# Rugby Borough Council Application for Housing Waiting List

# 1. Your details

	You (the applicant)				Joint applicant										
Title (Mr/ Mrs/ Miss/ Ms/other)															
Surname (family name)															
First names															
Are you known or have you been known or used any other name? Please give details.															
Nationality															
Date of birth (dd/mm/yyyy)			/			/				/			/		
National Insurance Number															
Gender Current address	Tra Pre	le nsge efer r t knov	not to	o say	,			Tra Pre	le nsge fer no know	ot to	say				
Postcode															
What date did you move to this address?															
Please tell us where we can get in touch with you by post if you are homeless or have no fixed address?															
Landline phone number															
Mobile phone number						 	 								
Email address						 	 								

Do you need someone to act on your behalf regarding your application?This could be a friend or relative who is helping you.	Yes	No	Yes	No	
Do you want all correspondence sent to this person?	Yes	No	Yes	No	
Do you give permission for the Council to discuss all aspects of your application with this person?	Yes	No	Yes	No	
Please give the full name, address including postcode and phone number of the person who will be helping you.	Name Address		Name Address		
	Postcode Phone No.		Postcode Phone No.		

## 2. Household

Please give details of who will live with you.

	Surname	First names	Date of birth	Sex Male or female	Relationship to you	Tick if this person lives elsewhere
Person 1			/ /			
Person 2			/ /			
Person 3			/ /			
Person 4			/ /			
Person 5			/ /			

Is anyone who will live with you pregnant? Yes No	If 'Yes', please give their name and th Name: Date: Sex (if known):	e date the baby is due.
Are you receiving Child Benefit/ Child Tax Credit or an extra amount of Universal Credit for a child or young person who lives or will live with you?	Yes No	Yes No

Are you an approved foster carer or prospective adopter? If so, please tell us how many children you have been approved to care for and if possible, give the age/s and sex.	Yes No	Yes No		
Are you or any member of your family employed by Rugby Borough Council? Yes No	If so, please give the name and relationship to the person.			
Are you or any member of your family an elected member of the Council or a board member of a partner housing association? Yes No	If so, please give the name and the re	elationship to the person.		

Relationships to be declared are Spouse or Partner, Father, Mother, Grandparent, Sister, Brother, Adult Child and any step-relations, Uncle, Aunt, Nephew and Niece.

## 3. Local connection

To join the waiting list, you need to have a local connection to Rugby Borough, or you need to meet the criteria that means you do not need one.

Please fill in the questions below to help us to decide if you can join the waiting list.

	You (the applicant)	Joint applicant
Have you lived in the Borough for at least six months out of the last 12 months or at least three years out of the last five years?	Yes No	Yes No
Are you in employment or have you received an evidenced offer of employment within the Borough?	Yes No I If 'Yes', please give the name and address of your employer and the date you started. Name: Address:	Yes No I If 'Yes', please give the name and address of your employer and the date you started. Name: Address:
	Date:	Date:

	You (the applicant)	Joint applicant
Do you have a close family association in the Borough? (Mother, father, son, daughter, sister, brother, grandparent, step-relative, adoptive parents)	Yes No If 'Yes', please give the name of the family member, their date of birth, address, phone number, how long they have lived there and their relationship to you. Name: Date of birth: Address:	Yes No I If 'Yes', please give the name of the family member, their date of birth, address, phone number, how long they have lived there and their relationship to you. Name: Date of birth: Address:
	Phone: Time at address: Relationship to you:	Phone: Time at address: Relationship to you:

Are you a registered carer for someone resident within the Borough? Please tell us the name and address of the person you care for at part 13.	Yes	No	
Do you have a carer? Please tell us the name and address of the person who cares for you at part 13.	Yes	No	

# Armed Forces. Please tick if any of these apply to you.

	You (the applicant)	Joint applicant
Are you currently serving, or have you ever served, in the regular forces?	Yes No	Yes No
Are you the spouse or civil partner of armed forces personnel, leaving service accommodation after the death of your partner in active service?	Yes No	Yes No
Are you the ex-husband, wife or civil partner of armed forces personnel who is required to leave service accommodation?	Yes No	Yes No
Are you currently serving or have served in the regular forces and suffering from a serious injury, illness or disability which is attributable (wholly or partly) to that service?	Yes No	Yes No

#### If you answered "No" to every question on the previous page, please tick if any of these apply to you.

	You (the applicant)	Joint applicant
Are you a council or housing-association tenant who needs to move to the Borough to avoid hardship?	Yes No	Yes No
Are you a council or housing-association tenant who needs to move to the district because of work or an offer of work?	Yes No	Yes No
Do you need to move because you are a victim of domestic abuse, violence or harassment?	Yes No	Yes No
Do you need to move on medical or welfare grounds?	Yes No	Yes No
Has any Local Authority accepted a duty to house you? Please enclose your decision letter.	Yes No	Yes No

## 4. Immigration status

Some classes of people living in the United Kingdom are not entitled to social housing based on their immigration status. We will carry out checks to confirm your eligibility.

	You (the applicant)	Joint applicant
Are you a UK citizen?	Yes No	Yes No
Have you lived or worked abroad?	Yes No	Yes No
	If 'Yes', please give dates and details.	If 'Yes', please give dates and details.
What date did you last enter the UK if you have ever lived or worked abroad?		
Are you subject to immigration control under the Asylum &	Yes No	Yes No
Immigration Act 1996?	If 'Yes', please give details.	If 'Yes', please give details.
Please tell us your immigration status and the date you arrived in the UK?		
Please let us see your biometric residence card.		

	You (the applicant)	Joint applicant
Have you been granted pre- settled status or settled status by the EU settlement scheme? Please give details.	Yes No	Yes No
Please let us see your passport if it contains a vignette or your biometric residence permit.		
If you have been told you can view your immigration status on-line, please tell us your 'share code' so we can check your right to rent and claim welfare benefits.	Yes No	Yes No

# 5. Convictions

# 6. Where have you lived before?

Please give details of all the addresses where you and your joint applicant have lived during the past five years starting with your current address.

You (the applicant)					
Full address	Date from	Date to	Reason for leaving	Name and address of Landlord	Tenure (private, owner etc.)
	/ /	present			
	/ /	/ /			
	/ /	/ /			

Joint applicant			
Full address	Date from	Date to	Reason for leaving
	/ /	present	
	/ /	/ /	
	/ /	/ /	

# 7. Tenure

Please tick the type of accommodation you live in.

Rugby Borough Council tenant	Looked after by social services	
Council tenant outside the area	Shared accommodation	
Housing-association tenant in the area	Other (please give details)	
Housing-association tenant outside the area		
Private tenant in the area	Supported accommodation	
Private tenant outside the area	No tenure – sofa-surfing	
Owner		
Shared owner	No tenure – rough sleeping	
Hotel or guest house		
Living with family		
Living with friends		
Armed-forces accommodation		
Hostel		
Lodger		

# 8. Current home

## What type of accommodation do you live in?

House	Other (please give details):
Flat	
Maisonette	
Bedsit	
Bungalow	How many bedrooms does your current home have?
Caravan or mobile home	
Room in a shared house	
Supported accommodation	If you live in a block of flats or a maisonette, which floor are you on (ground floor, first floor and so on)?
Armed-forces accommodation	

## For each bedroom in the property where you live now, please say who has use of the room.

	Names of occupiers
Bedroom 1	
Bedroom 2	
Bedroom 3	
Bedroom 4	
Bedroom 5	
Facilities in your home.	
Is the bathroom, toilet or kitchen shared with anyone other than your household?	Yes No
Are you living in insanitary or unsatisfactory housing conditions?	Yes No
Does your home lack any facilities such as a bathroom, inside toilet hot or cold- water supply, adequate heating or a kitchen?	Yes No
If so, please tell us who has this been reported?	Landlord Council Environmental Health Private Housing Standards Team
Please tell us how long your landlord thinks it will take to put right these issues?	

# 9. Health

Are you (or a member of your household) unable to manage in your current home because of ill health or disability, and do you have a special housing need because of this?

	You (the applicant)	Joint applicant	Other household member
If 'Yes', you will need to provide evidence from your GP or other medical health professional	Yes No	Yes No	Yes No

#### Do you (or a member of your household) have any involvement with any of the following?

	You J/A	Other			١	∕ou J/A	Other
Health Worker			Prob	ation Officer	[		
Social Worker			Οςςι	pational Therapist	[		
Community mental-health worker			Leav	ing Care Personal Advisor	[		
	You (the a	oplicant	t)	Joint applicant	Other		
If you have ticked one or more of these boxes, please give details. We need the name, address, phone number and email address for each person.							

# 10. Economic status and household income

Does your household have assets, including savings or investments or equity in a property, of more than £16,000?	Yes	No	
Is your household's gross income more than £45,000 per year?	Yes	No	
Is your household's gross income more than £25,000 per year?	Yes	No	
Please tell us how much your net (after tax, national insurance and pension contribution) monthly income is?			
How much do you pay in rent and council tax each month?			
How much are your monthly outgoings?			
Does this include money to repay any debts? If so, please tell us how much this amounts to each month?			
Do you or any other member of your household own any property or land?	Yes	No	
Please tell us the address			
What is the current value of the property or land?	£		
If there is a mortgage on the property, if so, please tell us how much is left to pay?	£		
Is the property up for sale?	Yes	No	
Please tell us the name of the Agent handling the sale.			
What date did the property go on the market?			
Why are you selling this property?			

Homeowners will usually be excluded from joining the waiting list unless there are exceptional circumstances. If you are allowed to register on the waiting list and were to be offered social housing, some landlords may decline to allocate you a tenancy.

# 11. Why are you applying for housing?

#### Please tick one or more boxes.

Moving on from supported housing accommodation in the Borough	Under occupation of current accommodation			
	Problems with overcrowding			
Homeless				
If you pick this option, please tick if you have	To be near work			
done the following.	To set up home independently			
Approached the local authority where you live for help.	Domestic Abuse, violence or harassment			
Attached copies of the local authority's decision letter.	Need to move on medical or welfare grounds including those relating to disability.			
To give or receive care and support.	Need to move to the district to avoid hardship to			
Other:	you or to other members of your household			
(Please give details)	Shared Ownership			

## 12. Housing-related debts

#### Do you have any housing-related debts?

You (the applicant)		Joint applicant		
Yes No		Yes No		
If 'Yes', please give the amounts below.		If 'Yes', please give the amounts below.		
	Amount		Amount	
Rent arrears	£	Rent arrears	£	
Former tenant arrears	£	Former tenant arrears	£	
Housing Benefit overpayment	£	Housing Benefit overpayment	£	
Council tax	£	Council tax	£	
Court costs	£	Court costs	£	
Repair charges	£	Repair charges	£	
Any housing-related supporting people charge debt	£	Any housing-related supporting people charge debt	£	
Other housing debt for example to a mortgage lender	£	Other housing debt for example to a mortgage lender	£	

If you have said that you have housing-related debts, what arrangements have you made to clear the debt?

You (the applicant)	Joint applicant
13. Other information	

Please tell us why you are applying for housing.

Tell us about any pets that you want to be housed with. If you have an assistance dog, please provide a letter of verification from your GP or other medical health professional.

Tell us about any areas within the Borough where you believe you cannot live due to a risk of violence, harassment or domestic abuse. Please provide evidence of this risk

Please tell us the name and address of the person you care for or receive care from

If you have told us you want to live in a village location, please tell us what connection you have to that area.

We will require you to provide the following documents with your application. If the documents are not provided, we will not be able to consider your application

- Photo identification for you and the joint applicant (e.g., passport, driving licence)
- Last 3 months or 5 weeks, pay slips for you and the joint applicant
- Last 3 months bank statements for all accounts held by you and the joint applicant
- Birth Certificates for each child

#### What areas are you interested in moving to?

Rugby Borough Council has very limited numbers of properties across all our housing stock, the more areas you select the more properties you can be matched for based on your Housing Needs.

#### All areas General Needs

	<u>General Needs</u>			
	<u>Accommodation</u>		1	
A	<b>Urban North</b> (this includes Brownsover Estate, Boughton Road area, Coton Park, Eden Park, Newbold Parkfield, Newbold Glebe)	В	Urban Central (this includes Town Centre, New Bilton/Croop Hill)	
С	<b>Urban East</b> (this includes Eastlands/Winfield, Hillmorton, Houlton)	D	Urban South (this includes Rokeby, Bilton/Admirals Estate, Overslade)	
F	Urban Fringe Villages (this includes Long Lawford, Dunchurch, Churchover, Clifton- on-Dunsmore, Newton, Cawston			
н	North Villages 1	K	South Villages	
HA	Brinklow	KA	Flecknoe	
HB	Brandon and Bretford	KB	Willoughby	
HC	Binley Woods	KC		
			Grandborough	
HD	Harborough Magna	KD	Grandborough Birdingbury	
HD HE	Harborough Magna Stretton under Fosse		Grandborough Birdingbury Boughton and Frankton	
		KD	Birdingbury	
HE	Stretton under Fosse	KD KE	Birdingbury Boughton and Frankton	
HE HF	Stretton under Fosse Monks Kirby	KD KE	Birdingbury Boughton and Frankton	
HE HF	Stretton under Fosse Monks Kirby	KD KE KF	Birdingbury Boughton and Frankton Marton	
HE HF HG	Stretton under Fosse Monks Kirby Pailton	KD KE KF J	Birdingbury Boughton and Frankton Marton West Villages	
HE HF HG G	Stretton under Fosse Monks Kirby Pailton North Villages 2	KD KE KF J JA	Birdingbury Boughton and Frankton Marton West Villages Wolston	
HE HF HG G GA	Stretton under Fosse Monks Kirby Pailton North Villages 2 Shilton	KD KE KF J JA JB	Birdingbury Boughton and Frankton Marton West Villages Wolston Church Lawford	
HE HF HG G GA GB	Stretton under Fosse         Monks Kirby         Pailton         North Villages 2         Shilton         Ansty	KD KE KF J JA JA JB JC	Birdingbury Boughton and Frankton Marton West Villages Wolston Church Lawford Stretton-on-Dunsmore	
HE HF G GA GB GC	Stretton under Fosse         Monks Kirby         Pailton         North Villages 2         Shilton         Ansty         Burton Hastings	KD KE KF J JA JB JC JD	Birdingbury Boughton and Frankton Marton West Villages Wolston Church Lawford Stretton-on-Dunsmore Ryton-on-Dunsmore	
HE HF G G G B G C G D	Stretton under Fosse         Monks Kirby         Pailton         North Villages 2         Shilton         Ansty         Burton Hastings         Wolvey	KD KE KF J JA JB JC JD	Birdingbury Boughton and Frankton Marton West Villages Wolston Church Lawford Stretton-on-Dunsmore Ryton-on-Dunsmore	
HE HF HG GA GB GC GD GE	Stretton under Fosse         Monks Kirby         Pailton         North Villages 2         Shilton         Ansty         Burton Hastings         Wolvey         Withybrook	KD KE KF J JA JB JC JD	Birdingbury Boughton and Frankton Marton West Villages Wolston Church Lawford Stretton-on-Dunsmore Ryton-on-Dunsmore	

Colour Key Code for Sheltered Properties

No Pets Allowed and has a Community Room within scheme Community Room within scheme

All areas Sheltered Accommodation

Sheltered Accommodation Bilton S SA Assheton Close Central **Stacey Court** L SB LA Albert Square SC Harold Cox Place LB Edward Court SD Haig Court LC SE James Court St Mark's Court LE Lesley Souter House SF Egerton Leigh Court LD Murrayian Close/Arnold Street Hillmorton Т Μ Central West ΤA Lever Road / Coton Road Duffy Place / High Street Lawford Road / Victoria St ΤВ MA Eliot Court / Dryden Walk / MB TC Forresters / Astley Place Dryden Place TD Mercer Court John Thwaites Close MD TE **Robbins Court Frederick Press Way** ΤF Pettiver Crescent /Bromwich Rd MG MH Union Street ΤG Fox Close Pennington St / Round St The Kent MJ TH Jackson / Jenkins Road. Avon Court MK ΤJ Featherbed Lane ML Alfred Green Close MM Dickinson Close U Urban Fringes Central East UA Judge Close, Long Lawford Ν Clifton Rd / Sun St/ Windsor St Hirst / Greenwood Close, E'Burgh NA UB Way, Holbrook Road, Long Lawford UC Edmonson Close, Dunchurch Ρ UE Ferriers Close, Dunchurch Brownsover/Newbold PA Patterdale UD Tanser Court, Dunchurch PB Stretton Court UF The Beeches, Clifton PD Fosterd Road ΡE Norman Rd / Quarry Close PF Robotham Close / Allesley Rd / V West Villages Cotterell Rd VA Sodens Avenue, Ryton VB Hill Crescent, Stretton R Overslade VC Bennett Court, Wolston RA Deepmore Road VD Sir Winston Churchill Place / RB Lytham Rd / St Anne's Rd Birchwood Rd, Binley Woods RC **Buchanan Road** RD Mellish Court Hudson Road W RE North Villages RF Marlborough Road WA Primrose Ct, Harborough Magna RG Garyth Williams Close WB Brookside Avenue, Pailton Wentworth Road WC Potters Close, Brinklow RH WD Great Balance. Brinklow WE Hall Grove, Brinklow WF Hallway Drive, Shilton

WG

Pipers End, Wolvey

#### **Declaration and Consent**

# By returning this Waiting List Application form by email to Rugby Borough Council I am agreeing to the following Declaration and Consent (delete as appropriate)

# By signing and returning this Waiting List Application form by post to Rugby Borough Council I am agreeing to the following Declaration and Consent (delete as appropriate)

I/We confirm that the details in the attached Waiting List Application form are true. I/We will tell you about any changes in my/our circumstances. I/We understand that any false or misleading statement or withholding any relevant information, now or in the future, may result in my application being cancelled or any tenancy granted to me ending, or may lead to a prosecution for criminal offences. I/We understand that it is an offence under Section 171 of Part 6 of The Housing Act 1996 to give false statements, withhold information or fail to disclose a change of circumstances in relation to any application processed by Rugby Borough Council. A person guilty of an offence under this section is liable on conviction to a fine of up to £5,000.

#### Why do we collect this information?

We need the personal information you supply so that we can check if you are eligible to be housed. Rugby Borough Council and Registered Providers (Housing Associations), work together for the purpose of prioritising the allocation of social housing. The legal basis for processing your information is under the Councils public duties as set out in part 6 and part 7 of the Housing Act 1996, as amended.

#### What information is collected?

- Name
- Address
- Household details
- Financial circumstances
- Employment details
- Housing circumstances
- Health details

#### Who has access to the information?

The information you provide will be accessible by Local Authority staff working in the Customer Advice and Support Team. It is shared with other social housing landlords so they can allocate their properties appropriately. The information may also be shared with other organisations for example, other Local Authority departments, medical practitioners and advisers, Government Departments and Agencies.

#### How long is the information kept?

The information will be kept electronically for six years after the date of our last contact with you. Further details on your statutory rights, and other privacy information can be found on our website at: -

https://www.rugby.gov.uk/privacy\_and\_cookies

I authorise Rugby Borough Council Customer Advice and Support Team to make enquiries regarding my housing issues in order to process my application. I give consent for Rugby Borough Council to share any information or data relating to this Waiting List Application to the third parties mentioned above and authorise those third parties to provide information (including sensitive information) to Rugby Borough Council. I understand that authorisation (consent) is being given by myself on behalf of all relevant members of my household.

/our signature.		Date.			
			1	1	

Emergency contact/Next of kin



If this form has been filled in by someone other than the person applying for housing, please tell us why you are filling in this form for the person claiming.

# I declare that, as far as possible, I have confirmed with the person applying that the answers I have written on this form are correct.

ame of the person who filled in the form	
elationship to the person applying.	

## **Equal opportunities**

We serve a wide-ranging community and are committed to meeting the needs of everyone in providing housing. We want to make sure that everyone has a fair chance of housing, no matter what their ethnic origin, sex, age or disability. To make sure that no person receives less favourable treatment, and for no other reason, please fill in thefollowing information. This information will be strictly confidential.

## Disability

	You (the applicant)	Joint applicant
Do you consider yourself to have a disability?	Yes No	Yes No
If you have ticked 'Yes' to the above question, please give more details.		

What would you consider your ethnic group to be?

You (the applicant) Joint Applicant White White **British British** Α Α Irish Irish Gypsy or Traveller Gypsy or Traveller Any other white background, please write in Any other white background, please write in Mixed Mixed White and black Caribbean В White and black Caribbean В White and black African White and black African White and Asian White and Asian Any other mixed background, please write in Any other mixed background, please write in **Asian or Asian British** Asian or Asian British С Indian С Indian Pakistani Pakistani Bangladeshi Bangladeshi Any other Asian background, please write in Any other Asian background, please write in **Black or Black British Black or Black British** Caribbean Caribbean D D African African Any other black background, please write in Any other black background, please write in Chinese or other ethnic background Chinese or other ethnic background Ε Ε Chinese Chinese Any other ethnic background, please write in Any other ethnic background, please write in