

# Application Form

**FOR OFFICE USE ONLY:**

	Date received:	Received by (initials):
Choice Based Lettings Application Form received:		

## Evidence requested:

Birth Certificate(s)		
Residence Orders		
Pregnancy notes		
Other (please note): _____ _____ _____		

## Is Applicant(s) interested in:

YES / NO

Housing Association properties?	
Shared Ownership?	
Key Worker Scheme?	

## Rent Accounts – Tenant(s) only:

YES / NO

Is rent account in arrears?	
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## Visit Report:

Signed (Housing Officer):

Date:

Category		
Housing Need	Banding	Approved by
High housing need		
Moderate housing need		
Low or no particular housing need		
Household from outside the Borough		

# Application Form



www.dartfordhomesseeker.co.uk

## Please complete all sections

Are you (*please tick*):

- a Dartford Borough Council or Housing Association tenant?       a new applicant(s)?

Do you require (*please tick*):

- family housing?  
 single persons housing?  
 Supported (Sheltered) Housing?  
 Other (*please specify – single person and a carer needing 2 bedrooms, etc*)

\_\_\_\_\_  
\_\_\_\_\_

## 1. Personal Details:

Title (Mr/Mrs/Ms/Miss/Other – *please state*):

Surname:

First name(s):

Date of birth:

Address:

\_\_\_\_\_  
\_\_\_\_\_

Postcode:

\_\_\_\_\_

Telephone number (home):

Telephone number (work):

Telephone number (mobile):

E-mail address:

National Insurance Number:

Date you moved into current home:

Do you live in (*please tick*):

- |   |  |
|---|--|
| <input type="checkbox"/> House                            | <input type="checkbox"/> Bungalow                |
| <input type="checkbox"/> Maisonette                       | <input type="checkbox"/> Flat                    |
| <input type="checkbox"/> Bedsit                           | <input type="checkbox"/> Sheltered Accommodation |
| <input type="checkbox"/> Other ( <i>please specify</i> ): |  |

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Details of additional people to be housed with you as part of your housing application:**

Title	Surname	First name	Gender M/F	Relationship to applicant	Date of birth	Address if different to applicant
				APPLICANT		

a) Is anyone listed above not living with you? YES / NO  
 If YES, who is it and where are they living?

Name:

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Address:

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Why are they not able to live with you?

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b) Does/Has anyone included in your application own/owned a residential property? YES / NO  
 If YES, please give details:

Name:

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Address:

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Is the property still owned/sold, etc? Please give details:

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**3. Previous names:**

Have you or anyone else on this application been known to this or any other local authority by any other name?

YES / NO

Applicant: If YES, what was your previous name(s):

Spouse/partner: If YES, what was their previous name(s):

**4. Pregnancy:**

Are you, or any of the people mentioned in question 2, pregnant?

YES / NO

If YES, who is pregnant? Name:

What is the expected delivery date?

**5.**

If you or your partner are divorced/separated, do you have care or control for children included in this application?

YES / NO / Not applicable

**6.**

a) Does any person included in your application have a disability (learning or physical), mobility or mental health problems that need specialised or adapted accommodation?

YES / NO

If YES, please give details, e.g. wheelchair dependent, partially sighted, unable to use a bath, etc.

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b) Are there any medical factors, including mental health problems, that are affected by living in your present accommodation?

YES / NO

If YES, please give details:

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**7. Details of your current accommodation:**

a) Which best describes your current housing situation?

- |   |   |
|---|---|
| <input type="checkbox"/> Council Tenant                   | <input type="checkbox"/> Owner                      |
| <input type="checkbox"/> Living with parents/relatives    | <input type="checkbox"/> Housing Association Tenant |
| <input type="checkbox"/> Private Tenant                   | <input type="checkbox"/> Lodger                     |
| <input type="checkbox"/> Other ( <i>please specify</i> ): |   |

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b) If you live in a flat or maisonette, please indicate which floor:

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Ground floor | <input type="checkbox"/> First floor |
| <input type="checkbox"/> Second floor | <input type="checkbox"/> Other       |

c) How many rooms are there in the property?

Bedrooms	Living/Dining rooms
Kitchens	Bathrooms
Internal toilets	External toilets

d) Is there a hot water system? YES / NO

e) What form of heating do you have?

f) If you live in a caravan, how many rooms does it have?

g) **Previous addresses:** Please give details of **all** your previous addresses, starting with your current one:

Address:	Date from:	Date to:	Type of tenure (tenant/ owner/lodger/living with relatives, etc):	Reason for leaving:
<b>Applicant:</b>				
<b>Spouse/Partner:</b>				

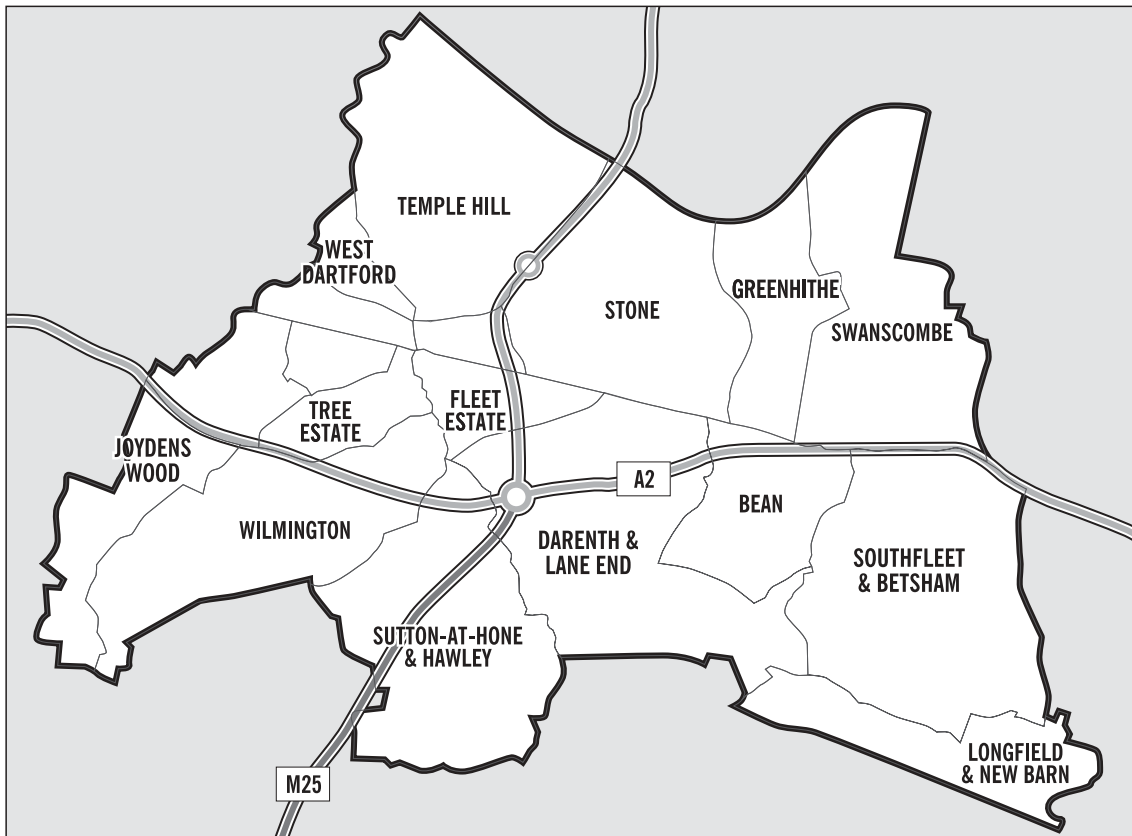


a) *continued*

New Applicants:		Existing Tenants:	
Neighbour problems		Need a cheaper rent	
Accommodation too small or too large		Unhappy with area	
Health reasons		Other ( <i>please specify</i> ): _____ _____ _____	
Leaving hospital/care home			
Leaving HM Forces			
Due to be released from prison			

**If you have been served with an official Eviction Order/Notice to Quit please supply a copy.**

b) Where would you like to live?



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Please state your preferred areas:

1st:	8th:
2nd:	9th:
3rd:	10th:
4th:	11th:
5th:	12th:
6th:	13th:
7th:	

- c) Are you interested in Housing Association properties? YES / NO
- Are you interested in Shared Ownership (part rent/part buy)? YES / NO
- Do you consider yourself/partner to be a Key Worker? YES / NO
- (A Key Worker is someone who is working to improve the education, health and safety of Dartford's community, and includes other public sector workers and some private sector employees who meet the Council's criteria.)*
- If YES, would you like more information on Key Worker Housing in Dartford? YES / NO

- d) Do you have any pets? YES / NO
- If YES, please give details, i.e. type, breed, number:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**10. Additional personal data:**

- a) Has anyone on your application entered the UK in the last ten years? YES / NO
- If YES, please give details:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- It may be necessary for us to contact the Home Office to verify their status, please give your Home Office Reference Number:
- \_\_\_\_\_

- b) **Sex Offenders Act:**
- Have you, or anyone included in your application, been convicted under the Sex Offences Act 1997 and placed on the Sex Offenders register? YES / NO
- If YES, please give details and dates:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- c) **Anti Social Behaviour Order:**
- Do you, or any other person included in your application, have a current Anti Social Behaviour Order against them? YES / NO
- If YES, please give details and dates:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

You do not need to disclose a conviction if it is 'spent' under the Rehabilitation of Offenders Act 1974. Please refer to the guidance notes at the back of this application form if you are unsure if a conviction is spent.

d) **Criminal Act:**

Have you or any person included in your application ever been convicted of a serious criminal offence?

YES / NO

If YES, please give details. A definition of serious criminal offences is set out on the guidance notes that accompany this form:

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You do not need to disclose a conviction if it is 'spent' under the Rehabilitation of Offenders Act 1974. Please refer to the guidance notes at the back of this application form if you are unsure if a conviction is spent.

Applicant's name:

Partner's/Spouse's name:

Signed:

Signed:

Date:

Date:

**11. Other information you wish to be considered as part of your application**

**DATA PROTECTION ACT 1998 EQUAL OPPORTUNITIES NOTIFICATION CLAUSE**

Monitoring of ethnic origin, race, sex or disability by the Council is a necessary element of an established programme for the promotion of equality of opportunity and the elimination of discrimination or where it is otherwise needed because of some special feature of a housing function.

Wherever possible the Council will keep the information used for equal opportunities monitoring in an anonymous form so that it cannot be linked to any particular individual.

All or part of the statistical information provided may be disclosed or supplied to relevant committees of the Council and to external organisations or bodies such as the Audit Commission/Local Government Departments for statistical information purposes and/or best value performance indicators.

The data collected for monitoring purposes is aggregated, kept apart from general housing records and subject to strictly controlled access procedures.

**EQUAL OPPORTUNITIES**

The follow question relates to your ethnic origin. This information is needed only to ensure that all applications receive equal treatment regardless of race, colour, ethnic or national origin. Your application will not be prejudiced in any way if you do not answer this question.

I would describe my ethnic or national origins as follows *(please tick one box for yourself and one for your spouse/partner):*

Ethnic origin	Applicant:	Spouse/ Partner:	Ethnic origin	Applicant:	Spouse/ Partner:
<b>White:</b>			<b>Black or Black British:</b>		
British 01	<input type="checkbox"/>	<input type="checkbox"/>	Caribbean 05	<input type="checkbox"/>	<input type="checkbox"/>
Irish 02	<input type="checkbox"/>	<input type="checkbox"/>	African 04	<input type="checkbox"/>	<input type="checkbox"/>
Other 03	<input type="checkbox"/>	<input type="checkbox"/>	Other 06	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mixed:</b>			<b>Chinese or other ethnic group:</b>		
White & Black Caribbean 12	<input type="checkbox"/>	<input type="checkbox"/>	Chinese 15	<input type="checkbox"/>	<input type="checkbox"/>
White & Black African 11	<input type="checkbox"/>	<input type="checkbox"/>	Other 16	<input type="checkbox"/>	<input type="checkbox"/>
White & Asian 13	<input type="checkbox"/>	<input type="checkbox"/>	Refuse to answer 17	<input type="checkbox"/>	<input type="checkbox"/>
Other 14	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Asian or Asian British:</b>					
Indian 07	<input type="checkbox"/>	<input type="checkbox"/>			
Pakistani 08	<input type="checkbox"/>	<input type="checkbox"/>			
Bangladeshi 09	<input type="checkbox"/>	<input type="checkbox"/>			
Other 10	<input type="checkbox"/>	<input type="checkbox"/>			

What is your 1st language?

## DATA PROTECTION ACT 1998 NOTIFICATION CLAUSE

The information you have provided on this form will be used to process your application for housing. It will be held securely and used in connection with your application.

All or part of the information provided may be disclosed or supplied to external organisations or bodies e.g. Courts, Bailiffs, Department of Work and Pensions, Inland Revenue and any other charging authority that is legally entitled to the information and may also be disclosed to the Council's external auditors for the following purposes:

- The prevention or detection of crime;
- The apprehension or prosecution of offenders;
- The assessment or collection of any tax or duty in any case where failure to disclose would be likely to prejudice any of those matters;
- Data matching initiatives with other statutory bodies for the purposes of fraud prevention and detection.

All or part of the information you have provided may also be used for electoral registration purposes and by other Departments of the Council for purposes connected with the collection of Council debts or to assist in other statutory functions such as Environmental Health or Planning.

The Council may check information provided by you or information about you provided by a third party against other information held by the Council. The Council may also obtain information from third parties or provide information to them to check the accuracy of information supplied by you to the Council.

The Council may make a search (including making enquiries about principle directors) with a Credit Reference Agency. The Credit Reference Agency will keep a record of that search and may share the information with other businesses.

**DATA PROTECTION ACT 1998 NOTIFICATION CLAUSE**

**DECLARATION – Please read carefully:**

I am aware that the Council will create and maintain computer and paper records on me and that these records will be processed with the Data Protection Act 1998 and may be used for the purposes detailed above, both internally within the Council and to external bodies.

Under the Housing Act 1996 Part VI, S.171 and Part VII, S.214 it is an offence to knowingly or recklessly make a false statement in connection with an application for housing assistance from the Local Authority. It is also an offence to knowingly withhold information which the Local Authority has reasonably required of the applicant in order to fulfil its duties under the Housing Act 1996.

I confirm that the particulars given in this form are true and correct and I undertake to notify the Council of any changes in my circumstances.

I agree that Dartford Borough Council may make any enquiries necessary in order to verify this information and I agree to Dartford Borough Council disclosing any relevant information I have provided to any organisation who may need it to process my application for housing assistance.

Signed (Applicant):  	Signed (Spouse/Partner):  
Date:	Date:

**(To be signed by both applicants)**

*All personal data is kept accurate, up to date and secure to prevent accidental loss, destruction or damage. The extent of the measures taken by the Council will depend upon the sensitivity of the information. Personal data will not be kept for longer than is necessary for their purpose.*

*You have a right of access to your personal data and the right to check and correct the information and may pursue a query or complaint on matters related to your personal data. Further information on your rights may be obtained by contacting:  
The Data Protection Officer,  
Dartford Borough Council,  
Civic Centre,  
Home Gardens,  
Dartford,  
Kent DA1 1DR*

*Tel: 01322 343634 Fax 01322 343422*

*E-mail: [dataprotection@dartford.gov.uk](mailto:dataprotection@dartford.gov.uk) Website: <http://www.dartford.gov.uk>*

**GUIDANCE NOTES – RESETTLEMENT INFORMATION – EXTRACT FROM:  
REHABILITATION OF OFFENDERS ACT 1974**

***The Rehabilitation of Offenders Act 1974 enables criminal convictions to become 'spent' or ignored after a 'rehabilitation period'.***

After this period, with certain exceptions an ex-offender is not normally obliged to mention their convictions when applying for a job, obtaining insurance or when involved in criminal or civil proceedings.

The Act is more likely to help people with few and/or minor convictions because further convictions usually extend rehabilitation periods. People with many convictions, especially serious convictions, may not benefit from the Act unless the convictions are very old.

Rehabilitation periods:

The length of the rehabilitation period depends on the sentence given – not the offence committed. For a custodial sentence, the rehabilitation period is decided by the original sentence, not the time served. Custodial sentences of more than two-and-a-half years can never be spent.

The following sentences become spent after fixed periods from the date of conviction:

Sentence	Rehabilitation period People aged 17 or under when convicted	Rehabilitation period People aged 18 or over when convicted
Prison sentences <sup>2</sup> of 6 months or less	3½ years	7 years
Prison sentences <sup>2</sup> of more than 6 months to 2½ years	5 years	10 years
Borstal (abolished in 1983)	7 years	7 years
Detention centre (abolished in 1988)	3 years	3 years
Fines <sup>3</sup> compensation, probation <sup>4</sup> , community services <sup>5</sup> , combination <sup>6</sup> , action plan, drug treatment and testing, and reparation orders	2½ years	5 years
Absolute discharge	6 months	6 months

**The *Crime and Disorder Act 1998* introduced a new custodial sentence for young people with different rehabilitation periods:**

Sentence	Rehabilitation period People aged 12, 13 or 14 when convicted	Rehabilitation period People aged 15, 16 or 17 when convicted
Detention and training order of 6 months or less	1 year after the order expires	3½ years
Detention and training order of more than 6 months	1 year after the order expires	5 years

**With some sentences the rehabilitation period varies:**

Sentence	Rehabilitation period
Probation <sup>7</sup> , supervision, care order <sup>8</sup> , conditional discharge and bind-over	1 year or until the order expires (whichever is longer)
Secure training (abolished in 2000) and attendance centre orders	1 year after the order expires

Sentence	Rehabilitation period
Hospital order (with or without a restriction order)	5 years or 2 years after the order expires (whichever is longer)
Referral order	Once the order expires

**Footnotes**

- <sup>1</sup> Cautions, reprimands and final warnings are not sentences with rehabilitation periods. However, the Government is intending to include them within the Act and give them a rehabilitation period of nil, which means that they become spent instantly. In the meantime, those people with only a caution on their criminal record can answer 'no' if asked whether they have a criminal record, because this is usually understood to mean convictions.
- <sup>2</sup> Including suspended sentences, youth custody (abolished in 1988) and detention in a young offender institution (abolished for those under 18 years old in 2000 and for those aged 18-20 in 2001).
- <sup>3</sup> Even if subsequently imprisoned for fine default.
- <sup>4</sup> For people convicted on or after 3 February 1995. Probation orders are now called community rehabilitation orders.
- <sup>5</sup> Community service orders are now called community punishment orders.
- <sup>6</sup> Combination orders are now called community punishment and rehabilitation orders.
- <sup>7</sup> For people convicted before 3 February 1995.
- <sup>8</sup> Care orders in criminal proceedings were abolished by the Children Act 1989 and effectively replaced by a supervision order with residence requirement.

**This hand out is intended as a guidance note to assist you in completion of your Choice-Based Lettings application form, if you are unsure about answering questions 10a, 10b, or 10c you may telephone NACRO (National Association for Care and Resettlement of Offenders) for further advice and guidance on the helpline number: 020 7840 6464.**

