



# Application Form & Guidelines for Housing

**Each applicant 18 and over must complete on applicant form and will be required to sign any proposed agreement.**

## Criteria governing allocation of properties to applicants

Applications are invited from **Keyworkers\*** (see Appendix) and/or people who live in the parish of Wells-next-the-Sea, and the adjoining parishes of Warham, Wighton, Holkham or Stiffkey.

**Band A** applicants are given highest priority.

### **BAND A**

An applicant meeting these criteria will have lived in the parish or adjoining parishes for more than 5 consecutive years full-time and meets the following:

- Is employed as a Key Worker (paid or unpaid) in the parish or adjoining parishes
- Is in insecure accommodation and has insufficient funds to rent or buy a property suitable to their needs within the parish or adjoining parishes

### **BAND B**

An applicant meeting these criteria will have lived in the parish or adjoining parishes for more than 3 consecutive years full-time and meets the following:

- Is employed as a Key Worker (paid or unpaid) in the parish or adjoining parishes
- Is in insecure accommodation and has insufficient funds to rent or buy a property suitable to their needs within the parish or adjoining parishes

### **BAND C**

An applicant meeting these criteria will have lived for more than 5 consecutive years full-time in the parish or adjoining parishes and meet at least one of the following criteria:

- Is in insecure accommodation and has insufficient funds to rent or buy a property suitable to their needs within the parish or adjoining parishes

or

- Has insufficient funds to rent or buy a property suitable to their needs within the parish or adjoining parishes

### **BAND D**

An applicant meeting these criteria will have lived for at least 3 consecutive years full-time in the parish or adjoining parishes and meets the following criteria:

- Is in insecure accommodation and has insufficient funds to rent or buy a property suitable to their needs within the parish or adjoining parishes

### **BAND E**

An applicant meeting these criteria will have lived for at least 3 consecutive years full-time in the parish or adjoining parishes and cannot afford to rent or buy a property in the parish or adjoining parishes.

### **BAND F**

An applicant meeting these criteria will work as a Key Worker (paid or voluntary) and

- wants to live in the parish or adjoining parishes, but has no connection to the parish or adjoining parishes.
- Cannot afford to rent or buy a property in the parish or adjoining parishes

### **BAND G**

An applicant meeting these criteria will have lived in the parish or adjoining parishes for less than three years and cannot afford to rent or buy in the parish or adjoining parishes. Priority would be given to those applicants with family living in the parish or adjoining parishes. Family connections relate to a close family member and Homes for Wells will have the discretion to decide who a close family member is and will take account of the particular family circumstances and strength of relationships/dependence.

### **BAND H**

An applicant meeting these criteria wants to live in the parish or adjoining parishes but does not have a connection with the parish or adjoining parishes.

**All applicants aged 18 and over need to complete an application form in full.**

**Full Name**

**Date of Birth**

**Age**

**Gender**

**Current address:** \_\_\_\_\_  
\_\_\_\_\_

**Postcode:**

**Telephone No:**

**Mobile No:**

**Email Address:**

**If currently living in Wells/Warham/Wighton/Holkham/Stiffkey how long have you lived here?**

**If currently living outside of the area, have you ever lived in Wells/Warham/Wighton/Holkham/Stiffkey, Please give details including why you left:**

**If yes, how long did you live in Wells/Warham/Wighton/Holkham/Stiffkey and what year did you leave?**

*Number of years in town* \_\_\_\_\_ *Year you left:* \_\_\_\_\_

### **Employment Details**

**Job Title:**

**No. of years with current employer:**

**Company/Employers Name & address:**

**Previous employer If with working with your current employer is less then 3 years:**

**Do you own directly or as beneficiary any of the following: 1. Savings over £5,000, 2. Bonds, Shares, Precious Metals in any form over £5,000 3. Houses, Buildings or Land 4. Personal Pension?**

Yes No

If yes please provide details:

**Have you either had or have a criminal record, CCJ's or bankruptcy status.**

**Please give details:**

Please note that this is for information only and will not directly effect the application.

**Voluntary and or community work please give as many details as possible**

**Name of organisations or groups :**

**Type of Voluntary work undertaken including how long have you been volunteering and how often (eg once a week)**

## Current Housing Situation

Do you Currently ( please delete as applicable)

Own          Rent          Live with parents/family          Other \_\_\_\_\_

How many people live at this property          No. Adults          No. Children

How many bedrooms does this property have:

If in rented accommodation please give details of your current landlord:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

How long have you been at this address:          What is the current rent per month £

Do you have a tenancy agreement: Yes/ No          Which type: AST           AT           other

If yes what are the currents terms including the length of tenancy:

Have you been issued notice to quit :          Yes          No

How much notice to quit do you have to give you landlord:          Weeks/Months

## Property Requirements

Please tick ALL that apply:          House          Bungalow          Flat/ Apartment

Minimum number of bedrooms required          1          2          3          4+

Please state the number of vehicles in the household:

Number of pets:          Cats:          Dogs:          Other:

Properties become available in Wells/Warham/Wighton/Holkham/Stiffkey. If there is a reason why it is essential for you to live in a particular area please indicate why?

On average how much is the total monthly income (gross) of all residents £

Will you be applying for housing benefit to pay rent:          Yes          No

Are you currently on any local housing association register:          Yes          No

If so please state which associations and how long have you been on the register :

Additional household members aged under 18	Age	Gender M/F	Details of employer, school or college attended:

**Please add any further information that may support your application.**

**Including any volunteer work carried out by under 18's**

**please continue on a separate sheet if necessary.**

**Please provide either a copy of your passport or a copy of your birth and marriage or civil partnership certificate(s) to support your application**

**Please read the following declaration before signing your application to be considered for housing by Homes for Wells:**

**I confirm that the supplied information is to the best of my knowledge and belief, and maybe verified by the board of trustees. Information provided by you on this form may be verified and held by Homes for Wells in its computer records. DATA PROTECTION ACT: Homes for Wells data protection policy is available to view on our website – [www.homesforwells.co.uk](http://www.homesforwells.co.uk).**

**Please find the privacy policy attached.**

**Signature :**

**Print name:**

**Date:**

**Please return to :**

**Homes for Wells, The Sackhouse, Jicklings yard ,Wells next the Sea, NR23 1AU**

**For further information, help or advice, please call 01328 711703,**

**email [office@homesforwells.co.uk](mailto:office@homesforwells.co.uk)**

## PRIVACY POLICY

Homes for Wells ("We") are committed to protecting and respecting your privacy. This policy explains how we will use any personal information that we hold about you. Please read the following carefully to understand our views and practices regarding your personal information and how we will treat it. For the purpose of the Data Protection Act 1998 (the **Act**), the data controller is Homes for Wells We are a registered Industrial and Provident Society, registration number 30389R.

### **INFORMATION WE MAY COLLECT FROM YOU:**

We may collect and use the following information about you:  
Information that you provide by filling in forms such as tenancy application forms.  
You maybe requested to provide a proof of your income and/or any other declarations made.  
If you contact us to make a general enquiry, we may keep a record of that correspondence.  
Details about your tenancy including records of your tenancy agreement and payment of rent and any dealings that we may have with you in the course of your tenancy.  
Notes that we take to record details of face to face meetings or telephone conversations with you.

### **WHERE WE WILL KEEP THE INFORMATION:**

The information that we collect from you will be stored in a locked cabinet on our offices at The Sackhouse, Jicklings Yard Wells Next the Sea Norfolk NR23 1AU, on a password protected computer, on portable storage devices and in paper form.

### **USES MADE OF THE INFORMATION:**

We use information held about you in the following ways:  
To decide whether you are eligible to be granted a tenancy of one of our properties.  
To provide you with information concerning the services that we offer.  
To carry out our obligations arising from any contracts entered into between you and us, in particular under the terms of any tenancy agreement that we may grant you.  
To notify you about changes to our service.  
Other than as set out below we will not share your information with any third party unless we obtain your express consent before doing so.

### **DISCLOSURE OF YOUR INFORMATION:**

We may disclose your personal information to third parties:  
In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.  
If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, to enforce our tenancy agreements or to protect the rights, property, or safety of Homes for Wells, our tenants, or others.

### **ACCESS TO INFORMATION:**

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

### **CONTACT:**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to:  
Homes for Wells,  
The Sackhouse,  
Jicklings Yard,  
Wells next the Sea  
Norfolk NR23 1AU.  
Email: [office@homesforwells.co.uk](mailto:office@homesforwells.co.uk)