

For official use

Application reference	
Name of lead applicant	
Application Description	



DISTRICT COUNCIL
North Oxfordshire

Homeseekers Form

When you complete your Homeseekers form please write in capital letters and tick all the boxes that apply. If you do not give all the information we ask for, this will delay the processing of your application.

PLEASE ENSURE YOU AND IF APPROPRIATE, THE JOINT APPLICANT, SIGN THE APPLICATION FORM ON PAGE 13.

You will need to renew your housing application every year. We will send you a letter asking if you want to stay on the housing register and whether any of your details have changed. You must reply to this letter if you want to stay on the register.

If you fail to renew your application, or your application is cancelled for any other reason, we will hold on to your details for 12 months. After this time, if we have had no further contact from you, your records will be destroyed.

If you need any help with this form, please phone us on 01295 252535.

Cherwell District Council
Bodicote House
White Post Road
Bodicote
OX15 4AA

Telephone 01295 252535 Fax: 01295 221642

Eligibility

The Housing Act 1996 and the Asylum and Immigration Act 1996 make some groups ineligible to register for a Council or Housing Association property. The following questions apply to anyone on your application form who wants to be put on the housing register.

Is anyone subject to immigration control? Yes No

Has anyone been granted indefinite leave to remain in this country? Yes No

Has anyone been given refugee status? Yes No

Has anyone come to live in the United Kingdom in the last 2 years? Yes No

Has anyone ever been evicted for rent arrears or anti-social behaviour? Yes No

If you answer yes to any of these questions we will contact you for further information.

Your personal details

Your application will normally be taken as a joint application if you apply with another adult.

	Lead applicant	Joint applicant
Title (Mr, Mrs, Mr, Ms, Miss etc)		
First name		
Surname		
Date of birth		
Sex (Male or Female)		
Relationship to you	Lead applicant	
NI number		
Preferred language		
Interpreter required	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Your nationality		
Your ethnic origin	Please turn to page 12 and tick the tick the appropriate box(es).	
Phone number – home		
Phone number – work		
Mobile telephone number		
Email address		

Are you or any of the people included in your application pregnant? Yes No

If yes who is pregnant?

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When is the baby due?

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Applying for a home in the District of Cherwell

Please let us have your current address details.

Your home address		
Post code		
Date you moved in		
Correspondence address (If different from your home address)		
Post code		

If you are a council, housing association or private tenant please provide the following details.

Name of landlord	
Full address	
Date you moved in	
Type of tenancy	
Telephone number	

If you are an owner occupier and have a mortgage please supply the following information.

Name of building society, or bank	
Full address	
Mortgage reference	
Telephone number	

Members of your household

Please give details of all those who live at the same address as you.

First name	Surname	Sex	Date of birth			Relationship to you	Tick if to be housed with you

Applying for a home in the District of Cherwell

Please give details of people living elsewhere who you want to include on your application and will live with you when you move.

First name	Surname	Sex	Date of birth			Relationship to you

Please tell us why these people are not living with you.

What is their full address?

If you have not lived at your present address for 5 years please let us know your other addresses during this period.

Lead applicant

Date from	Date to	Address	Landlord	Reason for leaving

Joint applicant

Date from	Date to	Address	Landlord	Reason for leaving

Local Connection

You need to answer the following questions to see whether you have a local connection with Cherwell District Council. If you do have one of the following local connections, you will be given additional preference on the Housing Register. Supplementary information may be required.

Have you lived in the District for the last 6 months? Yes No

Have you previously lived in the District for at least 5 years? Yes No

Are you permanently employed in the area of Cherwell District? Yes No

Have you close relatives who have lived in the area for at least 5 years? Yes No

Close relatives are defined as parents, children, siblings, grandparents or grandchildren (including step relatives).

If you answered Yes to any of these questions please provide further details below.

Rural village connection

You may be given some additional preference for properties that become available if you can show that you have a strong connection with a village or villages within the Cherwell District area.

If you believe you have a strong local connection, please provide the names of up to 2 villages.

Name of first village (1)

Name of second village (2)

Please tick reasons for your rural village connection

I have lived in the village for the last 5 years. Village 1 Yes Village 2 Yes

I work permanently in the village. Yes Yes

I previously lived in the village for 10 years. Yes Yes

I am over 60 or have a disability and need to move to a village to receive support from relatives who currently live in the village. Yes Yes

I have close relatives who have lived in the village for a period of at least five years. Yes Yes

Close relatives are defined as parents, children, siblings, grandparents or grandchildren (including step relatives).

If you answered Yes to any of these questions please provide further details below.

Pets

Do you have any pets?

Yes

No

If yes please give details

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Relationships with the Council or Registered Social Landlords

Are you a member of staff, related to a member of staff, a Councillor, or related to an elected Councillor of Cherwell District Council?

Yes

No

Are you a member of staff, related to a member of staff, a Board member, or related to a Board member of any local Housing Associations?

Yes

No

If you answer yes to any question please supply details.

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Employment details

If you are employed please supply the following details

	Lead applicant	Joint applicant
Employer's name		
Employer's address including post code		
Job title		
Income (weekly)		
Employment type	Permanent full time <input type="checkbox"/>	Permanent full time <input type="checkbox"/>
	Permanent part time <input type="checkbox"/>	Permanent part time <input type="checkbox"/>
	Temporary full time <input type="checkbox"/>	Temporary full time <input type="checkbox"/>
	Temporary part time <input type="checkbox"/>	Temporary part time <input type="checkbox"/>

Savings, investment and equity in property

Do you have any savings, investments, or equity in property?

Yes

No

If yes, please supply details

	Lead applicant	Joint applicant
Savings	£	£
Investments	£	£
Equity in property	£	£

Applying for a home in the District of Cherwell

If you have any equity in property please supply the address(es) of the property or properties you own. We will need to see proof of savings and equity.

Are you in receipt of Child Benefit? Yes No

Are you in receipt of Disability Living Allowance? Yes No

Arrears and notice

Are you likely to become homeless within the next 28 days? Yes No

Do you rent your home? Yes No

If yes are you in rent arrears? Yes No

If you have said that you have arrears please supply details.

If you own your own home are you in arrears with your mortgage? Yes No

If yes, please supply details.

Have you been asked to leave where you live now? Yes No

If yes, have you been served with notice to leave? Yes No

If yes, when does the notice expire?

Are you a member of the Armed Forces? Yes No

If yes, when is your discharge date?

Your current home

Which of the following types of property best describes where you are living at present? Tick one box only.

- | | | |
|--|--|--|
| House <input type="checkbox"/> | Flat <input type="checkbox"/> | Bungalow <input type="checkbox"/> |
| Bungalow with warden <input type="checkbox"/> | Bed-sit <input type="checkbox"/> | Flat with warden <input type="checkbox"/> |
| Maisonette <input type="checkbox"/> | Bed-sit with warden <input type="checkbox"/> | Lodgings <input type="checkbox"/> |
| HM Forces accommodation <input type="checkbox"/> | Houseboat <input type="checkbox"/> | Prison <input type="checkbox"/> |
| Hospital <input type="checkbox"/> | Living in care <input type="checkbox"/> | Mobile Home <input type="checkbox"/> |
| Caravan <input type="checkbox"/> | Hostel <input type="checkbox"/> | Bed and breakfast <input type="checkbox"/> |

Applying for a home in the District of Cherwell

If you live in a flat, maisonette or similar property, on which floor is your property located?

How many bedrooms are there in the property?

How many bedrooms are for the **sole** use of you and anyone else on your application?

Do you share any of the following facilities with people you share your home with **WHO ARE NOT RELATED TO YOU**. Only tick if you share the rooms and facilities with people who are not applying to be housed with you.

Inside W.C.

Bathroom or shower room

Kitchen

Which of the following best describes your housing tenure?

Council Tenant

Housing Association Tenant

Private Tenant

Lodger

Owner-occupier

Sharing with friends

No fixed abode

Tied accommodation

Homeless

Sharing with parents or relatives

Health factors

Does anyone in your application suffer from any health factors or disabilities, which are made worse by your current housing conditions and will only be improved by re-housing?

Yes

No

If you answer yes we will send you a medical assessment form.

What type of property do you require?

Whilst you may choose more than one type of property, we will only consider you for properties you are eligible for.

House

Bungalow

Flat

Bedsit

Maisonette

Starter home

Adapted dwelling

Do you wish to be considered for accommodation with warden?

Yes

No

If you want to be considered for a flat, bedsitter or maisonette, please state which floors you would consider.

Ground floor

Above ground floor

Do you want to be considered for shared ownership or low cost home ownership properties in our area?

Yes

No

Reasons for applying

Please give details why you need to be re-housed and any particular circumstances that need to be taken into account when your application is assessed.

- | | | | |
|--------------------------------------|--------------------------|---|--------------------------|
| Present accommodation too small | <input type="checkbox"/> | Present accommodation too large | <input type="checkbox"/> |
| Have an official eviction order | <input type="checkbox"/> | Leaving prison | <input type="checkbox"/> |
| Leaving hospital | <input type="checkbox"/> | Leaving care | <input type="checkbox"/> |
| Leaving some other institution | <input type="checkbox"/> | Health problems | <input type="checkbox"/> |
| In need of accommodation with warden | <input type="checkbox"/> | Repair condition of present accommodation | <input type="checkbox"/> |
| To be near family | <input type="checkbox"/> | To provide or receive essential support | <input type="checkbox"/> |
| Relationship breakdown | <input type="checkbox"/> | Asked to leave by friends | <input type="checkbox"/> |
| Asked to leave by relatives | <input type="checkbox"/> | Property too expensive | <input type="checkbox"/> |
| No fixed abode | <input type="checkbox"/> | To escape racial harassment | <input type="checkbox"/> |
| To escape domestic violence | <input type="checkbox"/> | Homeless | <input type="checkbox"/> |
| Refugee or asylum seeker | <input type="checkbox"/> | Move nearer work | <input type="checkbox"/> |
| Rent or mortgage arrears | <input type="checkbox"/> | Other – please give details below. | <input type="checkbox"/> |

How many bedrooms do you require? 1 2 3 4 5

Please note that the number of bedrooms you require will be **automatically** worked out according to the size of your family. If you feel you require an extra bedroom for whatever reason please say why.

Sex Offenders Act

Have you or anyone listed on your application form been convicted of any offence, other than those regarded as 'spent' under the Rehabilitation of Offenders Act 1974? Yes No

Are you or anyone listed on your application form, required to notify the police in accordance with Section 1 of the Sex Offenders Act 1977? Yes No

Choice of areas

You are allowed to make as many choices as you wish. You must be willing to consider an offer of accommodation in any area selected.

Anywhere If you choose **anywhere** please do not tick any other boxes. If you do **only** the areas you have ticked will be recorded.

Banbury Town Centre	<input type="checkbox"/>	North 4	<input type="checkbox"/>	South 4	<input type="checkbox"/>
Arden/Hardwick	<input type="checkbox"/>	Deddington	<input type="checkbox"/>	Caversfield	<input type="checkbox"/>
Bretch Hill	<input type="checkbox"/>	Duns Tew	<input type="checkbox"/>	Charlton over Otmoor	<input type="checkbox"/>
Easington	<input type="checkbox"/>	Lower Heyford	<input type="checkbox"/>	Chesterton	<input type="checkbox"/>
Grimsbury	<input type="checkbox"/>	North Newington	<input type="checkbox"/>	Fewcott	<input type="checkbox"/>
Neithrop	<input type="checkbox"/>	Somerton	<input type="checkbox"/>	Horton cum Studley	<input type="checkbox"/>
Ruscote	<input type="checkbox"/>	Souldem	<input type="checkbox"/>	Merton	<input type="checkbox"/>
Hanwell Fields	<input type="checkbox"/>	Steeple Aston	<input type="checkbox"/>	Oddington	<input type="checkbox"/>
		Upper Heyford	<input type="checkbox"/>	Wendlebury	<input type="checkbox"/>
Bicester Town Centre	<input type="checkbox"/>				
Kings End, Highfield	<input type="checkbox"/>	North 5	<input type="checkbox"/>	South 5	<input type="checkbox"/>
Glory Farm	<input type="checkbox"/>	Hook Norton	<input type="checkbox"/>	Cottisford	<input type="checkbox"/>
Bure Park	<input type="checkbox"/>	Milcombe	<input type="checkbox"/>	Finmere	<input type="checkbox"/>
		Sibford Ferris	<input type="checkbox"/>	Fringford	<input type="checkbox"/>
Kidlington	<input type="checkbox"/>	Sibford Gower	<input type="checkbox"/>	Hethe	<input type="checkbox"/>
		South Newington	<input type="checkbox"/>	Mixbury	<input type="checkbox"/>
North 1	<input type="checkbox"/>	Swalcliffe	<input type="checkbox"/>	Newton Purcell	<input type="checkbox"/>
Adderbury	<input type="checkbox"/>	Tadmarton	<input type="checkbox"/>	Stratton Audley	<input type="checkbox"/>
Bodicote	<input type="checkbox"/>	Wiggington	<input type="checkbox"/>	Weston on the Green	<input type="checkbox"/>
Bloxham	<input type="checkbox"/>				
Milton	<input type="checkbox"/>	South 1	<input type="checkbox"/>	South 6	<input type="checkbox"/>
The Barfords	<input type="checkbox"/>	Ambrosden	<input type="checkbox"/>	Gosford	<input type="checkbox"/>
		Arncott	<input type="checkbox"/>	Hampton Poyle	<input type="checkbox"/>
North 2	<input type="checkbox"/>	Blackthorn	<input type="checkbox"/>	Islip	<input type="checkbox"/>
Bourton	<input type="checkbox"/>	Launton	<input type="checkbox"/>	Watereaton	<input type="checkbox"/>
Claydon	<input type="checkbox"/>	Piddington	<input type="checkbox"/>	Yarnton	<input type="checkbox"/>
Cropredy	<input type="checkbox"/>				
Hanwell	<input type="checkbox"/>	South 2	<input type="checkbox"/>		
Mollington	<input type="checkbox"/>	Ardley	<input type="checkbox"/>		
Wardington	<input type="checkbox"/>	Bucknell	<input type="checkbox"/>		
		Fritwell	<input type="checkbox"/>		
North 3	<input type="checkbox"/>	Middleton Stoney	<input type="checkbox"/>		
Broughton	<input type="checkbox"/>	Stoke Lyne	<input type="checkbox"/>		
Drayton	<input type="checkbox"/>				
Epwell	<input type="checkbox"/>	South 3	<input type="checkbox"/>		
Horley	<input type="checkbox"/>	Bletchingdon	<input type="checkbox"/>		
Hornton	<input type="checkbox"/>	Kirtlington	<input type="checkbox"/>		
Shenington	<input type="checkbox"/>	Shipton on Cherwell	<input type="checkbox"/>		
Shutford	<input type="checkbox"/>				
Wroxton	<input type="checkbox"/>				

Documentary proof and evidence – photocopies are acceptable

Have you supplied documentary evidence of?

Please tick as appropriate

- Leave to remain. (Passport or right to remain papers).
- Market value and equity if you own your own home. (Valuation, mortgage or secured loan statements).
- Pregnancy if you are expecting. (Maternity certificate, GP or midwife's letter).
- Where you live now. (Utilities or council tax bill, benefit letter, driving licence).
- Discharge date if you are in the Armed Forces. (Discharge papers)
- Notice to quit if you are threatened with legal proceedings. (Copy of the notice)
- Notice to leave tied accommodation. (Copy of the notice)
- Possession order if you are threatened with eviction. (Copy of the possession order)
- Your local connection with Cherwell
- Your local connection with specific villages within Cherwell.
- Residency of children. (Copy of Child Benefit letter or Child Tax Credit letter).

I have enclosed all necessary documents

I will forward necessary documents as soon as soon as possible. I understand I will not be considered for housing until you have received all the documentation required.

Next of kin details

Please supply us with details of your next of kin.

Their name	<input type="text"/>	Their relationship to you	<input type="text"/>
Address	<input type="text"/>	Telephone number	<input type="text"/>
Post Code	<input type="text"/>	Mobile number	<input type="text"/>
		Email address	<input type="text"/>

Please turn to page 13, read the information carefully and then sign the declaration and consent. If the application is in joint names both applicants must sign.

Ethnic origin

We are committed to ensuring that our allocations policy is fair to all no matter what your nationality, colour or ethnic origin. To help us monitor this process, please use the descriptions below to complete your ethnic origin.

Description	Lead applicant	Joint Applicant
Asian or Asian British – any other background	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Asian or Asian British – Bangladeshi	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Asian or Asian British – Indian	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Asian or Asian British – Pakistani	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Black or Black British – African	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Black or Black British – any other background	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Black or Black British – Caribbean	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Mixed – any other background	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Mixed – White and Asian	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Mixed – White and Black African	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Mixed – White and Black Caribbean	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Not stated	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Other ethnic origin	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Other ethnic origin – Chinese	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
White - any other background	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
White British	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
White Irish	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Data Protection Act 1998

The personal information, which you supply to the Council, will be stored by it either on a computer or in a manual file. This information, or data, is subject to the provisions of the Data Protection Act 1998 and Cherwell District Council is the data controller for the purposes of that Act. Although your personal data is being obtained for the purposes of the allocation of housing, the Council may use it from time to time for other purposes related to the Council's activities as a local authority.

Declaration

Please read this declaration carefully then sign it. If you have made a joint application both applicants must sign the declaration.

I declare that the information given on this form is correct and complete to the best of my knowledge. I agree to it being used by Cherwell District Council to assess my priority for housing.

I understand that if false or misleading information has been provided I may be prosecuted or evicted from my home, or my application may be suspended for a specific period.

I agree that information supplied by me may be made available to any Registered Social Landlord or agency which offers accommodation to applicants on the housing register.

I give Cherwell District Council permission to check information, including contacting present and previous landlords to obtain references about my rent or mortgage account. I also give my permission to cross-check the information with other sections of the Council, the Rent Officer, other councils, Benefit Authorities, the Home Office, support agencies or other appropriate agencies.

I understand that I should notify the Council of any changes in our housing circumstances or family size.

Signature of applicant

Date

Signature of joint applicant

Date
