



Application Form & Guidelines for Housing

Each applicant aged 18 and over must complete an application form and will be required to sign any proposed agreement.

Criteria governing allocation of properties to applicants

Applications are invited from people who live in the Parish of Wells-next-the-Sea, and the adjoining Parishes of Warham, Wighton, Holkham or Stiffkey.

BAND A1/A2

An applicant meeting this criteria will have lived in the parish or adjoining parishes for more than 5 consecutive years full-time (A1) or 3 years (A2) and meets the following:

- Is a Key Worker in the parish or adjoining parishes (paid or voluntary) and
- Is in insecure accommodation with insufficient funds to privately rent or buy a property suitable to their needs within the parish or adjoining parishes

BAND B1/B2

An applicant meeting this criteria will have lived in the parish or adjoining parishes for more than 5 consecutive years full-time (B1) or 3 years (B2) and meets the following:

- is employed full or part time in the parish or adjoining parishes and
- Is in insecure accommodation with insufficient funds to privately rent or buy a property suitable to their needs within the parish or adjoining parishes

BAND C/C1

An applicant meeting this criteria will have lived in the parish or adjoining parishes for more than 12 months but less than 3 consecutive years full-times and meets the following:

- Is a Key Worker in the parish or adjoining parishes (paid or voluntary) and
- Is employed as a Keyworker (C1) or employed (C2) for less than 3 years and
- Is in insecure accommodation with insufficient funds to privately rent or buy a property suitable to their needs within the parish or adjoining parishes

BAND D1/D2

An applicant meeting this criteria will have lived in the parish or adjoining parishes for more than 5 consecutive years fulltime (D1) or 3 years (D2) and:

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

BAND E

An applicant meeting this criteria will have lived in the parish or adjoining parishes for less than 3 consecutive years full-time and:

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

BAND F

An applicant meeting this criteria will have a family connection with the parish or adjoining parishes. They will be in insecure accommodation with insufficient funds to privately rent or buy a property suitable to their needs within 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: Yes No

If yes, for how many years _____ and when did you leave _____

Please give details why you left:

Employment Details

Job Title:

No. of years with current employer:

Company/Employers name & address:

Previous employer, if working with your current employer is less than 3 years:

On average how much is your total monthly income (gross): £

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

Do you have any financial interest in any other property or any source of income other than already stated e.g. investments: 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 affect 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 you have been volunteering and how often (e.g. 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

Have you been issued notice to quit : Yes No

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

Property Requirements

Please tick ALL that apply: House Bungalow Flat/ Apartment

Minimum number of bedrooms required 1 2 3 4+

Do you own a car or any other vehicle: Yes No

Do you have any pets that you need to bring with you?: Cats: Dogs: Other:

Please indicate with a cross which of the following Parishes you would like to be considered for:

Wells-next-the-Sea

Warham

Wighton

Stiffkey

Holkham

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 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 may be 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.

Please find the privacy policy attached.

Signature :

Print name:

Date:

Please return to :

Homes for Wells, The Sackhouse, Jicklings Yard, Wells Next the Sea, Norfolk NR23 1AU

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

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 2018 (the **Act**), the data controller is Homes for Wells. We are a registered society under the Cooperative and Community Benefit Societies Act 2014 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 may be 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 in 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