



Change of circumstances SKDC Housing Register

**Important information:
Please read prior to completion**

If your change of circumstances are related to your health, please complete the MEDICAL SELF ASSESSMENT FORM.

When should the Change of Circumstances Form be used?

This form should be used to inform the Housing Register Team of any change in your circumstances that would affect your housing application. For example, if you have changed your name, address and contact details or some has moved into or out of your household.

Section A Main applicants details	
Housing register number:	
First name:	
Surname:	
Title (Mr/Mrs/Miss/Ms)	
Date of birth:	
National Insurance Number:	
Has there been a change to you or your partner's immigration status? If yes please give details:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section B Change of address/contact details	
If you wish to notify us of a change of address please give your:	
Former address including postcode:	
Date moved out: DD/MM/YY	
New address including postcode:	
Tenure (e.g. rented, owner, living with family)	
Are you the tenant/joint tenant or owner/joint owner	Yes <input type="checkbox"/> No <input type="checkbox"/>
Property type: e.g. house, first floor flat?	
How many bedrooms?	
Do you have a separate dining room?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Landlord/agents name and address:	
Rent/Mortgage arrears?	
Date you moved to your new address:	
If you wish to notify us of a change of contact details	
Landline number:	
Work number:	
Mobile number:	
E-mail address:	

Section C Changes in your household details	
Do you wish to add anyone to your housing application? Please provide ID as per the eligibility checklist at the end of this form	Yes No Please provide their details below
Their surname:	
Their First name:	
Their date of birth:	
Their National Insurance number:	

Their relationship to you:	
Their addresses for the last 5 years: (Please continue on a separate sheet if necessary)	Address 1
	Date from: _____ to: _____
	Address 2
	Date from: _____ to: _____
	Address 3
	Date from: _____ to: _____
Do you wish to remove anyone from your application? Please note that if you wish to remove a joint applicant we will require written confirmation from that person	Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide their details below
Their surname:	
Their first name:	
Their date of birth:	
Their National Insurance Number:	

Is anyone in your household pregnant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is their expected date of delivery (EDD)? Please provide a copy of the maternity notes showing the EDD or a copy of the form MATB1.	Date: _____

Section D Moving from your home?	
Have you been asked to leave your current accommodation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, who is asking you to leave?	Friend <input type="checkbox"/> Parent <input type="checkbox"/>
	Landlord <input type="checkbox"/> Other relative <input type="checkbox"/>
	Other (Please give details)

<p>If you have been asked to leave your home please give the date you must leave by: If you are being asked to leave a friend or relatives home, please provide a letter from this person confirming this. The letter should include a daytime contact telephone number.</p>	<p>Date:</p>
<p>Have you had a Notice to Quit or a Notice of Seeking Possession? Please provide a copy of the notice.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Please note we will be unable to fully assess your application without the additional information.

Section E Areas of choice					
<p>If you would like to update your areas of choice please tick all of the areas that you wish to be considered for, even if you have told us previously that you want those areas.</p>					
Area of Choice	Wants Area	Neighbourhood Connection	Area of Choice	Wants Area	Neighbourhood Connection
Bourne – North East			Swinstead		
Bourne – North West			Thurlby		
Bourne – South East			Twenty		
Aslackby			Bridge End Road/ Walton Gardens		
Billingborough			Earlesfield – Beeden Park		
Creeton			Earlesfield – Goodliff Road		
Dowsby			Earlesfield – Hornsby Road		
Dunsby			Harrowby Lane North		
Dyke			Harrowby Lane – South		
Edenham			Gonerby Hill Foot – Orchard Close		
Folkingham			Old Earlesfield		
Haconby			Barrowby Edge Estate (Poplar Farm)		
Horbling			Earlesfield – Shaw Road		
Kirkby Underwood			Grantham Town Centre		
Langtoft			Aisby		
Lound			Allington		
Morton			Ancaster		
Pickworth			Barrowby		
Pointon			Burton Coggles		
Rippingale			Bitchfield		

Area of Choice	Wants Area	Neighbourhood Connection	Area of Choice	Wants Area	Neighbourhood Connection
Barkston			Ropsley		
Boothby Pagnall			Sudbrook		
Brandon			Sedgebrook		
Caythorpe			Swayfield		
Corby Glen			Skillington		
Claypole			Stainby		
Colsterworth			Stubton		
Carlton Scroop			South Witham		
Dry Doddington			Westborough		
Denton			Welby		
Foston			Woolsthorpe-by-Belvoir		
Fulbeck			Market Deeping		
Gelston			Deeping St James		
Great Gonerby			Frognall		
Great Ponton			West Deeping		
Gunby			Stamford – North		
Harlaxton			Stamford – South		
Hough-on-the-hill			Stamford – West		
Honington			Barholm		
Hougham			Braceborough		
Ingoldsby			Baston		
Little Bytham			Carlby		
Lenton			Castle Bytham		
Long Bennington			Greatford		
Marston			Tallington		
Normanton			Uffington		
North Witham			Witham-on-the-Hill		
Old Somerby					

Are there any streets within the areas you have chosen that you do NOT or CANNOT 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			

Section F Any other information

Have there been any other changes in your circumstances that may affect your need for housing?

Yes No

If yes, please provide details below:

Statement on the protection of public funds

This authority is required by law to protect the public funds it administers. We participate in the Cabinet Office's anti-fraud initiative, known as the National Fraud Initiative. We may share information provided to us with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud. The allocation of social housing via this allocation policy is considered to be the allocation of public funds. We will seek to ensure that all allocations are in accordance with this policy and that applicants on the Housing Register are subject to thorough verification and identity checks to minimise losses to fraud and corruption.

Section G Declaration

I/We declare that the above information given on this document is true and accurate.

I/We understand that information provided may be shared as part of the Council's participation in the National Fraud Initiative.

	Signed	Print name	Date
Main Applicant			
Joint applicant			

