

# Housing Application Form

The demand for social housing rented homes in Sussex far exceeds the supply. We regret we are not able to help everybody who applies to us. Therefore we positively encourage you to consider other housing options, such as renting privately, low cost home ownership or mutual exchange. If you need housing advice please contact us. Our contact details can be found at the end of this form.

This is the housing application form for Lewes District and Eastbourne Borough Council and the Registered Providers that work in our area.

Are you completing this application form to:

- Apply for housing
- Tell us about a change in your circumstances

**Please read the information notes carefully before completing this application and make sure you send us copies of all supporting information that we ask for. We may be unable to process your application if all information is not provided.**

## **Information Notes**

You can use this form to apply for general needs and sheltered housing in the Lewes District and Eastbourne Borough Council areas, whether you are a home seeker applying for the first time or a transfer applicant. Please also use this form to advise us of any change in your circumstances which may affect your application.

All sections of this form which apply to your circumstances must be completed. If you need help to complete any part of the form please contact the Council at your earliest convenience. Our contact details can be found at the end of this form.

The Council allocates all properties through our choice based lettings scheme called Homes First Lettings [www.homesfirstlettings.co.uk](http://www.homesfirstlettings.co.uk). The way we assess your application, and the way we allocate properties is explained in the Lewes District and Eastbourne Borough Council's Allocation Policy at [www.lewes-eastbourne.gov.uk](http://www.lewes-eastbourne.gov.uk). If you need help to access Homes First Lettings please contact us or should have one please contact your support worker. If you need information on accessing support services please contact the Council.

### **WHO IS ELIGIBLE TO JOIN THE HOUSING REGISTER?**

Any Applicant aged 18 or over who has a housing need may apply to join the register.

Applicants under the age of 18 may apply to join the register if they:

- are aged 16 or over **and**
- are homeless and have been accepted for re-housing by the Council
- **or** have been in the Care of Social Services or otherwise considered to be vulnerable and will be receiving ongoing support

Who can be included on the application?

- Anyone who is part of the Applicant's household and residing with the Applicant
- Anyone who normally resides with the Applicant or who it would be reasonable to expect to live with the Applicant
- Children can normally only be included if they normally live with the Applicant and the Applicant can demonstrate that they have responsibility for them. Decisions are informed by a number of factors including receipt of Housing Benefit, Child Benefit, family court orders and other legal agreements.

### **Becoming homeless or threatened with homelessness**

If Applicants become homeless or threatened with homelessness, they should contact the Council and make an appointment to see the Homes First, Housing Needs & Standards Team at the earliest opportunity to discuss their housing options. The Housing Needs & Standards team will assess whether the Council has legal responsibilities towards an Applicant and to advise and assist as appropriate.

### **WHO IS NOT ELIGIBLE TO JOIN THE HOUSING REGISTER?**

Housing law sets out those categories of applicant who are 'not eligible' and may not join the register. The categories are as follows:

- Persons subject to immigration control who are ineligible for assistance
- Other persons from abroad who are ineligible for assistance

The Council will not register any application for a joint tenancy where one or more of the proposed tenants is 'not eligible' to join the housing register.

## **Other Applicants who do not qualify to join the Register**

The Housing Act 1996 (as amended by the Localism Act 2011) allows the Council to decide that some categories of Applicant do not qualify to join the Housing Register.

The Council have decided that the following categories of applicant do not qualify:

- a) Applicants without a Local Connection to the Lewes District
- b) Applicants who are registered on another Local Authority's Housing Register
- c) With some exceptions (see below), Applicants with over £32,000 of savings or assets, including the savings and assets of all household members included in the application, and/or who own accommodation or have a legal interest in homeownership, or who have the financial resources to meet their housing needs in the private market.
- d) Applicants whose anti-social behaviour (ASB) is serious enough to make them unsuitable to be a tenant
- e) Applicants who have been registered for at least 12 months who have not 'bid' for suitable homes in the preceding 12 months, providing a suitable home has been advertised. It is considered that Applicants who are not regularly bidding for homes are unlikely to be in sufficient housing need to qualify.
- f) Former social housing tenants who have been evicted for ASB, rent arrears and other breaches of tenancy.
- g) An Applicant, or a member of their household, that has a current (unspent) conviction for drug dealing.
- h) Applicants in Band A with an Emergency or Urgent housing need who have refused a suitable offer.
- i) Applicants who have refused two offers of social housing within one year, which are assessed as suitable offers, will be suspended from bidding for a period of six months. The Homes First Team will, at its discretion, make exceptions to this where it considers that there is a reasonable explanation for the Applicant's inactivity. Sensitivity will be applied, for example, where Applicant is identified as being particularly vulnerable or in need of a specific type of property which does not commonly become available to let. Applicants who are disqualified due to their inactivity may make a fresh application by completing a fresh application form after six months. However, their earlier Priority Date will not be retained.
- j) Applicants who do not have a housing need.
- k) Other Applicants who the Head of Homes First, in exceptional circumstances, has taken the decision to disqualify.
- l) Introductory tenants will not be permitted to apply unless there are overriding management reasons which have been agreed by the Head of Homes First.

### **Home ownership, financial resources and exceptions**

This section provides more detail on b) above.

Applicants who own or part own accommodation or who have a legal interest in home ownership (for example through marriage or civil partnership in accommodation owned by their spouse or civil partner) do not qualify to join the Housing Register.

However, if as a result of legal proceedings a Court has ordered that the Applicant may not reside in the former matrimonial or civil partnership home in which they still have a legal interest for a period which is likely to exceed 5 years, then the Applicant will be treated as if they do not own or part own accommodation.

Applicants who are considered to have sufficient financial resources to buy suitable accommodation in the Lewes District also do not qualify. A sufficient financial resource means sufficient capital to buy; or sufficient income to raise a mortgage to buy; or a combination of both. 'Sufficient capital' includes any assets or investments, even if they are not immediately available to the Applicant, such as any residential or non-residential property that they own or part own anywhere in the world.

Applicants with over £32,000 of savings or assets do not qualify. However, any lump sum received by a member of the Armed Forces as compensation for an injury or disability on active service is disregarded.

### **Exceptions**

Applicants who do not qualify under the home ownership and financial criteria set out above may be considered as an exception by the Homes First Team, subject to the approval of the Head of Homes First, if:

- they are over state pension age or have a substantial disability; **and**
- their current home is not suitable for their specific needs; **and**
- they have insufficient financial resources to secure accommodation that meets their particular housing needs in the private market in the Lewes District.

### **Applicants whose anti-social behaviour is serious enough to make them unsuitable to be a tenant who do not qualify**

Where the Council is satisfied that the Applicant (or a member of their household) is guilty of unacceptable behaviour serious enough to make them unsuitable to be a tenant of the Council the Applicant does not qualify.

Behaviour which can be regarded as unacceptable for these purposes includes behaviour by the Applicant or by a member of their household that would – if the Applicant had been a Council tenant at the time – have entitled the Council to a possession order under certain Grounds contained in the Housing Act 1985.

It also includes behaviour which has led to a Closure Order or a Civil Injunction against the Applicant or a member of their household under the Anti-social Behaviour, Crime and Policing Act 2014.

There is no need for the Applicant to have actually been a Council tenant when the unacceptable behaviour occurred. The test is whether the behaviour would have entitled the Council to a possession order if, whether actually or notionally, the Applicant had been a secure tenant.

If an Applicant considers their unacceptable behaviour should no longer be held against them as a result of changed circumstances, they can make a fresh application. Unless there has been a considerable lapse of time it will be for the Applicant to show that their circumstances or behaviour have changed. Each case will be considered on its own merits.

### **Local Connection**

To establish a 'Local Connection' with the Lewes District or Eastbourne Borough area an Applicant or joint Applicant must (with certain exceptions as set out below) meet at least one of the following criteria:-

- a) Reside in the Lewes District or Eastbourne Borough area as their only or principal home and have done so for the previous 2 years; or
- b) Have resided in the Lewes District or Eastbourne Borough area as their only or principal home for a period of at least 3 years in aggregate out of the previous 5 years; or
- c) Be in permanent employment in the Lewes District or Eastbourne Borough area and have been for the previous 2 years; or
- d) Have close relatives who reside in the Lewes District or Eastbourne Borough area as their only or principal home and have done so for at least the previous 5 years. Close relatives will normally only cover parents, adult children or siblings. Consideration may be given to other relatives, if there is evidence that they provide a substantial supporting role to the applicant. Professional evidence of the required support must be provided.

Certain groups are **exempt** from these Local Connection criteria:

### **Armed Forces Personnel**

Armed Forces Personnel do not need to meet the Local Connection criteria set out at above to qualify if they are an Applicant who:

- (a) a member of the Armed Forces and former Service personnel, where the application is made within five years of discharge or
- (b) a bereaved spouse or civil partner of members of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner or
- (c) a serving or former member of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service. For this purpose “the regular forces” and “the reserve forces” have meanings given in section 374 of the Armed Forces Act 2006(b).

### **Homeless Applicants**

Homeless Applicants who are owed a full housing duty under the homelessness legislation by Lewes District or Eastbourne Borough Council do not need to meet the Local Connection criteria set out at above, with the exception of the Rural Local Connection criteria in the Lewes District area where they are seeking housing in one of the designated rural areas, unless the Council has decided to refer them to another council under s.198 of the Housing Act 1996.

### **Existing Social Housing Tenants**

Existing Social Housing Tenants of Lewes District Council or a Registered Provider living within the Lewes District is exempt from the Local Connection qualifying criteria.

Existing Social Housing Tenants within England who have lived in social housing for at least two years, needing to move for work related reasons where failure to do so would cause hardship, are also exempt.

With certain exceptions, existing tenants of a registered provider that provides its tenants living inside or outside the Lewes District or Eastbourne Borough with an alternative means to transfer to a tenancy within its housing stock in the area, by retaining a proportion of its lettings to facilitate this or by limiting the Councils’ nomination rights to a proportion of its vacancies, do not qualify.

### **People who have a need to move to take up an offer of work**

People who need to move for work related reasons as defined by the Allocation of Housing (qualification criteria for Right to Move (England) regulations 2015 do not need to meet the Local Connection criteria set out above.

### **Other exemptions from Local Connection qualifying criteria**

Other Applicants who cannot meet the Local Connection criteria set out above may be allowed to qualify, in exceptional circumstances only, at the discretion of the Homes First Team. If a home seeker or transfer applicant ceases to meet the local connection criteria they will cease to qualify for inclusion on the housing register.

## How to Apply

Application to Lewes or Eastbourne Councils Housing Register must be made by completing an online application form.

**You need to provide the following information for your application to be registered. If you do not provide these documents of proof for everyone included on your application, this will delay the assessment of the application or the application will not be processed.**

Identification	5 year address history	Support Agency Details
Marriage Certificate	Tenancy Agreement	Probation
Birth Certificate	Notice to Quit	Police
National Insurance Number	Possession Order	Support Worker Details
Income	Eviction Order	Drug and Alcohol
Wage Slips – 3 months	Medical Information	Adult Social Services
Benefit Award Letters		Children Social Services
Bank Statements		

## Equal Opportunities

Every application will be treated equally regardless of race, gender, disability, religion and belief, family status, age, sexual orientation or gender identity.

This application form can be made available in large print, audio tape and disk or in another language upon request. Please telephone: 01273 471600 or 01323 410000 or email:

[homesfirstlettings@lewes-eastbourne.gov.uk](mailto:homesfirstlettings@lewes-eastbourne.gov.uk)

## Providing False information

All information provided must be truthful. A person may commit a criminal offence if:

- he/she knowingly or recklessly makes a statement which is false in a material particular, or
- he/she knowingly withholds information which the authority has reasonably required him/her to give in connection with their application for housing.

A person guilty of an offence under this section is liable on summary conviction to a fine.

If it is found that false information has been given or relevant information withheld, the application will not be registered or, if already registered, the Applicant may be removed from the Housing Register.

Any tenancy granted on the basis of information subsequently found to be false or because material information has been withheld may be terminated and legal action taken by the landlord to recover possession of the home.

## Data Protection

All information provided by an Applicant and any associated documents will be held on a filing system and may be used by all of the members of Lewes District and Eastbourne Borough Council in carrying out their functions.

In respect of those Applicants needing a Supporting People funded service, data will also be shared with that service if the Applicant has given their permission. This information is subject to the Data Protection Act 1998 and will be treated with confidentiality and used in accordance with each Council's registration under that Act.

The Council is bound by the Data Protection Act to keep personal information safe and secure. However, Applicants should be aware that the Council is under a duty to share certain information with all other relevant authorities for the purposes of child protection and safeguarding vulnerable adults; the prevention of crime and disorder, including anti-social behaviour; and the management of sexual and violent offenders.

### **National Fraud Initiative**

This authority is under a duty to protect public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

### **Homes First Lettings – Choice Based Lettings**

Lewes District and Eastbourne Borough Council operates a choice based lettings scheme called homes first lettings. With choice based lettings schemes, you have to bid to tell us which properties you are interested in. With the exception of a few emergency priority cases, we do not directly allocate properties to people on the housing register. You can make bids through the homes first lettings website, over the phone or by text message. If you need help to bid please contact us or tell your support worker, our contact details can be found at the end of this form.

**You can also visit the homes first website at: [www.homesfirstlettings.co.uk](http://www.homesfirstlettings.co.uk)**

### **Renewals of Application**

All Applicants will be required to re-register annually on the anniversary date of their banding to stay on the Housing Register.

If the Applicant fails to re-register when requested, a Caseworker will check their contact details and if the Applicant appears to be a vulnerable person and/or has a high priority need, they will be contacted by phone, visited or referred to the relevant support service for help. If there is no contact and the Applicant fails to re-register, the application will be deregistered.

It is important that the Caseworker is notified of any relevant change in the circumstances of the Applicant or of their household which could affect the assessment of their housing application. Changes should be notified to the Homes First Team by the Applicant as soon as they occur and not left until the application is renewed. Failure to do so may result in the Applicant being removed from the Housing Register.

### **Declaration**

Please read the declaration at the end of this form carefully and then sign it. If it is a joint application, both applicants need to sign. The form should then be sent to the address given at the end of the form. Please ensure that you have included copies of all the relevant supporting information we have asked for.

**1. Which local authority area do you wish to apply for housing in:**

Lewes District

Eastbourne Borough

**2. Local Connection**

Have you lived in the Lewes District or Eastbourne Borough area as their only or principal home and have done so for the previous 2 years?

Yes  No  If No please give details:

Have you lived in the Lewes District or Eastbourne Borough area as their only or principal home for a period of at least 3 years out of the previous 5 years?

Yes  No

Are you in permanent employment in the Lewes District or Eastbourne Borough area and have been for the previous 2 years?

Yes  No

Do you have close relatives who live in the Lewes District or Eastbourne Borough area as their only or principal home and have done so for at least the previous 5 years?

Yes  No

*Close relatives will normally only cover parents, adult children or siblings. Consideration may be given to other relatives, if there is evidence that they provide a substantial supporting role to the applicant. Professional evidence of the required support must be provided.*

Are you Armed Forces Personnel (see information notes) who wishes to live in the Lewes District or Eastbourne Borough Council area?

Yes  No

Do you need to move to the Lewes District or Eastbourne Borough Council area for work related reasons as defined by the Allocation of Housing (qualification criteria for Right to Move (England) regulations 2015 and do not need to meet the Local Connection criteria set out above?

Yes  No

If you have answered No to the questions above,

You are not eligible to apply for social housing in the Lewes District or Eastbourne Borough Council areas.

**PLEASE DO NOT COMPLETE THE FORM**

You can obtain housing advice on your housing options from the Homes First Team.



### 3. About you and your household

If you have a partner, both you and your partner must give your full details and both sign the form.

	<b>Main Applicant</b>	<b>Applicant 2</b>
<b>Title</b>	Mr / Mrs / Miss / Ms / .....	Mr / Mrs / Miss / Ms / .....
<b>First Name (s)</b>		
<b>Surname</b>		
<b>Date of Birth</b>		
<b>NI Number</b>		
<b>Relationship to Main Applicant</b>		

**Your current address / correspondence address** .....

.....

Postcode: ..... Date you moved to this address: .....

#### Your contact details

	<b>Applicant 1</b>	<b>Applicant 2</b>
<b>Home Telephone Number:</b>		
<b>Work Telephone Number:</b>		
<b>Mobile Telephone Number:</b>		
<b>Your email address:</b>		

#### Your household details

Please give details of everyone in your household who will be rehoused with you.

Title (Mr/Mrs /Miss/Ms)	First Name	Surname	Male / Female	Date of Birth	NI No (if over 16)	Relationship to you

Is any person listed in your household details pregnant, if so, who and when is baby due?

Name: ..... Due date: .....

Is any person listed in your household details not living with you on a permanent basis? If so, who and where are they living?

Name: ..... Where living: .....

.....

#### 4. Previous addresses

Please give details of the addresses you and your partner have lived at during the past 2 years, starting with the most recent first. (please continue on a separate sheet if necessary)

	Applicant 1	Applicant 2
Previous address 1		
Date from		
Date to		
Type of tenancy		
Who was the landlord		
Reason for leaving		

	Applicant 1	Applicant 2
Previous address 2		
Date from		
Date to		
Type of tenancy		
Who was the landlord		
Reason for leaving		

Do you or any member of your household own or have ever owned a property in the UK or abroad?

Yes

No

If yes, please give all details:

	Applicant 1	Applicant 2
Property address		
Property Valuation		
Mortgage Outstanding		
Years remaining		
Equity in Property		
Reason for leaving		

#### 5. Unacceptable Behaviour

Have you or anyone on this application:

	Yes	No
Been accused/convicted of arson		
Been evicted for rent arrears or anti-social behaviour		
Been accused of illegal or immoral use of a property		
Obtained a property using a false statement		
Illegally sub-let your property		
Allowed the condition of your property to deteriorate		
Have a current conviction for drug dealing or possession		
If Yes, Please give details		

## 6. Employment and Financial Information

Please answer the following questions about your financial situation for both yourself and your partner.

What is your current weekly rent or mortgage payment? ...£.....

Are there any outstanding arrears? Yes  No  If yes, how much? ...£.....

Have you been served with a notice to quit? Yes / No If YES, please provide a copy of the notice.

<b>Employment</b>	Applicant 1	Applicant 2
Are you working?	Yes / No	Yes / No
If yes, how many hours do you work?	Hours a week	Hours a week
What is your annual income? (before tax)	£ per year	£ per year
Employment details: Please give the name and address of your employer.	Name:  Address:	Name:  Address:
Are you a student?	Yes / No	Yes / No
Do you have a current account?		
Do you have any savings, stocks, shares or assets?	Yes / No	Yes / No
If yes, please state amount and what they are	£	£

Do you or your partner receive any benefits if so, please tell us which ones and the amount you receive.

<b>Benefits</b>	Applicant 1	Applicant 2
Universal Credit	£	£
Housing Benefit	£	£
Child Benefit	£	£
Child Tax Credit	£	£
Working Families Tax Credit	£	£
Carers Allowance	£	£
Attendance Allowance	£	£
State Pension	£	£
Private Pension	£	£
Pension Credit	£	£
Disability Living Allowance (DLA)	£	£
Personal Independence Payments (PIP)	£	£
Income Support	£	£
Job Seekers Allowance	£	£
Employment & Support Allowance (ESA)	£	£
Other: (Please state)	£	£

## 7. Your current accommodation

What best describes your current housing situation?

Registered Provider Tenant		If Yes, which one .....	
Lewes or Eastbourne Council Tenant		Owner Occupier	
Tied Accommodation (employment)		Private Rented	
Temporary Accommodation (provided by Lewes or Eastbourne Council)		Living with Family	
Bed & Breakfast Accommodation (provided by Lewes or Eastbourne Council)		Living with Friends	
Other (please state) .....			

If you are a joint tenant or owner, who is this with and what is their relationship to you? .....

What type of accommodation do you live in?

House		Bungalow		Mobile Home	
Flat/Maisonette/Bedsit		If So, what floor		Is there a lift?	
Hospital/Residential Care		Prison			

**Please tell us how many rooms you have in the property:**

How many bedrooms does the property have?	
How many bedrooms do you and the people in this application have sole use of?	
Who sleeps in the first bedroom?	
Who sleeps in the second bedroom?	
Who sleeps in the third bedroom?	
Who sleeps in the fourth bedroom?	
Does anyone sleep in the living room?	
How many living rooms do you and the people in this application have sole use of?	

**Do you have the use of? Please tick the answers that apply:**

Kitchen	
Bathroom or Shower	
Toilet	
Is your toilet inside your property	
Hot water supply	

	Yes	No
Are any facilities shared with other people not on this application?		
Are they related to you?		

Is there any reason you think the property may be unfit to live in?

Yes  No

If yes, please give details as we may ask an Environmental Health Officer to visit you to address these issues.

.....  
.....

If you are one of our existing tenant's we can arrange for your area housing officer or a building maintenance officer to visit you to discuss the problems identified. Would you like a visit to be arranged?

Yes  No

**8. More about you and your household**

Do you have any pets? Yes  No

If YES, how many? Cats  dogs  other

Please specify? .....

If housed, would you like to take your pet(s) with you? Yes  No

**Please Note:** certain accommodation, such as sheltered housing in a block of flats, is unsuitable for pets and in certain housing association flats pets are not permitted. If you become one of our tenant's you will need to sign up to a pet owner's agreement.

Do you have access to private transport? Yes  No

How many vehicles does your household have for your own use? .....

**Please note:** Parking is limited on many of our estates.

**9. Your needs and requirements**

**Do you have any of the following?**

Mobility Difficulties	
Difficult using a lift	
Problems with Stairs	
Use a Wheelchair	
Do you use your wheelchair – Inside your property?	
Do you use your wheelchair – Outside your property?	
Do you use your wheelchair – Both inside and outside of your property?	

**Does anyone on the application receive any of the following support?** Please tick all that apply

Social Worker  Health Visitor  Occupational Therapist

Community Psychiatric Nurse  Support Worker  Probation Service

Other (Please state) .....

Please give the name, address and phone numbers of all support workers who assist you?

Name: ..... Address: .....  
..... Telephone Number: .....

Please give the name, address and phone numbers of all support workers who assist you?

Name: ..... Address: .....  
..... Telephone Number: .....

Specific needs, such as medical conditions are only taken into account where your current home is affecting the health of either the applicant or a household member. Is the health of any member of your family on your application suffering because of your present accommodation?

Yes  No

If yes, a **Medical Support Needs Assessment Form** will be sent to you to complete and return (inclusive of any supporting medical evidence, OT assessment supplied at the applicants instigation and own costs) for each household member who has support needs.

How many forms do you require?

**Do you have a disability?**

The Equality Act 2010 describes a person as disabled if they have a long-standing physical or mental condition that has lasted or is likely to last at least 12 months, and this condition has substantial adverse effect on their ability to carry out normal day to day activities. People with some conditions (eg. Cancer, MS and HIV/AIDS) are considered to be disabled from the point they are diagnosed.

Does anyone in your household consider they are disabled under the terms of the Equalities Act 2010?

Yes  No

If YES, who and why? .....

**Do you need?**

Sheltered Accommodation with Scheme Manager service Yes  No

Supported Accommodation Yes  No

Has your existing home been specially adapted for your needs? If so, what adaptations have been made?

.....  
.....

Do you think that you would be able to stay in your own home if you receive additional care and support (for example a home help, community alarm, equipment or adaptations)

Yes  No

If YES, what do you think you would need?.....

.....

**10. Your choice of area**

Please indicate the choice of areas you would consider living in No Preference

**Lewes District Area**

All areas		Barcombe		Chailey		Cooksbridge	
Ditchling		East Chiltington		Falmer		Firle	
Glynde		Kingston		Lewes		Newhaven	
Newick		Peacehaven		Piddinghoe		Plumpton	
Ringmer		Rodmell		Rottingdean		Saltdean	
Seaford		South Heighton		Telscombe Cliffs		Wivelsfield	

**Eastbourne Borough Areas**

All areas		Hampden Park East		Hampden Park West		Langney	
Meads		Old Town		Shinewater		Town Centre	

Please advise of any areas or estates where you would not be able to live and the reason(s) for this.

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.....

Do you have a preference for a particular type of property? If so, please indicate your preference.

House  Bungalow  Flat/Maisonette  Studio Flat

A pitch on an authorised traveller site if available  Private Rental

**11. Parish Local Connection**

For rural housing schemes aimed at meeting local need. It is essential that applicants make the authority aware of their local connection to a parish or they may not be considered for properties when they become available.

Barcombe		Chailey		Cooksbridge		Ditchling	
East Chiltington		Falmer		Firle		Glynde	
Kingston		Newick		Plumpton		Ringmer	
Wivelsfield		Piddinghoe		Rodmell			

I currently live in the rural area by choice YES  NO   
**(Please give address and dates)**

.....

.....

.....

I currently have close relatives i.e. mother, father, children or siblings who have lived in the area for at least five years with whom you have regular contact.

(please state below their full name, address and date moved to parish). YES  NO

.....  
.....

I have permanent employment within the area. YES  NO   
(Please give details below)

.....  
.....

### 12. Armed Forces Personnel

Please tick what applies:

Armed forces personnel who are serving in the regular forces or who have served in the regular forces within the previous 5 years ?

Yes  No

Armed forces personnel who are serving or have served in the reserve forces and who are suffering from serious injury, illness or disability which is attributed to their service?

Yes  No

The spouse or civil parent of Armed forces personnel who has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of their spouse or civil partner who had served in the regular forces and whose death was attributed to their service?

Yes  No

### 13. Additional Information

Please use this space below to provide information you think would be helpful to us in assessing your application, including your reasons for wishing to move.

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....



**12. Disclosure and Declaration**

Are you or any member or your household related to an employee or councillor of Lewes District Council?

Yes  No

If yes, please give name.....

Relationship to you : .....

I/We declare that the information I have given on this form is correct and complete.

I/We understand that you may use any information that I/We have provided for this application and you may share and discuss this application with relevant organisations such as, government departments, local authorities, doctors, registered providers and other relevant agencies.

I/We understand that if I/We give information that is incorrect or incomplete, you may take action against me. This may be court action.

I/We understand that if false information is given the application may be cancelled and the Council may take legal action if any tenancy is obtained under false pretences.

I/We know that I/We must advise you of any change in our circumstances which might affect this application.

I/We enclose the following documentation:-

Identification	5 year address history	Support Agency Details
Marriage Certificate	Tenancy Agreement	Probation
Birth Certificate	Notice to Quit	Police
National Insurance Number	Possession Order	Support Worker Details
Income	Eviction Order	Drug and Alcohol
Wage Slips – 3 months	Medical Information	Adult Social Services
Benefit Award Letters		Children Social Services
Bank Statements		

Signed: ..... Date: .....

Signed: ..... Date: .....

**Please ensure you enclose all information that has been requested. Failure to do so will result in your application being unable to be processed.**

Once you have read and signed the declaration please return the form to:

Southover House Lewes East Sussex BN7 1AB	Town Hall, Grove Road Eastbourne East Sussex BN21 4UG
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## Equal Opportunities

The Council has policies to ensure that everyone who applies for housing is provided with a service that is relevant to their needs. To provide a housing service that is accessible to all applicants, the service must be monitored to ensure it is provided fairly. By giving the following information you will help us to make sure that these policies are working properly.

It is important that you complete this section but we realise that some people may be unwilling to give details of their religion or sexuality – therefore this is optional.

ETHNIC ORIGIN	APPLICANT	PARTNER
White		
White British		
White Irish		
White Gypsy or Irish Traveller		
Other White Background		
Mixed / multiple ethnic groups		
White & Black Caribbean		
White & Black African		
White & Asian		
Any other mixed/multiple ethnic background		
Black / African / Caribbean / Black British		
African		
Caribbean		
Any other Black/African/Caribbean background		
Asian / Asian British		
Chinese		
Indian		
Pakistani		
Bangladeshi		
Any other Asian / Asian background		
Other ethnic group		
Any other ethnic group – please specify		
None stated		
<b>RELIGION</b>		
Buddhist		
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)		
Hindu		
Jewish		
Muslim		
Sikh		
None		
Any Other Religion – please specify		
Prefer not to say		

All lettings to Council accommodation and nominations to housing associations from the housing register will be made according to housing need, regardless of ethnic origin, religion, marital status, race gender or sexuality.