

For Office Use Only

Date received:

Acknowledgement sent:

HB Check:

Date Entered & Initials:

Application No:

Category:

Housing Application for

FAMILY ACCOMMODATION



Please make sure that you complete ALL the sections with as much detail as possible, in block capitals. Incomplete forms will be returned to you and this will result in a delay in registering your application. If there is anything you do not understand, please ask!

Before filling in this form please read the booklet 'A Guide to Applying for a home of your own in Bracknell Forest' which explains the Council's Housing Policy for housing applicants

► **Have you or your partner ever applied to join Bracknell Forest Borough Council's Housing Register before?** Yes No

If yes please give your application number and the date you applied

1. Personal Details

	Mr/Mrs/ Miss/Ms	First Name	Surname	Date of Birth
Applicant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Partner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

► **Are you?**
► **Date of your marriage**

NB If you have previously been married you will be required to provide proof of your divorce, legal separation or single status.

	Address:	Date you moved in
Applicant	<input type="text"/>	<input type="text"/>
	Postcode: <input type="text"/>	
Partner	<input type="text"/>	<input type="text"/>
	Postcode: <input type="text"/>	

Telephone Number Work Home
Other (Mobile etc)

► **Correspondence address** if different from the one given on previous page:

► **If you have been known by any other names please list them below**

2. Family Details Please list everyone who will be housed with you
Please continue on a separate sheet if you need to.

First Name	Surname	Relationship to you	Date of Birth

We can ONLY take into consideration children permanently living with you

► If any of the people above is **pregnant** please give the date the baby is due and the name of the expectant mother

► **Pets** - please give details of any pets you have: please note that some Housing Associations do not accept pets in particular types of accommodation:

► If you are in the **H M Forces** please give the date you/your partner enlisted:

and

the date you/ your partner is leaving the Forces:

► Are you subject to **Immigration Control** under the Asylum & Immigration Act 1996?

Yes

No

3. Where You Live Now

► **What type of property do you live in?**

House Flat Studio flat Bungalow Caravan/Mobile Home

How many living rooms are there? How many bedrooms are there?

	Yes	No
Do you have a kitchen?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a bathroom?	<input type="checkbox"/>	<input type="checkbox"/>
Is the toilet in the bathroom?	<input type="checkbox"/>	<input type="checkbox"/>
Are there two toilets?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an outside toilet?	<input type="checkbox"/>	<input type="checkbox"/>

► **Shared Rooms**

Room	Shared?	Who do you share with?
Living room	Yes / No	<input style="width: 100%;" type="text"/>
Bedroom	Yes / No	<input style="width: 100%;" type="text"/>
Kitchen	Yes / No	<input style="width: 100%;" type="text"/>
Bathroom	Yes / No	<input style="width: 100%;" type="text"/>
Toilet	Yes / No	<input style="width: 100%;" type="text"/>

If you live in a flat, which floor is it on?

► **Are you:**

The owner-occupier/buying the property	<input type="checkbox"/>	A tenant	<input type="checkbox"/>
A tenant of housing provided with your job	<input type="checkbox"/>	Living with family	<input type="checkbox"/>
In HM Forces quarters	<input type="checkbox"/>	A lodger	<input type="checkbox"/>

► **If you are renting the property please give:**

Name and address of your Landlord/Agent:

How much rent do you pay? £ Weekly/Monthly

Do you receive any Housing Benefit? Yes No

► **Who else lives in the property?**

Please give details of any other people who live at your address who will **NOT** need to be housed with you. Please continue on a separate sheet if necessary.

Surname	First names	Relationship to you	Age

4. Your Previous Addresses

Please give details of all your previous addresses, since you were born, and your partner's addresses, if they are different. Please continue on separate sheet if necessary

In **column 4** please put in one of the following **codes** that best describes your circumstances at each address:

Code		Code	
A	Owner/occupier	E	Council/ Housing Association tenant
B	With friends/family	F	Tenancy with job
C	Lodger	G	Hostel/refuge
D	Private tenant	H	Other

► **Your Addresses**

Address	Dates		Code	Reason for Leaving
	From	To		

► **Your Partner's Addresses**

Address	Dates		Code	Reason for Leaving
	From	To		

► Do you or your partner **own, jointly own, or have a financial interest in a property** anywhere within the U.K. or elsewhere in the world?

Yes No

If yes, please give the address and the reason you are not living there

5. Employment and Other Income

► Are you working?

Yes No

What is your Occupation(s)?

Name & address of Employer(s)

Date started

Amount of 'take home' pay Weekly or Monthly

► Does your partner work?

Yes No

What is your Partner's Occupation(s)?

Name & address of Employer(s)

Date started

Amount of 'take home' pay Weekly or Monthly

► Benefits, savings and any other income

Please state if anyone and who receives benefits or pensions in your family, and the amount

Name	Type of pension/benefit	Amount Weekly or Monthly	Savings	Amount

6. Health

- ▶ Do you or any other person in your family consider yourself to be **disabled**?

Yes

No

- ▶ Do you or any other person in your family have a **serious illness, disability or other special need**, which makes your present home unsuitable?

Yes

No

If yes, please give brief details:

Please ask for a medical form if you wish to apply for **medical priority**

We do NOT require you to get a letter of support from your Doctor

7. Additional Information

Please give details of any other information that is relevant to your application

8. General Information

- ▶ Do you wish to be considered for any **Shared Ownership** (part rent/part buy) schemes that may be available in the future?

Yes

No

Please note that Bracknell Forest Borough Council has transferred all its housing stock to a new Housing Association (Bracknell Forest Homes) and any housing offered will be by nomination to Bracknell Forest Homes or other Housing Associations with properties in the Borough.

9. Ethnicity Monitoring

Bracknell Forest Borough Council is concerned that it gives all applicants **equal access to services**. To make sure that we do treat everyone fairly please answer the question below. This information will be treated as strictly confidential.



	You	Your partner
White		
British	<input type="checkbox"/>	<input type="checkbox"/>
Irish	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="text"/>	<input type="text"/>
Mixed		
White and Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="text"/>	<input type="text"/>
Asian or Asian British		
Indian	<input type="checkbox"/>	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="text"/>	<input type="text"/>
Black or Black British		
Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
African	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="text"/>	<input type="text"/>
Other ethnic groups		
Chinese	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="text"/>	<input type="text"/>

I do not want to answer this question

10. Declaration

- ▶ I/we declare that the information contained in this form is true and I/we understand that any false or misleading statements or withholding of relevant information now or at any subsequent date, may result in any tenancy granted to me/us being terminated.
- ▶ I/we undertake to notify the Housing Options Team in writing of any change in my/our circumstances affecting this application.
- ▶ I/we authorise Bracknell Forest Borough Council to make any enquiries concerning this application, and you may check some of the information with other sources within the council, housing associations (RSLs), and other councils.
- ▶ I/we understand also that any information contained in this application may be shared with other Housing Associations in the event I am nominated for housing in the future.

'This authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within the authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes'

Applicant's Signature

Dated

Partner's Signature

Dated

▶ **Please return this form to:**

**Housing Options Team,
Bracknell Forest Borough Council,
Time Square,
Market Street,
Bracknell,
Berkshire, RG12 1JD
Telephone: 01344 352000
Fax: 01344 351274
DX: 33611
Minicom: 01344 352045**

▶ **HAVE YOU ENCLOSED:**(If applicable)

- Copies of birth certificates?
- Copy of maternity certificate (MAT B1)?
- Copy of marriage certificate?
- Copy of divorce papers?
- Evidence of sale of previous property and a copy of the completion statement showing any monies you received from the sale?

If you do not receive acknowledgement that we have received your application within 28 days, please contact the Housing Options Team.

"Information contained in this form is personal data which may be held in a computer and as such is subject to the Data Protection Act 1998"