

# GWYNEDD COMMON HOUSING REGISTER

## INFORMATION FOR APPLICANTS

### PARTNERIAETH COFRESTR TAI GYFFREDIN GWYNEDD COMMON HOUSING REGISTER PARTNERSHIP



Opsiynau Tai Cyngor Gwynedd sydd yn rheoli'r Gofrestr Tai Gyffredin ar ran Tai Gogledd Cymru, Grŵp Cynefin a Cartrefi Cymunedol Gwynedd. *Gwynedd Council Housing Options manage the Common Housing Register on behalf of North Wales Housing, Grŵp Cynefin and Cartrefi Cymunedol Gwynedd.*

## What is the Gwynedd Common Housing Register?

The Common Housing Register is used to allocate properties to applicants who have registered an application. Properties are allocated in accordance with Gwynedd's Common Housing Allocations Policy which is a points based system which reflects housing need. When you apply:

- There is one contact point to access social housing in Gwynedd: Gwynedd Housing Options. Call us on 01286 685100 or by email: [housingoptions@gwynedd.llyw.cymru](mailto:housingoptions@gwynedd.llyw.cymru)
- There is only one application form to complete even though you may be considered for properties owned by 3 different social landlords
- There is only one points scheme to reflect your need for social housing
- There is only one allocation scheme; the process in which social housing is allocated. If you want a copy of the full policy document then contact the Housing Options Team
- You can get access to housing advice which includes a range of other options that may be available and suitable for you
- Gwynedd Housing Options will deal with all your enquiries relating to your application for accommodation

Gwynedd Housing Options manage the Common Housing Register on behalf of:

North Wales Housing



Grŵp Cynefin



Cartrefi Cymunedol  
Gwynedd



Gwynedd Council



### 1. Who can apply for social housing?

- Residents of the UK who are over 16 years of age
- British nationals
- Citizens of the European Economic Area
- Certain people who are citizens of the Commonwealth, asylum seekers and persons from abroad who have certain rights to stay in the UK

### 2. Who cannot apply?

- People from abroad (subject to 1. above)
- People subject to immigration control
- People or family members of people who are deemed ineligible for an allocation because of their past unacceptable behaviour

### 3. Making an application for social housing

#### What you need to do

Complete and sign an application form



Provide copies of the necessary information, for example proof of address, nationality etc.



Provide any additional information in support of your application, for example medical letter, homeless status, welfare details



Send the complete application pack to Gwynedd Housing Options

### **What Housing Options will do**

Check if you are eligible to apply



Process your application within 10 working days of receiving your application  
(if you have included all the information required)



If you haven't provided sufficient information, we'll ask you for it



You will be allocated points in accordance with the points system



We'll send you a letter acknowledging your application and confirming your details



Your application will be reviewed every 6 months. You will need to respond  
to the registration process or your application will be cancelled

#### **4. How applications are prioritised**

All applications for accommodation are assessed and awarded points on the basis of their housing needs. The Common Housing Allocations Policy gives priority to applicants who are in a 'reasonable preference' category. The reasonable preference categories are:

- people who are homeless
- people who are owed a homeless duty by a local authority
- people living in insanitary, overcrowded or in unsatisfactory housing conditions
- people who need to move on medical or welfare grounds
- people who need to move to a particular location in Gwynedd where failure to do so would cause hardship to themselves or others

The Gwynedd Common Housing Register Partnership has also decided that priority should be given to reflect the following:

- a person's local connection with both Gwynedd and the community in which they wish to be rehoused
- housing management factors (which include under-occupation of accommodation, rehousing due to major works, enable a tenant to move to an affordable property where there is a risk of the tenancy failing) – this is applicable to current tenants of Cartrefi Cymunedol Gwynedd, Grŵp Cynefin and North Wales Housing only

Accommodation will be offered to applicants with the highest number of points for the type of property and area chosen. Please note that this is subject to meeting the occupancy criteria (family composition and size) that are set for each property by the landlord.

#### **5. Adjusted priority**

In certain circumstances an applicant's priority may be adjusted, effectively giving an applicant less priority. Priority may be adjusted as follows:

- when a current or former tenant has any debt related to a tenancy
- where there has been an element of unacceptable behaviour by the tenant, family member or someone visiting them
- when misleading information is provided as part of the application for accommodation
- deliberately worsening housing conditions to gain extra priority
- refusing a reasonable offer of accommodation
- when an applicant has the financial means to meet their own housing costs



Local connection	Points
Applicants with a local connection with Gwynedd will receive additional points dependent on the length of their connection. For each complete year 3 points will be awarded up to a maximum of 15 points after 5 years.	3 per year (max 15)

Community residency	Points
Applicants with current or previous residency in a community council area which is included on their application. For each complete year 2 points will be awarded up to a maximum of 10 points after 5 years.	2 per year (max 10)

## 7. Adjusted priority

Points can be adjusted for the following reasons:

Adjusted priority	Points
Debt related to a current or former tenancy (depending on the level of the debt)	Deduct 10, 20 or 30
History of unacceptable behaviour which would affect their suitability to be a tenant	Deduct 10, 20 or 30
Deliberately providing false or misleading information as part of the housing application	Deduct 30
Deliberately worsening housing conditions to take advantage of the allocation scheme	Deduct 30
Refusing a reasonable offer of accommodation	Deduct 10
Applicant has the financial means to meet their own housing costs	No priority

## 8. Choice of accommodation

Applicants can choose the type of property they require, number of bedrooms and the location. Applicants are limited to choosing up to 5 locations only.

The following table shows the size and types of property applicant may be considered for based on family composition. This is only a guide. Please note that your preferred choice of accommodation size may not be offered to you and that you may be offered accommodation that we deem to be suitable and reasonable for your needs.

Applicant's household	1 bedroom flat	1 bedroom bungalow	1 bedroom house	2 bedroom flat / maisonette	2 bedroom bungalow	2 bedroom house	3 bedroom flat / maisonette	3 bedroom house	4 bedroom house	5 bedroom house
Single person	Yes									
Childless couple		Yes								
Single parent / couple 1 child			Yes							
Single parent / couple 2 children same sex under 10				Yes						
Single parent / couple 2 children mixed sex over 10							Yes			
Single parent / couple 3 children same sex								Yes		
Single parent / couple 3 children mixed sex									Yes	
Single parent / couple 4 children same sex										Yes
Single parent / couple 4 children mixed sex										
Single parent / couple more than 4 children										Yes

## 9. Gwynedd housing stock

Here is a list of the current social housing stock in Gwynedd. It includes accommodation by Cartrefi Cymunedol Gwynedd, Grŵp Cynefin and North Wales Housing.

Bangor Area															
		House				Bungalow				Flat			Maisonette		
	Accommodation	1	2	3	4+	1	2	3	4	1	2	3	2	3	4
Aber	General			1											
Bangor – Deiniol	General		24	11						45	16	2			
	Older persons									34	2				
Bangor – Dewi	General		4	122	1						13				
	Older persons						14								
Bangor – Garth	General			6						10	7				
Bangor – Glyder	General		6	90	6										
	Older persons										9				
Bangor – Hendre	General		31	108							15				
	Older persons						12			27	10				
Bangor – Hirael	General	1	47	42	2						6				
	Older persons						8			23	38				
Bangor – Marchog	General		32	375	30					54	86		9		
	Older persons						40	3							
Bangor – Menai	General	11	6	1									1		
	Older persons									64	24				
Bethesda	General		37	149	12						5				
	Older persons						14				17		8	12	
Caerhun / Glasinfryn	General			21											
	Older persons						18								
Gerlan	General		2	17	7										
Llanllechid / Rachub	General		6	51	1		4								
	Older persons					8	14			1	3				
Mynydd Llandygai	General			16											
	Older persons						5								
Penrhosgarnedd	General			11											
	Older persons						9								
Talybont	General			22	1		4								
	Older persons					8	14								
Treborrh	General		4	8											
	Older persons						6								
Tregarth	General		19	59											
	Older persons						10								

Caernarfon Area															
		House				Bungalow				Flat			Maisonette		
	Accommodation	1	2	3	4+	1	2	3	4	1	2	3	2	3	4
Bethel	General	1	5	21	4										
	Older persons						8								

**Caernarfon Area (Continued)**

		House				Bungalow				Flat			Maisonette		
	Accommodation	1	2	3	4+	1	2	3	4	1	2	3	2	3	4
Bontnewydd	General	1	13	28							3	8			
Brynrefail	General	1	1	3	1										
	Older persons						3								
Caeathro	General			3											
Caernarfon - Cadnant	General		47	128	1					33	16			6	
	Older persons					4	17								
Caernarfon - Menai	General		2							24	28	1	2		
	Older persons									30					
Caernarfon - Peblig	General		72	367	22					39	51	32			
	Older persons					12									
Caernarfon – Seiont	General		7	50							5		8	1	
	Older persons						18			57	1				
Carmel	General		2	13											
Cwm Y Glo	General	1		9											
	Older persons						3								
Deiniolen / Clwt Y Bont	General	1	11	128	10										
	Older persons						22								
Dinorwig	General			14											
Groeslon	General		4	29						4					
	Older persons						20								
Llanberis / Nant Peris	General		30	61	7					1	1				
	Older persons						18				38		4		
Llandwrog	General			2											
	Older persons									9					
Llanllyfni	General		2	65	4	5	2								
Llanrug	General		23	53	5										
	Older persons					4	24								
Nantlle	General		4	9											
	Older persons						6								
Nebo	General			9											
Penisarwaun	General		2	13											
	Older persons						14								
Penygroes	General	2	28	96	4					6	11		6		
	Older persons						27			6					
Rhiwlas	General	1	1	20											
Rhosgadfan	General		1	43	1										
	Older persons						12								
Rhostryfan	General		3	10											
	Older persons						14								
Rhyd Ddu	General			5											
Saron	General			9											
Talysarn	General	1		5	3						8				
Waunfawr	General		2	51	1										
	Older persons						15								

**Caernarfon Area (Continued)**

		House				Bungalow				Flat			Maisonette		
	Accommodation	1	2	3	4+	1	2	3	4	1	2	3	2	3	4
Y Felinheli	General		8	20	2										
	Older persons									1	12				
Y Fron	General		3	10											
	Older persons						8								

**Dwyfor Area**

		House				Bungalow				Flat			Maisonette		
	Accommodation	1	2	3	4+	1	2	3	4	1	2	3	2	3	4
Aberdaron	General			5											
	Older persons					1									
Abererch	General			25						10	14				
	Older persons						4								
Abersoch	General		4	37	3					3	4				
Beddgelert / Nantmor	General		2	7		2				4					
Botwnnog	General		1	18											
Bryncir / Pant Glas	General			7											
Bryncroes	General			12											
	Older persons						2								
Capel Uchaf	General			7											
Clynnog	General			28											
Criccieth	General		27	34	5					11		7			
	Older persons						4			9		1			
Chwilog / Afonwen	General			11	1										
	Older persons					2	5				4				
Dinas	General			6											
Ederon	General		1	12						2					
Garndolbenmaen	General		3	17	8		5			1	1				
Gyrn Goch	General		3												
Llanaelhaearn	General	1	8	17	2										
Llanbedrog	General		2	26	2					1	2				
	Older persons					2									
Llangybi	General			13											
Llaniestyn	General			5											
Llannor	General			19						2	2				
Llanystumdwy	General		2	12						2	3				
Llithfaen	General		2	10	1										
Morfa Nefyn	General		1	25	4					2	4	1			
	Older persons						4								
Mynytho	General		5	22	4										
	Older persons						8								
Nefyn	General		4	53	5					7	2				
	Older persons					4	10								
Pencaenewydd	General			9	2										
Penmorfa	General			6											
Penrhos (Bron Y Berth)	General		14	2											
Penrhos (Village)	General			3											



Dwyfor Area (Continued)																
		House				Bungalow				Flat			Maisonette			
	Accommodation	1	2	3	4+	1	2	3	4	1	2	3	2	3	4	
Pentreuchaf	General			4												
Pistyll	General			7												
Pontllyfni	General			9												
Porthmadog	General		21	54	7					18	22	1				
	Older persons									24	12					
Prenteg	General			3												
Pwllheli	General		71	151	17			1		60	75	5	1	9		
	Older persons					8	5			10	4					
Rhiw	General		2	1			1									
Rhoslan	General			5												
Rhydyclafdy	General			6	1											
Sarn	General		1	9												
Trefor	General	4	27	14	6											
	Older persons						2			8						
Tremadog	General		20	21						4	9	9				
	Older persons									19						
Tudweiliog	General			6	1											
	Older persons						6									
Y Ffôr	General	2	1	13												
	Older persons						8									

Meirionnydd Area																
		House				Bungalow				Flat			Maisonette			
	Accommodation	1	2	3	4+	1	2	3	4	1	2	3	2	3	4	
Aberangell	General		7	3												
Aberdyfi	General	2	2	14							10					
	Older persons					3	11									
Abergynolwyn	General		3	4												
	Older persons						6									
Aberllefenni	General		5	5												
Abermaw / Barmouth	General		6	44	2					22	42	20	6	12	8	
	Older persons									22	12					
Arthog	General			5												
Bala	General	1	14	107	9					28	27					
	Older persons						18			32						
Blaenau Ffestiniog	General	18	130	37	1					10	47					
	Older persons						6	10		32						
Bontddu	General			2												
Brithdir	General			3					1							
	Older persons						3									
Bryncrug	General		4	2	1											
	Older persons						8									
Corris	General	2	5	13	1	1	3			1	1					
Dinas Mawddwy	General			3												
	Older persons					3	3									
Dolgellau	General	5	24	70	4		3		1	17	20					
	Older persons						14			12	35					

**Meirionnydd Area (Continued)**

		House				Bungalow				Flat			Maisonette		
	Accommodation	1	2	3	4+	1	2	3	4	1	2	3	2	3	4
Dyffryn Ardudwy	General		3	21	1						2	1			
	Older Persons					8	15	1		12					
Fairbourne	General			3						1					
Friog	General			4											
	Older persons						9								
Ganllwyd	General			6											
Gellilydan	General		4	27											
	Older persons					4	8								
Glanrafon	General			4											
	Older persons					2									
Harlech	General		11	19	3										
	Older persons					1	12								
Llanbedr	General			2											
	Older persons					8	11								
Llandecwyn	General		4	2											
Llandderfel	General		4	8	3		1	4							
	Older persons						4								
Llanegryn	General			6											
	Older persons					3	8								
Llanelltyd	General			2											
	Older persons					1									
Llanfachreth	General			3											
	Older persons						3								
Llanfair	General			7											
	Older persons						7								
Llanfor	General			5											
Llanfrothen	General			8											
	Older persons					1	5								
Llangywer	General			1											
Llanuwchllyn	General		1	4						2	10	1			
	Older persons						4								
Llan Ffestiniog	General		6	18	1		1			7	1				
	Older persons						2								
Llwyngwrl	General			5							4				
	Older persons					2	4								
Maentwrog	General	1	1								3				
Minffordd	General		3	5											
Parc	General			2											
Pennal	General		3								6				
	Older persons						3								
Penrhyndeudraeth	General		17	32	3										
	Older persons					4	26			21					
Rhoslefain	General			4											
Rhyduchaf	General			1											
Rhydymain	General			1											
	Older persons						4								
Talsarnau / Soar	General			2											
	Older persons						2								

Meirionnydd Area (Continued)																
		House				Bungalow				Flat			Maisonette			
Accommodation		1	2	3	4+	1	2	3	4	1	2	3	2	3	4	
Tanygrisiau	General	1	11	17							12					
	Older persons					4	2									
Trawsfynydd	General		13	31												
	Older persons					3	11									
Tywyn	General		18	162	6		6			3	10		1			
	Older persons					6	35			20						
Ynys	General		2	2												
	Older persons						3									

Accommodation for older persons usually means for those aged 55 or over, but this can vary at certain sites. Some older person accommodation also benefits from the services of a visiting or resident Warden, and some will be suitable for persons with a disability. Contact Housing Options for more details.

### 9. Completing the application form

If your application form has not been completed properly we may have to send it back to you which will mean a delay in processing your application. Here are a few useful hints and tips on completing the application form which will help us process your application promptly.

- Answer each question on the application form. If a question is not applicable to your circumstances, write "not applicable" or similar as your answer
- Read the guidance provided in the "Help" column in the application form
- If you're not sure what documents you need to enclose as part of your application then give us a ring and we'll advise you. You can contact us  
by phone on 01286 685100  
by email at [housingoptions@gwynedd.llyw.cymru](mailto:housingoptions@gwynedd.llyw.cymru)
- Any documents you provide as part of your application will need to be copies. Please do not send original documents as we cannot guarantee their safe return to you
- Make sure that each applicant signs and dates the application form on the last page

### Coming Soon! - New Properties

The following properties are in the process of being developed – contact Housing Options for more details.

#### **Ready January 2017 ....**

Plasllwyd site, Hiracl, Bangor.  
There will be 3 one bed roomed flats and 6 two bed roomed flats at this development by Cartrefi Cymunedol Gwynedd.



Artist's impression of the flats at the Plasllwyd site

#### **Ready March 2017 ....**

Wenallt site, Dolgellau.  
A Cartrefi Cymunedol Gwynedd development of 8 two bed roomed and 4 three bed roomed houses.



Artist's impression of the development at the Wenallt site



## Are you a tenant of Cartrefi Cymunedol Gwynedd, Grŵp Cynefin or North Wales Housing?

If you are, you may be eligible to exchange your tenancy with another public sector tenant. For more details contact your landlord (details below) or you could visit the following sites:

[www.homeswapper.co.uk](http://www.homeswapper.co.uk)  
[www.houseswapwales.co.uk](http://www.houseswapwales.co.uk)

### Contact Details



#### Gwynedd Council Housing Options

The Team deal with your application for accommodation.  
Contact us with **all** enquiries regarding your application.

01286 685100

[housingoptions@gwynedd.llyw.cymru](mailto:housingoptions@gwynedd.llyw.cymru)

### Housing Providers



#### Cartrefi Cymunedol Gwynedd

0300 123 8084

[www.ccgwynedd.org.uk](http://www.ccgwynedd.org.uk)

[www.ccgwynedd.org/en-GB/Properties-to-let](http://www.ccgwynedd.org/en-GB/Properties-to-let)

(link to a list of currently available properties)



#### Grŵp Cynefin

0300 111 2122

[www.grwpcynefin.org](http://www.grwpcynefin.org)

[twitter.com/Grwp\\_Cynefin](https://twitter.com/Grwp_Cynefin)

[facebook.com/GrwpCynefin](https://facebook.com/GrwpCynefin)

(these Twitter and Facebook pages list some available properties)



#### North Wales Housing

01492 572727 | 01248 370227

[www.nwha.org.uk](http://www.nwha.org.uk)