

Date stamp

Office Use

HS-SH13    Officer ..... ✓

Surname .....

Reference .....

# Housing Application – Slough Borough Council

## Help notes can be found on page 15

I am: (✓)

- A tenant of Slough Borough Council
- A housing association tenant living in Slough
- A Right to Move tenant
- A home seeker
- Advising of a change of circumstance

We will NOT accept applications without the following supporting documents - photocopies only. The council accepts no liability for original documents.

- Evidence of Immigration status  
- see section 1
- Proof of identity - A birth certificate or passport for everyone who is moving with you  
- see section 3
- Proof that you have lived in the Slough borough for the past 5 consecutive years. Including a tenancy agreement, bank statement or utility bill for all addresses occupied  
- see section 4
- Evidence of volunteering or training  
- see section 6

- Proof of your current income. The last 12 months payslips, a current P60 and/or bank statements, company accounts or returns to HMRC or benefit award letter(s)  
- see section 7
- Proof of your savings and/or equity  
- see section 7

The Housing Act 1996 Section 171 makes it an offence for anyone seeking assistance from a housing authority under Part 6 of the 1996 Act to:

- Knowingly or recklessly give false information, or
- Knowingly withhold information which the housing authority has reasonably required the applicant to give

Ground 5 in Schedule 2 of the Housing Act 1985 (as amended by section 146 of the 1996 Act) enables a housing authority to seek possession of a tenancy granted as a result of a false statement by the tenants or a person acting as the tenants instigation.

The council will not hesitate to prosecute any applicant(s) who have been allocated a home or applied for a home by using false or fraudulent information.

You must answer all of the questions or your application will NOT be accepted.



## Section 1 - Nationality/immigration status

Are you or anyone included in this application:

		Name of person/s
An asylum seeker (asylum seekers are not eligible to join)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
A person who has valid leave to enter or remain but this is conditional or sponsored	Yes <input type="checkbox"/> No <input type="checkbox"/>	
A person given leave to enter the United Kingdom for education or employment reasons	Yes <input type="checkbox"/> No <input type="checkbox"/>	
A person required to leave the UK by the Government	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Someone who is not habitually resident in the UK	Yes <input type="checkbox"/> No <input type="checkbox"/>	
An illegal immigrant or have overstayed	Yes <input type="checkbox"/> No <input type="checkbox"/>	
A person who has arrived in or returned to the UK within the past 5 years	Yes <input type="checkbox"/> No <input type="checkbox"/>	
You require Border and Immigration Agency/Home Office permission to remain?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Are you or anyone included in this application an EEA national?

Yes  No

If yes provide details below

Name of person	Country

If you answer yes to any of the above questions you will be required to provide evidence of your immigration status and eligibility for an allocation of housing. You must provide, where applicable, for all those included on this application:

- Leave to remain or refugee documents
- Passports
- EU Identity card
- Proof of work
- Sponsorship documentation
- Residency permit

## Section 2 - Equality monitoring

Slough Borough Council is concerned that it gives all applicants and tenants equal treatment. To enable us to check that everyone is treated fairly. This information is strictly confidential.

### What is your ethnic group?

	You	Your partner		You	Your partner
African	<input type="checkbox"/>	<input type="checkbox"/>	Mixed White & Asian	<input type="checkbox"/>	<input type="checkbox"/>
Afro-Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	Mixed White & Black African	<input type="checkbox"/>	<input type="checkbox"/>
African Black Ghanaian	<input type="checkbox"/>	<input type="checkbox"/>	Mixed White & Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
African Black Nigerian	<input type="checkbox"/>	<input type="checkbox"/>	Any Other Mixed	<input type="checkbox"/>	<input type="checkbox"/>
African Somali	<input type="checkbox"/>	<input type="checkbox"/>	White British	<input type="checkbox"/>	<input type="checkbox"/>
African Zimbabwean	<input type="checkbox"/>	<input type="checkbox"/>	White Irish	<input type="checkbox"/>	<input type="checkbox"/>
Black - Other	<input type="checkbox"/>	<input type="checkbox"/>	White Other	<input type="checkbox"/>	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>	White English	<input type="checkbox"/>	<input type="checkbox"/>
Indian	<input type="checkbox"/>	<input type="checkbox"/>	White Scottish	<input type="checkbox"/>	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	<input type="checkbox"/>	White Welsh	<input type="checkbox"/>	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	<input type="checkbox"/>	White Irish Traveller	<input type="checkbox"/>	<input type="checkbox"/>
Kashmiri	<input type="checkbox"/>	<input type="checkbox"/>	White Croatian	<input type="checkbox"/>	<input type="checkbox"/>
Asian Afghanistan	<input type="checkbox"/>	<input type="checkbox"/>	White Polish	<input type="checkbox"/>	<input type="checkbox"/>
Asian Iraqi	<input type="checkbox"/>	<input type="checkbox"/>	White Portuguese	<input type="checkbox"/>	<input type="checkbox"/>
Asian Kurdish	<input type="checkbox"/>	<input type="checkbox"/>	White Romanian	<input type="checkbox"/>	<input type="checkbox"/>
Asian Other (please state) <input type="text"/>			Refused	<input type="checkbox"/>	<input type="checkbox"/>
Cantonese	<input type="checkbox"/>	<input type="checkbox"/>			
Chinese	<input type="checkbox"/>	<input type="checkbox"/>			

### What is your religion?

	You	Your partner		You	Your partner
Christian	<input type="checkbox"/>	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	<input type="checkbox"/>	None	<input type="checkbox"/>	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	<input type="checkbox"/>	Refused	<input type="checkbox"/>	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	<input type="checkbox"/>			

### What is your sexuality?

Bisexual	<input type="checkbox"/>	Transgender	<input type="checkbox"/>
Gay	<input type="checkbox"/>	Other	<input type="checkbox"/>
Heterosexual	<input type="checkbox"/>	Refused	<input type="checkbox"/>
Lesbian	<input type="checkbox"/>		

## Section 3 - Household information

List everyone to be housed with you starting with yourself. This should be the name that appears on your ID

Title	First name	Last name	Relationship to you	Date of birth	National Insurance No.
			Applicant		

Does everyone to be housed live with you now?

Yes  No

If no, give details

Name	Address they are living	Why do they live apart

Is anyone listed above pregnant?

Yes  No

If yes, give her name and the expected date of birth.

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Contact details: you must provide one contact telephone number

	Give contact details
Mobile phone	
Email	
Telephone at work	
Telephone at home	

**What are your preferred languages for reading and speaking? Tick (✓)**

	You		Your partner	
	Reading	Speaking	Reading	Speaking
English				
Gujerati				
Hindi				
Polish				
Punjabi				
Urdu				
Somali				
Welsh				
Cannot read				
Large print				
Audio tape				
Braille				
British Sign Language				
Other				

**Have you, your partner or any other person included on this application any previous criminal or other conviction or offending history?**

Yes  No

*If yes:*

Nature of offence	Who	When	Details, including if spent

**Have you, your partner or any other person included in this application been involved in any incidents of anti-social behaviour, violence or harassment?**

Yes  No

*If yes:*

	Who	Details
Anti social behaviour		
Illegal/nuisance behaviour		
Threatening behaviour		
Racial harassment		
Hate crime		
Domestic violence		
Criminal damage		
Violence to staff		
Other		

**Have you, your partner or any other person included in this application have or had any housing related debt in the past ten years?**

Yes  No

*If yes:*

Type of debt	Who	At what address	Amount of debt	Repayment plan agreed
Current rent arrears				
Previous rent arrears				
Mortgage arrears				
Deposit scheme				
Other				

**Do you, your partner or anyone included in this application have the sole use of a registered guide/assistance dog?**

Yes  No

## Section 4 - Where you live now

**Where do you live now?**

House number and street	
Town/City	
County	
Postcode	
Name of your local authority if not living in Slough	
When did you move to this address (date)	__ / __ / ____

**What is your contact address if different from above?**

House number and street	
Town/City	
County	
Postcode	

**Tick one box that best describes the home you live in now (✓)**

	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Slough Borough Council tenancy	<input type="checkbox"/>	Bed and breakfast	<input type="checkbox"/>
Slough Borough Council temporary accommodation	<input type="checkbox"/>	Care home	<input type="checkbox"/>
Housing association tenancy	<input type="checkbox"/>	Hospital	<input type="checkbox"/>
Other local authority tenancy	<input type="checkbox"/>	Prison	<input type="checkbox"/>
Owner occupier/shared ownership	<input type="checkbox"/>	Young offenders institution	<input type="checkbox"/>
Living with parents or relatives	<input type="checkbox"/>	Tied tenancy	<input type="checkbox"/>
Living with friends	<input type="checkbox"/>	No fixed address	<input type="checkbox"/>
Private rented tenancy	<input type="checkbox"/>	HM Armed Forces	<input type="checkbox"/>
Other, give details here			

**Tick one box that best describes the type of property you live in (✓)**

	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
House	<input type="checkbox"/>	Room in a shared property	<input type="checkbox"/>
Flat	<input type="checkbox"/>	Bedsit	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>		<input type="checkbox"/>
Other, give details here			

**What floor is the entrance to your home on?**

**Do you have a lift?**

Yes  No

**Who is your landlord?**

Name	Address	Telephone number

**If you pay rent how much do you pay**

Monthly

Weekly

**How many rooms do you have sole use of?**

Living room	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>
Dining room	<input type="checkbox"/>	Bathroom	<input type="checkbox"/>
Number of bedrooms	<input type="checkbox"/>	Toilet	<input type="checkbox"/>

**Tick if you do not have sole access to (✓)**

	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Living	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>
Dining room	<input type="checkbox"/>	Bathroom	<input type="checkbox"/>
Bedrooms	<input type="checkbox"/>	Toilet	<input type="checkbox"/>

**If you share these facilities say who you share them with?**

**Tell us the names of your children that attend school and which schools they attend.**

Name of child	School attended

**Does your present home have any of the following defects? Tick (✓) yes for any that apply.**

**Have you contacted the housing regulation team?**

Yes  No

	Yes		Yes
Leaking roofs or gutters	<input type="checkbox"/>	Windows that aren't weatherproof or are dangerous won't open/close properly	<input type="checkbox"/>
Dangerous floors, ceilings or stairs	<input type="checkbox"/>	No heating or hot water	<input type="checkbox"/>
Severe damp (large areas of mould and/or crumbling plaster)	<input type="checkbox"/>	Exposed live wiring or repeated "tripping" of the electrical circuit	<input type="checkbox"/>

## Section 5 - Previous addresses

Give details of the addresses you and your partner have lived during the past five years. Start with the address you lived in before your current home and work back. You must give exact dates you occupied each property. For tenancy type state if council, housing association, private rented, owned or give details of any other. Continue on a separate sheet if required.

### You

Previous address 1

\_\_\_\_\_

Date from \_\_ / \_\_ / \_\_\_\_ To \_\_ / \_\_ / \_\_\_\_

Reason for leaving \_\_\_\_\_

Type of tenancy \_\_\_\_\_

### Your partner

Previous address 1

\_\_\_\_\_

Date from \_\_ / \_\_ / \_\_\_\_ To \_\_ / \_\_ / \_\_\_\_

Reason for leaving \_\_\_\_\_

Type of tenancy \_\_\_\_\_

### You

Previous address 2

\_\_\_\_\_

Date from \_\_ / \_\_ / \_\_\_\_ To \_\_ / \_\_ / \_\_\_\_

Reason for leaving \_\_\_\_\_

Type of tenancy \_\_\_\_\_

### Your partner

Previous address 2

\_\_\_\_\_

Date from \_\_ / \_\_ / \_\_\_\_ To \_\_ / \_\_ / \_\_\_\_

Reason for leaving \_\_\_\_\_

Type of tenancy \_\_\_\_\_

### You

Previous address 3

\_\_\_\_\_

Date from \_\_ / \_\_ / \_\_\_\_ To \_\_ / \_\_ / \_\_\_\_

Reason for leaving \_\_\_\_\_

Type of tenancy \_\_\_\_\_

### Your partner

Previous address 3

\_\_\_\_\_

Date from \_\_ / \_\_ / \_\_\_\_ To \_\_ / \_\_ / \_\_\_\_

Reason for leaving \_\_\_\_\_

Type of tenancy \_\_\_\_\_

### You

Previous address 4

\_\_\_\_\_

Date from \_\_ / \_\_ / \_\_\_\_ To \_\_ / \_\_ / \_\_\_\_

Reason for leaving \_\_\_\_\_

Type of tenancy \_\_\_\_\_

### Your partner

Previous address 4

\_\_\_\_\_

Date from \_\_ / \_\_ / \_\_\_\_ To \_\_ / \_\_ / \_\_\_\_

Reason for leaving \_\_\_\_\_

Type of tenancy \_\_\_\_\_

### You

Previous address 5

\_\_\_\_\_

Date from \_\_ / \_\_ / \_\_\_\_ To \_\_ / \_\_ / \_\_\_\_

Reason for leaving \_\_\_\_\_

Type of tenancy \_\_\_\_\_

### Your partner

Previous address 5

\_\_\_\_\_

Date from \_\_ / \_\_ / \_\_\_\_ To \_\_ / \_\_ / \_\_\_\_

Reason for leaving \_\_\_\_\_

Type of tenancy \_\_\_\_\_



**Other properties**

**You**

**Your partner**

**Do you hold a tenancy of any other property in the UK or elsewhere?**

Yes  No

Yes  No

**If yes give address and dates**

**Have you ever held a council or housing association tenancy or its equivalent in the UK or elsewhere?**

Yes  No

Yes  No

**If yes give address and dates**

**Do you own or have ever owned a property including purchase through a right to buy scheme in the UK or elsewhere?**

Yes  No

Yes  No

**If yes give address, date purchased and if sold, date**

**Do you have a claim or interest in any property in the UK or elsewhere?**

Yes  No

Yes  No

**If yes give full details including address**

**Have you ever applied as homeless to this or any other council?**

Yes  No

Yes  No

**If yes what was the decision on your case**

## Section 6 - Working and positive contribution

### You

Are you working? Yes  No

How many hours a week do you work?

---

How long have you been working continuously for?

---

What is your occupation?

---

Give the name and address of your employer

---

---

### Your partner

Are you working? Yes  No

How many hours a week do you work?

---

How long have you been working continuously for?

---

What is your occupation?

---

Give the name and address of your employer

---

---

### You

Do you volunteer for a charity or not for profit organisation? Yes  No

If yes how many hours a month do you volunteer for?

---

How long have you been volunteering?

---

Give the name and address of the organisation you volunteer for

---

---

### Your partner

Do you volunteer for a charity or not for profit organisation? Yes  No

If yes how many hours a month do you volunteer for?

---

How long have you been volunteering?

---

Give the name and address of the organisation you volunteer for

---

---

### You

Are you in work related to training or study? Yes  No

If yes, when did the course begin

---

What is the course title?

---

Who is the awarding body?

---

### Your partner

Are you in work related to training or study? Yes  No

If yes, when did the course begin

---

What is the course title?

---

Who is the awarding body?

---

## Section 7 - Assets and finances

**What is you and your partners gross yearly income including salary and other income**

Source of income	You	Your partner

**What benefits do you and your partner receive each week?**

Benefit type	You (Amount) £	Your partner (Amount) £

**Do you or your partner have any of the following savings, investments or equity?**

	You (Amount) £	Your partner (Amount) £
Bank accounts		
Building society accounts		
Post Office accounts		
Money in cash		
Premium Bonds		
Unit trusts		
Income/capital bonds/shares		
Money and property in trust		
National Savings Certificates		
Any other savings/investments/equity		

## Section 8 - Health and wellbeing

Do you or any person on your application have a disability? Yes  No

The Equality Act 2010 defines disability as a physical or mental impairment with substantial and long-term, adverse effects on ability to perform day to day activities.

	✓	Details	Their name
A specific learning difficulty (for example dyslexia)			
Blind or partially sighted			
Deaf or hard of hearing			
Wheelchair user or mobility difficulties			
Autistic spectrum disorder or Aspergers Syndrome			
Mental health difficulties			
An unseen disability for example diabetes, epilepsy or a heart condition			
A disability, special need or medical condition not listed above			

Please tell us how your current accommodation affects this disability or any other medical condition within the household. Please provide any supporting information with this application.

### Do you or any person on your application experience

	✓	Their name
Domestic violence		
Drug problem		
Alcohol problem		

Do you or any person on your application have an urgent need or exceptional need for accommodation in Slough?  
If so please give details.

Yes  No

Are you a young person in Slough Borough Council care? Yes  No

Give details of any key worker, carer or advocate who offers support to you or someone in your household.

Name	Organisation/Address	Telephone	Who do they support

## Section 9 - Other housing needs

### Extra care housing

Hanover Housing Trust has two extra care housing schemes in Slough. The one and two bedroom flats are for rent and to buy on a shared ownership basis. Applicants must be over 55 with care and support needs. A social services care assessment is needed to qualify for these schemes.

Tick the box if you are interested:

Extra care to rent

### Shared ownership

If you are interested in shared ownership or extra care shared ownership further information, including the application form, is available on the council website.

## Section 10a - Declaration

All information on this form is personal data and therefore subject to the Data Protection Act 2018. It will be held in confidence and may be shared between other council departments, housing organisations and organisations acting on behalf of Slough Borough Council or Government Agencies, which may assist in providing you with a service, (or as required by law). We may also share your information with people that you tell us that we can (i.e. another family member). Please list below any person you have given permission to make enquiries on your behalf.

Name	Relationship to you	Address	Telephone number	Organisation

Are you, or any person on this application, connected to Slough Borough Council or any Housing Association with property in the administrative boundary of Slough Borough as:

- an employee or relative of an employee Yes  No
- a relative of a Slough Borough Council elected member Yes  No

If yes, please give details of that person(s)

## Section 10b - Declaration

- I/we authorise Slough Borough Council to make any enquiries concerning this application.
- I/we declare that the information given is true and complete.
- Section 171 of the Housing Act 1996 makes it an offence for anyone to knowingly give false information or to withhold information and may lead to prosecution. This may affect your housing and any future housing entitlement.
- This authority is under duty to protect the public funds it administers and may use this information you have provided for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.
- The council checks every application for housing during the time you are waiting and before an offer of housing is made. If we detect fraud we will always prosecute.

Who completed this form?      You       Your Partner       Someone else

If this form was not completed by you, the applicant, then the person completing the form must complete section 10c

Signature of Applicant	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Signature of Partner	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>

## Section 10c - Declaration

If this form has been completed by someone other than you, the applicant, this part must be completed.

Please tell us why you are filling in this form for the person making the application.

After you have read the declaration below, you must sign and date it.

- I declare that I have confirmed with the applicant that the answers I have written on this form are true and complete.
- I understand that if I have knowingly written information on this application form that is not true or incomplete Slough Borough Council may take action against me. This may include legal action.

Name of the person who filled this form	
Address of the person who filled this form	
Relationship to the applicant	
Date	
Signature of the person who filled this form	

### If you need help completing this form you can use the guide How the scheme works or call into MyCouncil.

If you would like assistance with the translation of the information in this document, please ask an English speaking person to request this by calling 01753 475111.

यदि आप इस दस्तावेज में दी गई जानकारी के अनुवाद किए जाने की सहायता चाहते हैं तो कृपया किसी अंग्रेजी भाषी व्यक्ति से यह अनुरोध करने के लिए 01753 475111 पर बात करके कहें.

ਜੇ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਦਾ ਅਨੁਵਾਦ ਕਰਨ ਲਈ ਸਹਾਇਤਾ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕਿਸੇ ਅੰਗਰੇਜ਼ੀ ਬੋਲਣ ਵਾਲੇ ਵਿਅਕਤੀ ਨੂੰ 01753 475111 ਉੱਤੇ ਕਾਲ ਕਰਕੇ ਇਸ ਬਾਰੇ ਬੇਨਤੀ ਕਰਨ ਲਈ ਕਹੋ।

Aby uzyskać pomoc odnośnie tłumaczenia instrukcji zawartych w niniejszym dokumencie, należy zwrócić się do osoby mówiącej po angielsku, aby zadzwoniła w tej sprawie pod numer 01753 475111.

Haddii aad doonayso caawinaad ah in lagu turjibaano warbixinta dukumeentigaan ku qoran, fadlan weydiiso in qof ku hadla Inriis uu ku Waco 01753 475111 si uu kugu codsado.

اگر آپ کو اس دستاویز میں دی گئی معلومات کے ترجمے کے سلسلے میں مدد چاہئے تو، براہ کرم ایک انگریزی بولنے والے شخص سے 01753 475111 پر کال کر کے اس کی درخواست کرنے کے لئے کہیں۔

This document can be made available on audio tape, braille or in large print, and is also available on the website where it can easily be viewed in larger print.

Post this form with copies of any documents to:

Slough Borough Council  
Housing Services  
Observatory House  
25 Windsor Road  
Slough  
SL1 2EL

