

HNHSA-Ref:

# Homesearch Waiting List Application Form

June 2018

OFFICE USE ONLY: DATE STAMP

**Please note** that in order to comply with the General Data Protection Legislation (GDPR), the Council need to ensure that you have seen and read the Council's Privacy Notice on the Council's website [newforest.gov.uk/privacy](http://newforest.gov.uk/privacy) before the Council is able to deal with your application.

When you contact the Council, you will be asked if you have seen a copy of the Council's Privacy Notice before Housing Services can proceed with your application. If you are unable to access the Council's website, a hard copy can be provided on request.

## How to complete this form

Please write clearly and use a black pen. Make sure the information you provide is correct, as if it is not it could affect your application. It is an offence to provide false information or withhold information and if you do so your application may be cancelled and you could be prosecuted. Please complete **all** parts of the form. If you need extra room to answer any of the questions, use the space for additional information on the page 9.

If you need any help completing the form or require the form in larger print, please contact the Housing Options on **023 8028 5234** or email [housing.options@nfdc.gov.uk](mailto:housing.options@nfdc.gov.uk).

A new Homesearch Waiting List Application Form must be completed in full with any change of address or circumstances.

### A. Your details

		Title	Forenames	Surname	Age	Date of Birth	National Insurance number
1	Your details						
2	Joint applicants details						

**A joint applicant is someone who you wish to be an equal partner in any tenancy you are offered.** In some cases the landlord may decide that a joint tenancy cannot be offered. Joint tenancies will not normally be offered across generations (e.g mother and daughter).

3	Relationship of joint applicant to you (e.g. husband, wife, partner)
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4	Your current address:	Correspondence address:
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5	What date did you move into this address?
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6	Your contact number(s)	
	Home	
	Mobile	

7	Your email address
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<b>Please give details of all the people in your household.</b> Your household is anyone else who lives with you permanently who needs to be rehoused with you. Do not include yourself, your partner or people who would not move with you if you were offered a vacancy.							
<b>8</b>	Title	Forenames	Surname	Sex	Age	Date of Birth	Relationship to you

<b>9</b>	Has anyone in your household ever been known by a previous name?	Current name:
		Previous name:

<b>10</b>	Are you or a member of your household pregnant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'yes', please state who is pregnant and the expected birth date:		

<b>11</b>	How long have you lived in the New Forest?	Never lived in the New Forest	<input type="checkbox"/>
		Less than 2 years	<input type="checkbox"/>
		2 to 10 years	<input type="checkbox"/>
		10 years or more	<input type="checkbox"/>

Please supply us with your previous addresses for the past 5 years.		
<b>12</b>	Address 1 - You	Address 2 - You
	Post code	Post code
	Dates you lived in the property. From: To:	Dates you lived in the property. From: To:
<b>12</b>	Address 1 - Partner	Address 2 - Partner
	Post code	Post code
	Dates you lived in the property. From: To:	Dates you lived in the property. From: To:
<b>You must provide information about previous addresses.</b> If you do not provide correct information you may not be considered for a vacancy.		

<b>13</b>	<p>Are you or any member of the household currently a Council or Housing Association tenant? (Even if you do not live in the property where you are a tenant at the moment).</p> <p>If 'yes', please supply the address:</p>   <p>Date the tenancy started:</p> <p>Name of landlord:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<b>14</b>	<p>Have you or any member of the household ever been a Council or Housing Association tenant previously?</p> <p>If 'yes', please supply the address and who:</p>   <p>Dates of tenancy - From: _____ To: _____</p> <p>Name of landlord:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<b>15</b>	<p>If you rent your home from a landlord please supply their name, address and contact telephone number.</p> <p>Name:</p> <p>Address:</p>   <p>Email:</p> <p>Telephone number:</p>
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<b>16</b>	<p>Do you have any current rent arrears with your current or any previous landlord?</p> <p>If 'yes', please state how much and what payments you are making:</p> <p>£ .....</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<b>17</b>	<p>Do you or any member of the household own, part-own, rent or have an interest in any other properties in the UK or elsewhere in the world apart from the one you live in at the moment?</p> <p>If 'yes', please supply the address of the property and whether it is rented or owned:</p>   <p>If owned how much is the property worth: £ .....</p> <p>What is the outstanding mortgage: £ .....</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<b>18</b>	<p>Have you, or any member of the household, ever owned or part-owned a property in the past?</p> <p>If 'yes', please confirm the address of the property:</p>   <p>Date sold: _____ Money from sale: £ .....</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<b>19</b>	Have you ever come into money, e.g. inheritance, compensation, lottery?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If 'yes' please confirm how much and when you received it: £.....Date received:	

<b>20</b>	Are you or any member of your household a New Forest Commoner?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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<b>21</b>	Have you or any member of your household previously been or are currently a member of the Armed Forces?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If 'yes', please confirm your dates served. From: _____ To: _____	

<b>22</b>	If anyone in your household works, please provide details below.	
	Name	
	Job title	
	Employers name	
	Employers address	
	Date job started	
	Salary	£.....every

<b>23</b>	What other income do you or anyone else in your household receive?		
	Name	Type of income	How much
			£ ..... every
			£ ..... every
			£ ..... every
			£ ..... every
			£ ..... every

<b>24</b>	Do you have any savings or assets (e.g. money in a bank account, savings, shares)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If 'yes' please state how much and provide details of bank/company etc.: £ .....	

25	<p>Have you or any other member of your household ever been evicted from a property because of rent arrears or anti-social behaviour? If 'yes', please confirm the date of eviction:  Reason for eviction:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	<p>Have you or any other member of your household ever been served with an anti-social behaviour order? If 'yes', please give details:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

26	<p>Have you, or any member of your household, ever been convicted of a criminal offence? If 'yes', please write who and what the conviction was for:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
	<p>Date of conviction(s):</p>	

27	<p>Are you or any member of your household monitored by Multi Agency Protection Panel Arrangement (MAPPA)? If 'yes', who:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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28	<p>Are you or any member of your household on the Sex Offenders Register? If 'yes', who:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
29	<p>Will the name remain on the Sex Offenders Register indefinitely? If 'no', please state when the name will be removed:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

## A. Your home

<b>1</b>	How many bedrooms do you and your household currently use?	
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<b>2</b>	What type of accommodation do you live in?		
	House <input type="checkbox"/>	Mobile home <input type="checkbox"/>	Other (please specify)
	Bungalow <input type="checkbox"/>	Upper Floor Flat <input type="checkbox"/>	
	Ground Floor Flat <input type="checkbox"/>	Caravan <input type="checkbox"/>	

<b>3</b>	<p>Please tick the box that best describes your current housing situation. Please ensure you read all before answering.</p> <p><input type="checkbox"/> You are living with friends</p> <p><input type="checkbox"/> You are living with relatives</p> <p><input type="checkbox"/> You rent from a private landlord</p> <p><input type="checkbox"/> You are a lodger (your landlord lives in the same property as you)</p> <p><input type="checkbox"/> You are a council tenant</p> <p><input type="checkbox"/> You are a council tenant in non-secure accommodation (temporary accommodation)</p> <p><input type="checkbox"/> You rent from a Housing Association</p> <p><input type="checkbox"/> You rent from a Housing Association and have a fixed term tenancy</p> <p><input type="checkbox"/> You are a tied or service tenant (your employer provides your accommodation)</p> <p><input type="checkbox"/> You live in a shared ownership property</p> <p><input type="checkbox"/> You live with somebody (as a partner) who owns the property you live in</p> <p><input type="checkbox"/> You live in Bed and Breakfast</p> <p><input type="checkbox"/> You live in a hostel</p> <p><input type="checkbox"/> You live in HM Forces accommodation</p> <p>Expected date of discharge:</p> <p><input type="checkbox"/> You live in a mobile home that you own</p> <p><input type="checkbox"/> You live in a mobile home that you rent</p> <p><input type="checkbox"/> You live in a women's refuge</p> <p><input type="checkbox"/> You are a hospital inpatient</p> <p>Expected date of discharge:</p> <p><input type="checkbox"/> You live in social services accommodation</p> <p><input type="checkbox"/> You live in a nursing home</p> <p><input type="checkbox"/> You are in prison</p> <p>Expected date of release:</p> <p><input type="checkbox"/> You are sleeping rough</p> <p><input type="checkbox"/> You are "sofa surfing"</p> <p><input type="checkbox"/> You live in supported accommodation</p> <p><input type="checkbox"/> Other (please specify)</p>
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<b>4</b>	<p>Would you say that your home is in a bad state of repair?</p> <p>If 'yes', please supply details:</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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<b>5</b>	<p>Does your home lack any normal facilities, such as cooking, hot water, heating, electricity, bathing etc.</p> <p>If 'yes', please supply details:</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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<b>6</b>	<p>Do you share a bathroom/shower, toilet, washing or living facilities with other household's?</p> <p>If 'yes', please supply details:</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**B. The type of home you would like to live in**

<b>1</b>	<p>Please indicate the type of housing you want to live in (tick as many as apply).</p> <p><input type="checkbox"/> Bedsit</p> <p><input type="checkbox"/> Flat above ground floor with a lift</p> <p><input type="checkbox"/> Older person bedsit</p> <p><input type="checkbox"/> Flat above ground floor without a lift</p> <p><input type="checkbox"/> Ground floor flat</p> <p><input type="checkbox"/> House</p> <p><input type="checkbox"/> Bungalow</p>
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**Keyworker accommodation and shared ownership.**

If you are interested in shared ownership properties or accommodation for Keyworkers, you will need to complete a separate application form which is available by phoning 023 8062 8004 or online at [homesinhants.co.uk](http://homesinhants.co.uk)

### C. Where you would like to live

Under the Homesearch scheme, vacancies will be advertised and you will be able to choose which properties you would like to be considered for. However, it is very important that you tell us which areas you would like to live in.

#### Towns in the New Forest

If you want to live in any of the towns in the New Forest, please tick the relevant boxes below (tick as many as apply).

1

- |  |  |
|--|--|
| <input type="checkbox"/> Ashley                  | <input type="checkbox"/> Holbury & Hardley |
| <input type="checkbox"/> Blackfield & Langleigh  | <input type="checkbox"/> Hythe             |
| <input type="checkbox"/> Calmore                 | <input type="checkbox"/> Lymington         |
| <input type="checkbox"/> Calshot                 | <input type="checkbox"/> Marchwood         |
| <input type="checkbox"/> Dibden & Dibden Purlieu | <input type="checkbox"/> New Milton        |
| <input type="checkbox"/> Eling                   | <input type="checkbox"/> Pennington        |
| <input type="checkbox"/> Fawley                  | <input type="checkbox"/> Ringwood          |
| <input type="checkbox"/> Fordingbridge           | <input type="checkbox"/> Totton            |
| <input type="checkbox"/> Walkford                |  |

#### Villages in the New Forest

If you want to live in any of the villages in the New Forest you will need to have a local connection with that village. A local connection means that you live in the village or have lived in the village in the past, you work in the village or you have close family living in the village.

If you want to live in any of the villages on the list below and you believe you have a local connection, please provide details on the next page. If not please go to section E. **It is very important that you give us all the information we need, otherwise we will assume that you do not have a connection with the village.**

#### Villages and rural Parishes in the New Forest

Please tick the box next to any village where you believe you have a local connection and where you would like to live, then provide details of your connection below. If you have a connection with more than one village, please provide all of the details requested in the space for additional information on the back cover of this form.

2

- |   |   |                                     |
|---|---|-------------------------------------|
| <input type="checkbox"/> Ashurt/Colbury             | <input type="checkbox"/> Exbury/Lepe            | <input type="checkbox"/> Sway       |
| <input type="checkbox"/> Beaulieu                   | <input type="checkbox"/> Godshill               | <input type="checkbox"/> Whitsbury  |
| <input type="checkbox"/> Boldre/Pilley/Norley Wood  | <input type="checkbox"/> Hale                   | <input type="checkbox"/> Woodsgreen |
| <input type="checkbox"/> Bransgore                  | <input type="checkbox"/> Hordle/Everton         |                                     |
| <input type="checkbox"/> Breamore                   | <input type="checkbox"/> Hyde                   |                                     |
| <input type="checkbox"/> Brockenhurst               | <input type="checkbox"/> Lyndhurst              |                                     |
| <input type="checkbox"/> Brook/Bramshaw             | <input type="checkbox"/> Martin                 |                                     |
| <input type="checkbox"/> Burley                     | <input type="checkbox"/> Milford-on-Sea         |                                     |
| <input type="checkbox"/> Copythorne/Bartley         | <input type="checkbox"/> Minstead               |                                     |
| <input type="checkbox"/> Damerham                   | <input type="checkbox"/> Netley Marsh/Woodlands |                                     |
| <input type="checkbox"/> Denny Lodge                | <input type="checkbox"/> Rockbourne             |                                     |
| <input type="checkbox"/> East Boldre/East End       | <input type="checkbox"/> Sandleheath            |                                     |
| <input type="checkbox"/> Ellingham/Harbridge/Ibsley | <input type="checkbox"/> Sopley                 |                                     |





If your connection is because you have parents, siblings or adult children who live in the village, please provide all relevant details below.

Relative 1		Relative 2	
Name		Name	
Relationship		Relationship	
Address 1		Address	
Post code		Post code	

How long have they lived in the village?	How long have they lived in the village?
Years:	Years:
Months:	Months:

5

Relative 3		Relative 4	
Name		Name	
Relationship		Relationship	
Address 1		Address	
Post code		Post code	

How long have they lived in the village?	How long have they lived in the village?
Years:	Years:
Months:	Months:

**Please remember to provide all of the information requested.** If you do not do so we will assume you **do not** have a local connection. Proof will need to be provided of any connection before any allocations are made. If you have a connection with more than one village use the space for additional information on the back page to provide the information we need.

## D. Your support needs

**You need to apply for vacancies, either online, at our local offices or by post.**

Some applicants may need help in applying, for example due to being elderly, having a learning disability, or have difficulty reading and writing. To help us offer support to those that need it, please answer the following questions.

<b>1</b>	Do you need help in applying for properties? If 'yes', please explain why:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>2</b>	Do you, or any member of your household, receive personal care from a care provider or from anyone else? If 'yes', please supply details:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>3</b>	If you, or any member of your household, currently or have previously received care from Social Services, Mental Health or other agencies, please supply details:	
<b>4</b>	Do you, or anyone in your household, have any physical disabilities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>5</b>	Are you, or any member of your household a full time wheelchair user? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you, or any member of your household, an outdoor wheelchair user only? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you struggle walking more than 3 steps? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you struggle getting in and out of a bath? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>6</b>	Do you, or any member of your household, have sight problems? If 'yes' please give details:	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>7</b>	<p>Do you, or any member of your household, have any other medical problems? If 'yes' please give details:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<b>8</b>	<p>Do you, or any member of your household, have a learning disability? If 'yes' please give details:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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### E. Fair housing

New Forest District Council and all Partner Housing Associations are committed to being equal opportunities organisations. This means that we will ensure that all applications for, and allocations of accommodation, are dealt with fairly and equally. In order that we can ensure that everyone is being treated fairly, please answer the following questions.

<b>1</b>	<p>Are you, or any member of your household, related to anyone who works for New Forest District Council or a Housing Association, or who is a New Forest District Council councillor? If 'yes' please give details:</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<b>2</b>	<p>Are all members of the household British? If 'no' please give details of nationality and immigration status below and send in any relevant documents with this form.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<b>3</b>	<p>What is your households ethnic origin? e.g. White British, Asian, African etc.</p>	<p>..... Do not wish to answer <input type="checkbox"/></p>
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## F. Personal information

Regarding the personal information the Housing Services are collecting using this Homesearch Waiting List Application Form, I/we understand the following:

- You will use the information provided to administer my/our Homesearch Waiting List Application Form.
- Where permission is given, you may contact the person(s) nominated to discuss my/our Homesearch Waiting List Application Form.
- For accuracy you may check some of my/our personal details on this form with other New Forest District Council teams, any other council and/or government department.
- You may also get information about me from certain other organisations or give information about me to them to: make sure the information is accurate; prevent or detect crime; and protect public funds. These other organisations include government departments, other local authorities or social landlords and private sector organisations such as banks, utility companies and organisations that may lend me money or for them to pursue a debt.

You do not have to give us your personal information, but it will help us to contact you quickly. It also helps us to know your personal circumstances so that we may offer better help if there are problems with your Homesearch Review.

Further information about your information rights and be found on the Council's website or by emailing the Council's Data Protection officer on [data.protection@nfdc.gov.uk](mailto:data.protection@nfdc.gov.uk).

By signing this application I/we agree and understand.

## G. Declaration

All members of your household who are aged 16 or over must sign this form. You must make sure that all the information on this form is correct. If you give a false statement, withhold information, or do not tell us about changes in your circumstances, your application may be cancelled and the Council may take legal action against you under regulations in the Housing Act 1996. This could lead to a fine of up to £5,000.

By signing this form I/we give consent to the Council to carry our credit and Land Registry checks on my application, including addresses and financial information. I/we also give consent to the council to contact current and previous landlords to get information about my tenancy, for example details of rent arrears and nuisance, and with Police, Probation or Youth Offending Teams to get information about any issues which may affect my suitability or eligibility to be a tenant.

All the information I/we give will be kept by the Council and will be viewed and used by both the Council and Housing Associations. By signing this form I/we consent to the Council using this information to process my application.

New Forest District Council has a duty to protect public funds and prevent fraud and error. By signing this form I/we give consent for my information to be shared internally, and with other councils, government agencies and other bodies responsible for administering public funds.

I know I must tell the Housing Options of any changes in my/our circumstances which may affect my/our application. I/we understand the Department for Work and Pensions and Housing Benefits will not do this on my behalf, even if I/we notify them of a change.

**You, any joint applicant, and anyone in your household who is aged 16 and over must fill in and sign the box below.**

Full name:	Signature:	Date:
Full name:	Signature:	Date:
Full name:	Signature:	Date:
Full name:	Signature:	Date:

## Form completed by someone else

If this form has been completed by someone other than the applicants, that person must sign below.		
Full name:	Signature:	Date:

**Consent**

Please give details of people you will allow us to discuss your application with.

Full name:

Contact telephone number:

Relationship to you:

**H. Additional information**

Please use the space below to tell us why you want to be rehoused, or for any additional information to support your application.

**Please return this completed form to**  
Housing Options, New Forest District Council, Appletree Court, Beaulieu Road, Lyndhurst, Hants,  
SO43 7PA 023 8028 5234 | housing.options@nfdc.gov.uk

**FOR OFFICE USE ONLY**

Assessed by .....	HTLO	<input type="checkbox"/>
Assessment .....	HS form	<input type="checkbox"/>
Eligibility assessment <input type="checkbox"/>	HS referral	<input type="checkbox"/>
Immigration assessment <input type="checkbox"/>	LC	<input type="checkbox"/>
Money owed <input type="checkbox"/>	10 years	<input type="checkbox"/>
Details of sale <input type="checkbox"/>	HA	<input type="checkbox"/>
Return incomplete <input type="checkbox"/>	RSA	<input type="checkbox"/>
Extra care referral <input type="checkbox"/>	Safe G	<input type="checkbox"/>
Notes / Additional information:	Large print	<input type="checkbox"/>
	POA	<input type="checkbox"/>
	Assist	<input type="checkbox"/>