

FOR OFFICIAL USE ONLY

APPLICANT'S SURNAME		APPLICATION NUMBER		DATE OF APPLICATION	
APPLICANT'S ADDRESS					



THE PETERBOROUGH HOUSING REGISTER

CHECKLIST FOR HOUSING

Personal Information

Name Of Applicant(s)	Date(s) of Birth	National Insurance Number	Sex	Relationship to Applicant
App 1				Applicant
App 2				

Your Contact Details

Telephone 1		Telephone 2		E-mail	
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Once you have completed this form and gathered all of the required documentation listed on pages 2 & 3, please contact Housing Options to book an appointment. You will be required to attend an interview where your application will be processed. Appointments can be booked up to 7 days in advance. We also offer a number of appointments on the day for those who attend in person. However these are limited and often booked up quite early in the day.

If you are currently a Housing Association Tenant you will require written authorisation from your landlord before an application will be considered.

Your application will not be processed if you do not bring all the relevant documentation with you.

HOUSING OPTIONS, BAYARD PLACE, BROADWAY, PETERBOROUGH 01733 864064
OPENING HOURS:

9am until 5pm Monday to Friday except Wednesday when we are open from 11am until 5pm

In Partnership With:



DOCUMENTATION CHECKLIST

To process an application to join the Peterborough Housing Register we need the following information

(Please provide original documents only. Photocopies will not be accepted)

In order to prove your identity and for us to confirm your eligibility please provide the following:

1. Proof of Identity for each applicant:

You need to provide us with either

- **Two** items from Group A for each applicant,
- Or **One** item from Group A for each applicant and **Two** items from Group B for each applicant:

Group A	Group B
Passport	Short Birth Certificate
National Identity Card	Marriage Certificate
Driving Licence	NHS Medical Card / GP registration Letter
Full Length Birth Certificate	Bank Card
	Other Photo ID

2. Proof of National Insurance number for each applicant: (suggestions include)

- National Insurance Card
- Most recent Payslip
- Most recent P45/P60

3. Two proofs of current address for each applicant: (suggestions include)

- Bank Statement
- Utility Bill
- NHS Medical Card
- Correspondence from the DWP/Inland Revenue

4. If you are not a British Citizen we also need additional information to confirm your eligibility. Please provide both:

1. Original Home Office Papers (e.g. Leave to Remain; Residence Permit; Workers Registration Certificate)
2. Payslips for the last 2 months

5. For each child to be rehoused we need to see confirmation that the child is normally resident with you. Please provide:

(For Children Under 18 years of age)

- The most recent Child Benefit Award letter or Tax Credits Award letter and
- The child's **Full Length Birth Certificate** or Passport (shortened birth certificates will not be accepted)

(For Children Over 18 years of age)

- Letter from Child(ren) confirming their desire to be re-housed with you
- The child's **Full Length Birth Certificate** or Passport (shortened birth certificates will not be accepted)

6. If you have access to any children who do not normally reside with you. Please provide:

- Formal confirmation of access arrangements e.g.
 - Solicitors letter
 - Court Order
 - Letter from other parent

7. If you are currently a Housing Association Tenant you will require written authorisation from your landlord before an application will be considered

If you attend a Housing Options interview and you are missing any of the information above your application will not be processed

In addition for us to be able to correctly prioritise your application please provide the following information.

1. If you are / were married. Please provide the following: (where applicable)

- Marriage Certificate
- Letter from ex-partner confirming Separation
- Divorce papers

2. If you are pregnant please provide a copy of your maternity records

3. If you currently live in rented accommodation. Please provide the following: (where applicable)

- Tenancy agreement
- Notice to Quit
- Order For Possession
- Notice of Eviction

4. If you own your current property or have you owned any property in the last six years. Please provide the following: (where applicable)

- Current Market Valuation
- Mortgage Settlement Statement
- Notification of possession proceedings
- Order for Possession
- Notice of eviction
- Proof of equity received/to be received

Your Current Accommodation

House		Bungalow		Maisonette		Flat		Flatlet/Bedsit		
Which Floor Level? (please tick)				Ground		First		Second +		
How Many Bedrooms?		1		2		3		4		5

		Other people who currently reside with you	Date(s) of Birth	Sex	Relationship to Applicant	Is this person to be housed with you?
1	NAME(s)					YES <input type="checkbox"/> NO <input type="checkbox"/>
2						YES <input type="checkbox"/> NO <input type="checkbox"/>
3						YES <input type="checkbox"/> NO <input type="checkbox"/>
4						YES <input type="checkbox"/> NO <input type="checkbox"/>
5						YES <input type="checkbox"/> NO <input type="checkbox"/>
6						YES <input type="checkbox"/> NO <input type="checkbox"/>
7						YES <input type="checkbox"/> NO <input type="checkbox"/>
8						YES <input type="checkbox"/> NO <input type="checkbox"/>
9						YES <input type="checkbox"/> NO <input type="checkbox"/>
10						YES <input type="checkbox"/> NO <input type="checkbox"/>

Please state your nationality:	
What is your religion?	
Do you consider yourself to be disabled?	
If yes (please advise the nature of your disability)	

Have you or any member of you household owned any property in the last 6 years?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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If Yes please provide further information:	
Address Of Property(ies)	Please tell us why you are not able to live at this address

Your Accommodation Needs

Please tell us why you are seeking alternative accommodation:

Which types of accommodation would you like to be considered for? (please tick)
 (please note: you will only be considered for accommodation which matches your requirements)

House		Bungalow		Maisonette		Flat		Flatlet/Bedsit	
Which floor level would you like?(please tick)				Ground		First		Second +	

Which areas of Peterborough would you like to be considered for? (please tick)

PLEASE REFER TO MAP OVERLEAF

Ailsworth		Fengate		New England		South Bretton	
Ashton		Fletton		Northborough		Stanground	
Bainton		Gladstone		North Bretton		Thornhaugh	
Barnack		Glington		Orton Brimbles		Thorney	
Bluebell		Gunthorpe		Orton Goldhay		Ufford	
Botolph Green		Hampton		Orton Longueville		Upton	
Castor		Helpston		Orton Malbourne		Walton	
Central Park		Longthorpe		Orton Southgate		Wansford	
City Centre		Marholm		Orton Waterville		Welland	
Deeping Gate		Maxey		Orton Wistow		Werrington	
Dogsthorpe		Milking Nook		Parnwell		West Town	
Eastgate		Millfield		Paston		Westwood	
Eastfield		Netherton		Peakirk		Wittering	
Eton		Newark		Pilsgate		Woodston	
Eye		Newborough		Ravensthorpe			

Your Address History

Please provide details of your current and previous addresses for the last 6 years.

For each address please advise of your tenure: 1) Private tenant; 2) Local Authority Tenant; 3) Housing Association tenant; 4) Living with friends/relatives; 5) Owner; 6) Lodger

Applicant One

Current & Previous Addresses (most recent first)	Dates		Tenure (as above)	Name, Address & Contact Number of Landlord / Householder	Reason for Leaving
	From	To			

Applicant Two

Current & Previous Addresses (most recent first)	Dates		Tenure (as above)	Name, Address & Contact Number of Landlord / Householder	Reason for Leaving
	From	To			

Have you or your partner ever held a Local Authority or Housing Association Tenancy?

No		Dates		Address of Property	Name & Address of Local Authority/Housing Association
Yes		From	To		
If yes, please provide full details →					

Please continue on a separate sheet if necessary. It is essential that you complete the form in full and provide addresses for the last 6 years.

DECLARATION & AUTHORISATION

IMPORTANT: PLEASE READ THIS CAREFULLY BEFORE SIGNING AND DATING IT BELOW

I/we confirm that the address (es) given on this application, is my/our only home(s) and that I/we do not occupy, rent or own any other property. All information given on this application is, to the best of my/our knowledge, true.

I/we authorise Peterborough City Council to make any enquiries necessary in connection with this application, including enquiries of statutory agencies (e.g. the Police and Social Services Departments) and of any voluntary agency which might be involved in giving me/us advice and assistance. I/we understand that the Council is also under a duty to protect the public funds it administers and to this end may use the information I/we have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. I/we further authorise the Council to take account of any information given by these agencies when providing a nomination to Cross Keys Homes or other Housing Associations. Details of this application may also be released to such agencies, and other housing providers, by the Council, which will exercise a duty of care and confidentially in the exchange of such information. I also consent to the information being shared in accordance with section 115 of the Crime & Disorder Act 1998.

Schedule one of the Housing Act 1996 is designed to prevent conflicts of interest between the board members and employees of a registered social landlord (RSL) and those peoples' duties to that organisation. Broadly speaking it says that RSL's cannot grant any non-contractual payments or benefits to staff, board members or their families without prior approval from their board. A tenancy is considered to be a benefit.

These rules apply to board members, employees (or people that have been in these positions in the past 12 months) close relatives of the above (husband, wife, partner, parents, grandparents, children, grandchildren, brothers and sisters) and the equivalent by marriage.

If you believe that you fall into the category described above you will need to tell us. This will not usually prevent you from being re-housed but it may make a difference to who your landlord can be. However, you must tell us as if you do not, any tenancy we give you may be illegal and you could risk losing your home. If you are in any doubt please speak to a member of the housing options team before you continue completing this application.

I declare that I **am*** / **am not*** to the best of my knowledge, employed by or related to anyone who has been an employee or board member of a registered social landlord within the last 12 months.

I/WE UNDERSTAND:

1. It is Council policy to defer applications for a period of between 1 and 2 years where a false or misleading statement has been made with the intention of gaining undue preference on the Housing Register.
2. A person who knowingly or recklessly makes a false statement, or who knowingly withholds information which the Council has reasonably required that person to give, commits an offence under section 171 of the 1996 Housing Act, and that a person guilty of an offence under that section is liable, on summary conviction, to a fine.
3. Where a tenancy is granted to an owner/occupier, it will be conditional upon the owned property being sold. The Council, in conjunction with the relevant Housing Association, reserves the right to terminate any tenancy granted, should this condition not be complied with.
4. Schedule one of the Housing Act 1996

PLEASE REMEMBER :

- To notify us of all relevant changes in your circumstances, e.g. change of address.
- To re-register your application every 12 months.
- To quote your application number in all communications.

	Applicant 1	Applicant 2	
Name(s):			App No:
Signature(s):			Date: