

Application for housing

This document is available in other formats such as audio tape, CD, Braille and in large print. It can also be made available in other languages on request.

該文件還有其他形式,如語音磁帶、CD、盲文版本及大字體版本。如有需求,還提供 其他語言版本。

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਰੂਪਾਂ ਵਿਚ ਵੀ ਮਿਲ ਸਕਦਾ ਹੈ, ਜਿਵੇਂ ਸੁਣਨ ਵਾਲੀ ਟੇਪ 'ਤੇ, ਸੀ ਡੀ 'ਤੇ, ਬ੍ਰੇਲ ਅਤੇ ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਮੰਗ ਆਉਣ 'ਤੇ ਇਹ ਹੋਰ ਬੋਲੀਆਂ ਵਿਚ ਦੀ ਦਿੱਤਾ ਜਾ ਸਕਦਾ ਹੈ।

یہ دستاویز دیگر شکلوں میں بھی دستیاب ہے، جیسے آثیو ثیپ ، سی ڈی، بریل اور بڑے حروف کی چھپائ میں ، درخواست کرنے پر یہ دستاویز دیگر زبانوں میں بھی میدا کی جا سکتی ہے .

Ten dokument jest do uzyskania w różnych formatach: na taśmie dźwiękowej, płycie CD, brajlem i dużym drukiem. Na żądanie, można go także otrzymać w innych wersjach językowych.

housing
ats such as audio tape, CD, made available in other
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ਤੇ, ਬ੍ਰੇਲ ਅਤੇ ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ।
یہ دستاریز دیگر شکلہ چہپای میں ، درخواسد śmie dźwiękowej, płycie trzymać w innych

Please return this form to any North Ayrshire Housing Register landlord's office. All addresses are listed on page 16 of this application form.



Fill in this form in black ink and write clearly in

BLOCK CAPITALS.

Answer every question.

If you cannot answer a question, please write 'N/A' (not applicable) or 'Do not know' in the space provided.

If you are **homeless** or **may become homeless** within two months, you will need to contact the Housing Advice Team (HAT) at Galt House, 31 Bank Street, Irvine, KA12 OLL. You can phone them on 01294 314600.

If you are applying for a home with someone else, this form calls that person the 'joint applicant' and you must fill in the 'Joint applicant' boxes. If you are applying on your own, leave the 'Joint applicant' boxes blank.



If you see this symbol, you may need to send proof of your answers.

If you cannot send proof with your application, carry on filling in the application and return the form for assessment with all the information you have.

Please check the housing application guide for more details

You must fill in as much detail as possible to make sure we assess your housing need correctly.

Data protection

We need to handle information about you so that we can provide our services.

When we ask you for personal information, we will:

- tell you why we need it;
- only ask for the information we need, and not collect too much or irrelevant information;
- protect the information and make sure it is only seen by those who need it for housing and Housing Benefit purposes;
- ask for your permission if we want to share your information with other organisations;
 and
- make sure we don't keep the information any longer than we need it for.

In return, you must:

- give us accurate information; and
- tell us as soon as possible if any of your circumstances change.

This helps us to keep your information up to date.

You can also contact us for information about the following

- How to find out what information we hold about you (there may be a charge for this service) and how you can ask us to correct any mistakes
- Agreements we have with other organisations for sharing information
- When we can pass on your personal information without telling you (for example, to prevent and detect crime or to produce statistics)
- Our instructions to staff on how to collect, use and delete your personal information
- How we check that the information we hold is accurate and up to date
- How to make a complaint

For more information

When we ask you for information, we will comply with data protection legislation. For independent advice about data protection and issues to do with privacy and sharing information, you can contact the Information Commissioner at:

Information Commissioner's Office

45 Melville Street, Edinburgh EH3 7JF.

Phone: 0303 123 1115 E-mail: scotland@ico.org.uk Website: www.ico.org.uk

You and the joint applicant (if any) You Joint applicant

You	Joint applicant
Title (Mr, Mrs, Miss and so on):	Title (Mr, Mrs, Miss and so on):
Surname or family name:	Surname or family name:
Other names:	Other names:
	Relationship to you:
Date of birth:	Date of birth:
National Insurance number:	National Insurance number:
Are you currently serving in the Armed Forces?	Are you currently serving in the Armed Forces?
Yes No	Yes No
Are you a Veteran of the Armed Forces?	Are you a Veteran of the Armed Forces?
Yes No	Yes No
Daytime phone number:	Daytime phone number:
Evening phone number:	Evening phone number:
Evening priorie nomber.	Evening priorie nomber.
11.11	
Mobile number:	Mobile number:
E-mail address:	E-mail address:
Compart address and posterior	Comment address and assets dec
Current address and postcode:	Current address and postcode:
Proof Needed =	Proof Needed =
postcode	postcode
What is the date you moved into this address?	What is the date you moved into this address?
Your landlord's name & address and postcode:	Your landlord's name & address and postcode:
1965 familio di didiciosi dila posicodo.	1991 Idillate a Hallo & dadiess dila posicodo.
postcode	postcode
Address and postcode we can write to	Address and postcode we can write to
(if different from above):	(if different from above):
postcode	postcode

Asylum and Immigration Act 1999

	d the Asylum and Immigration Act 1999, North Ayrshire alifies for help provided from public funds, including
You	Joint applicant
Are you under immigration control? No Yes	Are you under immigration control? No Yes
Are there any conditions or limits to your permission to stay in the UK? No Yes	Are there any conditions or limits to your permission to stay in the UK? No Yes
If yes, please give details	If yes, please give details

Antisocial Behaviour etc (Scotland) Act 2004

Has action for antisocial behaviour ever been taken against you or anyone who will live with you?
No Yes (Answer the questions below if yes)
Was court action taken?
No Yes Date of case: Name of court:
Was other action taken?
No Yes
Was an antisocial behaviour order (ASBO) made?
No Yes If 'Yes', who against?

Sex Offenders Act 1997

Are you, or anyone who will live with you, registered under the Sexual Offences Act as amended by the Sexual Offences Act 2003? No Yes

If you or any member of your household must register under the terms of the Sex Offenders Act 1997 or the Sexual Offences Act 2003, you should send your form direct to the North Ayrshire SOLO officer, Housing Services - Community Safety Services, Galt House, 31 Bank Street, Irvine KA12 OLL, marked private and confidential. If you want to discuss your application, you can contact the SOLO officer by phone on 01294 314650. Sending your application to the SOLO officer does not mean you will get any less favourable treatment than you would otherwise receive.

Your housing details

People who will be moving with you

In the table below, give details of everyone who will move into your new home with you. If you have shared access to children who live with you less than 50% of the time you should **not** include them here. We will need to see proof. Please tell us about any particular arrangements in the extra information box on page 15. Current address and postcode: Full name: Date of birth: Relationship to you: postcode Sex: Male Female Date they moved in: Current address and postcode: Full name: Date of birth: Relationship to you: postcode Sex: Male Female Date they moved in: Current address and postcode: Full name: Date of birth: Relationship to you: postcode Sex: Male Female Date they moved in: Current address and postcode: Full name: Date of birth: Relationship to you: postcode Sex: Male Female Date they moved in: Current address and postcode: Full name: Date of birth: Relationship to you: postcode Sex: Male Female Date they moved in: Current address and postcode: Full name: Date of birth: Relationship to you: postcode Date they moved in: Sex: Male Female Are you or any person who will be moving with you expecting a baby? No Yes If 'Yes', who is expecting the baby? When is the baby due?

Your housing details

People who you currently live with but will not move with you

In the table below, give details of everyone who you currently live with who will not be moving into your new home with you.

Full name:	Full name:
Date of birth:	Date of birth:
Relationship to you:	Relationship to you:
Sex: Male Female	Sex: Male Female
Date they moved in:	Date they moved in:
Full name:	Full name:
Date of birth:	Date of birth:
Relationship to you:	Relationship to you:
Sex: Male Female	Sex: Male Female
Date they moved in:	Date they moved in:
Full name:	Full name:
Date of birth:	Date of birth:
Relationship to you:	Relationship to you:
Sex: Male Female	Sex: Male Female
Date they moved in:	Date they moved in:

Previous addresses - You

Please list your addresses over the last five years, starting with the most recent. You **do not** need to list your current address. Address and postcode: Name and address of landlord: postcode_ Reason for leaving: Address and postcode: Name and address of landlord: postcode_ Reason for leaving: Address and postcode: Name and address of landlord: _postcode_ Reason for leaving: Address and postcode: Name and address of landlord: _postcode_ ---Reason for leaving:

6

Previous addresses - Joint applicant

Please list the joint applicant's addresses over t (if different from yours)	he last five years, starting with the most recent
Address and postcode:	Name and address of landlord:
Postcode	
From: To:	Reason for leaving:
Address and postcode:	Name and address of landlord:
Postcode	
From: To:	Reason for leaving:
Address and postcode:	Name and address of landlord:
Postcode	
From: To:	Reason for leaving:
Address and postcode:	Name and address of landlord:
Postcode	
From: To:	Reason for leaving:

	Your current home
Please tick one box which bes Are you: a council tenant? a housing association tenant? living with friends or relatives? a lodger? in hospital? living in a hostel or bed and b serving in HM Forces? Date you will leave the forces Other (please give details)	(for example, a young offenders institution)
What type of property are Please tick one box. Flat (ground floor) Flat (upper floor) Bungalow Sheltered housing Amenity housing Other (please give details)	Basement flat
door from the hallway. There must a kitchen to get to the dining room, th Have you been given a date to On what date do you need to Tick the appropriate boxes bel	you should count this as a bedroom. A separate dining room must have a pass also be a separate pass door to the kitchen (i.e. if you need to go through the en it is not classed as a separate room for the purposes of calculating bedrooms). leave your current accommodation? No Yes

Is there a 'closing order' over your present accommodation? (See page 6 of the housing application guide issued with this form for an explanation of a closing order).	No Yes
Is there enough ventilation (windows or extractor fans) in your kitchen and bathroom?	No Yes
If there are any faults with your house that make it not fit to live in, tell us box below. This could include structural faults, dampness, unsafe electrics,	
on.	
We may need to assess any problems	
What type of heating do you have?	
Please tick one box.	
Coal-fired central heating	aive details)
	give delalis/
Coal fire only Gas central heating	
Electric central heating Gas fire only	
Accessible housing	
Do you, or anyone who would move with you, have a health problem or disability that affects the type of home you need?	No Yes
Could moving to a different type or size of home help with some or all of the difficulties?	No Yes
If you have answered 'Yes' to both questions you must fill in an Application for Ad	
(which you can get from us) for each person who would benefit from accessible h	lousing.
Social factors Harassment	
Do you need to move because you or someone living with you is	
	No Yes
experiencing harassment or domestic abuse?	ino Li tes Li
Give further details below. We will keep the information you give confidential.	
You may need to provide extra documents to support this information.	

Support Do you need to move to give support to, No Yes or receive support from, someone? Give details below Name of a person you care for or who cares for you: Relationship to you (if any): Address: Phone number: No Yes Do you want to move to be nearer a relative? Give details below Name of relative: Relationship to you: Address: Phone number: No Yes Do you receive support from a social worker or health professional? Give details below Their name: Occupation Organisation: Address: Phone number:

Present employer's d	etails	Future employer's details (if appropriate)				
Name:		Name:				
Address:		Address:				
Phone:		Phone:				
Phone: Your occupation:						
or with a link carer) G	in a children's care h	ome, foster care, residential school				
Unit or carer's name:						
Address:						
Phone number:						
Housing ontions						
Mutual exchange If you are a council or a (where you swap tenar	housing association te	enant, would you consider a mutual exchange ant)? No Yes Earing to your details being publicly displayed				
Mutual exchange If you are a council or leading to the council or lead	housing association tencies with another tenc question you are agree m us, would you consider	ant)? No Yes				
Mutual exchange If you are a council or leading to the council or lead	housing association tenders with another tender agree	eing to your details being publicly displayed				
Mutual exchange If you are a council or leading to the council or lead	housing association tencies with another tencerulestion you are agreed to us, would you consider. In us, would you consider. In ooxes as you like. In house or flat	eing to your details being publicly displayed				
Mutual exchange If you are a council or leading to the council or leading to the council or leading from the counc	housing association tenderices with another tenderices with a second with a	eing to your details being publicly displayed der any of the following if they were available in the				
Mutual exchange If you are a council or leading to the council or lead	housing association tencies with another tencerous are agreed to us, would you consider the consideration of the c	eing to your details being publicly displayed der any of the following if they were available in the part-rent a home from a housing association)				
(where you swap tenar By saying 'yes' to this of Other options As well as housing from areas you want to live You can tick as many b Buying a new low-cost Shared-ownership (whe	housing association tencies with another tenceral question you are agreed and us, would you consider. In oxes as you like. In our part-buy and property our part-buy a home from older property with home the open market	eing to your details being publicly displayed der any of the following if they were available in the part-rent a home from a housing association)				

The housing you want

Tick your choices from the boxes below.

Please see the housing application guide for more details.

You can tick as many boxes as you like.

North Ayrshire Council	Cunninghame Housing Association	
ANCHO	Irvine Housing Association	Щ
Isle of Arran Homes	Bield Housing Association	Ш
Hanover Housing Association	Horizon Housing Association	
Key Housing Association	Margaret Blackwood Housing Association	
West of Scotland Housing Associ	ation	
What size of property wou	d you consider?	
Please tick sizes you would acce	ot and that your household is eligible for. The allocation policy	/ will
decide which property size you	are eligible for. However, if your household is eligible for two or	r three
different sizes of property, we w	Il take account of your choice.	
Bedsit (no bedroom)	One bedroom	
Two bedroom	Three bedroom	
Four bedroom	Five or more bedrooms	
What type of heating wou	d you accept?	
What type of heating wou	d you accept?	
What type of heating wou Gas central heating	d you accept?	
What type of heating wou Gas central heating What type of property do	d you accept? Electric central heating ou want? House Flat (ground floor)	
What type of heating wou Gas central heating What type of property do House (mid-terrace)	d you accept? Electric central heating ou want? House	
What type of heating wou Gas central heating What type of property do House (mid-terrace) House (end-terrace)	d you accept? Electric central heating ou want? House (three-storey end-terrace) Bungalow Flat (ground floor) Flat (upper floor)	
What type of heating wou Gas central heating What type of property do House (mid-terrace) House (end-terrace) House (semi-detached)	d you accept? Electric central heating ou want? House (three-storey end-terrace) Bungalow Multi-storey flat Flat (ground floor) Flat (upper floor) Maisonette (ground floor) Four in a block (ground floor)	
What type of heating wou Gas central heating What type of property do was type of property do was type (mid-terrace) House (end-terrace) House (semi-detached)	d you accept? Electric central heating ou want? House (three-storey end-terrace) Bungalow Multi-storey flat Flat (ground floor) Flat (upper floor) Maisonette (ground floor) Four in a block	

	Spe	CITIC	housing		
Do you want or nee	ed any of the foll	owing	types of accomm	odati	ion?
Amenity housing Sheltered housing/retire Housing with access for For an explanation of sl	wheelchairs	ty hous	sing, please see the h	ousing	gapplication guide
Would your new hom If yes, in order to assess Accessible Housing. Yo	s your adaptation re	equiren	nents, please fill in ar		
		Loc	ation		
Which areas in Nor Read the 'Housing app providers and then, in t The more you tick, the b	plication guide' for the spaces below, tick	r inforn	nation on areas, neig areas you would prefe	hbour	_
Ardrossan North of Stanley Road South of Stanley Road Arran Beith Barrmill North of Eglinton Street South of Wilson Street Cumbrae Willport Dalry Blair Scheme Lynn Scheme Town Centre West Kilbride Scheme	Bourtreehill Broomlands Castlepark Dreghorn Drybridge Fullarton Girdle Toll Harbourside Irvine Central Irvine East Irvine North Lawthorn Montgomerie Park Riverside Springside Tarryholme Vineburgh Woodlands		Kilbirnie Fudstone Garden City Loadingbank Longbar Milton Town Centre Kilwinning Blacklands Corsehill Dirrans Pennyburn Pennyburn Squares Town Centre Whitehirst Park Woodwynd		Largs Fairlie Largs Skelmorlie West Kilbride Saltcoats North of High Road South of High Road Stevenston North of Town Centre South of Town Centre
For any area you have change and want to be considered	•	s (inclu	ding the town the stre	et is in) that you do

Representative Do you want us to deal with someone else on your behalf (a representative) with No Yes your application for housing? Give your representative's details below Representative's name: Relationship to you (if any): Address: Phone number: E-mail address: If you appoint a representative, all the housing providers taking part in the NAHR can give personal information about you to your representative in connection with your application for housing. You cannot hold any housing provider responsible for information they share with your representative. Your signature: Joint applicant's signature: **Personal connection** Have you or anyone who would live with you ever been: • a North Ayrshire councillor; • a management-board member or committee member of a housing association taking part in the • an employee of one of the NAHR housing associations or of North Ayrshire Council Housing This includes if you are currently one of the above. No Yes Are you or anyone who would live with you related to someone who is or was: • a North Ayrshire councillor; • a management-board member or committee member of a housing association taking part in the NAHR: or • an employee of one of the NAHR housing associations or of North Ayrshire Council Housing Services? No Yes Give details below if you answered Yes. This will not affect your application but, by law, we have to ask.

Extra information

Use the box below to give us any other information you think is relevant to your application.						

sign here

Declaration

Please read this declaration carefully.

I confirm that the details I have given on this application form are true and accurate.

I understand and agree that my information may be shared with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud.

I understand that if my circumstances change, I must tell the housing provider I returned this application to.

I understand that if I give any false or misleading information, or do not provide relevant information, my application can be cancelled.

If I get a tenancy based on false or misleading information, I understand that the landlord may take court action to evict me.

I understand that the housing providers can ask for references from any landlord or mortgage lender I have had. I authorise these landlords or mortgage lenders to provide any information the housing providers need in connection with my housing application.

I understand that this application will be cancelled when I accept a property offered through the register. If I want to move again, I know that I would have to make a new application.

I understand that the details I have given in this application are going to be put on the register and you will share this information with any or all landlords using the register.

I understand that you will write to me every year, on the anniversary of my application, asking if I still want housing. I agree that if I do not respond to that letter, you will cancel my application.

Signatures (if you are applying with someone else, you must both sign or we will not process the form)

Your signature:	Date:	
Joint applicant's signature:	Date:	

Equal opportunities opportunities

North Ayrshire Housing Register offices

Irvine

Bridgegate House Irvine, KA12 8BD Phone **01294 310 150**

Kilwinning

35 Main Street Kilwinning, KA13 6AN Phone **01294 552 261**

Three Towns Housing Office

The Town Hall
Countess Street
Saltcoats, KA21 5HW
Phone 01294 310 005

Kilbirnie

Garnock Valley Area Centre Craigton Road Kilbirnie, KA25 7LJ Phone **01505 685 177**

Dalry

2 Sharon Street
Dalry, KA24 5DR
Phone **01294 836 710**

Largs

Brooksby Medical and Resource Centre 31 Brisbane Road Largs, KA30 8LH Phone **01475 687 590**



www.north-ayrshire.gov.uk



Sovereign House, Academy Road Irvine, KA12 8RL

Phone **01294 313 121**

www.ancho.co.uk



44-46 Bank Street Irvine, KA12 OLP

Phone **0845 112 6600** Phone **0345 112 6600**

www.irvineha.co.uk



Quayside Offices
Marina Quay, Dock Road
Ardrossan, KA22 8DA
Phone **01294 468 360**www.cunninghame-housing.org

Equal opportunities monitoring

Plain English Campaign's Crystal Mark does not apply to the form below

We will keep all the information we collect confidential. The following information is for monitoring purposes only. We will use this to produce statistics of the people applying for housing. We will not use your name and address. You do not need to answer these questions, but we would appreciate your help. Your responses will not affect your application as these are for statistical purposes only. Please tick the appropriate boxes below. Answer also for any joint applicant. I do not want to answer any of these questions. Joint applicant You 1. Are you: 1. Are you: female? male? male? 2. Are you: 2. Are you: married? married? single? single? widowed? divorced? widowed? divorced? in a civil in a civil legally separated? legally separated? partnership? partnership? 3. Do you consider yourself to: 3. Do you consider yourself to: be blind or visually impaired? be blind or visually impaired? be profoundly deaf or hearing impaired? be profoundly deaf or hearing impaired? have a physical disability? have a physical disability? have any other disability? have any other disability? Give details below: Give details below: What is your ethnic group? What is your ethnic group? A White **A** White Scottish Scottish Other British Other British Irish Irish Any other white background (give details below) Any other white background (give details below)

Please turn over for other ethnic groups

Please turn over for other ethnic groups

Equal opportunities monitoring

R	You Mixed or multiple ethnic groups	Joint applicant B Mixed or multiple ethnic groups
	Give details below	Give details below
	Olive delans below	Cive delans below
	Asian, Asian Scottish or Asian British	C Asian, Asian Scottish or Asian British
	Indian	Indian
	Pakistani	Pakistani
	Bangladeshi	Bangladeshi 🔲
	Chinese	Chinese
,	Any other Asian background	Any other Asian background
(Give details below	Give details below
	Black, Black Scottish or Black British Caribbean African	D Black, Black Scottish or Black British Caribbean African
,	Any other Black background	Any other Black background
	Give details below	Give details below
E	Gypsy / Traveller	E Gypsy / Traveller
F	Other ethnic background	F Other ethnic background
(Give details below	Give details below