Your Homespot Application Form
You can apply for housing with Falkirk Council by filling in this application form. Please read our Information Booklet before you start to fill in this form.

Please answer every question and give as much information as you can. This will help us to assess your application correctly. Where a question does not apply to you, write 'N/A' (not applicable) in the space.

If you are filling in this form by hand, please use block capital letters. Please return the form to the Access to Housing Team or any of the Neighbourhood Offices / One Stop Shops listed in Section 10.

This sign means that you need to confirm information. Section 9 of the form lists the types of confirmation that we need from you.

Where you see this sign go to Section 8 for useful information to help you to fill in the form.

Who can apply for housing?
You can apply for housing if you are 16 or over. You can apply on your own or you can apply with other people and have a joint application.

We will not discriminate against you in any way based on your race, colour, ethnic origin, nationality, gender, sexuality, disability, age, religion or other beliefs.

Help to complete the form
If you need help to fill in this form, staff in any of our Neighbourhood Offices / One Stop Shops or the Access to Housing Team will be happy to help. You will find our contact details in Section 10 of the form.

If you have lost your home or are at risk of losing your home
If you have lost your home or are at risk of losing your home within two months, you should contact the Access to Housing Team where a member of staff will give you advice and assistance. See Section 10 for contact details.

Data protection
To help you find a home we need to ask you for a lot of information. The information you give on your application may be shared with other housing providers who have houses for rent in the Council area. We will protect the information you give us and make sure that it is only shared with those who need it for housing related purposes.

The information you give us will be kept in line with the requirements of the law, including the Data Protection Act 1998. You can ask at any time to see the information that we hold about your application.
Homespot Application

Representation

1. Do you want someone else to act on your behalf (a representative) about your application for housing?
   ☐ Yes ☐ No

   If ‘Yes’, please provide their details:

   Representative’s Name:

   __________________________________________

   Relationship to You (if any) (See Section 8)

   __________________________________________

   Address:

   __________________________________________ Postcode:

   Telephone Number:

   __________________________________________

   Email Address:

   __________________________________________

   If you decide later on that you would like someone else to deal with your application, you will need to tell us in writing, giving this person permission to act on your behalf.

2. If we contact you, do you need an interpreter or someone to help with communication?
   ☐ Yes ☐ No

   If ‘Yes’, what help do you need?

   __________________________________________

   __________________________________________

   __________________________________________

   __________________________________________

   __________________________________________

   __________________________________________

   __________________________________________

   __________________________________________

   __________________________________________

   __________________________________________

   __________________________________________

   __________________________________________
Homespot Application

Section 1

1. Do you want to be nominated to a Housing Association or Registered Social Landlord? *(See Section 8 for information.)*
   - Yes [ ]
   - No [ ]

2. If you want us to write to you at a different address than the one you are living at, please provide the contact address below:
   - Postcode:

3. What type of accommodation do you live in now? *(See Section 8 for information.)*
   Please tick relevant box:
   - House / Bungalow [ ]
   - Bedsit [ ]
   - Flat Multi-storey [ ]
   - Flat [ ]
   - Tenement Flat [ ]
   - Mobile Home, Caravan or Boat [ ]
   - Room in a Shared House, Hostel or Residential Home [ ]
   - Four in a Block [ ]
   - Other (please state)

4. If you have ticked house / bungalow, please tell us what type it is:
   - Detached [ ]
   - Semi-detached [ ]
   - End Terraced [ ]
   - Mid Terraced [ ]

5. Do you live in Housing with Care?  
   - Yes [ ]
   - No [ ]

6. Are you applying for Housing with Care?  
   - Yes [ ]
   - No [ ]
   
   Housing with Care is housing for older people who are physically frail and need some care and support services at home. For more information see our Housing with Care leaflet.

7. How many bedrooms are there where you live?
   - Double Bedrooms (over 110 square feet or 10 square metres)
   - Single Bedrooms (under 110 square feet or 10 square metres)

7a. How many bedrooms do you and anyone who is moving with you use?
   - Double Bedrooms (over 110 square feet or 10 square metres)
   - Single Bedrooms (under 110 square feet or 10 square metres)
8. How would you describe your household? (See Section 8 for information.)

9. Which ethnic group or background best describes your family? (See Section 8 for list of ethnic groups.)

10. Do you work for Falkirk Council’s Corporate & Housing Services?  
    Are you an Elected Member of Falkirk Council?  
    Are you related to any of Falkirk Council’s Elected Members or any member of staff working for the Council’s Corporate & Housing Services?  
    If ‘Yes’, please give their name and relationship to you:

    Name

    Relationship to You (See Section 8)

11. Mutual Exchange

    Another way of finding a new home is to exchange with another tenant.  
    If you are a Council or Housing Association tenant, would you consider a mutual exchange?

    Yes  No

    Falkirk Council is registered with HomeSwapper which is a web based service to help tenants of social landlords swap houses. Visit their website at www.HomeSwapper.co.uk
Homespot Application

Section 2

About You

If you are applying for a house with someone else, you and the other applicant must fill in Applicant 1 (pages 4 & 5) and Applicant 2 (pages 6 & 7) boxes. If you are applying on your own, leave the ‘Applicant 2’ boxes blank.

### APPLICANT 1

1. **Mr/Mrs/Miss/Ms/Other (please state)**

2. **First Name**

3. **Last Name**

4. **National Insurance Number**

5. **Date of Birth**

6. **Marital Status** (See Section 8)

7. **What is your Gender?**
   - [ ] Male
   - [ ] Female

8. **Are you Pregnant?**
   - [ ] Yes
   - [ ] No

9. **Due Date**

10. **Ethnic Group** (See Section 8)

Under the Housing (Scotland) Act 2001, the Asylum and Immigration Act 1999, and the Immigration (EEA) Regulations 2006, we need to find out if you qualify for public assistance including housing.

11. **Do you have current or indefinite leave to remain in the UK?**
    (This also includes exceptional leave to remain).
    - [ ] Yes
    - [ ] No

12. **Do you have humanitarian or discretionary leave to remain in the UK?**
    - [ ] Yes
    - [ ] No

13. **Do you have any restriction on your access to public funds?**
    - [ ] Yes
    - [ ] No

14. **Are you a National of an European Economic Area (EEA) country that was a member of the EU before 01/05/2004 or of Malta and Cyprus, and working, registered self employed or a job seeker?**

15. **Are you a National of an European Economic Area (EEA) country that of the EU on or after 01/05/2004 and have a EEA Residence Permit or working under the Worker Registration Scheme, or registered self employed?**

### Country of Origin

(See Section 8)

You are not subject to immigration control if you are a:
- [ ] British citizen
- [ ] Commonwealth citizen with right of abode in the UK
- [ ] Citizen of a member country with in the European Economic area
Homespot Application

Section 2

About You

APPLICANT 1

Equality and Diversity
We are collecting equality and diversity information for monitoring purposes and to help us plan our services. The information you give will not affect how your application is assessed. You do not need to answer these questions if you do not want to.

1. Do you or consider yourself to have a disability?
   - ☐ Yes  ☐ No
   - If ‘Yes’, please tick:
     - ☐ Sensory Impairment  ☐ Mobility/Physical  ☐ Mental Health
     - ☐ Learning Disability  ☐ Other Disability  ☐ Not know or N/A

2. How would you describe your religion?
   - ☐ Religion None  ☐ Church of Scotland  ☐ Roman Catholic
   - ☐ Other Christian  ☐ Muslim  ☐ Buddhist
   - ☐ Sikh  ☐ Jewish  ☐ Hindu
   - ☐ Pagan  ☐ Other Religion  ☐ Religion N/A

3. How would you described your sexual orientation?
   - ☐ Heterosexual  ☐ Gay  ☐ Lesbian
   - ☐ Bisexual  ☐ Transgender  ☐ Not Answered

4. How would you describe your economic status?
   - ☐ Full-time Employment  ☐ Part-time Employment  ☐ Unemployed
   - ☐ Training  ☐ Retired  ☐ At Home
   - ☐ Student  ☐ Disabled/Long Term Sick  ☐ Self Employed

5. What is your annual income before tax?
   - ☐ Under £10,000  ☐ £10,001-£15,000  ☐ £15,001-£20,000
   - ☐ £20,001-£25,000  ☐ £25,001-£30,000  ☐ £30,001-£40,000
   - ☐ Over £40,000

6. Communications
   - Home Telephone Number (include area code)
   - Mobile Telephone Number
   - Work Telephone Number (include area code)
   - Email Address

7. How would you like us to contact you?
   - Please tick all boxes that apply:
     - ☐ Letter  ☐ Telephone  ☐ Email  ☐ Text
Homespot Application

Section 2

About You

If you are applying for a house with someone else, you and the other applicant must fill in Applicant 1 (pages 4 & 5) and Applicant 2 (pages 6 & 7) boxes. If you are applying on your own, leave the ‘Applicant 2’ boxes blank.

**APPLICANT 2**

1. Mr/Mrs/Miss/Ms/Other (please state) ___________________________________________
2. First Name ___________________________________________
3. Last Name ___________________________________________
4. National Insurance Number ________________
5. Date of Birth ________________
6. Marital Status (See Section 8) ________________
7. What is your Gender? Male Female
8. Are you Pregnant? Yes No
9. Due Date ________________
10. Ethnic Group (See Section 8) ___________________________________________

Under the Housing (Scotland) Act 2001, the Asylum and Immigration Act 1999, and the Immigration (EEA) Regulations 2006, we need to find out if you qualify for public assistance including housing.

11. Do you have current or indefinite leave to remain in the UK? (This also includes exceptional leave to remain). Yes No
12. Do you have humanitarian or discretionary leave to remain in the UK? Yes No
13. Do you have any restriction on your access to public funds? Yes No
14. Are you a National of an European Economic Area (EEA) country that was a member of the EU before 01/05/2004 or of Malta and Cyprus, and working, registered self employed or a job seeker? Yes No
15. Are you a National of an European Economic Area (EEA) country that of the EU on or after 01/05/2004 and have a EEA Residence Permit or working under the Worker Registration Scheme, or registered self employed? Yes No

Country of Origin. (See Section 8) ________________

You are not subject to immigration control if you are a:

- British citizen
- Commonwealth citizen with right of abode in the UK
- Citizen of a member country with in the European Economic area
Homespot Application
Section 2
About You

APPLICANT 2

Equality and Diversity
We are collecting equality and diversity information for monitoring purposes and to help us plan our services. The information you give will not affect how your application is assessed. You do not need to answer these questions if you do not want to.

1. Do you or consider yourself to have a disability?
   - Yes
   - No
   If ‘Yes’, please tick:
     - Sensory Impairment
     - Mobility/Physical
     - Mental Health
     - Learning Disability
     - Other Disability
     - Not known or N/A

2. How would you describe your religion?
   - Religion
   - None
   - Church of Scotland
   - Roman Catholic
   - Other Christian
   - Muslim
   - Buddhist
   - Sikh
   - Jewish
   - Hindu
   - Pagan
   - Other Religion
   - Religion N/A

3. How would you described your sexual orientation?
   - Heterosexual
   - Gay
   - Lesbian
   - Bisexual
   - Transgender
   - Not Answered

4. How would you describe your economic status?
   - Full-time Employment
   - Part-time Employment
   - Unemployed
   - Training
   - Retired
   - At Home
   - Student
   - Disabled/Long Term Sick
   - Self Employed

5. What is your annual income before tax?
   - Under £10,000
   - £10,001-£15,000
   - £15,001-£20,000
   - £20,001-£25,000
   - £25,001-£30,000
   - £30,001-£40,000
   - Over £40,000

6. Communications
   - Home Telephone Number (include area code)
   - Mobile Telephone Number
   - Work Telephone Number (include area code)
   - Email Address

7. How would you like us to contact you?
   Please tick all boxes that apply:
   - Letter
   - Telephone
   - Email
   - Text
Please list all the people who will live with you (excluding yourself and Applicant 2). This should include people who do not live with you just now but will when you move, and/or the people with whom you have regular access e.g. children:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>NI Number (if applicable)</th>
<th>Date of Birth dd/mm/yyyy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender M/F</td>
<td>Relationship to you (See Section 8)</td>
<td>Do they live with You? (Yes or No)</td>
<td>Do you have Regular Access? (Yes or No)</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------------------</td>
<td>-----------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Homespot Application
Section 4

About where you live and have lived

Please tell us where you have lived over the last five years (you should start with your current address):

**APPLICANT 1**

1. Current Address
   - From
   - To
   - Type of Tenure (See Section 8)
   - Address
   - Postcode
   - Reason for Leaving (See Section 8)
   - Name and Address of Landlord
   - Postcode

2. Previous Address
   - From
   - To
   - Type of Tenure (See Section 8)
   - Address
   - Postcode
   - Reason for Leaving (See Section 8)
   - Name and Address of Landlord
   - Postcode

If you have had more than three addresses in the last five years, please provide details on a separate sheet.

4. Are you in danger of losing your home?
   - Yes   - No
   - If Yes, please give details:

5. Have you been asked to leave your current property?
   - Yes   - No
   5a. If ‘Yes’, what is the date you have to leave by:

**IMPORTANT - You should contact the Access to Housing Team without delay if you are in danger of losing your home (see Section 10 for contact details).**

5b. Please provide written evidence i.e. Notice to Quit/Court Order.
Homespot Application

Section 4

About where you live and have lived

Please tell us where you have lived over the last five years (you should start with your current address):

APPLICANT 2

1. Current Address

From YYYYMMDD
To YYYYMMDD

Type of Tenure (See Section 8) [i]

Address

Postcode

Reason for Leaving (See Section 8) [i]

Name and Address of Landlord

Postcode

2. Previous Address

From YYYYMMDD
To YYYYMMDD

Type of Tenure (See Section 8) [i]

Address

Postcode

Reason for Leaving (See Section 8) [i]

Name and Address of Landlord

Postcode

If you have had more than three addresses in the last five years, please provide details on a separate sheet.

3. Previous Address 2

From YYYYMMDD
To YYYYMMDD

Type of Tenure (See Section 8) [i]

Address [C]

Postcode

Reason for Leaving (See Section 8) [i]

Name and Address of Landlord

Postcode

4. Are you in danger of losing your home?

☐ Yes ☐ No

If Yes, please give details:

5. Have you been asked to leave your current property?

☐ Yes ☐ No

5a. If ‘Yes’, what is the date you have to leave by:

Please provide written evidence i.e. Notice to Quit/Court Order.

IMPORTANT - You should contact the Access to Housing Team without delay if you are in danger of losing your home (see Section 10 for contact details).
Homespot Application

Section 5

Housing Choices

1. **What type of house would you like to live in?** (See Section 8).
   Please tick all house types you would consider:
   - [ ] Bedsit
   - [ ] Flat
   - [ ] Tenement Flat
   - [ ] Multi-storey Flat
   - [ ] Four in a Block
   - [ ] Maisonette
   - [ ] House
   - [ ] Bungalow

2. **What is the highest floor level you would consider for a flat, maisonette or multi-storey?**
   - [ ] Ground
   - [ ] First
   - [ ] Second
   - [ ] Third
   - [ ] Four and Above (please state)

3. **Which type of heating would you accept?**
   Please tick all types you would consider:
   - [ ] Gas
   - [ ] Solid Fuel
   - [ ] Electric
   - [ ] Any

4. **Where do you want to live?**
   Please say which areas you would like to live in **order of preference from 1-10 with 1 as your first choice and 10 as your last choice.** For example, if Grangemouth is your first choice put a number 1 beside it. If Falkirk West is your second choice put a number 2 beside it and so on. You do not need to choose all the areas. See the map enclosed for allocation areas.
   - [ ] Bo'ness
   - [ ] Falkirk Central
   - [ ] Bonnybridge/Banknock
   - [ ] Falkirk East
   - [ ] Braes
   - [ ] Falkirk West
   - [ ] Dawson
   - [ ] Grangemouth
   - [ ] Denny
   - [ ] Larbert/Stenhousemuir

5. **When you move will you need any of the facilities listed below?**
   Please tick all that apply:
   - [ ] Ground floor property
   - [ ] Shower low level
   - [ ] Adapted kitchen
   - [ ] Wet Room/level access shower
   - [ ] Ramped/level access

   If you tick any of these you should read the leaflet Functional Needs Assessment and fill in the attached request form.

6. **Do you or anyone on your application use a wheelchair?**
   - [ ] Yes
   - [ ] No
   If there is a wheelchair user do they use it:
   - [ ] Indoors
   - [ ] and/or Outdoors
Homespot Application
Section 6

1. Your reason for applying for a house

Please tick the box which describes your main reason for applying for a house.

**Tick only one box:**
- [ ] Homeless
- [ ] House lacks standard amenities
- [ ] Living in hostel, supported or temporary accommodation provided by Falkirk Council
- [ ] House unsuitable due to health problems or disability**
- [ ] Threatened with loss of home
- [ ] To give/receive support to/from relatives/friends**
- [ ] Leaving Care
- [ ] Experiencing severe harassment and abuse**
- [ ] Marital or relationship breakdown (domestic abuse involved)*
- [ ] Marital or relationship breakdown (domestic abuse not involved)*
- [ ] House in a redevelopment or regeneration area
- [ ] To be near family and/or current or new job**
- [ ] Leaving H.M. Forces
- [ ] House too small
- [ ] House too big
- [ ] Leaving hospital, prison or residential care
- [ ] Tied tenancy coming to an end
- [ ] To get own tenancy
- [ ] Have no security of tenure
- [ ] To change type of house

If your home is unsuitable for you due to a medical condition and/or disability you should read the leaflet Functional Needs Assessment and fill in the attached request form.

* Domestic abuse is abuse from a partner or ex-partner including psychological as well as physical and sexual forms of abuse.

** More information will be collected to support your application.

2. Support

Are you applying for housing because you need to move to give or receive support?
[ ] Yes  [ ] No

2a. If ‘Yes’, is this to (please tick box):
- [ ] Give Support  [ ] Receive Support

2b. Name of person you need to live/move closer to:

---

2c. Address (if different from your application):

---

Postcode

---

2d. Telephone Number (include area code):

---

2e. What type of support is needed?

Please tick:
- [ ] Shopping
- [ ] Emotional
- [ ] Housework
- [ ] Childcare
- [ ] Making a Cooked Meal
- [ ] General Support
- [ ] Personal Care e.g. helping you wash, dress
- [ ] Other Support (please state)

---

2f. How often is this support needed?

Please tick relevant box:
- [ ] Daily
- [ ] 2-3 Times Per Week
- [ ] Weekly
- [ ] Monthly
- [ ] Other (please state)

---
3. **Local Connection**
   You should only answer this question if you do not live in the Falkirk Council area. If you wish to move to the Falkirk Council area because you have a local connection with it, please give details e.g. former resident, employment, relatives:

3a. **Former Resident** - Have you or any joint applicant lived in the Falkirk Council area before?
   - Name
   - Address
   - Date From
   - Date To

3b. **Employment** - If you work in the Falkirk Council area, please give details:
   - Name of Employer
   - Address of Employer
   - Date Started Job

3c. **Relatives** - If you have relatives living in the Falkirk Council area, please give details:
   - Name of Relative
   - Address of Relative
   - Relationship to You (See Section 8)

3d. Please state any other local connection you have with the Falkirk Council area.

4. If you are applying for housing because you are leaving H.M. Forces please provide the information requested below:
   - Date of Joining H.M. Forces
   - Date of Discharge
   - Reason for Leaving

5. Do you or anyone else to be housed with you have health problems which make your current home unsuitable?
   - Yes
   - No

   You should read the leaflet Functional Needs Assessment and fill in the attached requested form.

6. Are you applying for a house along with another tenant of Falkirk Council and/or a local housing association?
   - Yes
   - No

   If ‘Yes’, the other people that you would like to live with you should be included in Section 3 “Your Family”.

6a. If ‘Yes’, how many bedrooms are there in the other property?
   - Double Bedrooms (over 110 square feet or 10 square metres)
   - Single Bedrooms (under 110 square feet or 10 square metres)

7. Does your property lack any of the following facilities?
   - Please tick:
     - Inside Toilet
     - Bathroom/Showroom
     - Mains Water Supply
     - Kitchen Area
     - Full Central Heating
     - Hot Water Supply
8. Do you share a kitchen, living room and bathroom with people other than those you want to be rehoused with?  
Please tick:  
☐ Yes  ☐ No

9. Is your property the subject of any statutory notices in respect of structural or other repairs?  
☐ Yes  ☐ No

10. If you live in a flat do you have access to a garden (shared or individual)?  
☐ Yes  ☐ No

11. If you have said that you will need adaptations when you move (Section 5 Question 5) we may assess your current home to see if it could be adapted as an alternative to moving. If it was feasible to adapt your current home to meet your needs, would you still want to move?  
☐ Yes  ☐ No

If you answer “NO” an Occupational Therapist will visit you at home to carry out an assessment of your needs. Adaptations will only be carried out if the Occupational Therapist considers that it is feasible to adapt your home to meet your needs.

Homespot Application  
Section 7  
Other Information

You must answer the following questions if anyone has ever taken action against you, or anyone on your application, for antisocial behaviour. If you do not tell us you may lose any home that is allocated to you.

1. Has anyone ever taken action against you, or anyone on your application, for antisocial behaviour?  
☐ Yes  ☐ No

If ‘Yes’, what type of action was this?

Formal action e.g. a written warning  
☐ Yes  ☐ No

Court action e.g. interdict, recovery proceedings or eviction  
☐ Yes  ☐ No

Has an Antisocial Behaviour Order been granted against you?  
☐ Yes  ☐ No

2. You must answer the following question if you, or anyone on your application, need to register under the Sex Offences Act 2003.

Do you or anyone on your application need to register with the police under the Sex Offences Act 2003?  
☐ Yes  ☐ No

If ‘Yes’, someone will contact you for more information.

3. Animals and Pets
There are restrictions on keeping pets and animals in some house types and areas e.g. no dogs in the multi-storey flats.

Do you intend to keep pets and animals at home?  
☐ Yes  ☐ No

If ‘Yes’, what type of pets/animals do you intend to keep?

Please tick box:  
☐ Dog(s)  ☐ Cat(s)  ☐ Other (please state)
4. **Other Housing Options**

As well as housing from Falkirk Council, would you consider any of the following if they were available?:

- **Buying a new low-cost house or flat**
  - Yes
  - No

- **Shared ownership (part buy/part rent from a Housing Association)**
  - Yes
  - No

- **Renting from a private landlord**
  - Yes
  - No

If you are a tenant of Falkirk Council and you are overcrowded would you still want to move if it was feasible to extend your home?

- Yes
- No

Are you registered with HomeSwapper?

- Yes
- No

HomeSwapper is a mutual exchange matching website. Falkirk Council tenants can now HomeSwapper free of charge and get information about tenants in the Council area who want to exchange houses as well as details of people wanting to move here from outside the area.

---

**Declaration**

After filling in this form please read through the following statements and sign at the bottom to show you understand and agree with them.

I confirm to the best of my knowledge, the information I have given on this application is true and accurate.

If my circumstances change I must tell you at once.

Any false or misleading information given on this form may result in my application being suspended.

If I am granted a tenancy on the basis of false or misleading information Falkirk Council may take steps to end the tenancy.

If I buy a house (including a house I previously rented) or I am housed by another council or a housing association, or if I carry out a mutual exchange, my application will be cancelled. However, I have the right to reapply for housing at any time.

I authorise Falkirk Council’s Neighbourhood Services to make relevant enquiries with other Falkirk Council Services, other council’s and other housing associations and external agencies to confirm the details I have given on this form or to request information to support my application for housing.

I agree that, in accordance with the terms of registration under the Data protection Act 1998, the Council may use the information I have given for all housing administration purposes. This information may also be shared with statutory bodies and other housing providers such as housing associations for the purposes of housing administration.

Applicant 1 Signature

________________________

Date

Applicant 2 Signature

________________________

Date

---

Thank you for filling in this application form. Please return it to the Access to Housing Team or one of our Neighbourhood Offices / One Stop Shops. See Section 10 for contact details.
Homespot Application  
Section 8  

Information to help you fill in the form  
Housing Associations (Section 1)  

You can choose from a wide range of Housing Associations who have houses for rent throughout the Falkirk Council area.

Housing Associations are non-profit making landlords (often with charitable status) which provide a range of different types of housing from mainstream to specialist housing for people with care and support needs.

The Council has nomination arrangements with these Housing Associations which mean that some of the Associations’ properties which become available (normally 50%), will be allocated to applicants from the Council’s housing list. You can also apply to them directly.

House Definitions (Section 1 & 5)  
- A flat is a dwelling on one floor, forming part of a building from some other part of which it is divided horizontally.
- A maisonette is a dwelling on more than one floor, forming part of a building from some other part of which it is divided horizontally.
- A multi-storey flat is a flat in a building of five storeys or more with a lift.
- A tenement flat is a flat in a building of two or more floors containing two or more flats with a shared access.
- A four in a block dwelling (i.e. cottage flat) is a building that contains four flats, each with their own access.

Household (Section 1)  
- Couple
- Couple with access to children
- Couple with children who live with them
- Couple with children who live with them and access to other children
- Joint applicant who need separate rooms and have access to children
- Joint applicant who need separate rooms Single
- Single with access to children
- Single parent
- Single parent with children who live with them and access to other children

Ethnic Group (Sections 1, 2 & 3)  
- White Scottish
- White Other British
- White Irish
- White Other
- Black Scottish or British African
- Black Scottish or British Caribbean
- Black Scottish or British Other
- Asian Scottish or Asian British Indian
- Asian Scottish or Asian British Pakistani
- Asian Scottish or Asian British Bangladeshi
- Asian Scottish or Asian British Chinese
- Asian Scottish or Asian British Other
- Gypsy/Traveller
- Mixed
- Other
- Not Known
- Refused to Give

Country Of Origin (Section 2)  
- Austria  Iceland
- Belgium  Ireland
- Cyprus  Italy
- Denmark  Liechtenstein
- Finland  Luxembourg
- France  Malta
- Germany  Netherlands
- Greece  Norway
- Portugal  Spain
- Sweden  Switzerland
- United Kingdom  Czech Republic
- Estonia  Hungary
- Latvia  Lithuania
- Poland  Slovakia
- Slovenia  Non EU Eligible
**Marital Status (Sections 2 & 3)**
- Cohabitng
- Civil Partnership
- Divorced
- Married
- Separated
- Single
- Widowed

**Relationship (Sections 1, 3 & 6)**
- Applicant 1
- Applicant 2
- Aunt
- Carer
- Daughter
- Friend
- Grandchild
- Grandparent
- Nephew
- Niece
- None
- Parent
- Partner
- Step Child
- Sibling
- Son
- Spouse
- Tenant 1
- Tenant 2

**Access To Children (Section 3)**
- Never
- 1-2 Nights Week
- 3-4 Nights Week
- Every Weekend
- Every Second Weekend
- One Weekend Per Month
- Holidays Only
- Other Access (Please specify)

**Tenure Type (Section 4)**
- Council Tenancy
- Housing Association
- Tenancy Private Rented
- Tied Property
- Owner Occupier
- Parents / Relatives
- Friends / Partners
- H.M. Forces Accommodation
- Prison
- Hospital
- In Care / Looked After by Council
- Supported Accommodation
- Hostel Unsupported
- Bed and Breakfast
- Caravan / Mobile Home
- Long Term Roofless
- Long Term Sofa Surfing
- Other (Please specify)
- Not Known

**Reason For Leaving (Section 4)**
- Homeless
- Living in Hostel
- Supported or Temporary Accommodation provided by Falkirk Council
- Loss of Home
- Leaving Care
- Marital & Relationship Breakdown - No Domestic Abuse
- Marital & Relationship Breakdown - Domestic Abuse
- Leaving H.M. Forces
- No Security of Tenure
- Lack of Amenities
- House Unsuitable for Medical Reasons
- To Give / Receive Support
- Severe Harassment
- Redevelopment Falkirk Council
- Redevelopment Not Falkirk Council
- To be near Family or Job
- House Too Small
- House Too Big
- To get Own Tenancy
- Change of House
- Leave Institution
- Tied Tenancy
### Homespot Application

**Section 9**

**Checklist**

Where there is a [C] sign, you need to confirm information.

The checklist below tells you what we need. If you are providing the confirmation along with the application form please tick the relevant boxes.

We may not be able to assess your application without the confirmation we have asked for.

If you are handing your application form into the Access to Housing Team or any of the Neighbourhood Offices / One Stop Shops, you can bring your confirmation with you and we will take copies and return the original documents to you.

<table>
<thead>
<tr>
<th>Confirmation</th>
<th>Type of Confirmation Needed</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation of where you are living</td>
<td>Bank statement or</td>
<td></td>
</tr>
<tr>
<td>We need proof of your current address (except if you are a tenant of Falkirk Council because we can check this from our own records)</td>
<td>Driving licence or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility bill (such as gas, electricity or water) or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Letter or paperwork from the Department of Works and Pensions</td>
<td></td>
</tr>
<tr>
<td>About the people who will be moving with you</td>
<td>Birth certificates for everyone</td>
<td></td>
</tr>
<tr>
<td>Anyone not currently living with you that will be rehoused with you</td>
<td>Letter confirming access arrangements from former partner or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Solicitor or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Court</td>
<td></td>
</tr>
<tr>
<td>Anyone who is pregnant</td>
<td>Copy of maternity plan or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Letter from doctor</td>
<td></td>
</tr>
<tr>
<td>If you must leave your current accommodation</td>
<td>Private sector tenants: Tenancy agreement and Notice to quit</td>
<td></td>
</tr>
<tr>
<td>Owner Occupier: Letter from mortgage lender confirming date you have to leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tied Tenant: Letter from your employer confirming when your employment began, when it is due to end, when you need to leave and the reason for leaving</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H.M. Forces: Certificate of Cessation of Entitlement to Occupy Living Accommodation or Letter from Commanding Officer including length of service and discharge date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qualify for Public Assistance including Housing</td>
<td>Letter from The Home Office</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Passport</td>
<td></td>
</tr>
<tr>
<td>House subject to a statutory notice</td>
<td>Copy of repairs notice</td>
<td></td>
</tr>
</tbody>
</table>
Homespot Application

Section 10

Access to Housing Team / Neighbourhood Offices / One Stop Shops

Access to Housing Team
Callendar Square
Falkirk FK1 1ZF
Freephone: 0800 587 4440
Tel: 01324 503600
Fax: 01324 503601
E-mail: ath@falkirk.gov.uk

Bo’ness One Stop Shop
24 East Pier Street
Bo’ness EH51 9AB
Tel: 01506 778899
Fax: 01506 778900
E-mail: housing.boness@falkirk.gov.uk

Falkirk One Stop Shop
Callendar Square
Falkirk FK1 1ZF
Tel: 01324 506868
Fax: 01324 506881
E-mail: housing.falkirk@falkirk.gov.uk

Cameleon One Stop Shop
256 Main Street
Cameleon, Falkirk FK1 4DY
Tel: 01324 503640
Fax: 01324 503641
E-mail: housing.camelon@falkirk.gov.uk

Denny One Stop Shop
Carronbank House
Carronbank Crescent
Denny FK6 6GA
Tel: 01324 504050
Fax: 01324 504051
E-mail: housing.denny@falkirk.gov.uk

Grangemouth One Stop Shop
5 York Lane
Grangemouth FK3 8BD
Tel: 01324 504550
Fax: 01324 504551
E-mail: housing.grangemouth@falkirk.gov.uk

Stenhousemuir One Stop Shop
398 Main Street
Stenhousemuir FK5 3JR
Tel: 01324 503340
Fax: 01324 503341
E-mail: housing.stenhousemuir@falkirk.gov.uk

Dawson Centre
David’s Loan
Falkirk FK2 7RG
Tel: 01324 501450
Fax: 01324 501451
E-mail: housing.dawson@falkirk.gov.uk
Have your say on how your Housing Service is run, or how it could be improved. To find out more, contact Inspector Tenant on 01324 590796, email inspector.tenant@falkirk.gov.uk or visit us at www.falkirk.gov.uk/inspectortenant for more information.

Falkirk Council
www.falkirk.gov.uk/homespot

August 2015