested with the intention of receiving social housing. False information will result in cancellation of your application or if you have already been offered a tenancy, action will be taken to recover possession of the property. The maximum fine for such an offence is £5,000.

I/we agree that it is my/our responsibility to notify the council of any change of circumstances or change of address. Failure to do so may result in the application being removed from the housing register.

I/we authorise South Kesteven District Council to confirm residency and carry out checks with a credit referencing agency, if applicable.

I/we authorise the council to make any necessary enquiries and disclose all necessary information to any of the agencies/services listed below as part of my request for housing.

Those agencies/services listed below also have my full permission to disclose information requested by the Council that is required for the purpose of processing my/our housing application and determining whether I/we would benefit from additional housing advice.

List of agencies/services which have my full permission to disclose all necessary information where applicable to my/our application. If you object to any of the agencies/services being contacted please let us know.

- Health professionals, for example doctors, nurses and consultants
- Mental health professionals, for example support workers and consultants
- Police
- Probation
- Any service within any local authority, which includes housing benefit and council tax
- Education authorities or schools
- Landlord or Mortgage Company
- Employer
- Anyone acting on my behalf such as a Solicitor/Advice Service/Parent/Guardian.

Signature	Main Applicant:	Date:	
Signature	Joint Applicant:	Date:	

Please note: If you are successful in receiving an offer of social housing this application will be cancelled

Housing Strategy and Needs

Equality and Diversity Monitoring Form

South Kesteven District Council strives to ensure that all our customers are treated fairly and not unlawfully discriminated against for example due to their racial origin or disability. We ask all customers to fill in a diversity monitoring form so that we can: (a) Monitor the services provided to our customers and identify any inequalities (b) use Diversity monitoring information to help us to plan our future services (PLEASE TICK)

Age:	16-24		25-34		35-44		45-54		55-64		65+	
Gender:	Male		Female		Prefer no	to say						
effected a p				a perma n group	tify as transsexual, transgender (in that you have permanent change of gender identity) or as intergroup do you identify with? al Transgender Intersex							
Ethnic origin: F	Please ticl	k aga	inst one	of the	e follow	ng:						
Asian or Asian	British				Mix	Mixed						
Bangladeshi					Bla	ck an	d White	Cari	bbean			
Indian					Bla	Black and White African						
Pakistani					Asi	Asian and White						
Any other Asian background Please specify below if you wish					, ,	Any other mixed background Please specify below if you wish						
Black or Black I	British				Wh	White						
African					Brit	ish						
Caribbean					Eng	English						
Any other Black background Please specify below if you wish				Iris	Irish							
					Sco	ttish						
					We	lsh						
					-	Any other White background Please specify below if you wish						
Chinese or Othe	er ethnic	group)									
Chinese				Pre	Prefer not to say							
Any other Please specify below if you wish				Wh	What is your first language?							
Are you a Refu	gee			Ye	es	No						
Prefer not to sa	у					,						

Disability: Please tick against one of the following: Do you consider yourself to have a disability under the Equality Act 2010? In the Act, a person has a disability if:

- they have a physical or mental impairment
- the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

Yes	Prefer not to say	
No		

Heart problems	Registered Blind
Physical Disability	Hearing Impaired
Frail/Poor mobility	Cancer
Wheelchair user	HIV/AIDS
Learning disability	Multiple Sclerosis
Difficulties with reading /writing	Myalgic Encephalomyelitis
Dyslexia	Drug/Alcohol Problem
Mental Health Disability	Other
Visual Impairment	
No religion	Sikh
Baha'i	Other
Buddhist	Please specify below if you wish
Christian	
Hindu	
Jain	
Jewish	
Muslim	Prefer not to say

Bisexual	11	lave you served in the UK Armed orces	Yes		
Gay Woman/Lesbian		yes, have you left within the last ve years	Yes		
Prefer not to say	1	Have you been seriously injured or			
			Yes		
Gay man/Homosexual	<u> i </u>	ill as a direct result of your service.			
		Prefer not to say			
Heterosexual/straight	P				

No

No

No

No