



Housing Application Form

Letting you choose!



1. ABOUT YOU AND YOUR HOUSEHOLD

Only include people who are going to be re-housed with you, **listing yourself first**.
Please see section 11 for information on the proofs you will have to provide with this application.

Surname	First Name	Date of Birth	Sex (Male or Female)	Relationship to You	National Insurance Number	Part of Couple

2. YOUR PRESENT ACCOMMODATION

Address: _____

Home Telephone No: _____
 Work Telephone No: _____
 Mobile Telephone No: _____
 E Mail Address: _____

What date did you move in? _____

3. EXCHANGES

Are you applying for an Exchange
(In that you have found someone else to swap with you)?

Yes No

Do you want to be included on the Exchange Register?
(This is only applicable to tenants)

Yes No

4. CURRENT TYPE OF OCCUPANCY

- | | | | |
|----------------------------|-----------------------|----------------------------------|-----------------------|
| Council Tenant | <input type="radio"/> | Living with friends or relatives | <input type="radio"/> |
| Living in property I own | <input type="radio"/> | Private Tenant | <input type="radio"/> |
| Housing Association Tenant | <input type="radio"/> | Residential Home | <input type="radio"/> |
| Hospital | <input type="radio"/> | Member of the Armed Forces | <input type="radio"/> |
| In Prison | <input type="radio"/> | Accommodation with Job | <input type="radio"/> |

Do you share or lack any of the following amenities

- | | | | | |
|----------|-----|-----------------------|----|-----------------------|
| Bathroom | Yes | <input type="radio"/> | No | <input type="radio"/> |
| Toilet | Yes | <input type="radio"/> | No | <input type="radio"/> |
| Kitchen | Yes | <input type="radio"/> | No | <input type="radio"/> |

5. YOUR CURRENT PROPERTY TYPE

- | | | |
|------------|-----------------------|---|
| House | <input type="radio"/> | Please specify Number of Bedrooms _____ |
| Flat | <input type="radio"/> | Please specify Number of Bedrooms _____ |
| Maisonette | <input type="radio"/> | Please specify Number of Bedrooms _____ |
| Bungalow | <input type="radio"/> | Please specify Number of Bedrooms _____ |
| Other | <input type="radio"/> | Please specify Number of Bedrooms _____ |

Name and address of your current landlord:

Your partner's address (If different from yours):

6. OCCUPANCY NEEDS

Is anybody on your application expecting a baby?

Yes No

If 'yes' please provide the following information:

Mother's name*: _____ Date baby is due: _____

*You must provide proof that you are pregnant (see 11. for further information)

Are there any people living with you who will not be moving with you?

Yes No

If 'yes' please give details: _____

Are the children listed in Section 1, living with you on a permanent basis?

If 'no' please give details: _____

Are you or is anybody else included on this application related to a councillor?

Yes No

If 'yes' please give details: _____

Do you have any special occupancy needs, such as wheelchair access?

Yes No

If 'yes' please give details: _____

Where would you like to live?

Please choose from the list below where you would like to live and write them in order of preference below:

SUB AREAS

Ackershall	Dog and Gun Croxteth	Liverpool 20	Speke
Aigburth Grassendale	Dovecot Park	Lodge Lane	St Michaels
Allerton Springwood	Everton	Lorenzo Drive	Stanhope/Hill
Anfield/ Breckfield	Fazakerley	Miles/Byles streets	Stoneycroft Queens Drive
Broadgreen	Fairfield	Moss/Rice Lane	Tuebrook
Bishop Goss	Florence Melly	New Cantril	University
Boot Estate	Garston	Norris Green Estate	Upper Warick street
Broadoak	Gillmoos	North Hill Sreet	Vauxhall
Cabbage Hall	Granby	Northumberland/Park St	Waldgrave
Catherine/Canning	Herculaneum/ Shorefields	Old Hall/ Tithebarn	Walton Rd/County
Camelot	Heriot	Old Swan	Walton Triangles
Central	High Park Street	Parkhill/Dingle	Warbreck
Chatsworth	Holy Cross	Phythian/Butler	Waterfront
Chelwood Netherley	Hunts Cross	Princes	Wavertree
Childwall	Islington	Princes Boulevard	Wavertree/Edge Hill
Clubmoor	Jennifer	Queens	Welsh Streets
Corinto	Kensington	Scarisbrick Estate	West Derby/Queens Drive
Croxteth	Kingsheath	Sefton Park	West Derby/ Deyesbrook
Croxteth Park Estate	Kirkdale	Smithdown	Woolton Gateacre
Dickens/Malta	Liverpool 1	Sparrow Hall	

See Appendix 1 for further description of sub-areas by Neighbourhood, and lists of streets

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Are you looking for sheltered accommodation? Yes No

Is there anywhere within the areas you have listed you do not want to live?

Do you want us to consider you for a Housing Association property? Yes No

7. ABOUT YOUR PREVIOUS ADDRESS

Please give details of where you have lived in the **past five years**, starting with your current address. We may use this information to get references from your previous landlords

Applicant's Name: _____

	Address	Dates from and to	Type of tenure – private landlord, council	Name and address of landlord	Reason for leaving
1.					
2.					
3.					

Have you ever applied for a council tenancy before?

Yes No

If 'yes' state dates from ___/___/___ to ___/___/___

Give address _____

Have you or anyone included on this application ever been evicted?

Yes No

If 'yes' please provide the following information:

Name	Address evicted from	Date	Name of landlord	Reason for eviction
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

8. IMMIGRATION STATUS

1. Are YOU a citizen of the UK or a citizen of a country in the European Economic Area? Yes No
2. Are ALL the people on your application citizens of the UK or citizens of a country in the European Economic Area? Yes No

If you have answered 'YES' to questions 1 **AND** 2, please go to Section 9
IF you have answered NO to Question 1 **OR** 2 please complete Immigration Status Detail Form Appendix 1 and also complete the rest of this form.

9. CRIMINAL CONVICTIONS

Have you or anybody on your application, any criminal convictions or had any action taken against them for anti-social behaviour? Yes No

If 'yes' please give details: _____

10. REASONS WHY YOU NEED REHOUSING

Tick the statements that best describe why you need rehousing.

- | | | | |
|-------------------------------------|-----------------------|---------------------------|-----------------------|
| Split up from partner | <input type="radio"/> | Need a smaller property | <input type="radio"/> |
| Losing home with job | <input type="radio"/> | Landlord selling property | <input type="radio"/> |
| Building Society repossession | <input type="radio"/> | Health reasons | <input type="radio"/> |
| Home at risk | <input type="radio"/> | To leave home | <input type="radio"/> |
| Neighbourhood problems | <input type="radio"/> | Living apart from family | <input type="radio"/> |
| Victim of crime or fear of crime | <input type="radio"/> | Eviction Order | <input type="radio"/> |
| Victim of harassment | <input type="radio"/> | Overcrowding | <input type="radio"/> |
| Asked to leave by friends/relatives | <input type="radio"/> | Other | <input type="radio"/> |

If 'other' please specify _____

Are you suffering from domestic violence? Yes No

If so, can we contact you at your home address? Yes No

If not please give a contact address or telephone number: _____

11. CHECKLIST

We will require two proofs of residence for all adults listed, and one proof of residence for all children listed. Examples of the proof you need to provide are: - Child Benefit Book or Child Benefit Agency letter showing all the children, current bank statements or a letter from the benefit agencies for all adults. If you are pregnant, you will need to provide a letter or a certificate from your doctor stating this. Also include proof of residence for any partners listed in Section 5, where their address is different from yours. We will require proof of National Insurance Number for the main applicant and it will help if you can provide the National Insurance Numbers of all other adults listed

Here are some examples of proofs for National Insurance Number and residency, please tick

- | | | | | | |
|--------------------------|-----------------------|----------------------------|-----------------------|-----------------------------|-----------------------|
| 1. Benefit Agency Letter | <input type="radio"/> | 4. P60 | <input type="radio"/> | 7. Recent Paid Utility Bill | <input type="radio"/> |
| 2. Child Benefit Book ** | <input type="radio"/> | 5. National Insurance Card | <input type="radio"/> | 8. Medical Card | <input type="radio"/> |
| 3. Wage Slip | <input type="radio"/> | 6. Bank Statement | <input type="radio"/> | 9. Driving Licence | <input type="radio"/> |
| 10. Other | <input type="radio"/> | Please specify _____ | | | |

Your housing application will not be accepted unless you provide the necessary information and evidence requested.

** We will also require proof where dependent children are living with you for part of the time under access arrangements, as detailed in Section 6.

12. DECLARATION

As far as I know the answers given on this form are true. I understand that if I, **or anyone acting on my behalf**, have given any false information you can reject my application and that I may lose any tenancy granted. I understand that all the information I have given will be put on the landlord's computer system and that I need to tell you immediately if there is any change in my circumstances. I understand that by signing this declaration I am giving permission to contact any previous landlords and relevant agencies, including local authorities, housing associations, Department of Social Security, the Police, Probation and Social Services to check the information I have given and for them to release any relevant information. I agree to the information provided being shared with other housing agencies.

DATA PROTECTION ACT 1998

We register the information you give us on your housing application in line with the Data Protection Act 1998. We may share the information with other landlords or ask for references from your previous landlords. It is important that the information you give us is accurate. We may use certain information on your form to check the accuracy with the Department of Social Security, Police, Probation, Social Services and other registered social landlords. The information you have provided will be validated and shared with other departments and/or agents of the city council in order to prevent and detect fraud and also to establish validity of applicant based upon the household make up and letting criteria. This information will be accessed through the Housing and Council Tax Benefit systems.

We may use the information you have given on this form for research and analysis.

Your Signature: _____ Date: _____

Joint Applicant's Signature: _____ Date: _____

13. FOR FURTHER ADVICE

You can contact us by either telephoning Liverpool Direct on 233 3018 or calling into one of the local One Stop Shop's in your area.

Central

Municipal Buildings
Dale Street
Liverpool L69 2DH

Dingle

200 Park Road
Liverpool
L8 6SJ

Kirkdale

101 Walton Road
Liverpool
L4 4AG

Broadway

Broad Lane
Liverpool
L11 1JB

Bellevalle

6 Hedgefield Road
Liverpool
L25 2RW

Wavertree

Picton Road
Liverpool L15 4LP

Garston

Garston Library
Liverpool
L19 1QN

Speke

Parklands
Conleach Road
Liverpool
L24 0TY

Knotty Ash

269 Blackmoor Drive
Liverpool L12 3HA

Old Swan

1A Derby Lane
Liverpool L13 6QA

Walton

Walton Library
Evered Avenue
Liverpool L9 2AF

You can post the form to:

Neighbourhood Management Services
Neighbourhood Support Services
Regeneration
Liverpool City Council
Municipal Buildings
Dale Street
L2 2DH

14. EQUAL OPPORTUNITIES MONITORING FORM

We are striving to be an equal opportunities employer and provider of services. To help us monitor the success of the equal opportunities policy, it would be helpful if you could fill in this form. If you do not want to fill in this form, it will not affect your application. We will not pass on the information you give us to anyone else, and will only use it to monitor, develop and improve our housing policy.

What is your ethnic group?

	You	Your Partner	Other People (Please tell us their relationship to you)
White			
British	<input type="radio"/>	<input type="radio"/>	_____
Irish	<input type="radio"/>	<input type="radio"/>	_____
Other	<input type="radio"/>	<input type="radio"/>	_____
Mixed			
White and Black Caribbean	<input type="radio"/>	<input type="radio"/>	_____
White and Black African	<input type="radio"/>	<input type="radio"/>	_____
White and Asian	<input type="radio"/>	<input type="radio"/>	_____
Other Mixed Background	<input type="radio"/>	<input type="radio"/>	_____
Asian or Asian British			
Indian	<input type="radio"/>	<input type="radio"/>	_____
Pakistani	<input type="radio"/>	<input type="radio"/>	_____
Bangladeshi	<input type="radio"/>	<input type="radio"/>	_____
Other Asian Background	<input type="radio"/>	<input type="radio"/>	_____
Black or Black British			
Black British	<input type="radio"/>	<input type="radio"/>	_____
Caribbean	<input type="radio"/>	<input type="radio"/>	_____
African	<input type="radio"/>	<input type="radio"/>	_____
Somalian	<input type="radio"/>	<input type="radio"/>	_____
Nigerian	<input type="radio"/>	<input type="radio"/>	_____
Other African	<input type="radio"/>	<input type="radio"/>	_____
Other Black Background	<input type="radio"/>	<input type="radio"/>	_____

Other Ethnic Group

- | | | |
|-------------|-----------------------|-----------------------|
| Chinese | <input type="radio"/> | <input type="radio"/> |
| Yemeni | <input type="radio"/> | <input type="radio"/> |
| Gypsies | <input type="radio"/> | <input type="radio"/> |
| Travellers* | <input type="radio"/> | <input type="radio"/> |
| Other | <input type="radio"/> | <input type="radio"/> |

- Travellers are defined as a specific ethnic group who may belong to a variety of racial backgrounds. For this reason, if you consider yourself to be a traveller, you may also tick another category which indicates your racial background.

- Do you or anyone else on your application have a disability? You Your Partner Other
- Which of the following best describes you? Gay Lesbian Heterosexual
- I do not want to give this information.

Thank you for your help.

This information will make sure that we run our services fairly. We will separate this form from your application and it will be stored anonymously. We will not use it when we offer you housing.

15. IMMIGRATION STATUS DETAILS FORM

Has your asylum application been rejected?

Yes

No

If you have answered YES, please give details below

Name of person refused	Date of first entry into UK	Home Office Reference Number	Home Office Decision Date

If you are **awaiting** a decision from the Home Office regarding your asylum application please give details below:

Note: Please provide documentary proof of your current immigration status and submit this with your application.

Name of person awaiting decision	Date of first entry into UK	Applied for asylum at port of entry?		Home Office Reference Number
		YES	NO	

If **none of the above** applies to **you** or **anyone** on your application, please give details regarding your CURRENT IMMIGRATION STATUS

Name of person	Current Immigration Status	Date entered UK	Home Office Reference Number

IMPORTANT NOTE:

It may be necessary for the Neighbourhood staff to contact the Home Office to check the information you have provided on this form or to ask for more information about you or any other person included on your housing application.

Appendix 1 – Description of sub-areas by Neighbourhood

Eastern Link	
Ackershall	No council properties in this area, Berrybridge housing
Broadgreen	Broadgreen Rd & Edge Lane Drive & few properties in Oakhill Park.
Stoneycroft/ Queens Dr	Derby Lane, Queens Drive up to Broadgreen Hospital and includes the Highfield Estate.
Tuebrook	Queens Drive, Muirhead Avenue, Lister Drive, Brainerd St
Fairfield	Begins at the junction of Queens Dr & Prescott Rd, comprising Chatterton Rd, Clayford Cres & Fairford Ces areas.
Kensington	Butler Crescent, Molyneaux area, Butler Crescent & Phythian Estate.
West Derby/ Queens Dr	Three Butt Lane Estate, Sandy Lane Estate, Derby Lane & Muirhead Avenue, Eaton Road North Area
West Derby/ Deysbrook	Sandfield Park East, Apsley Road & Mill Lane/Barnfield Dr area
Alt Valley	
Boot Estate	Lewisham Rd, Muirhead Ave, Broad Lane, areas
Lorenzo Drive	Morningside, Circular Rd West & East, Broadway
Moss Lane/ Rice Lane	Orrell Park, Northfield Rd, Stalmine Rd, Evered Library
Walton Triangle	Walton Park, Blackthorne Rd, Flower Streets, Cavendish Dr, Sainsbury's area, Walton Hospital area.
Warbreck	Longmoor Lane, Kirkdale Cemetery
West Derby/ Queens Dr	Ferguson Rd, Asser Rd.
South Liverpool	
Aigburth/ Grassendale	Beechwood Gardens, Beechwood Green, Ivy Avenue
Allerton/ Springwood	Mather Avenue to Booker Avenue incorporating Rose Lane. Springwood Avenue, Heath Road
Chelwood/ Netherley	Chelwood Ave between Childwall Valley Road & Bowring Park Rd
Hunts Cross	Off Woodend Avenue bounded by Hillfoot Avenue, Speke Hall Road & Kingsthorpe Road
Waldgrave	Edge Lane Drive, Mill Lane, Queens Drive, Childwall Road,
Woolton/ Gateacre	Woolton Village to Speke Road/ Halewood Road/Quarry St
Speke	There are no council properties in Speke. The area covers the L24 and a number of RSL's have housing stock in this area.

South Central Liverpool	
Granby	Granby St & surrounding areas, Kingsley Rd, Upper Parliament St & Princes Avenue, including properties around the Mosque
Catherine/ Canning	Upper Parliament, Grove, Myrtle & Hope Streets area.
Smithdown	Streets off Smithdown Road L15
Upper Warwick	Park Road, North Hill St, Princes Rd, Upper Parliament St includes Corinto Estate, Windsor St & Welsh Streets
Northumberland/ Park St	Harlow Street, Park Road, Parliament St & Sefton Street
Sefton Park	Properties around the Perimeter of Sefton Park
Lodge Lane	Lodge Lane and surrounding streets, including Coltart Estate, Solway Estate, Beaumont Street properties around these streets. Greenheys Gardens area.
Liverpool 1	Liverpool 1 including Great George St, St James St & Hanover St, China Town area.
Chatsworth	This area is situated of Crown Street next the Liverpool Womens Hospital.
Princes Boulevard	This area includes Princes Road and Princes Avenue and runs from Princes Park to Upper Parliament Street.

North Liverpool	
Anfield/Breckfield	Liverpool Football Club area
Bishop Goss	Inbetween Queensway & Kingsway Tunnels.
Cabbage Hall	Liverpool Football Club area
Clubmoor	Dockers Club Area
Everton	Everton Football Club Area
Florence Melly	Area surrounding Asda supermarket off Queens Drive
Heriot	Boundary Street, Community Justice Centre area.
Holy Cross	Marybone & John Moores University area.
Islington	Hope University & area surrounding Royal Liverpool Hospital
Jennifer	Great Homer Street
Kirkdale	Sandhills Train Station/County Road Area
L20	Kirkdale Station and area leading up to Sefton Boundary
Vauxhall	Scotland Road area
Walton/County	Walton Road & County Road shopping areas.