

APPLYING FOR HOUSING

APPLYING FOR SOCIAL HOUSING IN GWYNEDD WITH ADRA, GRŴP CYNEFIN AND NORTH WALES HOUSING



GWYNEDD COMMON HOUSING REGISTER PARTNERSHIP











Use this form to apply for social housing in Gwynedd. Please complete all relevant sections, answer all questions and provide as much information as possible. The applicant (and joint applicant if there is one) **must** sign this form. If the application is not signed we will return it to you and it will take longer to be processed. You may also need to include additional information, the checklist in section 21 tells you what you need to provide, without which the application will be returned to you.



If you're required to provide additional information then please make sure that you only send copies – **Do not send original documents as we cannot guarantee their safety**.

Visit our website for more information: www.gwynedd.llyw.cymru/socialhousing. If you need further assistance with this application please contact Gwynedd Housing Options: 01286 685100 / housingoptions@gwynedd.llyw.cymru.

This form is also available in Welsh, and on request in other languages and braille format.

1 ELIGIBILITY			
What is your nationality?			
If you are not a UK National, what i	is your im	nmigration status?	
Right to live in the UK		EEA National	
If non apply, state what is relevant	to you:		
not from the EEA we'll ne	eed a cop orth Wale	ity – a copy of your passport or birth certifica by of your immigration status letter. Current t es Housing do not need to provide proof of	tenants of
Please tell us the main reason(s) for	r applying	g. Tick only those that apply.	
Anti social behaviour / Harassment		Medical / disability issues	
Condition of property / disrepair		Move-on from supported housing	
Domestic violence		Provide care / support	
Asked to leave by family / friends		Receive care / support	
Loss of tied accommodation		Discharged from Hospital	
End of assured shorthold tenancy		Overcrowding / Underoccupation	
Eviction / repossession		Family with children in a flat	

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Homeless / facing homelessness

Family forced to live apart

Require supported housing

Any other reason (state here)

Relationship breakdown

You'll need to provide proof of any of the reasons chosen above before we can assess your application. Contact Gwynedd Housing Options if you're not sure what to provide.

Financial difficulty / arrears

Leaving the Armed Forces

To be near family / friends
To be near work / school



3 ABOUT YOUR FAMILY

	Applicant	Joint Applicant					
Title	Mr Mrs Miss Ms	Mr Mrs Miss Ms					
First name(s)							
Surname							
Date of birth	dd / mm / yyyy	dd / mm / yyyy					
National Insurance Number							
Have you been known by another name?	Yes No	Yes No					
If 'yes', what is it?							
Current address							
Postcode							
Date moved to this address	dd / mm / yyyy	dd / mm / yyyy					
Mobile number							
Home phone number							
Email address							
Preferred contact method	Post Ema	ail Phone					
Preferred contact language	Welsh English Other (ple	ease state)					
Please provide proof of your current address, for example a copy of a recent utility bill, council tax demand, benefit entitlement letter. Current tenants of Adra, Grŵp Cynefin or North Wales Housing do not need to provide proof of address.							
Is anyone named on this application a former spouse or civil partner to a member or former member of the Armed Forces? Yes No							
Will any pets be moving with yo	u? Yes N	o <u> </u>					
If 'yes', provide details including pets and type/breed:	If 'yes', provide details including nubmer of pets and type/breed:						



4 HOUSEHOLD DETAILS



In the table below you need to include people who:

- are living with you now and will live with you in your new home
- are living with you now, but will not move with you
- are not living with you now, but will move with you

First name	Surname	Gender (M/F)	Date of birth	Relationshi to applican		Will they be moving with you?			
			dd/mm/yy						
			dd/mm/yy						
			dd/mm/yy						
			dd/mm/yy						
			dd/mm/yy						
			dd/mm/yy						
			dd/mm/yy						
			dd/mm/yy						
	cant or joint applito and want acco	mmodatio		stay from time		ut you have			
First name	Surname		ender D.	ate of birth	Relationship to applicant				
			C	ld/mm/yy					
dd/mm/yy									
dd/mm/yy									
How often do they stay with you?									
	Tiow often do they stay with you:								

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We'll need a copy of any contact / residency order or any agreed access arrangements that are in place.

Which one of the following best to	describes your o	current tenure? Tick ONE box only .	
B&B / Hostel / temporary Caravan / mobile home Council tenant HM Forces Homeless (no accommodation) Hospital / residential care Housing association tenant Living with family / friends		Local authority / foster care Owner occupier Prison Private sector tenant Supported housing Tied accommodation Other (state below)	
6 CURRENT ACCO	MMODATIO	N	
What type of accommodation do	you currently li		
Bungalow Caravan / mobile home Flat		ve in? Hostel / sharing facilities House Maisonette	
Bungalow Caravan / mobile home		Hostel / sharing facilities House Maisonette	6
Bungalow Caravan / mobile home Flat How many bedrooms does the ac	ccommodation 3	Hostel / sharing facilities House Maisonette have? 4	

7 HOME OWNERS
Do you own or partly own a property? Yes No What is the value of the property? £
If mortgaged, what is the amount outstanding? If mortgaged, what are the monthly payments? £
Is the property suitable for your needs? If 'no' please explain why:
If you still have a mortgage on the property you will need to send us a copy of your latest mortgage statement or redemption statement from your mortgage lender
8 TENANTS
Landlord's name and address:
How much is your rent? £ per week / month (delete as applicable)
Do you have any tenancy arrears? Yes No If 'yes' how much? £
Has your landlord started possession proceedings against you? If 'yes' please give details:
9 BEHAVIOUR
Has any landlord, Council or Housing Association had any reason to discuss your behaviour as a tenant with you (or a member of your household), for example not keeping your property in good condition, neighbour disputes or anti social behaviour etc?
Yes No If 'yes' give details:

9 BEHAVIOUR (CONTINUED)	
Has any landlord, Council or Housing Association seeking possession of your home upon you or a n	nember of your household?
Yes No If 'yes' give deta	ails:
offence comitted in, or in the locality of your hom	-
Yes No If 'yes' give deta	ails:
Have you (or a member of your household) receive offence targeted towards people living with you, you landlord's staff (including previous landlords) or no lif 'yes' give details.	eighbours (including at previous addresses)?
10 MEDICAL AND WELFARE	
Provide details of any person who will be moving condition or disability and moving to alternative h	
Name:	
Description of illness or disability:	
What benefit would there be by moving to alternative housing?	

Name:

Description of illness or disability:

What benefit would there be by moving to alternative housing?



You will need to provide a letter from your Doctor, Medical Consultant or Occupational Therapist stating how moving to alternative accommodation will be of benefit to you.



11 PREVIOUS ADRESSES

Provide details of all the properties you have lived at in Gwynedd. You **must** complete this section in full or your application cannot be processed.

Applicant					
Address	From	То	Name and address of landlord	Reason(s) for leaving	
	dd/mm/yy	dd/mm/yy			
	dd/mm/yy	dd/mm/yy			
	dd/mm/yy	dd/mm/yy			
	dd/mm/yy	dd/mm/yy			
	dd/mm/yy	dd/mm/yy			
	dd/mm/yy	dd/mm/yy			

Joint Applicant						
Address	From	То	Name and address of landlord	Reason(s) for leaving		
	dd/mm/yy	dd/mm/yy				
	dd/mm/yy	dd/mm/yy				
	dd/mm/yy	dd/mm/yy				
	dd/mm/yy	dd/mm/yy				
	dd/mm/yy	dd/mm/yy				
	dd/mm/yy	dd/mm/yy				



List **ALL** properties lived at in Gwynedd. Information you provide here will determine which Band your application will appear in. Continue on a separate sheet if neccessary.



12 GWYNEDD CONNECTIONS AND EMPLOYMENT

Tell us about your employment in Gwynedd in the last 5 years:

Applicant					Joint A	pplicant		
From	dd/mm/yy	То	dd/mm/	уу	From	dd/mm/yy	То	dd/mm/yy
Employer					Employer			
Location					Location			
From	dd/mm/yy	То	dd/mm/	уу	From	dd/mm/yy	То	dd/mm/yy
Employer		1			Employer			
Location					Location			
From	dd/mm/yy	То	dd/mm/	уу	From	dd/mm/yy	То	dd/mm/yy
Employer			<u> </u>		Employer			
Location					Location			
Yes	No Ovide suppor	t to or	Details:	fron	m a nerson	or specialist r	orovision	in Gwynedd?
Do you pro	ovide suppor No	t to, or i	receive support	fror	n, a person	or specialist p	orovision	in Gwynedd?
•		-	Gwynedd but If finding adequ Details:		•		ole to tal	ke up the job
Do you need to move to Gwynedd so that a member of your family with a disability can attend a school or receive specialist support but are unable to do so because of the difficulty in finding adequate accessible housing?								
Yes	No		Details:					
Are you cu	ırrently, or ha	ve in th	e past, served i	n the	e Armed Fo	rces in Gwyne	edd?	
Yes	No		Details:					



13 HOUSEHOLD INCOME

What is the income for the whole household?

Income (including benefits)	Per week	Per month
Wages / salary	£	£
State benefits	£	£
State pension	£	£
Occupational / private pension	£	£
Other (please specify)	£	£
Total household income	£	£



'State benefits' include housing benefit or housing element of UC, council tax benefit, ESA, personal independence payment (including those paid by UC); child benefit; tax credits and so on. 'Savings' include bank, building society, post office accounts; shares, bonds etc. We'll need a copy of a recent bank statement to verify your income.

How much savings and investments do you have in total?

£



14 SUPPORT NEEDS

Will you, or a member of your household, require any support with any of the following in your new home? **Tick all that apply.** Adherence to a support plan may be a condition of tenancy with some landlords.

Welfare benefits	Social networks and relationships	
Paying rent	Social skills	
Managing finances	Domestic skills	
Health	Education and training	
Domestic abuse	Employment	
Advocacy	Managing a tenancy	
Liaison with other agencies	Drug or alcohol issues	
Mental health issues	Support for a care leaver	
Support for young persons	Support for older persons	
History of offending	Filling in forms	
Other (give details below)		



15 WHERE DO YOU WANT TO LIVE?



Select your choices by numbering against the areas, with '1' for your first choice, '2' for your second choice, and so on. **Do not tick boxes**. Only select areas in which you want to live as refusing an offer of accommodation in locations you have selected may lead to your application being placed in a lower Band.

	Dwyfor Area			
	Dinas		Penrhos (Bron Y Berth)	
	Edern		Penrhos (Pentref)	
	Garndolbenmaen		Pentreuchaf	
, , , ,	Gyrn Goch		Pistyll	
	Llanaelhaearn		Pontllyfni	
Aberdaron	Llanbedrog		Porthmadog	
Abererch	Llangybi		Prenteg	
Abersoch	Llaniestyn		Pwllheli	
Beddgelert / Nantmor	Llannor		Rhiw	
Botwnnog	Llanystumdwy		Rhoslan	
Bryncir / Pant Glas	Llithfaen		Rhydyclafdy	
Bryncroes	Morfa Nefyn		Sarn	
Capel Uchaf	Mynytho		Trefor	
Clynnog	Nefyn		Tremadog	
Cricieth	Pencaenewydd		Tudweiliog	
Chwilog / Afonwen	Penmorfa		Y Ffor	
	Caernarfon Area	ā		
	Caernarfon Seiont		Nebo	
	Carmel		Penisarwaun	
	Cwm Y Glo		Penygroes	
	Deiniolen / Clwt Y Bont		Rhiwlas	
	Dinas (Llanwnda)		Rhosgadfan	
Bethel	Dinorwig		Rhostryfan	
Bontnewydd	Groeslon		Rhyd Ddu	
Brynrefail	Llanberis / Nant Peris		Saron	
Caeathro	Llandwrog		Talysarn	
Caernarfon Cadnant	Llanllyfni		Waunfawr	
Caernarfon Menai	Llanrug		Y Felinheli	
Caernarfon Peblig	Nantlle		Y Fron	



15 WHERE DO YOU WANT TO LIVE? (CONTINUED)

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Select your choices by numbering against the areas, with '1' for your first choice, '2' for your second choice, and so on. **Do not tick boxes**. Only select areas in which you want to live as refusing an offer of accommodation in locations you have selected may lead to your application being placed in a lower Band.

	Bangor Area	1		
Aber Bangor Deiniol Bangor Dewi Bangor Garth	Bangor Glyder Bangor Hendre Bangor Hirael Bangor Marchog Bangor Menai Bethesda Caerhun/Glasinfryn Gerlan Llanllechid		Mynydd Llandygai Penrhosgarnedd Porth Penrhyn Rachub Talybont Treborth Tregarth	
	Meirionnydd A	rea		
Aberangell Aberdyfi Abergynolwyn Aberllefenni Abermaw Arthog Bala Blaenau Ffestiniog Bontddu Brithdir Bryncrug	Dolgellau Dyffryn Ardudwy Fairbourne Friog Ffestiniog Ganllwyd Gellilydan Glanrafon Harlech Llanbedr Llandecwyn Llandderfel Llanegryn Llanelltyd Llanfachreth Llanfair		Llangywer Llanuwchllyn Llwyngwril Maentwrog Minffordd Parc Pennal Penrhyndeudraeth Rhoslefain Rhyduchaf Rhydymain Sarnau Talsarnau / Soar Tanygrisiau Trawsfynydd Tywyn	
Corris Dinas Mawddwy	Llanfor Llanfrothen		Ynys	



15 WHERE DO YOU WANT TO LIVE? (CONTINUED)

Are there any specific locations, areas, towns, villages or streets that you do not wish to be considered for (even if they are within locations you have chosen in the previous question)? If 'yes', then please tell us about them below.
It's important you tell us why you cannot live in these areas as refusing an offer of accommodation in an area you have chosen without a valid reason will lead to the
application being moved to Band 3.
16 YOUR HOUSING REQUIREMENTS What two of housing do you want to be considered for?
What type of housing do you want to be considered for? House
How many bedrooms do you require? 1
If you've chosen a flat or maisonette, on which floor level could you live? Ground floor only First floor Second floor or higher Any floor that has access to a lift
Do you require any of the following? Warden assisted / Sheltered housing
If you have ticked 'accessible housing' (housing adapted for a person with a disability) then please state below your requirements:

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		X
W	١,	

17 FURTHER INFORMATION

se this space for any further information or to continue from any	previous ques	tions.
19 DELATIONS		
18 RELATIONS		
Please tell us if you are:	Yes	No 🔲
18 RELATIONS Please tell us if you are: Related to a Gwynedd Council Councillor Related to a Board Member of Adra, Grŵp Cynefin or North Wales Housing	Yes	No
Please tell us if you are: Related to a Gwynedd Council Councillor Related to a Board Member of Adra, Grŵp Cynefin or		
Please tell us if you are: Related to a Gwynedd Council Councillor Related to a Board Member of Adra, Grŵp Cynefin or North Wales Housing Currently employed by Gwynedd Council, Adra, Grŵp Cynefin or	Yes	No 🗌



19 DATA PROTECTION NOTICE

By signing this form you consent to:

- Gwynedd Council using your personal information (as provided by you in this application form and any additional information which you or others may provide as part of this application) for all purposes in connection with your application for accommodation and for administration of your tenancy if you are successful.
- Gwynedd Council may disclose this information for these purposes to service providers and agencies who co-operate with it. The information provided in this application will be held on a computerized database.
- Gwynedd Council processing your sensitive personal information for these purposes. Sensitive personal information can include health, ethnic origin or criminal record. You have the right to ask for a copy of information held about you. Gwynedd Council is the data processor.



20 DECLARATION AND SIGNATURES

I/We (the applicant/joint applicant) declare that:

- Gwynedd Council may make the neccessary 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 GwyneddCouncil by my current or previous landlords, mortgage lenders, support agencies, statutory organisations (such as Police and Social Services) and any other relevant professional body or individual
- The information given on this form is true and I/we acknowledge Gwynedd Council's right to verify all the information provided
- I/We accept that failure to keep Gwynedd Council informed of any changes in my/our housing application circumstances may affect my/our position on the housing register or result in the application being cancelled. I/We agree to notify Gwynedd Council of any changes.
- I/We accept that should false or misleading information be provided as part of this application
 then the application will receive reduced priority. Furthermore should a tenancy be granted on
 the basis of false or misleading information then the Housing Association will take legal action
 to end the tenancy. I/We understand that it is an offence in accordance with the Housing
 Act 1996 for anyone to knowingly give false information or withhold relevant
 information if reasonably required to do so, on any matter regarding the allocation of
 housing.

Applicant's Si	gnature:			Date:	dd/mm/yy
Joint Applica	nt's Signature:			Date:	dd/mm/yy
If completing	this form on b	ehalf of the a	oplicant or joint app	plicant, please giv	ve details:
Name:			Signature:		
Relationship	to applicant(s) a	and reason fo	r completing on the	eir behalf:	



21 CHECKLIST

We need to check some information about you before your application can be registered. Providing copies of the documents listed below will help us process your application without delay.

ALL APPLICATIONS

What we need to check	What you need to provide (<i>do not send original documents – send copies only</i>)	Have you included with this application?	
	Birth certificate <i>or</i> Driving License <i>or</i> Passport of Main Applicant <i>and</i> Birth certificate <i>or</i> Driving License <i>or</i> Passport of Joint Applicant	Yes	No 🗌
Identity	If you are not from the EEA – a copy of your immigration status from the UK Border Agency or Home Office	Yes 🗌	No 🗌
Current address	Utility bill or Council Tax bill or bank statement	Yes 🗌	No 🗌
Signatures	Main Applicant and Joint Applicant to both sign the declraration on the previous page	Yes 🗌	No 🗌

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Current tenants of Adra, Grŵp Cynefin or North Wales Housing **do not** need to provide proof of identity or address, but **do** need to sign the form.

INFORMATION TO BE PROVIDED IF APPLICABLE TO YOUR CIRCUMSTANCES

What we need to check	What you need to provide (<i>do not send original documents – send copies only</i>)	Have you with this ap	
Arranged child access	Letter of confirmation by resident parent or copy of residence order or copy of contact order	Yes 🗌	No 🗌
Property owners	Copy of a mortgage statement or copy of HM Land Registry title	Yes 🗌	No 🗌
Housing Benefit	Copy of your Housing Benefit entitlement letter	Yes 🗌	No 🗌
Employment	Copy of recent wage slip <i>or</i> bank statement	Yes 🗌	No 🗌
Receipt of State Benefit	Copy of benefit letter <i>or</i> bank statement	Yes 🗌	No 🗌
Savings	Copy of bank / building society statement	Yes 🗌	No 🗌
Medical issues	Letter from GP / Specialist / Health professional	Yes 🗌	No 🗌
Welfare issues	Letter from support worker / Social Worker / Occupational Therapist	Yes 🗌	No 🗌



22 EQUALITIES

Gwynedd Housing Options and its Partners are intent on providing equal opportunities for all. To enable us to monitor this policy, please indicate how you would describe yourself. Your details as an individual will be kept confidential.

	Main	Joint		Main	Joint
Gender	Applicant	Applicant		Applicant	Applicant
			Ethnic Group		
Male	님	님	White		
Female .	닏	닏	Welsh	님	님
Transgender		\Box	British	닏	닏
Prefer not to answer			English	Ш	Ш
Marital Status			Scottish	Ш	Ш
Single			Irish		
Married / Civil Partnership			Other White		
Separated / Divorced					
Widowed			Mixed		
Prefer not to answer			White & Black Caribbean		
Religion			White & Black African		
Christian			White & Asian		
Jewish			Other Mixed		
Muslim					
Sikh			Asian / Asian British		
Buddhist	$\overline{\Box}$		Indian		
Hindu			Pakistani		
Other			Bangladeshi		
None		\Box	Other Asian		
Prefer not to answer					
Disability			Black / Black British		
Yes			Caribbean		
No	Ħ	Ħ	African	Ħ	Ħ
Prefer not to answer	Ħ	\Box	Other Black Background	Ħ	\Box
Sexual Orientation				_	
Heterosexual			Chinese/other ethnic group		
Homosexual	H	Ħ	Chinese		
Bisexual	H	H	Other	Ħ	H
Prefer not to answer			Prefer not to answer		





01492 572727

www.nwha.org.uk



0300 111 2122

www.grwpcynefin.org



0300 123 8084

www.adra.co.uk



01286 685100

opsiynautai@gwynedd.llyw.cymru

www.gwynedd.llyw.cymru/taicymdeithasol

Once completed please return the form to:
Gwynedd Housing Options
Gwynedd Council
Stryd Y Jêl
Caernarfon
Gwynedd
LL55 1SH

	OFFICE USE ONLY	
Date received:	Date registered:	
Name:		
Address:		
Application reference:	Actions:	