

## Part 1 – Your housing interest

Please put a **X** in all the boxes that apply to you.

- 1 I am interested in:  Council homes  Council homes and Housing Association homes  
 Housing Association homes  
If you're interested in a Housing Association home you must complete an application form. Please ask for advice.

In all cases you must fill in all relevant sections of the form. If you are interested in exchanging your current Council or Housing Association home with another tenant please complete a 'mutual exchange' application form available at [www.choicemove.org.uk](http://www.choicemove.org.uk) or by contacting/visiting any of the Rykneld Homes Area Offices.

Every applicant on the application form must show at least two forms of proof of identity, and proof of current address:

### Forms of Identification

- full birth certificate
- medical card
- marriage certificate
- driving licence
- passport
- benefit book

### Proof of address can be made by providing a:

- recent bank statement
- Council Tax bill
- recent utility bill

We must see the original document; photocopies will not be acceptable.

## Part 2 – About you (the main applicant) and someone else whose name will appear on the tenancy agreement (a joint applicant)

A joint applicant is someone who shares responsibility for the information provided on this form. A joint applicant also signs the tenancy and has the same legal rights and obligations as yourself (main applicant), if you were to be offered a home. A joint applicant may include a spouse/partner, another relative or a friend.

### 1 Do you have a joint applicant that you want to include on this form?

No  Please fill in the questions under the Main applicant heading in Part 2, on pages 3 and 4 and then move on to Part 3, on pages 4 and 5.

Yes  Please answer the questions below. Please put the yourself down as the main applicant.

### 2 Do you currently live together?

No  Please fill in all questions for both the Main Applicant and the Joint Applicant in Part 2 on pages 3 and 4 and then move on to Part 3, on pages 4 and 5.

Yes  Please fill in all questions for both the Main applicant and the Joint applicant in Part 2 on pages 3 and 4, but you only need to tell us your home address in the Main applicant section. You then need to move on to Part 3, on pages 4 and 5.

## MAIN APPLICANT

### 3 Title

Mr Miss Mrs Ms Other

    

Please put a **X** in one box only.

### 4 Last name

### 5 First name(s)

### 6 Previous names

Please tell us if you have ever been known by another name(s), including maiden name, former marriage name, change by Deed Poll, or any other name

### 7 Date of birth DD/MM/YYYY

### 8 Are you male or female?

Male  Female

### 9 Marital Status

Single  Co-habiting   
Married  Separated   
Divorced  Widowed

### 10 Relationship to Main applicant For example spouse, partner, parent, child, other relative or friend

### 11 National Insurance Number

Letters Numbers Letter

You will find this on your National Insurance card, your pay slips or from tax papers.

### 12 Home address

If you have no fixed address or permanent home address, you must give us the address you stay at most often here. If you are a street homeless person, do not put an address here.

Postcode

## JOINT APPLICANT

Mr Miss Mrs Ms Other

    

Please put a **X** in one box only.

### Last name

### First name(s)

### DD/MM/YYYY

Male  Female

Single  Co-habiting   
Married  Separated   
Divorced  Widowed

Letters Numbers Letter

Postcode

13 When did you start living in your present home?

DD/MM/YYYY

14 Home telephone number

15 Work telephone number

16 Mobile telephone number

17 E-mail address

If you are happy for us to contact you by email, please fill in your e-mail address

18 Contact address

If you want us to post letters to a different place than your home address, please tell us here.

If you are a street homeless person or are have no fixed or permanent address, you must give us a contact address here.

Postcode

Reason

When did you start living in your present home?

DD/MM/YYYY

Home telephone number

Work telephone number

Mobile telephone number

E-mail address

Postcode

Reason

### Part 3 - Your Work/Employment Status

Please put a **X** in the right box to show your current employment status.

#### MAIN APPLICANT

- Working full time
- Working part-time
- Unemployed
- Retired
- Voluntary unpaid work
- Student
- Unable to work
- Carer
- Housing benefit
- Other benefit

#### JOINT APPLICANT

- Working full time
- Working part-time
- Unemployed
- Retired
- Voluntary unpaid work
- Student
- Unable to work
- Carer
- Housing benefit
- Other benefit

In this section we ask for information about your current work. You must provide proof of income

If you are not working at the moment please go to Part 4 on pages 5 and 6

1 Number of hours worked

2 Take home pay - this is shown as net pay on a payslip. Please ask for advice if you are unsure.

3 Job title

4 Name of employer

5 Address of employer

Postcode

### Part 4 - Your Finances/Assets

#### MAIN APPLICANT

1 Do you currently claim any benefits? You must provide proof

No  Please go to question 5

Yes  Please tell us about this below

2 Do you currently claim disability living allowance?

No  Yes

3 What rate of disability living allowance do you claim?

High  Middle  Low

4 What other benefits do you claim? Please put a **X** in any boxes that apply to you

- Income support
- Job seekers allowance
- Incapacity benefit
- Working tax credit
- Child tax credit
- Housing benefit
- Council tax benefit
- Attendance allowance
- Child benefit

5 Do you or any member of your household, own the home you currently live in?

No  Yes

1 Number of hours worked

2 Take home pay - this shown as net pay on a payslip. Please ask for advice if you are unsure.

Job title

Name of employer

Address of employer

Postcode

#### JOINT APPLICANT

1 Do you currently claim any benefits? You must provide proof

No  Please go to Question 5

Yes  Please tell us about this below

2 Do you currently claim disability living allowance?

No  Yes

3 What rate of disability living allowance do you claim?

High  Middle  Low

4 What other benefits do you claim? Please put a **X** in any boxes that apply to you

- Income support
- Job seekers allowance
- Incapacity benefit
- Working tax credit
- Child tax credit
- Housing benefit
- Council tax benefit
- Attendance allowance
- Child benefit

5 Do you or any member of your household, own the home you currently live in?

No  Yes

6 Do you, or any member of your household, own a home that you do not currently live in?

No  Yes

No  Yes

7 Please give the following details about the home you own.

Current valuation

Current valuation

Mortgage outstanding

Mortgage outstanding

Number of years left on the mortgage

Number of years left on the mortgage

8 Do you have any savings? If yes, please state the amount

No  Yes  £

No  Yes  £

## Part 5 - Who needs to be re-housed with you

This section asks you about any other people who you would want to include on your housing application. This includes partners, children, other relatives and friends.

1 Are there any other people who you want to move in with you

No  Please answer questions 3, 4 and 5 only and go to Part 6

Yes  Please tell us about them

Please list below all the people who will move with you. This includes: people who live with you now if you are offered another home, and people who do not live with you now but would do so if you move home.

Please do not include yourself (main applicant) or another person who is a joint applicant in this section. If you need more space, please use another sheet of paper.

If you include another sheet of paper with your application form, put a **X** in this box

2 Please list below all the people who will move with you.

You must provide a full birth certificate of your child/children or letter of adoption. If you are not the parent of the child/children we require a letter from your child's/children's school confirming you are the legal guardian.

First name(s)	Last name	Male/Female	Date of birth	National Insurance number	Relationship to the main applicant	Are they living with the main applicant now? Yes/No

3 Are you or anyone moving with you pregnant? We must see proof of pregnancy.

Yes  No  If yes, when is the baby due? DD/MM/YYYY

4 If you have overnight access to children who do not otherwise live with you all the time, please give details. We must see proof of access. (This may be a legal document such as a court order, birth certificate or other legal document).

Yes  No

If you do not have proof, please obtain a "Housing Application for Family Accommodation - Access Arrangements" form from [www.choicemove.org.uk](http://www.choicemove.org.uk) or contact any Rykneld Homes Area Office. This form must be completed by the parent/guardian with whom the children live on a permanent basis.

4a Please provide details of all the child/children who you currently have legal access to:

First name(s)	Last name	Male/Female	Date of birth	Child's permanent address	Relationship to you

If you need more space, please use another sheet of paper.

If you are including another sheet of paper with your application form, please put a **X** in this box.

5 Do you have any pets?

Yes  No  If yes please tell us how many pets you have of each type, eg. 1 dog and 2 cats

Please ask for advice when applying for a flat as there are different rules about keeping dogs.

## Part 6 - Nationality

1 Have you lived in another country in the last five years?

This is apart from the United Kingdom, Republic of Ireland, Isle of Man or the Channel Islands

No  Please go to Part 7 Yes  Please answer the questions below

### MAIN APPLICANT

Austria	<input type="checkbox"/>	Latvia	<input type="checkbox"/>
Belgium	<input type="checkbox"/>	Lithuania	<input type="checkbox"/>
Cyprus	<input type="checkbox"/>	Luxembourg	<input type="checkbox"/>
Czech Republic	<input type="checkbox"/>	Malta	<input type="checkbox"/>
Denmark	<input type="checkbox"/>	Netherlands	<input type="checkbox"/>
Estonia	<input type="checkbox"/>	Poland	<input type="checkbox"/>
Finland	<input type="checkbox"/>	Portugal	<input type="checkbox"/>
France	<input type="checkbox"/>	Slovakia	<input type="checkbox"/>
Germany	<input type="checkbox"/>	Slovenia	<input type="checkbox"/>
Greece	<input type="checkbox"/>	Spain	<input type="checkbox"/>
Hungary	<input type="checkbox"/>	Sweden	<input type="checkbox"/>
Ireland	<input type="checkbox"/>	Other	<input type="checkbox"/>
Italy	<input type="checkbox"/>	Where?	<input type="text"/>

### JOINT APPLICANT

Austria	<input type="checkbox"/>	Latvia	<input type="checkbox"/>
Belgium	<input type="checkbox"/>	Lithuania	<input type="checkbox"/>
Cyprus	<input type="checkbox"/>	Luxembourg	<input type="checkbox"/>
Czech Republic	<input type="checkbox"/>	Malta	<input type="checkbox"/>
Denmark	<input type="checkbox"/>	Netherlands	<input type="checkbox"/>
Estonia	<input type="checkbox"/>	Poland	<input type="checkbox"/>
Finland	<input type="checkbox"/>	Portugal	<input type="checkbox"/>
France	<input type="checkbox"/>	Slovakia	<input type="checkbox"/>
Germany	<input type="checkbox"/>	Slovenia	<input type="checkbox"/>
Greece	<input type="checkbox"/>	Spain	<input type="checkbox"/>
Hungary	<input type="checkbox"/>	Sweden	<input type="checkbox"/>
Ireland	<input type="checkbox"/>	Other	<input type="checkbox"/>
Italy	<input type="checkbox"/>	Where?	<input type="text"/>

2 When did you come to live in this Country?

DD/MM/YYYY

3 What is your nationality?

4 Do you have 'indefinite leave to remain' in the UK?

Yes  No

5 Do you have exceptional, extended, leave to remain in the United Kingdom?

Yes  No

6 Have you been accepted by the Home Office as a refugee?

Yes  No

If you have answered 'yes' to questions 4, 5 or 6 you must provide a letter from the Home Office confirming that you have recourse to public funds.

7 Are you an asylum seeker?

Yes  No

8 Did you enter the United Kingdom on the basis of a 'sponsorship undertaking'?

Yes  No

## Part 7 - Your current home

All applicants must fill in this section. It asks questions about your current home. Only fill in the joint applicant section if you (the main applicant) and a joint applicant currently live separately from each other.

### MAIN APPLICANT

1 What kind of home do you live in? Please put a X in one box only.

House  Bedsit   
Flat  Bungalow   
Maisonette  Hostel   
B&B  Caravan or mobile home   
Other  Please tell us

2 If you live in a flat, maisonette or bedsit, is it on the ground floor?

Yes  No

3 How many bedrooms do you have at home?

When did you come to live in this Country?

DD/MM/YYYY

What is your nationality?

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

### JOINT APPLICANT

House  Bedsit   
Flat  Bungalow   
Maisonette  Hostel   
B&B  Caravan or mobile home   
Other  Please tell us

Yes  No

4 Is your current home adapted for accessible living?

This could include a stairlift, a ramp to your front door, grab rails in your bathroom and so on.

No  Yes  If yes, with what?

5 Details of the people in your present home who will NOT be moving with you.

First name(s) Last name Male/Female Date of birth Age Relationship to you

If you need more space, please use another sheet of paper.

If you include a separate sheet of paper with your application form, put a X in this box

6 Are there basic amenities that you don't have in your present home, or are missing (see below)?

Yes  No  If no, go to part 8

Fixed bath/shower Lack  Share   
Hot/cold water Lack  Share   
Inside WC Lack  Share   
Kitchen Lack  Share

Yes  No  If no, go to part 8

Fixed bath/shower Lack  Share   
Hot/cold water Lack  Share   
Inside WC Lack  Share   
Kitchen Lack  Share

## Part 8 - Your landlord

1 Do you rent your current home?

No  Please go to part 9 on pages 10 and 11

Yes  Please answer the questions below

No  Please go to part 9 on pages 10 and 11

Yes  Please answer the questions below

### MAIN APPLICANT

2 My landlord is: Please put a X in one box only

NEDDC   
Type of tenancy held   
and start date   
Tenant of another Council   
Tenant of a Housing Association   
Tenant of a private landlord   
Tenant of another landlord   
In lodgings   
In a caravan/mobile home that I rent

### JOINT APPLICANT

NEDDC   
Type of tenancy held   
and start date   
Tenant of another Council   
Tenant of a Housing Association   
Tenant of a private landlord   
Tenant of another landlord   
In lodgings   
In a caravan/mobile home that I rent

Please provide a copy of your current tenancy agreement with this application.

**3 If your landlord is not North East Derbyshire District Council please fill in their name and address.**

  
  


Postcode

  
  


Postcode

**4 Landlord's telephone number**

**Landlord's telephone number**

**5 Is there any rent, or other debt owing on your current tenancy?**

No  Yes

No  Yes

**6 If you answered yes to question 5, please give details:**

a) amount of debt owed

a) amount of debt owed

b) why the debt happened

b) why the debt happened

c) when and what arrangements have been made to pay it?





d) what payments have been made?

d) what payments have been made?

**Part 9 - Your current housing situation**

**1 Which of these statements apply to you? Please put a X in all boxes that apply to you.**

- We are overcrowded in our current home.
- I need to move because our current home is having a serious impact on our health, mobility, or ability to live independently.
- I am a tenant of North East Derbyshire District Council and have received a Compulsory Purchase Order, an Emergency Prohibition Order or our home is to be demolished.
- I must move to give or receive essential care and support.
- I am in serious risk of harm in my current home because of domestic violence.
- I experience anti-social behaviour or harassment.
- I am a tenant of North East Derbyshire District Council and no longer need the adaptations made to my home.
- I am applying to move under the Tenants Incentive and Adaptation Scheme.
- Other

**2 Please use the space below to tell us anything else about your housing situation.**

- We need to know:*
- why you want to move home
  - how moving home would improve your situation
  - If there are some areas of North East Derbyshire that you would prefer to live in for special reasons eg. to be near children's schools, to be near elderly relatives to whom you provide support. Please seek advice if you are unsure what to put here.

If you need more space, please use a separate sheet of paper and put a X in this box

  


**Part 10 - Your previous home addresses**

All applicants must fill in this section. In this section, you must tell us all of your previous addresses in the last five years for yourself (the main applicant) and anyone who is a joint applicant. Please provide proof of residence in the last 5 years i.e. electoral register document, landline telephone bill, letter from your GP/hospital etc. We can't deal with your housing application without this information. Please list this information starting with your most recent home first. Please don't put your current home in the table below. If you need more space, please use another sheet of paper.

If you include another sheet of paper with your application form, put a X in this box

**1 Please tell us your previous addresses for the last five years**

**MAIN APPLICANT**

TENURE CODES: Council Tenant = CT, Owner Occupier = OO, Private Tenant = PT, Tied Tenant = TT, Lodger = LO, Housing Association Tenant = HAT, Shared Owner = SO

Full previous address(es)	Date of residence			Reason for leaving
	Tenure	From	To	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**JOINT APPLICANT**

Full previous address(es)	Date of residence			Reason for leaving
	Tenure	From	To	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**3 Are there any rent arrears, rechargeable repairs or other debts owed from any of your previous homes in the last six years?**

Yes  No  Yes  No

**4 Have you ever been evicted from a housing association or council tenancy because of debt?**

Yes  No  Yes  No

5 Has any landlord ever taken legal action against you eg. a Notice Seeking Possession?

Yes  No

Yes  No

6 Have you ever had your home repossessed because you were not able to meet the mortgage repayments?

Yes  No

Yes  No

If you answered yes to questions 3 to 6 above please give further details in the space provided.

We need to know:

TENURE CODES: Council Tenant = CT, Owner Occupier = OO, Private Tenant = PT, Tied Tenant = TT, Lodger = LO, Housing Association Tenant = HAT

### MAIN APPLICANT

Address	Tenure	Amount O/S*	Reason	Arrangements	Payments made

\* Outstanding

### JOINT APPLICANT

Address	Tenure	Amount O/S*	Reason	Arrangements	Payments made

7 Have you or anyone else who wants housing with you received an Anti-Social Behaviour Order, ASBO?

Yes  No  If yes, please tell us why they got it?

  


8 Have you or anyone else that wants housing with you ever been convicted of a criminal offence? (subject to the requirements of the Rehabilitation of Offenders Act 1974)

Yes  No  If yes please tell us who has the criminal conviction, the nature of the offence and the dates of Conviction?

  


We will look at each case on its own merits so please give as much information as possible.

## Part 11 - Community Connection

This is where applicants wishing to live in a particular community/parish will be awarded an extra 6 months waiting time for those bids where they meet the following criteria: (This will apply to one chosen area only, see page 13).

- have been living for at least 6 months out of the last 12; or 3 years out of the last 5;
- have a close family member (child, parent, brother or sister) who has lived in the community/parish for at least 6 months out of the last 12; or 3 years out of the last 5;
- give or receive care/support from someone living in the community/parish;
- need to move for further education/training purposes;
- receive specialist medical treatment;
- need to get to, or from, supported housing which is near family;
- have employment reasons and have been working in the community/parish for at least 6 out of the last 12 months;
- are for example:-
  - applicants who are leaving a home in the armed forces will be assessed on the basis of where their main home was when they moved into a forces home;
  - people who need to move to the community/parish, where failure to meet their need would cause hardship (to themselves or other family members).

IN ALL THE ABOVE CASES, DOCUMENTARY EVIDENCE OR PROOF WOULD BE REQUIRED.

4a) Do you have a connection with the community/parish where you wish to live?

Yes  No

4b) What are the names of the area/parishes where you have a connection?

4c) Please state the reason why you meet the community connection criteria:

Please note that if you have more than one area/parish where you have a connection that you will only receive the extra 6 months waiting time for **one** of those areas.

4d) Please select one area where you want/need to live.

5 Rural Housing Scheme

If your chosen area is part of the Rural Housing Scheme, please fill in and return a Rural Housing Scheme application form. This form can be downloaded from [www.choicemove.org.uk](http://www.choicemove.org.uk) or a form can be obtained from any Rykneld Homes Area Office. Please return your completed form to Rykneld Homes Area Office.

6 Which of these statements apply to you?

### MAIN APPLICANT

I am an owner-occupier

Yes  No

I live with parents, guardians, relatives or friends.

Yes  No

I live in a hostel or bed and breakfast.

Yes  No

### JOINT APPLICANT

I am an owner-occupier

Yes  No

I live with parents, guardians, relatives or friends.

Yes  No

I live in a hostel or bed and breakfast.

Yes  No

I live in other temporary accommodation.

Yes  No

If yes please tell us the type of accommodation you live in the space provided.

I am currently in prison or a probation hostel.

Yes  No

If yes, please give us the date when you will be released from prison or a probation hostel.

DD/MM/YYYY

I am currently serving in Her Majesty's Forces and staying in Forces accommodation.

Yes  No

If yes, please give us the date when you will be leaving

DD/MM/YYYY

I live somewhere else other than any of the above.

Yes  No

If yes, please give us more details in the space provided.

Postcode

I live in other temporary accommodation.

Yes  No

If yes please tell us the type of accommodation you live in the space provided.

I am currently in prison or a probation hostel.

Yes  No

If yes, please give us the date when you will be released from prison or a probation hostel.

DD/MM/YYYY

I am currently serving in Her Majesty's Forces and staying in Forces accommodation.

Yes  No

If yes, please give us the date when you will be leaving

DD/MM/YYYY

I live somewhere else other than any of the above.

Yes  No

If yes, please give us more details in the space provided.

Postcode

## Part 12 – Accessibility

All applicants must fill in this section. In this section, you must tell us if you (the Main applicant), a joint applicant or anybody you want to move with you, face physical, mental or psychological problems that may affect where you live and how you use our service.

### 1 Is anyone being re-housed with you:

If you answer 'yes' to any question below please tell us who is affected

	No	Yes	Name of person or people affected
a wheelchair user?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<i>If yes, outside only</i>		<input type="checkbox"/> <i>or inside and outside</i> <input type="checkbox"/>
a frail person who requires support?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
a person with a learning difficulty?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
a person with a visual impairment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
a deaf person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
a person with mental health problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
a substance abuser, such as drugs or alcohol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
a person who needs housing with a support worker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

do you consider yourselves in need of support in accessing the Choice Move system?

No  Yes

### 2 If you answered 'yes' to anything in this part of the form please tell us how we can help you.

For example, do you need a wide car parking space, flashing door alarm, hand rails, level or ramped access and so on.

## Part 13 – About your support needs

All applicants must fill in this section. In this section, you need to tell us about any people who provide support to you (the Main applicant), a Joint applicant or anybody you want to move with you.

### 1 Do you or any member of your household have a support worker such as a social worker, probation officer, youth offending worker or worker from any other agency who is currently helping you? It could also be a carer, such as a family member.

No  Please go to Part 14 Yes  Please tell us about this below

2 Name of person with the support worker

3 Reason for support

4 Support worker's name

5 Name and address of support organisation, if known

Postcode

6 Contact telephone number of support worker

## Part 14 – Where in North East Derbyshire would you like to live?

In this section, we ask for information about where you would like to live, this information will help us when we make nominations to Housing Associations or direct match allocations if we need to, it may also help with any possible new future housing developments. Although you have given this information it does not mean that we can offer you a home in that area. Please put a **X** in all areas that you would like to live.

### NORTHERN HOUSING AREA

APPERKNOWLE	<input type="checkbox"/>
BARLOW	<input type="checkbox"/>
CUTHORPE	<input type="checkbox"/>
DRONFIELD - Any Estate	<input type="checkbox"/>
Snape Hill	<input type="checkbox"/>
Stonelow	<input type="checkbox"/>
Gosforth Valley	<input type="checkbox"/>
Fletcher Avenue Area	<input type="checkbox"/>
Coal Aston	<input type="checkbox"/>
Dronfield Woodhouse	<input type="checkbox"/>
Central	<input type="checkbox"/>
Hartington Road	<input type="checkbox"/>
Rawlins Court	<input type="checkbox"/>
HOLMESFIELD	<input type="checkbox"/>
HOLYMOORSIDE	<input type="checkbox"/>
HUNDALL	<input type="checkbox"/>
UNSTONE	<input type="checkbox"/>
WADSHelf	<input type="checkbox"/>

ECKINGTON - Any Estate	<input type="checkbox"/>
Birkhill	<input type="checkbox"/>
Woodview Estate	<input type="checkbox"/>
Castle Hill	<input type="checkbox"/>
Central	<input type="checkbox"/>
Woodview House	<input type="checkbox"/>
MARSH LANE	<input type="checkbox"/>
RENISHAW	<input type="checkbox"/>
RIDGEWAY	<input type="checkbox"/>
KILLAMARSH - Any Estate	<input type="checkbox"/>
Westhorpe	<input type="checkbox"/>
Sheepcote	<input type="checkbox"/>
Valley Road	<input type="checkbox"/>
Norwood	<input type="checkbox"/>
Rotherwood	<input type="checkbox"/>
Central Area	<input type="checkbox"/>
Manor	<input type="checkbox"/>

### SOUTHERN HOUSING AREA

ASHOVER	<input type="checkbox"/>
BRACKENFIELD	<input type="checkbox"/>
CLAY CROSS - Any Estate	<input type="checkbox"/>
Holmgate	<input type="checkbox"/>
Central	<input type="checkbox"/>
Angel Estate	<input type="checkbox"/>
Danesmoor	<input type="checkbox"/>
Clay Lane Area	<input type="checkbox"/>
Florence Road Area	<input type="checkbox"/>
Marx Court	<input type="checkbox"/>
KELSTEDGE	<input type="checkbox"/>
LITTLEMOOR (Nr. Ashover)	<input type="checkbox"/>
MICKLEY	<input type="checkbox"/>
MORTON	<input type="checkbox"/>
SHIRLAND - Any Estate	<input type="checkbox"/>
Hallfieldgate	<input type="checkbox"/>
St. Leonards Place	<input type="checkbox"/>
School Close	<input type="checkbox"/>
STONEBROOM	<input type="checkbox"/>
TUPTON - Any Estate	<input type="checkbox"/>
Northside Area	<input type="checkbox"/>
Derby Road Area	<input type="checkbox"/>
Wingfield Road Area	<input type="checkbox"/>
Central Area	<input type="checkbox"/>
WESSINGTON	<input type="checkbox"/>
WINGERWORTH - Any Estate	<input type="checkbox"/>

Adlington	<input type="checkbox"/>
Oak Crescent Area	<input type="checkbox"/>
WOOLLEY MOOR	<input type="checkbox"/>
ARKWRIGHT	<input type="checkbox"/>
CALOW - Any Estate	<input type="checkbox"/>
Westwood Road Area	<input type="checkbox"/>
Allpits Road Area	<input type="checkbox"/>
DUCKMANTON	<input type="checkbox"/>
(Robertsons Avenue Area Only)	<input type="checkbox"/>
GRASSMOOR - Any Estate	<input type="checkbox"/>
Shakespeare Street Area	<input type="checkbox"/>
Broom Drive Area	<input type="checkbox"/>
New Street/Chapman Lane	<input type="checkbox"/>
Southend	<input type="checkbox"/>
HEATH	<input type="checkbox"/>
HEPTHORNE LANE	<input type="checkbox"/>
HOLMEWOOD - Any Estate	<input type="checkbox"/>
Morrington Road Area	<input type="checkbox"/>
Shakespeare Street Area	<input type="checkbox"/>
Compton Street Area	<input type="checkbox"/>
NORTH WINGFIELD - Any Estate	<input type="checkbox"/>
Hillyfields/Dark Lane	<input type="checkbox"/>
Alma/Whiteleas	<input type="checkbox"/>
PILSLEY - Any Estate	<input type="checkbox"/>
Pear Tree Road Area	<input type="checkbox"/>
Lansbury Avenue Area	<input type="checkbox"/>
TEMPLE NORMANTON	<input type="checkbox"/>

## Part 15 – Declaration

We will treat all the information you provide in confidence and in accordance with the Data Protection Act 1998. We will use it for the purpose of processing your application. We will need to share it with other departments or organisations to get further information for your application. These include, but are not restricted to, Housing Benefits, Rykneld Homes housing offices, housing associations, Council Tax, The Department for Work and Pensions, Experian or other credit reference agencies, Probation Service, Police, Social Services and other local councils. We may also use it to contact you from time to time to review your information and our service to you.

We would like to share your information with other housing providers or organisations in relation to your request for re-housing, but in order to do this we require your consent. If you agree to this, please tick the box.

Declaration - You are responsible for the information on this form and must sign the declaration - even if someone else has filled in this form for you. If you have a joint applicant, they must sign the declaration as well. Please read it carefully before you sign and date it.

'I give Rykneld Homes/partner landlords permission to contact my present and/or former landlords, any of the agencies listed and any other relevant agencies. I authorise them to disclose any information held by them for the purpose of dealing with my application for housing. I understand that any information given to Rykneld Homes/partners landlords will be used by them in relation to my application for housing. I also authorise Rykneld Homes to undertake a credit reference check if considered necessary, I understand that any information I have given may be shared with other parts of the Council and other organisations responsible for managing public money for reasons of preventing and detecting fraud.

I confirm that the details I have given in this application are true and correct. I understand that if I have knowingly or recklessly given any false information or have not given information which would affect my application, Rykneld Homes will not process my application form, may take legal action against me, and Rykneld Homes/partner landlords may, by law, end my tenancy.'

'I also agree to inform Rykneld Homes of any change in my personal or housing circumstances so that the information held on my application is accurate and true. I understand that if I have knowingly or recklessly not given information on my current circumstances, Rykneld Homes/partner landlords may withdraw an offer of housing, cancel my housing application and may take legal action against me.'

### MAIN APPLICANT

### JOINT APPLICANT

Signature

Date

1 Has anyone other than you (the 'Main applicant) or Joint applicant' filled in this form?

No  Please go to Part 16 Yes  Please tell us about this below

2 Name of the person who filled in the form/nominated person

3 Signature  4 Telephone number

5 Relationship to the 'Main applicant'  6 Date

7 Tell us why the main or joint applicant could not fill in the form themselves.

8 Do the Main or Joint applicant want you to be a 'nominated person'?

No  Yes

A nominated person is someone who has permission from the Main or Joint applicant to discuss their housing application with us.

## Part 16 - What to do now

Please check that you have...

- filled in and signed the Rykneld Homes application form for yourself, a joint applicant and other members of your household, if applicable.
- checked the price of posting this form and any supporting proof, if you are sending it through the post. The application form and supporting documents can often cost more than the standard postal price. Failing to put the correct postal price on your envelope may result in applications not being received and processed.

Please take or send your completed application to Rykneld Homes at one of the following addresses:

- C/O Council House, Saltergate, Chesterfield, Derbyshire S40 1LF
- Clay Cross Housing Office, Market Street, Clay Cross, Chesterfield S45 9JE
- Dronfield Housing Office, High Street, Dronfield, S18 1PY
- Eckington Housing Office, Gosber Street, Eckington S21 4DA
- Killamarsh Housing Office, Stanley Street, Killamarsh S21 1EL
- North Wingfield Housing Office, Community Resource Centre, Whiteleas Avenue, North Wingfield, Chesterfield S42 5PW
- Older Persons Services, 8 Marx Court, Bestwood Park, Clay Cross, Chesterfield S45 9JH
- Asset Management Division, Masefield Avenue, Holmewood, Chesterfield S42 5QX

When we get your housing application:

- we will let you know we have received it within three working days
- we will write to you within five working days of receiving it if we need any further information or proof
- we will contact you within 10 working days if we need to arrange an interview at your home or at a local Rykneld Housing Office
- we will contact you within 20 working days to confirm that your application is active or registered (started to be used).

If we can not start your application within 20 working days, we will write and tell you why. The delay may be because we need more information from you or another relevant agency.

### DATA PROTECTION

We need your permission to use this information to enable us to make sure our services are delivered on an equal basis to all sections of the community. This may mean that we need to share this information with other parts of North East Derbyshire District Council and Rykneld Homes.

Do you agree to information you provide being held by the Council/Rykneld Homes to be used for these purposes?

No  Yes

## Part 17 – Equal Opportunities Monitoring Form

### MAIN APPLICANT TO COMPLETE

At North East Derbyshire District Council and Rykneld Homes we take equality seriously and are committed to providing fair services to everyone. The Council and Rykneld Homes will not put up with discrimination for reasons of race, gender, disability, age, religion or sexual orientation. You do not have to fill in this form or answer any question you do not feel comfortable with, however, these statistics will help us to carry out our Equality Policy and monitor procedures.

### Ethnic Background

WHITE		MIXED		CHINESE	
British	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>		
Polish	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>		
Any other white background	<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>		
BLACK OR WHITE BRITISH		ASIAN OR ASIAN BRITISH		OTHER	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Traveller	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Gypsy	<input type="checkbox"/>
Any other black background	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>	Any other ethnic background	<input type="checkbox"/>

### Gender

Male  Female

### Date of Birth

What is your date of birth DD/MM/YYYY

### Disability

The definition of Disability in the Disability Discrimination Act 1995 is: "A physical or mental impairment which has substantial and long term adverse affect on a person's ability to carry out normal day to day activities".

Do you consider yourself to be disabled? No  Yes

Are you already a tenant of NEDDC? No  Yes

You do not have to answer the following questions, however, if you do this information will be held in the strictest confidence.

### Religion

Buddhist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Gay	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Any other religion	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	No religion	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>

### Sexuality

Thank you for your co-operation