



HOUSING & PUBLIC PROTECTION DEPARTMENT

Housing Application Form

This is an application form for Council accommodation, if you would like a copy in another language or format please ask your local housing office.

Mae hon yn ffurflen gais ar gyfer tai'r Cyngor. Os hoffech gael copi mewn iaith neu arddull arall, gofynnwch yn eich swyddfa dai leol.

Oto wniosek o przyznanie mieszkania komunalnego. Osoby pragnące uzyskać egzemplarz w innym języku lub formacie prosimy o zgłoszenie się do lokalnego biura do spraw zakwaterowania.

Isto é um formulário de aplicação para uma residência do conselho, se você gostar duma cópia ou numa outra lingua ou num outro formato pedem por favour o seu escritório local.

Toto je přihlašovací formulář pro obecní ubytování. Pokud si přejete kopii v jiném jazyce nebo formátu, požádejte o ni svoji místní ubytovací kancelář.

رد ای رگیډ ینابز تب ماناضراقت نی زا یا مخسن دیلیام مک یتروص رد ،دشاب یم اروش ناکسا یارب ماناضراقت کی نی دییامن تساوخررد دوخ یلجم نکسم رتفد زا افسطل ،دریگ رارق امش رایتخا رد رگیډ یبلق

Kani waa codsi loo buuxinayo si looga helo Guddiga guri, haddii nuql luqad kale ama nooc qoraal oo kale aad u baahantahay fadlan weydiiso xafiiska guryaha ee agagaarkaaga ah

Bu form, Sosyal konutlara yönelik bir başvuru formudur. Başka bir dilde veya formatta bir suretini almak isterseniz, lütfen yerel konut ofisinize başvurun

Please complete this form if you wish to be registered onto our waiting list for Council accommodation and return it to your local housing office. If you do not complete the form fully or provide all the supporting evidence we require, we will not be able to process your form and will return it to you.

The “Help” box gives advice on completing each section, but if you need any further assistance or help to complete the form, please do not hesitate to ask at your local office.

To find out more about what happens to your application when we receive it, please read our “Applying for Housing” leaflet.

Let1/060110

Equal Opportunities Monitoring

Wrexham County Borough Council wishes to monitor the effectiveness of its policies and procedures as part of our strategy for improving customer service and satisfaction. We ask you to provide this information to ensure that our policies are fair to all.

The information you provide is subject to the regulation within the Data Protection Act 1998. The data will only be used by the Authority in complying with the requirement of the National Assembly for Wales in the monitoring of performance indicators. The information you provide on this page will be treated in strict confidence and used for equal opportunities monitoring only. The page will be destroyed and the information only retained on computer.

Please choose one ethnic group and then tick the appropriate box to indicate your cultural background. If you are applying to be a joint tenant with someone else you should indicate their cultural background.

		Applicant	Joint Applicant
White	British	<input type="checkbox"/>	<input type="checkbox"/>
	Irish	<input type="checkbox"/>	<input type="checkbox"/>
	Any other White background (Please state)	<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"/>
	Any other Mixed background (please state)	<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"/>
	Any other Asian background (please state)	<input type="text"/>	
Black or Black British	Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
	African	<input type="checkbox"/>	<input type="checkbox"/>
	Any other Black background (please state)	<input type="text"/>	
Chinese or other ethnic group	Chinese	<input type="checkbox"/>	<input type="checkbox"/>
	Any other (please state)	<input type="text"/>	
Roma Gypsy		<input type="checkbox"/>	<input type="checkbox"/>
Irish Traveller		<input type="checkbox"/>	<input type="checkbox"/>

1. Your Details**Help****Applicant**Mr Mrs Miss Ms First Name Surname Date of Birth

Relationship to Joint Applicant

Marital Status

Co-Habitee Divorced Married Single Widowed Civil Part Separated

What language do you prefer to speak, read and Write in?

What is your nationality?

Are you subject to Immigration Control?

Yes No

If yes, Please give details

Home Tel Work Tel Mobile Tel

Email Address

Joint ApplicantMr Mrs Miss Ms First Name Surname Date of Birth

Relationship to Applicant

Marital Status

Co-Habitee Divorced Married Single Widowed Civil Part Separated

What language do you prefer to speak, read and Write in?

What is your nationality?

Are you subject to Immigration Control?

Yes No

If yes, Please give details

Home Tel Work Tel Mobile Tel

Email Address

If you are applying to be a joint tenant with someone else you should include their details in the joint applicant column throughout this form.

Please give the address at which you currently live. If you have no permanent address, please give a correspondence address on the next page.

The correspondence address may also be used if you do not want to receive post at your home address.

We ask for proof of your immigration status in order to assess whether you are eligible for housing. Please provide your passport or any papers you have from the home office to be photocopied.

Continued.....

3. Your Present Address

Help

Please indicate which applies to you (✓):

	Applicant	Joint Applicant
Council tenant	<input type="checkbox"/>	<input type="checkbox"/>
Housing Association tenant	<input type="checkbox"/>	<input type="checkbox"/>
Private tenant	<input type="checkbox"/>	<input type="checkbox"/>
In tied accommodation	<input type="checkbox"/>	<input type="checkbox"/>
Staying with parents/relatives/friends	<input type="checkbox"/>	<input type="checkbox"/>
Lodging	<input type="checkbox"/>	<input type="checkbox"/>
Owner occupier	<input type="checkbox"/>	<input type="checkbox"/>
In Armed Forces accommodation	<input type="checkbox"/>	<input type="checkbox"/>
Young person leaving Local Authority care	<input type="checkbox"/>	<input type="checkbox"/>
In prison	<input type="checkbox"/>	<input type="checkbox"/>
In hospital	<input type="checkbox"/>	<input type="checkbox"/>
In temporary accommodation	<input type="checkbox"/>	<input type="checkbox"/>
In NASS accommodation	<input type="checkbox"/>	<input type="checkbox"/>

Please remember to complete the separate column for any Joint Applicant.

Tied accommodation means housing which is provided with your job.

Temporary accommodation may be a B&B, hotel or hostel where you are staying on a temporary basis.

A maisonette is a property which is above ground floor and is more than one storey.

A bedsit is a property where there isn't a separate kitchen, living room and bedroom.

We ask for this information so that we can assess whether you are overcrowded or under occupied.

Please only include people who live with you permanently.

If you currently rent your property, please give us the name and address of your landlord

Applicant	Joint Applicant

Please tell us about the type of property you live in (✓):

	Applicant	Joint Applicant
House	<input type="checkbox"/>	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	<input type="checkbox"/>
Flat/Apartment	<input type="checkbox"/>	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>	<input type="checkbox"/>
Bedsit	<input type="checkbox"/>	<input type="checkbox"/>
Room(s) in a flat/house	<input type="checkbox"/>	<input type="checkbox"/>
Caravan	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
If other, please describe	<input type="text"/>	
If you live in a flat, bedsit or maisonette, what floor is it on?	<input type="text"/>	<input type="text"/>

	Applicant	Joint Applicant
How many bedrooms are there?	<input type="text"/>	<input type="text"/>
Who sleeps in each room?	<input type="text"/>	
Bedroom 1	<input type="text"/>	
Bedroom 2	<input type="text"/>	
Bedroom 3	<input type="text"/>	
Bedroom 4	<input type="text"/>	
Other	<input type="text"/>	

4. Your Pets

Will any pets be re-housed with you? Yes No

If yes, please tell us how many and what kind?

Help

Please note that some pets are not allowed in certain properties - Please ask for details.

5. Your Other Housing Options

If you are currently a Council or Housing Association Tenant you may wish to “**mutual exchange**” with another tenant (Landlord’s consent required). There is a national scheme called “Homeswapper” which you can access via the internet on www.homeswapper.co.uk

Would you like more information on this service? (✓) Yes No

We may also “**nominate**” applicants from the Council’s Housing Register to local Housing Associations.

Would you like to be considered for a nomination to a Housing Association? (✓)

Yes No If yes, please note that your details will be shared with the Housing Association.

Housing associations also provide some “**shared ownership / affordable**” housing. Would you like to receive more information about this? (✓)

Yes No If yes, please note that your details will be shared with the Housing Association.

Help

A “mutual exchange” is where tenants swap properties. We can “nominate” applicants for vacant Housing Association properties. “Shared ownership” or “affordable” housing is for part rent, or purchase at a discount.

6. Your Income

If you or your partner are employed, please supply the following details:

	Occupation	Name & Address of Employer	Start Date	Permanent or temporary?
Applicant				
Joint applicant				

! Please provide proof of your employment if this is your only connection with the Borough.

Please tell us if you receive any benefits:

Name	Benefit	Amount	Weekly/Monthly?
		£	
		£	

Help

This employment information is used to assess your Borough connection points. If you do not live or have any relatives living in the Borough we require proof of your employment (wage slips, etc.). We ask about the benefits you receive so that we can find out if you may be entitled to help with your rent.

8. Your Health & Social Care Needs

Do you or any member of your household have any health or social care reasons for applying for re-housing which you think should be taken into account, for example because of limited mobility, requiring housing in a certain location to give or receive support? Yes No

If yes, you should ask your local housing office for a Special Needs and Medical Assessment form.

Help

Health and Social Care Points are only awarded where re-housing will reduce your current problems.

7. Your Household

We need to know who will be living with you permanently in your new home.

First Name	Surname	Sex M/F	Date of Birth	Relationship to you	Receive child benefit? Y/N	Currently living with you? Y/N

Help

For each person to be rehoused please state their name, relationship to you, sex and date of birth.

If you have children living with you (or who will live with you) and for whom you receive child benefit, please put 'Y' against that child in the column 'Child Benefit Received' and provide proof.

! Please provide proof of any child benefit you receive.

If anyone wishing to move is an expectant mother, please give details below:

Name	Date Baby is due

! Please provide proof of pregnancy, stating the expected date of birth.

9. People

Please give details below of anyone you live with at present who will **NOT** be moving with you:

Name	Surname	Sex M/F	Date of Birth	Relationship to you

Help

We need to have this information in order to assess whether you are entitled to any overcrowding points.

Please refer back to section 6 – ‘Your Household’, if you have indicated that any of the people named in this section do not currently live with you at present, please give details below.

First Name	Surname	Address	Reason they don't currently live with you

Do you or your partner have a child or children (not included above) to whom you regularly have access and want accommodation for them to stay with you from time to time? Yes No

How often do they stay with you?

at weekends weekly monthly during holidays

Other

Please tick if you have any of the following:

a joint residence order a contact order agreed access arrangements



Please provide written confirmation for any of the above

Please give details of these child(ren):

First Name	Surname	Sex M/F	Date of birth	Relationship to you	Present Address

Help

We need written confirmation of any access arrangements you have, e.g. solicitor's letter, court papers, letter from the child's legal guardian.

10. Your Choice Of Accommodation

What type of property would you prefer to move to (✓):

House Bedsit Flat Bungalow Maisonette

How many bedrooms do you need?

Which floor level of accommodation do you need?

Ground First Second Any floor with a lift Any floor with no lift

Do you require any of the following (✓):

Warden assisted housing or sheltered housing Adaptations
 A property suitable for wheelchair access Other facilities

What adaptations or other facilities do you need?

Do you own or have the use of a mobility scooter? Yes No

Would you like to be considered for a plot on Wrexham County Borough Council's Travellers Site? Yes No

Help

Please be realistic about the type & size of accommodation you need. We try to make best use of the stock available and you are advised not to ask for a property bigger than your needs. Not all sheltered schemes have facilities to store scooters. Please refer to the Applying for Housing booklet

11. Your Choice Of Area

Help

Please indicate below where you would like to be re-housed. You can choose as many areas as you wish. You should refer to the latest "choosing an area" information sheet to find out what properties we have and the demand in each area.

Which area should we consider as your first choice?

BROUGHTON AREA

- | | | | |
|------------------------------------|---|---|-----------------------------------|
| <input type="checkbox"/> Brymbo | <input type="checkbox"/> Coedpoeth | <input type="checkbox"/> Moss | <input type="checkbox"/> Tanyfron |
| <input type="checkbox"/> Brynteg | <input type="checkbox"/> Coedpoeth - Adwy | <input type="checkbox"/> New Broughton | |
| <input type="checkbox"/> Bwlchgwyn | <input type="checkbox"/> Gwynfryn | <input type="checkbox"/> Pentre Broughton | |
| <input type="checkbox"/> Caego | <input type="checkbox"/> Minera | <input type="checkbox"/> Southsea | |

CAIA AREA

- | | | | |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Coed Aben - Tanycoed | <input type="checkbox"/> Glan Gors | <input type="checkbox"/> Montgomery Road | <input type="checkbox"/> Spring Lodge |
| <input type="checkbox"/> Fenwick Drive / Tanydre | <input type="checkbox"/> Kingsley Circle | <input type="checkbox"/> Queensway | <input type="checkbox"/> Whitegate |

GWERSYLLT AREA

- | | | | |
|---|------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Bradley | <input type="checkbox"/> Gwersyllt | <input type="checkbox"/> Pandy | <input type="checkbox"/> Summerhill |
| <input type="checkbox"/> Cefn-y -bedd / Tanyrallt | <input type="checkbox"/> Llay | <input type="checkbox"/> Rhosrobin | |

PLAS MADOC AREA

- | | | | |
|-----------------------------------|--|---|-------------------------------------|
| <input type="checkbox"/> Acrefair | <input type="checkbox"/> Froncysyllte | <input type="checkbox"/> Halton | <input type="checkbox"/> Rhosymedre |
| <input type="checkbox"/> Cefn | <input type="checkbox"/> Garth | <input type="checkbox"/> Plas Madoc | <input type="checkbox"/> Ruabon |
| <input type="checkbox"/> Chirk | <input type="checkbox"/> Glyn Ceiriog / Tregeiriog / Llanarmon Dyffryn Ceiriog | <input type="checkbox"/> Pontfadog / Dolywern | <input type="checkbox"/> Trevor |

RHOSLLANERCHRUGOG AREA

- | | | | |
|------------------------------------|------------------------------------|----------------------------------|--|
| <input type="checkbox"/> Johnstown | <input type="checkbox"/> Pen-y-cae | <input type="checkbox"/> Ponciau | <input type="checkbox"/> Rhosllanerchrugog |
|------------------------------------|------------------------------------|----------------------------------|--|

WREXHAM CENTRAL -Town

- | | | | |
|---|---------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Acton | <input type="checkbox"/> Hermitage | <input type="checkbox"/> Maesydre | <input type="checkbox"/> Other Town Areas - (Bronydre, Caia Rd, Cambrian Place) |
| <input type="checkbox"/> Bryn Offa | <input type="checkbox"/> Huntroyde | <input type="checkbox"/> Meifod Place | |
| <input type="checkbox"/> Colliery Road | <input type="checkbox"/> Little Acton | <input type="checkbox"/> Rhosddu | |
| <input type="checkbox"/> Crescent Close | <input type="checkbox"/> Maesgwyn | <input type="checkbox"/> Rhosnesni | |

WREXHAM CENTRAL - Rural

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Bangor On Dee | <input type="checkbox"/> Gresford/Marford | <input type="checkbox"/> Overton | <input type="checkbox"/> Rossett |
| <input type="checkbox"/> Bettisfield | <input type="checkbox"/> Hanmer | <input type="checkbox"/> Penley | <input type="checkbox"/> Tallarn Green/Isycoed |
| <input type="checkbox"/> Bronington | <input type="checkbox"/> Holt | <input type="checkbox"/> Pentre Maelor /Isycoed | <input type="checkbox"/> Worthenbury |
| <input type="checkbox"/> Erbistock / Eyton | <input type="checkbox"/> Marchwiel | <input type="checkbox"/> Rhostyllen | |

Please tell us in your own words what connection you have with the communities you have ticked, e.g. currently live there, work there, or have family there etc. If you currently live outside the community, what reasons do you have for needing to move there?

If there are parts of your chosen areas in which you do not want to live, please specify below

Area	Parts of area in which you do not want to live

12. Your Family

Please give details of any relatives you have who live in the Borough.
Please only include details of your immediate relatives, e.g. Father, Mother, Brother, Children.

Name	Address	Relationship to you	Living here from (d/m/y)

Help

This information is used to assess your connection points.

Please ensure you have your relative's consent to give us this information. We may have to confirm details with them.

Are you or anyone in your household related to:

A Councillor

Yes No

A tenant member of Wrexham Tenant & Member Partnership

Yes No

An Employee of the Housing and Public Protection Department

Yes No

Name of person in your household

Name of relative

How are they related?

Help

This information is collected to ensure fair and non-discriminatory processing of your application.

13. Other Information

Please tell us about the facilities you have (✓):

	Applicant	Joint Applicant
a bath or shower	<input type="checkbox"/>	<input type="checkbox"/>
an inside toilet	<input type="checkbox"/>	<input type="checkbox"/>
a hot water supply	<input type="checkbox"/>	<input type="checkbox"/>
separate kitchen	<input type="checkbox"/>	<input type="checkbox"/>
Please give details if you share facilities with another household		

Please tell us about the facilities you have (✓): (Cont.)

	Applicant	Joint Applicant
a warden	<input type="checkbox"/>	<input type="checkbox"/>
adaptations for a disabled person - please give details	<input type="checkbox"/>	<input type="checkbox"/>

If your property is in need of major repairs, for example, because of dampness, subsidence etc. please tell us what needs to be done:

Applicant	Joint Applicant

	Applicant	Joint Applicant
Have you been given written notice to leave?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, when do you have to leave?		
Why have you been asked to leave?		

! Please provide us with a copy of your written notice

Help

A “warden” is employed to manage sheltered housing for older people and provide support. “Adaptations” may include ramps, grab rails, lifts etc.

Points for poor property condition will only be awarded following a home visit by an Environmental Health Officer.

Help

If you have been given notice to leave your present accommodation you are advised to make an appointment to see a Homelessness Officer for advice.

14. Your Previous Addresses

Please provide details of where you have lived in the **last five years**:

Applicant

Address	Date From	Date To	Tenure	Reason for leaving	Name & address of landlord if rented

Joint Applicant

Address	Date From	Date To	Tenure	Reason for leaving	Name & address of landlord if rented

Have you **ever** been a tenant of a Council or Housing Association?

Yes No If Yes, please give details:

Name of tenant	Address	Date from	Date to	Name & address of landlord

Has any legal action been taken against you, your partner or any person who intends to live with you for anti-social behaviour such as harassment or nuisance or have you previously been evicted for any reason?

Yes No If Yes, please give details:

If you do not wish to be considered for re-housing straight away and want your application to be deferred, please tell us when you wish to be considered.

Please give us details of any Social Worker, Carer or other professional person who supports you.

Name	Section & Address	Telephone No.

Help

Please complete this information for each applicant.

“Tenure” refers to the way in which you occupied the property e.g. tenant, owner, lodger, living with relatives.

We need to know your previous addresses in order to assess your connection points.

We may decide to exclude you from the register if you are guilty of serious unacceptable behaviour.

Please provide details of any previous evictions. If you don't declare them and are granted a tenancy when you are not eligible, you will have the tenancy taken away from you.

We will contact your current or previous landlord for further information.

15. Your Supporting Evidence

Throughout this form we ask you for proof of your current housing circumstances. Please ensure that this information is enclosed with your completed application form. If anything is missing we will not be able to process your application and will return it to you.

Officers in your local housing estate office will be happy to photocopy the original documents for you. If we do not see the original documents when you return your form, we must see them if and when you are offered a tenancy.

Please tick to indicate what evidence you are providing (✓):

All Applicants and Joint Applicants:-

Proof of your identity

Original Copy

Any one of:

Your passport, immigration documents, birth certificate, marriage certificate, driving licence, OAP travel pass, NHS medical card

Proof of your current address

Original Copy

Any one of these showing your present address:

A utility or council tax bill, bank statement, insurance certificate, tenancy agreement, wage slip

If you have No Fixed Abode

Please provide written confirmation from your employer of your address. Or, if you are unemployed, written confirmation from the Benefits Agency or Job Centre that their application address is NFA and details of their correspondence address. If you have been granted refugee status, please provide a letter of support from the Welsh Refugee Council

Original Copy

If you are subject to immigration control:-

Proof of your immigration status

Original Copy

Your passport or any papers you have from the Home Office

If you have dependent children:-

Proof of any child benefit you receive

Original Copy

Child Tax Credit Statements

If someone in your household is pregnant:-

Proof of pregnancy, stating the expected date of birth

Original Copy

Your medical certification provided by your doctor, midwife or hospital

If you have regular access to children:-

Proof of any joint residence order, contact order or agreed access arrangements

Original Copy

A solicitor's letter, court papers or a letter from the child's legal guardian

If you have been asked to leave your current accommodation:-

Your written notice to quit

Original Copy

If you are able to provide any further evidence to support your application

Evidence of nuisance or harassment, a need to give or receive support, domestic violence, breakdown of relationship, a need to be near certain facilities etc.

Original Copy

If your employment is your only connection with the Borough

Proof of your employment

Original Copy

Your wage slip or contract of employment

Data Protection Notice



- Wrexham County Borough Council will use your personal information (as provided by you in this application form and any additional information which you may give the Council for this purpose in the future), for all purposes in connection with your application for housing and for administration of your tenancy if you are successful.
- Wrexham County Borough Council may disclose this information for these purposes to service providers and agents who carry out services on behalf of the Council.
- By signing this form you consent to Wrexham County Borough Council processing your sensitive personal information for these purposes. Sensitive personal information can include health, ethnic origin or criminal record.
- You have a right to ask for a copy of your information (for which we may charge a small fee) and to correct any inaccuracies in your information.

Declaration for Housing

I / We (the Applicant / Joint Applicant) declare that:

- Wrexham County Borough Council may make the necessary enquiries in connection with any information given by me / us in order to verify it. I / We give permission for information to be disclosed to Wrexham County Borough Council by my current or previous landlords, health and support agencies, statutory bodies (such as the Police or Social Services) and any other relevant professional or individual.
- I/we understand that since the Council must protect the public funds it handles, it may use the information I/we have provided on this form to prevent and detect fraud. The Council may, therefore, share this information and compare it with Departments within Wrexham County Borough Council and other Organisations for this purpose, such as the Department for Works and Pensions.
- The information given on this form is true and I/we acknowledge the Council's right to verify all the information given. The Council will take legal action to end any tenancy which they have granted me / us as a result of a false or misleading statement made by myself / ourselves
- Failure to keep the Council informed of any changes in my / our housing circumstances may affect my / our position on the housing register or result in my / our applications being cancelled. I / We must notify the Council of any changes.

Applicant's Signature Date

Joint Applicant's Signature Date

If you are completing this form on behalf of the applicant / joint applicants, please give your details below.

Name

Signature Date

Organisation / Relationship to Applicant

Contact Tel. No.

HOUSING DEPARTMENT OFFICE USE ONLY

Date Received (Date Stamp)

Is the form fully completed? Yes No

Has all the relevant evidence been enclosed? Yes No

If no to either of the questions above, date form returned to applicant

Date form returned from applicant

All original documents seen? Yes No

Is the applicant eligible? Yes No

If no, reason for decision

Does the applicant require a Special Needs and Medical Assessment Form?

Yes No

Date form sent to applicant

Date form sent to panel

Is the applicant Homeless? Yes No Decision date

Date Advice letter sent to applicant to contact Homeless

Has the applicant indicated on their housing application or Special Needs and Medical Assessment Form that they applied for welfare adaptations in their current home?

Yes No If yes, inform Social Services / Occupational Therapists

Does the applicant require information about shared ownership / affordable housing?

Yes No

Date points letter / exclusion letter sent

Input date Input by

Checked date Checked by

Have points been amended? Yes No

Date Points Changed

Date Applicant notified?

