

# Housing Application Form

Rented Housing

Sheltered Housing for People aged 55 or over

Affordable Ownership for Royal Borough Residents  
and Key Workers



THE ROYAL BOROUGH OF  
**KENSINGTON  
AND CHELSEA**

There are many tenants in Kensington and Chelsea who for a number of different reasons, wish to move. They can make an application through the Common Housing Register. This is a list of all the people applying for social housing, which includes housing run by the Council and housing associations.

However, each year, whilst demand for these properties goes up, the number of vacancies that become available, gets smaller.

In 2008–09 there were 6,545 registered on the Common Housing Register. The number and sizes of the properties let was as follows:

<b>Properties let via the Common Housing Register 08/09</b>	
Bedsit / Studios	106
1 bed	166
2 bed	148
3 bed	56
4 bed	12
5 bed	3
<b>Total</b>	<b>491</b>

In 2007–08 the figures were very similar.

This means that in the majority of cases it is **very unlikely** that you will be able to get alternative accommodation via the Common Housing Register.

**Before you begin, please read the Guidance Notes (see pages 1 to 12) on how to complete this form.**

## For Official Use

<b>Main Applicant's Name</b>	
<b>Date Received</b>	
<b>CHR Number</b>	
<b>Application Type</b>	

# How to fill in your Housing Application Form

## **A. Who can register for housing with the Royal Borough of Kensington and Chelsea?**

Most people can apply to the housing register, except:

- people subject to immigration control and certain groups of people from abroad (except in particular circumstances)
- people we consider to be guilty of 'unacceptable behaviour,' meaning that they or someone in their household has behaved in a way which would make them unsuitable to be a tenant
- people under the age of 18 (unless they are non-dependent 16 or 17 year olds, who require independent accommodation, are capable of managing their own tenancy, and are not housed by Social Services)

However, in certain situations we may treat you as having zero priority for housing, meaning you will have no prospect of being housed through the Council unless your circumstances change. Zero priority is explained in **Section I.11 Who will get 'Zero Priority' for housing?** of this form.

Council tenants who wish to apply for a transfer are required to complete a Housing Application Form.

## **B. Who will be housed?**

The number of people applying for housing in Kensington and Chelsea is much larger than the number of properties available to the Council for letting each year.

The Housing Allocation Scheme aims to make sure the properties we have are offered to the people most in need.

In particular the Council aims to help:

1. homeless households for whom we have accepted a legal responsibility to help
2. people with an essential need to move on health or welfare grounds
3. severely overcrowded households (lacking two bedrooms or more)
4. people we have placed in local hostels who are now ready to live independently ('Qualifying Individuals').

We also aim to rehouse all Kensington and Chelsea Council (TMO) tenants and housing association tenants who are willing to:

5. move to a smaller property, because their current home is larger than they need, or
6. give up a property suitable for a disabled person.

**If you are not in one of the above groups, you are extremely unlikely to be rehoused through the Council and should consider your other housing options.**

## **C. What is the housing application form for?**

You can use the Housing Application Form to apply to the Royal Borough of Kensington and Chelsea for:

- rented housing
- sheltered housing for people aged 55 or over
- Affordable Ownership Schemes for Key Workers and Kensington and Chelsea residents
- apply for a transfer if you are a Council tenant.

## **D. What if you are homeless or threatened with homelessness?**

You are strongly advised to contact the Council's Housing and Homelessness Assessment Team as soon as possible for urgent advice and assistance. While you may register for housing, this will not provide a solution to homelessness. Please see **Section K Further information** to find out how you can contact the Council.

## **E. How to complete the form**

Please complete the form in black ink using capital letters.

Where a Yes/No answer is required, please put a tick (✓) in the appropriate box.

**Do not leave questions unanswered, or simply strike through sections. We need to ensure you have answered all the questions on the form.**

Read all the questions carefully and answer all the questions that apply to you. **If you do not fill in the form properly or give all the information we need, we will return the form to you and this will delay your application.**

If you have questions about this form or would like help to complete it, you can contact us for help: see **Section K Further information** for contact details.

## **F. Check your application form before returning it**

Check that you have answered every question – if we receive an incomplete form, we will return it to you and this will delay your application.

Read and sign **Section 22** and the **Declaration** in **Section 23** on the Housing Application Form.

## **G. How to return your application form**

### **In person:**

You can return your application form and supporting documents by visiting:

Customer Service Centre  
The Town Hall  
Hornton Street  
London W8 7NX

Monday to Friday 8.30am to 5pm

You will be issued with a registration number when you hand in your application form.

If you cannot get to the Town Hall, please telephone the Royal Borough of Kensington and Chelsea Housingline (020 7361 3008) for more advice on how to return your application form.

### **By post:**

If you intend to post your application form we advise you to use one of the Royal Mail's recorded/special delivery services. The Council will not be liable for any loss or delay resulting from posting your application form.

Send your application form to:

Housing Needs  
The Royal Borough of Kensington and Chelsea  
The Town Hall  
Hornton Street  
London W8 7NX

## **H. Your duty to tell us about changes**

You have a personal duty to notify the Council of any changes in your circumstances that might affect your application for housing. If you have any doubt, contact us.

**Please note that a failure to notify the Council of any changes could invalidate your application for housing.**

## **I. How housing points are allocated**

The number of housing points you are awarded indicates the level of housing need the Council considers you to have.

The higher your points, the better your chances of being rehoused and the more housing options you will have.

**However, if you have a low number of points, it is very likely that you will never receive an offer of social housing through the housing register.**

Housing points are given under the various categories explained below.

## I.1 Homelessness

You can be awarded housing points for homelessness if you have been accepted by the Council as statutorily homeless under section 192(3) Housing Act 1996 or if you fall within various other legal categories.

Housing points are awarded:

<ul style="list-style-type: none"> <li>• for statutory homelessness</li> </ul>	<b>100 points</b>
<ul style="list-style-type: none"> <li>• to people owed a duty by any council under sections 190(2) or 195(2) Housing Act 1996, or who are living in accommodation arranged by a council other than Kensington and Chelsea under section 192(3), section 65(2), section 68(2) Housing Act 1985</li> </ul>	<b>10 points</b>

## I.2 Overcrowded or unsatisfactory housing

You can be awarded housing points for overcrowding if we consider that your current home is too small for your household based on the following rules:

<b>Your household consists of</b>	<b>The minimum accommodation you need is</b>
Single person	One room (studio or bedsit), kitchen and bathroom
Couple	One double bedroom, living room, kitchen and bathroom
Two adults who are not a couple, for example siblings, parent and adult child	Two single bedrooms, living room, kitchen and bathroom
Couple or single parent with one child of any age, i.e. 0 to 17 years old	Two bedrooms (one single, one double), living room, kitchen and bathroom
Additional household members: <ul style="list-style-type: none"> <li>• single adult who is not the applicant's partner</li> </ul>	One extra single bedroom
Additional household members: <ul style="list-style-type: none"> <li>• adult couple</li> </ul>	One extra double bedroom
Additional household members: <ul style="list-style-type: none"> <li>• children</li> </ul>	Depends on age and sex: <ul style="list-style-type: none"> <li>• children of opposite sexes are expected to share a bedroom up to eight years of age</li> <li>• children of the same sex are expected to share a bedroom up to the age of 18, unless the difference in their ages is more than seven years</li> </ul>

**The Council reserves the right to investigate and confirm that everyone listed on your application is a legitimate member of your household (such as a spouse, partner, son or daughter, or recognised carer).**

In certain situations we may make exceptions to these rules – for example if we consider that someone in your household needs extra space for health reasons, or if you are a single parent whose children do not live with you but visit for regular overnight stays.

Housing points are awarded for:

• each bedroom your household lacks	<b>20 points</b>
• one or more single bedrooms needing to be shared	<b>20 points</b>
• severe overcrowding: this means you lack two bedrooms or more • <b>or</b> you lack only one bedroom <b>and</b> Kensington and Chelsea Environmental Health Department has assessed your overcrowded conditions and given a Band A or B and B hazard rating	<b>60 points</b>
• a Band C hazard rating from Kensington and Chelsea Environmental Health Department	<b>30 points</b>
• acceptance onto the Next Generation Scheme: see below	<b>200 points</b>
• sharing a kitchen, bathroom or toilet with an unrelated household <b>if</b> you have dependent children <b>or</b> have been awarded 200 medical points	<b>30 points</b>

The **Next Generation Scheme** is for single adults over the age of 18, who are living with their parents or other family members in very overcrowded conditions. To qualify for this scheme, you must be lacking at least **two** bedrooms in your current home and have lived continuously in Kensington and Chelsea for at least three years. There are a limited number of properties (usually studio properties) available to applicants to the Next Generation Scheme.

### I.3 Health needs

You can be awarded health points if you or a member of your household has a disability or serious long-term health problem **which is significantly and adversely affected by your current housing**.

You will need to complete a separate Health and Disability Form in addition to your housing application form, giving full details of the issues involved.

If there is more than one member of your household with a need to move for health reasons, you should complete a separate Health and Disability Form for each person. We will then carry out a separate assessment for each person and award health points accordingly:

• High priority	<b>200 points</b>
• Medium priority	<b>40 points</b>
• Low priority	<b>20 points</b>
• No priority	<b>0 points</b>

High priority will only be given if we consider your need to move is critical.

If we consider your current housing is suitable for your needs, you will not be awarded any health points.

#### I.4 Welfare needs

You can be awarded welfare points in certain situations if we consider you to be particularly vulnerable and unable to find your own accommodation.

Welfare points can only be applied for by a recognised advocate acting on your behalf.

Welfare points are awarded if:

1. You or a member of your household is at risk of serious harm if you remain in (or return to) your current home and re-housing is the only possible solution	<b>200 points</b>
2. Re-housing is essential to prevent you or a member of your household being admitted to residential care or needing a high cost care package	<b>100 points</b>
3. Re-housing is essential to allow you to provide essential daily care to a relative or friend who will otherwise require residential care or a high cost care package	<b>100 points</b>
4. Re-housing is essential to prevent a child or children within your household from being accommodated by the Royal Borough of Kensington and Chelsea (taken into care)	<b>100 points</b>
5. You are a Royal Borough care leaver and are ready to live independently	<b>100 points</b>
6. You are ready to move on from supported accommodation paid for by Kensington and Chelsea and your placement is of a high cost and/or would be of high value to another service user	<b>100 points</b>
7. You have been approved by the Royal Borough for fostering or adoption and re-housing is essential to accommodate the number of children the Council has agreed with you	<b>100 points</b>
8. You have a learning disability and have been assessed by the Council as needing independent accommodation and are able to manage a tenancy (any support you will need must be available)	<b>100 points</b>
9. You need to move to particular locality in Kensington and Chelsea and failure to meet that need would cause exceptional hardship	<b>30 points</b>

#### I.5 Qualifying Individuals

You can be awarded housing points as a Qualifying Individual if:

1. you are living in a hostel or other supported accommodation and were placed there by the Royal Borough's Housing Needs Team (or by the Broadway Contact and Assessment Team provided you were previously based in Kensington and Chelsea)

and

2. we have assessed you as ready to move on to independent housing.

Qualifying Individuals are awarded **200 points**.

## I.6 Under-occupation Scheme

You can be awarded housing points as an under-occupier if you are a Kensington and Chelsea Council (TMO) or housing association tenant whose home is larger than you need and are willing to move to a smaller property.

You may also be offered a cash payment for each bedroom you give up and a range of services to help with your move.

Under-occupation points are awarded as follows:

• For registering on the scheme	<b>50 points</b>
• For each bedroom to be freed up by your move	<b>150 points</b>

## I.7 Mobility Transfer Scheme

You can be awarded housing points under the Mobility Transfer Scheme if you are a Kensington and Chelsea Council (TMO) or housing association tenant who is willing to move out of a property suitable for a disabled person **and** you do not need this type of accommodation yourself.

An incentive package may be available to help with your move.

People registering on this scheme are awarded **200 points**.

## I.8 Additional preference points

Certain groups of people **who already have a high priority for housing based on their needs** can be given 100 extra housing points if we consider them to be a local resident or to have emergency housing needs.

### 1. Local resident housing points

You can be given **100 local resident points** if:

- we have already awarded you 80 points or more (but **not** if you have 200 health points **or** 200 Qualifying Individual points), **and**
- you have lived in Kensington and Chelsea continuously for the past three years and can provide documentary evidence to prove this.

### 2. Emergency housing need points

You can be given **100 emergency housing need points** if:

- we have already awarded you 200 health points, **and**
- your discharge from a hospital or care home is prevented because you have no suitable housing to return to, **and**
- we agree that re-housing is the only possible solution.

## I.9 Awarding housing points in combination

Under the rules of the Housing Allocation Scheme, some types of housing points, such as health and overcrowding points can be awarded in combination and added up.



Other points **cannot** be combined, for example:

- Qualifying Individuals cannot be awarded statutory homelessness points or local resident points.
- people with 200 health points cannot be awarded local resident points.
- people with under-occupation points cannot be awarded overcrowding points.

### I.10 How ‘waiting time’ is recognised

If you are awarded housing points, you will also be given a ‘Priority Date’ which shows how long you have been in housing need.

When homes become available to rent, we advertise them and invite applicants with enough housing points to ‘bid’ for the properties they want. This is called choice-based lettings and is explained further later.

If two or more applicants bid for the same property with the same number of points, the Priority Date will be used to rank the applicants: the applicant with the earliest Priority Date will be offered the property as s/he has been in housing need the longest.

How your Priority Date is set depends on the type of housing points you have been awarded:

<b>You have been awarded housing points because</b>	<b>Your Priority Date will be</b>
The Council has accepted you as homeless	The date of your homeless application
You live in overcrowded or unsatisfactory conditions	The date of registration for housing or the date on which the Council receives a new application which shows you have become overcrowded, whichever is the latest
You have been accepted onto the Next Generation Scheme	The date you are accepted onto the Next Generation Scheme
You need to move for health reasons	The date on which you were awarded health points
You need to move for welfare reasons	The date on which your were awarded welfare points
You live in supported accommodation and are a Qualifying Individual	The date of registration for housing
You are a Council (TMO) or housing association tenant and are willing to move to a smaller property	The date of registration on the Under-Occupation Scheme
You are a Council (TMO) or housing association tenant whose move will make available a property suitable for a disabled person	The date of registration on the Mobility Transfer Scheme

## I.11 Who will get 'Zero Priority' for housing?

Certain groups of people are legally eligible to apply to the Council for housing but will normally be treated as having zero priority under the new Housing Allocation Scheme.

The effect of this is to over-ride any housing points you might otherwise have been entitled to.

If you are awarded zero priority, you will have no prospect of being rehoused by the Council unless there is a relevant change in the circumstances that caused you to be treated as having zero priority.

<b>You are likely to receive zero priority if</b>	<b>Possible exceptions</b>
Your current home is outside Kensington and Chelsea	<ol style="list-style-type: none"> <li>1. You are a member of the armed forces whose last permanent address was in Kensington and Chelsea</li> <li>2. You are a Kensington and Chelsea Council (TMO) tenant living on one of our two out of borough estates</li> <li>3. You have been accepted by the Council as statutorily homeless</li> <li>4. You have been awarded 100 to 200 points on welfare grounds</li> <li>5. You have been accepted by the Council as needing to live in Kensington and Chelsea for health reasons</li> <li>6. You were referred to the Council through the West London Domestic Violence Protocol</li> </ol>
You are a homeowner	It would be unreasonable for you to remain in your home, even if adaptations were made, and your housing problem cannot be resolved by selling your property and buying another one
Kensington and Chelsea Council or TMO has initiated legal proceedings against you for non-payment of rent or Council Tax or failure to repay excess Local Housing Allowance (Housing Benefit)	You have made an agreement to repay the money and are keeping to it
Your landlord has initiated legal proceedings against you for rent arrears	You have made an agreement to repay the money and are keeping to it
Your landlord has initiated legal proceedings against you for a breach of tenancy other than rent arrears	No specific exceptions

<b>You are likely to receive zero priority if</b>	<b>Possible exceptions</b>
You have been placed in temporary accommodation by the Council and are in arrears of rent or storage charges of more than £1,000 or the equivalent of six weeks charges if you are not in receipt of full Local Housing Allowance (Housing Benefit)	You have made an agreement to repay the money and are keeping to it
You have lost the temporary accommodation arranged for you by the Council as a result of unacceptable or antisocial behaviour by yourself or a member of your household	No specific exceptions
Your total annual household income is £40,000 or more and/or your total savings are £16,000 or more	No specific exceptions
You have given fraudulent information in support of your housing application	No specific exceptions  Your application will be referred to the Council's Corporate Investigations Team

You have the right to request a review of any decision to treat the application as ineligible for an allocation.

All requests for a review must be made to the following address in writing within 21 days of any decision letter:

Housing Register Reviews  
The Royal Borough of Kensington and Chelsea  
Housing, Health and Adult Social Care  
Room G29  
The Town Hall  
Hornton Street  
London W8 7NX

### **I.12 Kensington and Chelsea's Choice-Based Lettings Scheme**

The Royal Borough's Choice-Based Lettings Scheme – called Home Connections – gives people registered for housing a choice about where they live and information and advice on how to choose a property.

If you have a high priority for re-housing, or if you are a Council (TMO) tenant who has applied for a transfer, you will be automatically registered for Home Connections. If you do not have a high priority for re-housing, you will not be registered for Home Connections as you have little or no chance of being re-housed via the Common Housing Register.

## How does Home Connections work?

Properties are advertised weekly:

- on the website at [www.homeconnections.org.uk](http://www.homeconnections.org.uk)
- in a weekly mailing, which can also be picked up from the Customer Service Centre at Kensington Town Hall and some advice centres
- by DigiTV, through your interactive 'red button' on digital, satellite, and cable television
- by email, as long as you provide your email address
- by text, as long as you provide your mobile telephone number

Properties are given a minimum points level and only people with that number of points (or more) can bid for the property. The number of points and description of the property is advertised on the mail-outs or on the website.

For example, if a property is advertised with a minimum points level of 200, someone with 150 points cannot bid for it.

The top six bidders with the highest number of points will be contacted directly to view the property.

Bids can be made by internet, telephone, text, email, or DigiTV.

## J. What happens next?

Once you have completed and returned your application form, the Council's Common Housing Register Team will assess your priority for re-housing, and will write to you with the outcome. This process should take no longer than eight weeks.

If you have a high priority for re-housing, the Common Housing Register Team may contact you to discuss your circumstances and to offer advice. They may also ask you to provide further information, plus evidence and documents to support your application.

If you have a high priority for re-housing, your details will be registered for Home Connections. **If you have a low priority for re-housing, you will not be registered for Home Connections as you have little or no chance of being re-housed via the Common Housing Register.** However, you will still be able to view advertised properties on the Home Connections website. See Section I.12 for further details.

## **K. Further information**

If you have questions about applying for housing you can contact the Council in the following ways:

- In person: Customer Service Centre  
The Town Hall  
Hornton Street  
London W8 7NX  
Monday to Friday 8.30am to 5pm
- By phone: Housingline 020 7361 3008
- By email: [housingregister@rbkc.gov.uk](mailto:housingregister@rbkc.gov.uk) (CHR specific enquiries)
- Website: [www.rbkc.gov.uk/housing](http://www.rbkc.gov.uk/housing)

If you do not understand English or need help to communicate because, for example, you have a sight or hearing loss, we can give you the information in this form:

- on audio cassette or in very large print or Braille
- translated into the main languages spoken in Kensington and Chelsea
- by arranging an interpreter or signer for you.





**Other, eg Student Visa, Work Permit**

YES  NO

**If YES, please give further information**

**If YES, do you have comprehensive medical insurance?**  YES  NO

**Do you have recourse to public funds (for example, are you eligible to claim Jobseekers Allowance, Housing Benefit, etc)?**  YES  NO

**If NO, please give further information**

**Please describe your race or ethnic group**

**White**

British  Other European  
 Irish

**Any Other White Background – please write in**

**Asian or Asian British**

African Indian  Pakistani  
 Indian  Bangladeshi

**Any Other Asian Background – please write in**

**Black or Black British**

Caribbean  Somalian  
 African

**Any Other Black Background – please write in**

**Mixed**

White and Black Caribbean  White and Asian  
 White and Black African

**Any Other Mixed Background – please write in**

**Other Ethnic Groups**

Moroccan Arab  Chinese  
 Other Arab background  Filipino

**Any Other Background – please write in**









**Please describe your race or ethnic group**

**White**

British

Other European

Irish

**Any Other White Background – please write in**

**Black or Black British**

Caribbean

Somalian

African

**Any Other Black Background – please write in**

**Other Ethnic Groups**

Moroccan Arab

Chinese

Other Arab background

Filipino

**Any Other Background – please write in**

**Asian or Asian British**

African Indian

Pakistani

Indian

Bangladeshi

**Any Other Asian Background – please write in**

**Mixed**

White and Black Caribbean

White and Asian

White and Black African

**Any Other Mixed Background – please write in**

# Section 4 Other People Living With You

**Use this section to list the people you live with who you want to be rehoused with you. Do not include the Joint Applicant here (if there is one).**

**Mr / Mrs / Ms / Miss**

**Other – please write in**

**First name(s)**

**Surname**

**Sex**

Male

Female

Day

Month

Year

**Date of birth**




**What is their nationality?**

**Relationship to main applicant**

**If this person is aged 16 or over, please give their National Insurance number**

Letters

Numbers

Letter




**If this person is aged 18 or over, please give their**

Annual income

£

Total savings

£

**Mr / Mrs / Ms / Miss**

**Other – please write in**

**First name(s)**

**Surname**

**Sex**

Male

Female

Day

Month

Year

**Date of birth**




**What is their nationality?**

**Relationship to main applicant**

If this person is aged 16 or over, please give their National Insurance number

Letters      Numbers      Letter

Grid for National Insurance number: 2 letters, 6 numbers, 1 letter.

If this person is aged 18 or over, please give their

Annual income £ [ ] Total savings £ [ ]

Mr / Mrs / Ms / Miss

Other – please write in

Grid for title: 4 letters or 1 text box.

First name(s)

Grid for first name(s): 20 boxes.

Surname

Grid for surname: 20 boxes.

Sex       Male       Female

Day      Month      Year

Date of birth: DD MM YYYY grid.

What is their nationality?

Grid for nationality: 20 boxes.

Relationship to main applicant

Grid for relationship: 20 boxes.

If this person is aged 16 or over, please give their National Insurance number

Letters      Numbers      Letter

Grid for National Insurance number: 2 letters, 6 numbers, 1 letter.

If this person is aged 18 or over, please give their

Annual income £ [ ] Total savings £ [ ]

Mr / Mrs / Ms / Miss

Other – please write in

Grid for title: 4 letters or 1 text box.

First name(s)

Grid for first name(s): 20 boxes.

Surname

Grid for surname: 20 boxes.

Sex       Male       Female

Day      Month      Year

Date of birth: DD MM YYYY grid.

What is their nationality?

Grid for nationality: 20 boxes.

Relationship to main applicant

Grid for relationship: 20 boxes.



**If this person is aged 16 or over, please give their National Insurance number**

Letters

Numbers

Letter

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**If this person is aged 18 or over, please give their**

Annual income

£
---

Total savings

£
---



# Section 5 People You Live With Who Are Not On Your Application

Do you live with people who are NOT on your application? If so, please provide the following information.

**Person 1**  Male  Female

Aged 18 or over?  YES  NO

**Relationship to you**

**Person 2**  Male  Female

Aged 18 or over?  YES  NO

**Relationship to you**

**Person 3**  Male  Female

Aged 18 or over?  YES  NO

**Relationship to you**

**Person 4**  Male  Female

Aged 18 or over?  YES  NO

**Relationship to you**





**If they have ever lived with you, please give dates**

**From**

Day

Month

Year

**To**

Day

Month

Year

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

**Please explain why this person does not live with you**

## Section 7 Unacceptable Behaviour

**You may be treated as ineligible for housing (and therefore excluded from joining the Common Housing Register) if you are, or a member of your household, is guilty of unacceptable behaviour**

**In the last five years, have you or any member of your household been guilty of any of the following:**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Persistent failure to pay rent   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Antisocial behaviour which has caused a nuisance and started legal proceedings   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Committing racial, homophobic or other harassment  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Conviction for using your home for immoral or illegal purposes   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Threats or actual violence against neighbours, council officers, housing officers, Councillors, managing agents or council contractors | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Conviction for an arrestable offence in or near to your home   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Domestic violence causing a partner or family member to leave the property   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Any other breach of tenancy which resulted in action being started to repossess the property under the terms of the Housing Act 1985   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

**If you have answered YES to any of the above, please give further information of the relevant incidents(s) and when they occurred**

**If you believe the behaviour you have described was due to a physical or learning disability or mental health problem, please give further information**

## Section 8 Under-occupation Scheme for Council (TMO) and Housing Association Tenants

Do you have spare bedrooms in your home you no longer need? Would you be interested in moving to a smaller property? The Council's Under-occupation Scheme offers Council (TMO) and housing association tenants who would like to move to a smaller property:

- a cash incentive for every bedroom you release
- someone to come with you to view alternative properties
- a dedicated officer to oversee the move
- help with removals and additional security measures, such as window locks.

We may be able to offer you and your children separate properties. This is known as a 'split tenancy'. Even if you have rent arrears you may still be able to move under this Scheme.

Would you be interested in moving to a smaller property?  NO – NOW GO TO SECTION 9

YES – We will contact you to discuss the matter further

How many bedrooms do you have?

How many bedrooms do you need?

# Section 9 Mobility Transfer Scheme for Council (TMO) and Housing Association Tenants

**This Scheme is for Council (TMO) and housing association tenants currently living in:**

- a level access ground floor flat (no steps or stairs), **or**
- a house with a ground floor entrance and three or more bedrooms who would consider a move to alternative accommodation which is not on the ground floor.

**You could be offered:**

- a more suitable property
- a cash incentive
- someone to come with you to view alternative properties
- a dedicated officer to oversee your move.

**This scheme is not for people that have been assessed by the Council as requiring a ground floor property and who would like to move to an alternative ground floor property.**

Are you interested in moving to another property which is not on the ground floor?  **NO – NOW GO TO SECTION 10**

**YES – PLEASE COMPLETE THIS SECTION**

Are you living in a house or a flat?  **HOUSE**  **FLAT**

Does your property have a ground floor entrance?  **YES**  **NO**

Do you have any external steps?  **YES**  **NO**

**How many?**

Do you have any internal steps or stairs?  **YES**  **NO**

**How many?**

Have any adaptations been made to your property?  **YES**  **NO**

**If YES, please give further information**

**Please explain why you no longer need a ground floor property**

## Section 10 Sheltered Housing

**Sheltered housing offers accommodation which is designed to provide independent living in self-contained flats in a secure and supportive environment. Most sheltered schemes in the borough have a warden who is based on site and provides advice and assistance to tenants. There are communal areas where social activities take place.**

**Most schemes will accept people aged 60 or over (55 if the person is registered disabled). Some schemes will accept people aged 55 and over who are not disabled.**

**If you are offered a place in a sheltered housing scheme, the landlord will assess your needs to identify what support you may need.**

**Are you interested in sheltered housing?**  **NO – NOW GO TO SECTION 11**

**YES – PLEASE COMPLETE THIS SECTION**

**Please tick as many boxes as apply**

- To feel safe
- Because you have mobility difficulties
- To have daily help and support
- To live in your own home, being able to contact others when you want to

**Please indicate what support you need to live independently**

- Daily contact from a Warden
- Help in setting up home or maintaining a tenancy
- Help to claim benefits
- Help to improve your personal safety
- Advice and assistance on repairs or improvements to your home
- Emergency Alarm Service

**Other support – please give further information**

**Would you prefer to stay in your current home if this was possible with support?**

YES  NO



# Section 11 Affordable Ownership Register

There are a number of schemes to help people buy property. To be eligible, you must:

- be aged 18 or over
- be a British or EU citizen, or have Indefinite Leave to Remain
- live in Kensington and Chelsea
- be a Key Worker or
- be a housing association tenant rehoused by the Council outside the borough.

Some schemes give preference to Key Workers and to Kensington and Chelsea public sector tenants. Other schemes are open to anyone living in the borough.

As most people will need a mortgage to buy property, you cannot apply if you:

- you have County Court judgements registered against you and you have not repaid the debt – if you have, you will need to provide a Certificate of Satisfaction from the Court
- you have had a home repossessed
- you have negative equity which cannot be repaid or resolved with your lender
- you have been made bankrupt in the last six years
- you are self employed and do not have audited accounts for the last two years and a projection for the current year, or copies of your tax return for the last three years.

Each scheme will have different minimum income requirements, depending on the cost of the development and the market value of the properties. As a general rule:

- you need a minimum income of £18,000 if you are single, £21,000 if you are applying as a couple
- you need to add £2,000 to your minimum income for every child you have
- £3,000 to cover legal costs and survey fees.

If you cannot get a mortgage because, for example, you have retired, you will need sufficient savings to be able to buy the minimum required share in the property.

Do you want to apply for affordable ownership schemes?  NO – NOW GO TO SECTION 12

YES – PLEASE COMPLETE THIS SECTION

Please tick one box

- Teacher at an LEA school in Kensington and Chelsea
- NHS staff working in Kensington and Chelsea
- Metropolitan Police, London Fire Service or London Ambulance Service staff working in Kensington and Chelsea
- Staff nominated by Kensington and Chelsea Social Services
- A Foster Carer or Adoptive Parent nominated by Kensington and Chelsea Social Services

Other employment (including self-employment) – please give further information

# Section 12 Your Current Accommodation

Please describe the accommodation you live in now

Studio / bedsit

Room(s) in a flat or house share

Self-contained flat

House

Room(s) in a hotel

Hostel

**Other – please give further information**

How many single bedrooms does the property have?

Are any of the single bedrooms shared by two or more people?

YES

NO

How many double bedrooms does the property have?

Do you have a living room?

YES

NO

If you live in a room or flat, please say on which floor it is on

Is there a lift?

YES

NO

How many steps or stairs do you have to climb to get to your home from street level?

**If none, put none**

How many stairs are there inside your home?

**If none, put none**

Do you have a toilet?  YES  NO

Do you share a toilet?  YES  NO

**If YES, who do you share with?**

---

Do you have a kitchen?  YES  NO

Do you share a kitchen?  YES  NO

**If YES, who do you share with?**

---

Do you have a bathroom?  YES  NO

Do you share a bathroom?  YES  NO

**If YES, who do you share with?**

---

Have you been assessed by the Council's Environment Health Department's Health and Safety Rating System?

YES  NO

**If YES, what was the outcome?**

---







**Has your Landlord started legal proceedings against you to recover rent you currently owe?**

YES  NO

**If YES, please give further information**

---

**Has your Landlord started legal proceedings against you for any other reason?**

YES  NO

**If YES, please give further information**

---

**Do you currently owe money to Kensington and Chelsea Council (e.g. Council Tax, Housing Benefit overpayments)?**

YES  NO

**If YES, has the Council started legal proceedings to recover the money?**

YES  NO









## Section 16 Health Information

Does anyone on this application have a health problem or disability?

YES  NO

Does anyone on this application use a wheelchair?

YES  NO

Is the health of anyone on this application made worse by their current accommodation?

YES  NO

If YES, how many people are affected?

**If you have said YES to any of these questions, we may contact you to ask for more details. We may also send you a form where you can provide further information.**



# Section 18 Your Income and Savings

## Income

### You

### Your partner

Each week

Each month

Each week

Each month

Gross wage (amount before deductions)

£

£

£

£

Child benefit allowances

£

£

£

£

Maintenance payments

£

£

£

£

Income Support / Job Seeker's Allowance

£

£

£

£

Child benefit allowances

£

£

£

£

Family Credit

£

£

£

£

Sickness / Disability benefit

£

£

£

£

Retirement / Occupational pension

£

£

£

£

Housing benefit

£

£

£

£

Other income (please specify source)

£

£

£

£

Total

£

£

£

£

## Savings

### You

### Your partner

Total savings

£

£

£

£

Interest from savings

£

£

£

£

Do any people on your application have savings over £16,000?

YES

NO

If YES, please give further information

## Section 19 Your Interest in Land and Property

Do you or does anyone on your application have any financial or legal interest in property, land, or timeshare in the UK or abroad?

YES

NO

**If YES, please give further information**

How much is it worth?

£

If you or your household member has a mortgage or loan for this, how much is there left to repay?

£

# Section 20 Work and Family Links to Kensington and Chelsea Council

**All applicants must answer all four questions in this section**

**1. Is anyone in your application employed by Kensington and Chelsea Council?**

YES  NO

**If YES, please give further information**

**2. Is anyone in your application employed within Kensington and Chelsea Council's Housing Department?**

YES  NO

**If YES, please give further information**

**3. Is anyone in your application an elected Kensington and Chelsea Council Councillor?**

YES  NO

**If YES, please give further information**

**4. Is anyone in your application related to an elected Kensington and Chelsea Council Councillor?**

YES  NO

**If YES, please give further information**





# Section 22 Proof of Residence in Kensington and Chelsea

All applicants **must** complete this section.

You will need to provide proof of which council area you live in.

If you live in Kensington and Chelsea, you must give permission for Housing Benefit and Council Tax information held by the Council to be used to confirm that you are a resident.

If you:

- do not live in Kensington and Chelsea
- have not applied for Housing Benefit

you may be asked to provide proof of where you live at a later stage.

I do not live in Kensington and Chelsea

YES – I live in Kensington and Chelsea and give permission for Housing Benefit and Council Tax information held by the Council to be used to confirm the address details I have provided and that I am a local resident

This must be signed by the  
Main Applicant

Date

Day

Month

Year

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

This must be signed by the  
Joint Applicant (if there is one)

Date

Day

Month

Year

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

# Section 23 Your Declaration

I / We

- declare that I / we have understood the questions and that the information I / we have given is correct to the best of my / our knowledge
- understand that it is an offence knowingly to provide false information in support of an application for housing and could result in civil or criminal prosecution and eviction from any accommodation offered
- understand that any information given by me / us relating to my / our application for housing will be placed on the Council's housing register and used to process my / our application for housing in accordance with the Data Protection Act 1998, and that I / we may ask to see all the information the Council holds relating to my / our application for housing and for any inaccurate information to be removed
- agree that the information I / we have given to support my / our application for housing can be checked now or in the future with other departments within the Council and other organisations as allowed by law, to verify the information in this application and to prevent error and fraud
- agree that my / our personal information may be shared with landlords and other housing agencies who work with the Council now or in the future to enable them to consider my / our application for housing
- undertake to notify Kensington and Chelsea Council if there is any change in my / our circumstances which might affect my / our application for housing
- understand that the Council is under a duty to protect public funds and may use the information I / we have provided to prevent and detect fraud as allowed by law.

This must be signed by the  
Main Applicant

Date

Day

Month

Year

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

This must be signed by the  
Joint Applicant (if there is one)

Date

Day

Month

Year

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

**PLEASE CONTINUE ON THE NEXT PAGE**

