

# Your Homespot Application Form

TENANT  
APPROVED



## Homespot Application

### About the application

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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.

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

**i** 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

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**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:

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

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Address:

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Postcode:

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Telephone Number:

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Email Address:

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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?

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## Homespot Application

### Section 1

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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:**

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Postcode:

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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.)

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**9. Which ethnic group or background best describes your family?** 

See Section 8 for list of ethnic groups.

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**10. Do you work for Falkirk Council's Corporate & Housing Services?**

Yes  No

**Are you an Elected Member of Falkirk Council?**

Yes  No


**Are you related to any of Falkirk Council's Elected Members or any member of staff working for the Council's Corporate & Housing Services?**

Yes  No

If 'Yes', please give their name and relationship to you:

Name

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Relationship to You (See Section 8) 

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**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](http://www.HomeSwapper.co.uk)

Homespot Application  
**Section 2**

**About You**

**i** 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) **i** \_\_\_\_\_
- 7. **What is your Gender?**  Male  Female
- 8. **Are you Pregnant?**  Yes  No
- 9. **Due Date** **C**
- 10. **Ethnic Group** (See Section 8) **i** \_\_\_\_\_

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) **i** \_\_\_\_\_

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

**i** 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) **i** \_\_\_\_\_
7. What is your Gender?  Male  Female
8. Are you Pregnant?  Yes  No
9. Due Date **C**
10. Ethnic Group (See Section 8) **i** \_\_\_\_\_

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?  Yes  No  
(This also includes exceptional leave to remain).
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) **i**

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 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 3**

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**Your Family**

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:

First Name	Last Name	NI Number (if applicable)	Date of Birth dd/mm/yyyy <b>C</b>

Gender M/F	Relationship to you (See Section 8) <b>i</b>	Do they live with You? (Yes or No)	Do you have Regular Access? (Yes or No) <b>C</b>	How often do you have Regular Access? (See Section 8) <b>i</b>

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) **i**

Address **C**  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode

Reason for Leaving (See Section 8) **i**  
\_\_\_\_\_  
Name and Address of Landlord  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode

**2. Previous Address**

From   
To

Type of Tenure (See Section 8) **i**

Address **C**  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode

Reason for Leaving (See Section 8) **i**  
\_\_\_\_\_  
Name and Address of Landlord  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode

**3. Previous Address 2**

From   
To

Type of Tenure (See Section 8) **i**

Address **C**  
\_\_\_\_\_  
\_\_\_\_\_  
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.

**4. Are you in danger of losing your home?**

Yes  No

If Yes, please give details:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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).**

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

Yes  No

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

\_\_\_\_\_

**C** 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          
To

Type of Tenure (See Section 8) **i**

Address **C**  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode

Reason for Leaving (See Section 8) **i**

Name and Address of Landlord  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode

**2. Previous Address**

From          
To

Type of Tenure (See Section 8) **i**

Address **C**  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode

Reason for Leaving (See Section 8) **i**

Name and Address of Landlord  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode

**3. Previous Address 2**

From          
To

Type of Tenure (See Section 8) **i**

Address **C**  
\_\_\_\_\_  
\_\_\_\_\_  
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.

**4. Are you in danger of losing your home?**

Yes  No

If Yes, please give details:

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

**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).**

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

Yes  No

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


\_\_\_\_\_

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

## 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:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Bedsit            | <input type="checkbox"/> Flat            | <input type="checkbox"/> Tenement Flat |
| <input type="checkbox"/> Multi-storey Flat | <input type="checkbox"/> Four in a Block | <input type="checkbox"/> Maisonette    |
| <input type="checkbox"/> House             | <input type="checkbox"/> Bungalow        |  |

**2. What is the highest floor level you would consider for a flat, maisonette or multi-storey?**

- |  |                                |                                 |                                |
|--|--------------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> Ground                        | <input type="checkbox"/> First | <input type="checkbox"/> Second | <input type="checkbox"/> Third |
| <input type="checkbox"/> Four and Above (please state) |                                |                                 |                                |

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Other (please state)

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**3. Which type of heating would you accept?**

Please tick all types you would consider:

- |                              |                                     |                                   |                              |
|------------------------------|-------------------------------------|-----------------------------------|------------------------------|
| <input type="checkbox"/> Gas | <input type="checkbox"/> Solid Fuel | <input type="checkbox"/> Electric | <input type="checkbox"/> 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.

- |                                  |  |   |                                       |
|----------------------------------|--|---|---------------------------------------|
| <input type="checkbox"/> Bo'ness | <input type="checkbox"/> Falkirk Central       | <input type="checkbox"/> Bonnybridge/Banknock | <input type="checkbox"/> Falkirk East |
| <input type="checkbox"/> Braes   | <input type="checkbox"/> Falkirk West          | <input type="checkbox"/> Dawson               | <input type="checkbox"/> Grangemouth  |
| <input type="checkbox"/> Denny   | <input type="checkbox"/> Larbert/Stenhousemuir |   |                                       |

**5. When you move will you need any of the facilities listed below?**

Please tick all that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Ground floor property | <input type="checkbox"/> Shower low level             |
| <input type="checkbox"/> Adapted kitchen       | <input type="checkbox"/> Wet Room/level access shower |
| <input type="checkbox"/> 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/Shower-room
- 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? **C**

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)**

Cohabiting  
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.

Confirmation	Type of Confirmation Needed	Included
<b>Confirmation of where you are living</b> 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)	Bank statement or	<input type="checkbox"/>
	Driving licence or	<input type="checkbox"/>
	Utility bill (such as gas, electricity or water) or	<input type="checkbox"/>
	Letter or paperwork from the Department of Works and Pensions	<input type="checkbox"/>
<b>About the people who will be moving with you</b>	Birth certificates for everyone	<input type="checkbox"/>
<b>Anyone not currently living with you that will be rehoused with you</b>	Letter confirming access arrangements from former partner or	<input type="checkbox"/>
	Solicitor or	<input type="checkbox"/>
	Court	<input type="checkbox"/>
<b>Anyone who is pregnant</b>	Copy of maternity plan or	<input type="checkbox"/>
	Letter from doctor	<input type="checkbox"/>
<b>If you must leave your current accommodation</b>	<b>Private sector tenants:</b> Tenancy agreement and Notice to quit	<input type="checkbox"/>
	<b>Owner Occupier:</b> Letter from mortgage lender confirming date you have to leave	<input type="checkbox"/>
	<b>Tied Tenant:</b> 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	<input type="checkbox"/>
	<b>H.M. Forces:</b> Certificate of Cessation of Entitlement to Occupy Living Accommodation or Letter from Commanding Officer including length of service and discharge date	<input type="checkbox"/>
<b>Qualify for Public Assistance including Housing</b>	Letter from The Home Office	<input type="checkbox"/>
	Passport	<input type="checkbox"/>
<b>House subject to a statutory notice</b>	Copy of repairs notice	<input type="checkbox"/>

## Homespot Application

### Section 10

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#### **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](mailto: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](mailto: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](mailto:housing.falkirk@falkirk.gov.uk)

##### **Camelon One Stop Shop**

256 Main Street  
Camelon, Falkirk FK1 4DY  
Tel: 01324 503640  
Fax: 01324 503641  
E-mail: [housing.camelon@falkirk.gov.uk](mailto: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](mailto: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](mailto: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](mailto: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](mailto:housing.dawson@falkirk.gov.uk)



If you would like this information in another language, Braille, large print or audio please contact Access to Housing or one of our Neighbourhood Offices or One Stop Shops.

Ha szeretné megkapni ezeket az információkat más nyelven, Braille írással, nagy betűméretben vagy hanganyag formájában, kérjük, keresse fel az Access to Housing irodáját, valamelyik közösségi irodánkat (Neighbourhood Offices) vagy az egyik One Stop központot.

Jej pageidaujate šią informaciją gauti kita kalba, Brailio šriftu, padidintu šriftu ar įgarsinta, prašome kreiptis į prieglaudos administraciją (Access to Housing), kurio nors mūsų kaimyninių biurų (Neighbourhood Offices) arba greitojo aptarnavimo biurų (One Stop Shop) darbuotojus.

Jeśli chciałbyś uzyskać niniejszą informację w innym języku, w języku Braille'a, pisaną dużą czcionką lub w formie dźwiękowej, skontaktuj się z instytucją Access to Housing lub jednym z naszych biur urzędu mieszkalnictwa (Neighbourhood Office), lub z punktem kompleksowej obsługi One Stop Shop.

اگر آپ یہ معلومات کسی اور زبان ، بریل (اُبھرے ہوئے حروف کی لکھائی)، بڑے حروف کی چھپائی یا آڈیو کی شکل میں چاہتے ہیں تو برائے مہربانی Access to Housing یا ہمارے کسی مقامی دفتر (Neighbourhood Office) یا One Stop Shop سے رابطہ کریں۔

**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](mailto:inspector.tenant@falkirk.gov.uk) or visit us at [www.falkirk.gov.uk/inspectortenant](http://www.falkirk.gov.uk/inspectortenant) for more information.**



**Falkirk Council**

[www.falkirk.gov.uk/homespot](http://www.falkirk.gov.uk/homespot)

**August 2015**