

The Sevenoaks District Housing Register (managed by West Kent Housing Association)

Application form for housing in the Sevenoaks district

You should fill in this form if you would like to apply to rent a housing association property in the Sevenoaks district. You can also fill in this form if you are already a housing association tenant or council tenant and you want to move.

The register puts forward people who need housing in the Sevenoaks district.

Please fill in all parts of this form and make sure that you sign and return the form, including any evidence that we ask for. If you do not do this we will not be able to process your application. We will check the information you provide to prevent fraud.

If you have any difficulty filling in this form or you would like the form in large print, on tape or in another language, or if you need advice or have any questions about housing or joining the housing register, please call the West Kent Housing Options Team on **01732 749433**.

Bengali

আমাদের সঙ্গে আদান-প্রদানে অথবা আমাদের কোনো দলিলপত্র (ডকুমেন্ট) বুঝতে যদি আপনার সাহায্য-সহায়তার প্রয়োজন হয় তাহলে আপনাকে সহায়তা করার জন্যে আমরা ল্যান্গুয়েজ লাইনের মাধ্যমে একজন ইন্টারপ্রিটার অথবা ট্রান্সলেটারের (দ্ব্যভাষী অথবা অনুবাদকের) ব্যবস্থা করতে পারবো।

আপনার ভাষা ও টেলিফোন নম্বর উল্লেখ করে আমাদেরকে অনুগ্রহ করে **01732 749433** ফোন নম্বরে যোগাযোগ করুন।

Mandarin

“如果您在与我们沟通或理解我们的任何文件时需要帮助，我们可安排“语言热线”（Language Line 公司）的口译人员或笔译人员来帮助您。请拨打这个电话 **01732 749433** 与我们联络，说明您使用的语言和电话号码。”

Arabic

إذا احتجت المساعدة للكلام معنا أو فهم أي من وثائقنا، بإمكاننا طلب مترجم من خط الترجمة الفوري - لانجويج لاين - من أجل مساعدتك.
الرجاء الاتصال بنا على - 01732 749433 - مع ذكر اللغة المطلوبة ورقم هاتفك.



For our use only

Date received:

Full name of all applicants:

Application number:

Section A – Your application

Please read the definitions below before you tick any boxes.

What type of housing would you like to be considered for? (You can tick more than one box.)

- A housing association property (general housing)
- A sheltered housing association property for people aged 55 or over
- Supported accommodation (see the next section for a definition)
- Key-worker accommodation (schemes built for people in specific occupations, for example nurses, the police and so on)

Definitions

Supported accommodation

Supported accommodation gives you support while you are living in a housing scheme that is designed for a particular group of people we consider to be 'vulnerable', for example people with mental-health problems or learning disabilities, or people under 18. Supported accommodation is for single, vulnerable people aged between 16 and 65. The support service includes housing-related support (for example, help with budgeting, organising paying bills and developing social skills). However, it does not provide personal care, meals or medical supervision.

Often, living in supported accommodation means that you will have your own room or bedsit but you will need to share some areas with other tenants (for example a kitchen). As a result, this type of accommodation is most suitable for single people.

If you want to live in supported accommodation, you should fill in this form.

Sheltered housing

Sheltered housing is different from supported accommodation. Sheltered housing is designed for people aged 55 or over who would benefit from living in a smaller property that is easier to manage. You also have the added security of a scheme manager or warden, who you can contact using an alarm system in an emergency. The scheme manager or warden may live on the premises or nearby. Their role is to manage the day-to-day running of the scheme, make regular checks on your well-being and, if necessary, contact your local doctor and relatives. The scheme manager or warden will not provide care services or carry out tasks for you such as shopping or cleaning.

We can also provide 'Extra Care' sheltered housing for those people who are less able to manage on their own but do not need the level of care available in a residential home. The services we offer vary between schemes, but separate care agencies can provide meals and some personal care for you.

If you are interested in sheltered housing or Extra Care sheltered housing, you should call the Housing Options Team at West Kent Housing Association on 01732 749433 for more information.

Section B – Personal details

1 About you – please use BLOCK CAPITALS

Please enter your details here. (If you are applying for a joint tenancy, please enter the other person's details as well.)

	Your title (for example, Mr, Mrs)	First names	Surname	Date of birth	Are they living with you now?		Relationship to you	National Insurance number
					Yes	No		
You				/ /				
Other person				/ /				

Section B continued

2 Details of your household

a Apart from you and any person you told us about in part 1, please tell us about everyone else who will be rehoused with you. If you have dependent children, only include those who live with you all the time.

Title (for example Mr, Mrs)	First names	Surname	Date of birth	Are they living with you now?		Relationship to you	National Insurance number (if aged over 16)
				Yes	No		
			/ /				
			/ /				
			/ /				
			/ /				
			/ /				
			/ /				
			/ /				

Please continue on a separate sheet if necessary.

b Do you receive Child Benefit for all the dependent children you have mentioned above? Yes No

c Do you have access to children from a previous relationship? Yes No

If 'Yes', please fill in the details below. We will need to see copies of any residence or contact orders.

What are the access arrangements?

First names	Surname	Date of birth	Male or female	How often do you see them?
		/ /		
		/ /		
		/ /		

Please continue on a separate sheet if necessary.

d Are you, or anybody included in this application, pregnant? Yes No

If 'Yes', give the name of the person and the date their baby is due.

e If you are an approved foster carer or adopting a child, please give us the details in the box below.

f Do you have any pets that you would want to be housed with you? Yes No

Please describe below the type and number of pets (for example dog, cat, rabbit and so on).

Type	Number

Please continue on a separate sheet if necessary.

Section B continued

3 Your contact details

a Your address and postcode _____

Phone number Daytime: _____ Evening: _____ Mobile: _____

E-mail address: _____

b Is this your home address? Yes No

c Would you be happy to receive information on your housing application or housing vacancies by: e-mail? letter? mobile? phone?

Section C – Your current housing situation

1 Which best describes your current housing situation? (Please tick the appropriate box.)

A housing association tenant (HAT)	<input type="checkbox"/>	In a bed and breakfast or hotel (TBB)	<input type="checkbox"/>
A council tenant (LAT)	<input type="checkbox"/>	In a women's refuge (TWR)	<input type="checkbox"/>
A private tenant (PRT)	<input type="checkbox"/>	In a hostel (THO)	<input type="checkbox"/>
In lodgings (PRL)	<input type="checkbox"/>	In prison (TPN)	<input type="checkbox"/>
A property that comes with your job (T)	<input type="checkbox"/>	In a children's home or foster care (CH)	<input type="checkbox"/>
In HM Forces (THM)	<input type="checkbox"/>	In a caravan or mobile home or boat (OC)	<input type="checkbox"/>
An owner or buying a property (OO)	<input type="checkbox"/>	In hospital (THL)	<input type="checkbox"/>
Shared ownership (part-buy, part-rent) (OSO)	<input type="checkbox"/>	A squatter (TSQ)	<input type="checkbox"/>
Living with friends (LFR)	<input type="checkbox"/>	Sleeping rough (OSR)	<input type="checkbox"/>
Living with family (LFA)	<input type="checkbox"/>	Other (please give details below) (X)	<input type="checkbox"/>

a Is your home:

• in a scheme or group of houses offering support? Yes No

• sheltered or retirement housing? Yes No

b What type of property is it?

House Flat Maisonette Bedsit Room Caravan Mobile home Boat

c If your home is a flat, maisonette or bedsit, on which floor is it?

Ground First Second or above

d How many bedrooms do you have?

e How many bedrooms do you use?

f Do you share a kitchen with another household? Yes No

g Do you share a toilet with another household? Yes No

h Do you share a bathroom with another household? Yes No

Section C continued

2 Do you have to leave your current home? Yes No

a If 'Yes', please give us a copy of the notice you have received. This may be a letter or a formal notice. If you have not received a written notice, please describe your situation below.

b What date must you leave by?

c Date of your notice to quit or notice seeking possession. (A notice to quit is a written document that tells either the landlord or the tenant that the other one wants to end the tenancy.)

d Court date (if the notice to quit has run out and the landlord has applied to the county court for a possession order).

e Date of the bailiff's warrant (if a court has ordered you to leave your home, this is the date you will have to leave).

f Have you or anyone who is to be housed with you, applied to a local authority as a homeless person? Yes No

Name of local authority

Date of application

3 Your housing needs

a Do you, or anybody included in this application, have a medical problem or disability that is made worse by your current home? Yes No

b Are you receiving any form of support? Yes No

If you have ticked 'Yes' to question 3a or 3b, please give brief details (about your medical problem, disability or support) in the box below.

4 Why are you applying for housing?

Please tell us why you need to move. Please give as much information as possible. If you are having problems (for example, with your neighbours or your partner) and you have reported these problems to the police, social services or a housing officer, give the name of the person dealing with your complaint and their contact details.

Person dealing with the case

Phone number

Would you like information on mutual exchanges? (This is where you swap homes with another tenant, as long as the landlords involved agree, or where you take on another person's tenancy.) Yes No

Section D – Your housing history

1 Please give details of addresses where you or the person applying with you (the joint applicant) have lived over the past five years or since the age of 16 (whichever is the shorter period), starting with your current address.

You

Address	Were you the owner, tenant, or staying with friends or relatives?	Who was the landlord?	Dates (from and to)	Why did you leave?

If you or the joint applicant are currently a tenant, please give the name and address of your landlord.

Your current landlord

Joint applicant's current landlord

Name:	Name:
Address and postcode:	Address and postcode:

Joint applicant

Address	Were you the owner, tenant, or staying with friends or relatives?	Who was the landlord?	Dates (from and to)	Why did you leave?

Section D continued

2 Are you or the joint applicant under immigration control? Yes No

If 'Yes', please give as much information as you can, for example letters from the Home Office or copies of your passport. (By 'under immigration control' we mean a person who needs permission from immigration authorities to enter or stay in the UK, whether or not they have been given this permission.)

3 Have you, or anyone wanting to be housed with you, ever held a tenancy with the following organisations? (Please tick the appropriate box.)

	Yes	No	Dates (from and to)
West Kent Housing Association	<input type="checkbox"/>	<input type="checkbox"/>	
North British Housing	<input type="checkbox"/>	<input type="checkbox"/>	
Orbit Housing Group	<input type="checkbox"/>	<input type="checkbox"/>	
Rockdale Housing Association	<input type="checkbox"/>	<input type="checkbox"/>	
Moat Homes Limited	<input type="checkbox"/>	<input type="checkbox"/>	
Any other housing association or council tenancy (Please give the name in the box below.)	<input type="checkbox"/>	<input type="checkbox"/>	
Name of landlord:			

What name or names was the tenancy held in? _____

4 Antisocial or criminal behaviour

The housing register works with other agencies including the police, council and probation service to help create safe communities for people to live in. We also have a duty to protect our staff and residents from any risk. This is why we ask the following questions. We may need to ask for more information if necessary.

- a Have you, or anyone wanting to be housed with you, been convicted of a sexual offence before 1997 or an offence for which you must be put on the sex offenders register? Yes No
- b Have you, or anyone wanting to be housed with you, been convicted of any type of violent assault or a serious offence such as arson? Yes No
- c Have you, or anyone wanting to be housed with you, been convicted of any antisocial behaviour offence, for example receiving an Antisocial Behaviour Order (ASBO)? Yes No
- d Have you, or anyone wanting to be housed with you, been convicted of drug dealing, drug possession or similar offences? Yes No

If you have answered 'Yes' to any of the questions above, please give details here of the offences, any areas that you or anyone wanting to be housed with you are not allowed to go to under an ASBO, the date of the offence and so on. We will contact other agencies, for example the police or probation service, for more information if necessary.

5 Have you, or anyone who will be housed with you, had court action taken against you for rent arrears? Yes No

6 Do you still owe money? If 'Yes', we may need to contact you for more details. Yes No

Section E – Where do you want to live?

1 You must tick the boxes below to show which area or areas you prefer. If you choose more than one area, it will increase your chance of being housed. See the map on page 10.

North of the district – Swanley and surrounding areas

Area	Code
Swanley	
<input type="checkbox"/> Christchurch and Swanley village	HJ
<input type="checkbox"/> St Marys	HK
<input type="checkbox"/> White Oak (including the Birchwood Estate)	HL
<input type="checkbox"/> Any of the above	SWA
<input type="checkbox"/> Hextable	GY
<input type="checkbox"/> Crockenhill and Well Hill	GN
<input type="checkbox"/> Eynsford	GS
Farningham, Horton Kirby and South Darenth	
<input type="checkbox"/> Farningham	FAR
<input type="checkbox"/> Horton Kirby	HOR
<input type="checkbox"/> South Darenth	SOU
<input type="checkbox"/> Any of the above	GT
Fawkham and West Kingsdown	
<input type="checkbox"/> Fawkham	FAW
<input type="checkbox"/> West Kingsdown	WES
<input type="checkbox"/> Any of the above	GU

Area	Code
Hartley and Hodsall Street	
<input type="checkbox"/> Hartley	HAR
<input type="checkbox"/> Hodsall Street	HOD
<input type="checkbox"/> Any of the above	GX
Ash	
<input type="checkbox"/> Ash area	ASH
<input type="checkbox"/> New Ash Green	NAG
<input type="checkbox"/> Ridley	RID
<input type="checkbox"/> Any of the above	GK
Otford and Shoreham	
<input type="checkbox"/> Otford	OTF
<input type="checkbox"/> Shoreham	SHO
<input type="checkbox"/> Any of the above	HB
Halstead, Knockholt and Badgers Mount	
<input type="checkbox"/> Halstead	HAL
<input type="checkbox"/> Knockholt	KNO
<input type="checkbox"/> Badgers Mount	BAD
<input type="checkbox"/> Any of the above	GW

Central district – Sevenoaks and surrounding area

Area	Code
Sevenoaks	
<input type="checkbox"/> Sevenoaks East (including Hillingdon area, Holly Bush and Vine Court schemes)	HE
<input type="checkbox"/> Sevenoaks Kippington (including Rockdale properties)	HF
<input type="checkbox"/> Sevenoaks North (including Greatness area)	HG
<input type="checkbox"/> Sevenoaks and St Johns	HH
<input type="checkbox"/> Any of the above	SEV
Sevenoaks Weald and Seal	
<input type="checkbox"/> Weald	WEA
<input type="checkbox"/> Seal	SEA
<input type="checkbox"/> Under River	UND
<input type="checkbox"/> Stone Street	STO
<input type="checkbox"/> Any of the above	HD

Area	Code
Brasted, Chevening and Sundridge	
<input type="checkbox"/> Brasted	BRA
<input type="checkbox"/> Brasted Chart	BRC
<input type="checkbox"/> Bessels Green	BES
<input type="checkbox"/> Toys Hill	TOY
<input type="checkbox"/> Ide Hill	IDE
<input type="checkbox"/> Chevening	CHE
<input type="checkbox"/> Sundridge	SUN
<input type="checkbox"/> Any of the above	GL
Westerham and Crockham Hill	
<input type="checkbox"/> Westerham	WES
<input type="checkbox"/> Crockham Hill	CRO
<input type="checkbox"/> Any of the above	HM
Dunton Green and Riverhead	
<input type="checkbox"/> Dunton Green	DUN
<input type="checkbox"/> Riverhead	RIV
<input type="checkbox"/> Any of the above	GP
<input type="checkbox"/> Kemsing	GZ

South of the district – Edenbridge and surrounding districts

Area	Code
Edenbridge	
<input type="checkbox"/> North and East (including Spittals Cross)	GQ
<input type="checkbox"/> South and West (including Stangrove and Marsh Green)	GR

<input type="checkbox"/> Any of the above	EDE
Cowden and Hever	
<input type="checkbox"/> Four Elms	FOU
<input type="checkbox"/> Hever	HEV
<input type="checkbox"/> Cowden	COW

<input type="checkbox"/> Any of the above	GM

Area	Code
Penshurst, Fordcombe and Chiddingstone	
<input type="checkbox"/> Bough Beech	BOU
<input type="checkbox"/> Chiddingstone Hoath	CHH
<input type="checkbox"/> Penshurst	PEN
<input type="checkbox"/> Fordcombe	FOR

<input type="checkbox"/> Any of the above	HC
Leigh and Chiddingstone Causeway	
<input type="checkbox"/> Leigh	LEI
<input type="checkbox"/> Chiddingstone Causeway	CHC
<input type="checkbox"/> Charcott	CHA
<input type="checkbox"/> Moorden	MOO

<input type="checkbox"/> Any of the above	HA

2 Do you have a local connection?

a Do you currently live or have you lived in the district for at least the last five years? Yes No

b Are you employed in the district? Yes No

Please tell us where: _____

c Have you got immediate family (for example, parent, brother or sister) living in the district? Yes No

Please tell us their names and relationship to you: _____

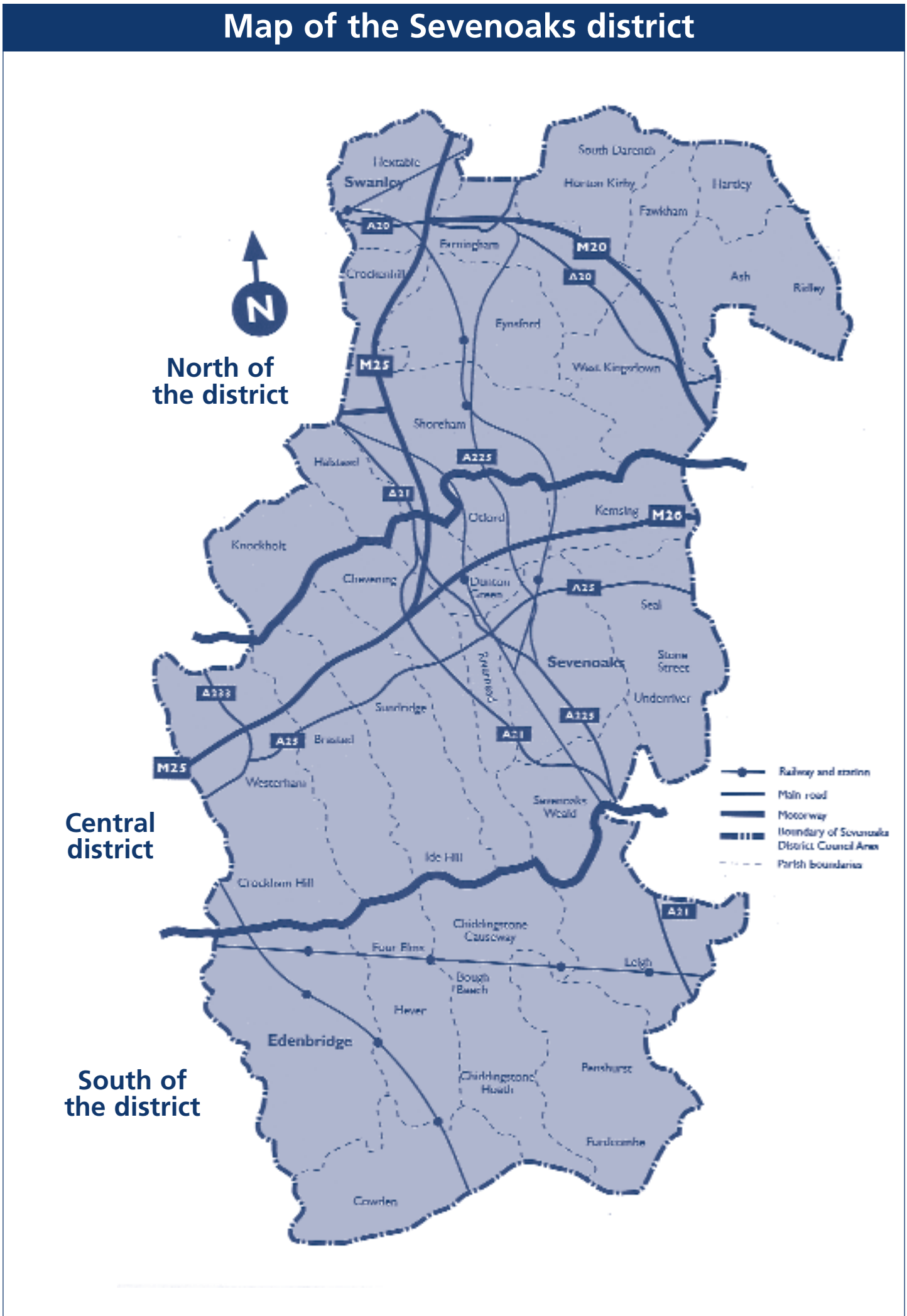
Please tell us their addresses: _____

How long have they lived in the district? _____

d Do you have other special reasons for living in the district? Yes No

Please tell us what these are: _____

Map of the Sevenoaks district



Section G – Checks

1 Evidence to support your application

a Proof of identity

Please provide both of the following forms of identification for each person listed on your application. We only need to see one form of identification for a child under 16 years of age.

- Birth certificate
- Valid UK passport

b Photos

Please provide one passport photo for each person listed on your application.

c Proof of address

Please provide two forms of proof of their current address from the list below for each adult applying.

- Entry on the electoral register
- Rent card or rent book
- Recent bill or credit payment for gas, electricity or water supply
- Confirmation from your employer or Department for Work and Pensions (DWP)
- Tenancy agreement
- Valid UK driving licence
- Recent phone bill or council tax bill

d Proof of income

Please provide the following information for each adult applying.

- Wage slips for the past three months (if you are employed)
- Statements from all bank and savings accounts for the past three months
- Proof of all benefits received, for example Income Support, Incapacity Benefit, Disability Living Allowance and so on
- Details of sale expenses if any of you will be selling a house or have sold a house in the past three years

e If you have children living with you

Please provide at least one of the following items of information for each child listed on this application.

- Proof of receiving Child Benefit and tax credits (for example, a bank statement)
- Custody or residence orders (which says who the child should live with and where)
- A letter from the solicitor who acted for you in a dispute over custody or residence of your children and details of how it was settled
- Confirmation from the Department for Work and Pensions or social services
- Child's bank account statement if they are over 16 years old
- **If you are pregnant, please provide a MATB1 form or some other form of proof.**

We may ask you to provide more than one of the above.

Please check you have included the following.

- Two documents as proof of identification for each person on the application
- A passport photo for each person on the application
- Two documents as proof of address for each adult on the application
- All documents for proof of income for each adult on the application
- All documents for proof of address for each child on the application

We may ask to see original documents during an interview with you.

If you send any application without the information we have asked for, we will return it to you.

Section G continued

2 Relationship with staff, committee or board members

a Are you, or anyone in your household, an employee of a housing association, a board or committee member of a housing association, or are you or anyone in your household a close relative of an employee of a housing association, or a board or committee member of a housing association?

Yes No

b Please tick which organisation you have a connection with?

- Moat Homes Limited
- NBH (North British Housing)
- Orbit Housing Group
- Rockdale Housing Association
- West Kent Housing Association
- Sevenoaks District Council

c If you have any connection with another housing association, please give the name of the organisation.

d Please tell us if anyone in your household has a connection to an employee, or a board or committee member of West Kent Housing Association, and give us their names.

Name of household member _____

Name of employee, committee or board member _____

3 Declaration and Data Protection Act 1998

I understand you will hold the information I have given on a computer database to process my application. You may also share the information with housing associations and with other relevant organisations such as the police, social services, benefits departments, private landlords and other agencies employed to carry out research into housing need and improving services.

I understand that you have a responsibility to protect public funds. I agree that you may use the information I have given on this form to:

- process my application for housing;
- prevent and detect fraud; and
- carry out research into housing needs and improving services.

The information in this form is true.

I understand that if I have made any false or misleading statements or withheld any relevant information, you may prosecute me and force me to leave any accommodation you offer.

I will let you know about any change in my circumstances and I understand that I must fill in any re-registration forms or you will cancel my application.

Your signature: _____ Date: _____

Joint applicant's signature: _____ Date: _____

Section G continued

If you give permission for us to contact a social worker, representative, relative or friend on your behalf or for them to help you with this application, please give their details below.

Name: _____

Relationship to you: _____

Address: _____

Phone number: _____ E-mail address: _____

I agree that you can give this person copies of correspondence and they can act on my behalf.

Your signature: _____ Date: _____

Joint applicant's signature: _____ Date: _____

The Sevenoaks District Housing Register is managed by West Kent Housing Association in partnership with Sevenoaks District Council.

WEST KENT



Please return this form to:

Housing Options Team

The Sevenoaks District Housing Register

101 London Road, Sevenoaks, Kent TN13 1AX.

Website: www.westkent.org

E-mail: housing.options@wkha.org.uk

Phone: 01732 749433

Monitoring information

Ethnic background and disability

Ethnic monitoring is the process we use to collect, store and analyse information about people's ethnic backgrounds. We use the information to provide the best service to everyone in the community.

1 Please describe your ethnic background. (Tick one box only.)

A White

- 1 White British
- 2 White Irish
- 3 Any other white background - please give details below
-

B Mixed ethnic background

- 1 White and Black Caribbean
- 2 White and Black African
- 3 White and Asian
- 4 Other mixed
-

C Asian or Asian British

- 1 Indian
- 2 Pakistani
- 3 Bangladeshi
- 4 Chinese
- 5 Any other Asian background - please give details below
-

D Black or black British

- 1 Caribbean
- 2 African
- 3 Any other black background - please give details below
-

E Other

- 1 Traveller
- 2 Gypsy
- 3 Any other - please give details below
-

2 Do you consider any other member of your household to be from a different ethnic background to you? Yes No

3 Do you consider yourself or a member of your household to have a disability? Yes No

The Disability Discrimination Act 1995 describes a person with a disability as anyone with a 'physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities'.

