



CHR

Common Housing Register

Housing application form

“住房申请表格”

„Formularz wniosku mieszkaniowego”

"ہاؤسنگ کے لئے درخواست فارم"

North Lanarkshire Council and registered social landlords working in partnership to provide:

- a simple process for applying for housing;
- one application form to fill in for all partner landlords;
- and
- good-quality information and advice.

This application form can be explained to you in another language or supplied in large print or other format, please contact us to discuss your needs.

“这申请表格可向你以另一种语言解释或以大型印刷或其他形式提供。请与我们联系以讨论您的需求。”

“Niniejszy wniosek mogą Państwo uzyskać w innym języku, dużym drukiem lub w innym formacie – proszę się z nami skontaktować w celu omówienia Państwa potrzeb”

"آپ کے لئے آپ کی اپنی زبان میں اس درخواست فارم کی وضاحت کی جاسکتی ہے۔ اس کے علاوہ یہ فارم بڑے حروف کی لکھائی یا کسی اور شکل (فارمیٹ) میں بھی مہیا کیا جاسکتا ہے، برائے مہربانی ہمیں اپنی ضروریات سے آگاہ کریں"



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If you need any help to fill in this form, please contact any of the landlords listed on the back page. If you need this information in large print, on audio tape, in Braille or in another language, please contact any of the landlords at the back of this form, or use a textphone on 01236 812588 or 01698 332283.

What is the common housing register (CHR)?

The CHR lets you apply for social rented housing owned by any of the CHR partner landlords in North Lanarkshire by using just one application form. Information from your application form will go on a register, which each of the partner landlords can access. If they consider you for housing, they will award you a priority according to their own allocation policy. Offers of housing will depend on the level of priority you have and your needs and preferences about the area and the type of housing available to let.

You can get housing advice from any of the CHR landlords. This advice can include information on choosing an area, types of housing available and so on.

A list of all the partners in North Lanarkshire Common Housing Register can be found at the back of this application.

Applying for housing in North Lanarkshire

Who can apply?

You can apply for housing in North Lanarkshire using this form, if you are aged 16 or over. This includes people applying from inside and outside North Lanarkshire as well as current tenants who want to transfer to other accommodation or register for a mutual exchange (house swap).

If you are homeless or think you will become homeless in the near future.

Contact any of the council offices on the back page of this document. They will assess your housing situation and will give you advice about your housing options.

Protecting your information

We will keep all the information you give us in this form and any other documents connected with this, on the CHR computer system. All of your chosen partner landlords will be able to use this information to assess your housing needs. We will use this information in line with the Data Protection Act 1998. You can get more details of the partner landlords on the back page of document.

Plain English Campaign's Crystal Mark does not apply to the following text.

Information on your right to buy your home

Information for tenants of North Lanarkshire Council

"Before you fill in this application, it is important that you read the information below on provisions of the Right to Buy Legislation which would be associated with your new Council Tenancy, in instances where you have the Right to Buy.

If you have the Right to Buy the house applied for, then please note that you will be entitled to the provisions of the 'Modernised' Right to Buy. Information on what is meant by the 'Modernised' Right to Buy is noted below. Information on the 'Preserved' Right to Buy is also noted below. If you have a current tenancy with a Right to Buy which is 'Preserved' this will allow you to fully understand the extent of the effect on any Right to Buy you may have, which will be brought about as a result of entering into a tenancy of the house applied for.

Right to buy - discounted rates

HOUSING (SCOTLAND) ACT 2001, referred to as the 2001 Act.

The Preserved Right to Buy

Tenants who had a right to buy entitlement before 30 September 2002 will continue to have their discounts calculated in line with the pre-2001 Act provisions for as long as they remain in their current tenancies. Tenants of houses (as opposed to flats) will, therefore, be eligible for a discount of 32% of the market value of the house after 2 years' tenancy, increased by 1% per annum to a maximum of 60% after 30 years' tenancy. For tenants living in flats (including four in a block, tenement and multi-storey flats) the discount starts at 44% of the market value of the house after 2 years' tenancy, increasing by 2% per annum to a maximum of 70% after 15 years' tenancy.

The 'Modernised Right to Buy'

The Modernised Right to Buy brought in by the 2001 Act, results in significant changes in the way in which the discount is calculated. There is no distinction in the discount between houses and flats. There is a minimum discount of 20% following a 5 year qualifying period, which increases by 1% for every year of occupation of a relevant house to a maximum of 35% of the market value or £15,000 (whichever is the lower). Consequently, unless the discount reaches the cap of £15,000 first, the maximum discount will be reached after 20 years occupation of a relevant house(s).

I understand that if I accept an offer of housing that I am entitled to buy, I will qualify for the 'Modernised Right to Buy' and I am aware of all the implications of this.

Signed (Applicant)	Date
Signed (Joint Applicant)	Date

This form and advice given are based on the position at the time of issue. Nothing in this form or advice will affect the Council's Right to use provisions in the Housing (Scotland) Act 1987, as amended or to be amended, which may affect your Right to Buy in the future.

Information for tenants of North Lanarkshire Council and all registered social landlords

Important information about changes to Right to Buy in Cumbernauld and Moodiesburn letting areas for all council and housing association tenants.

If you are considering applying for housing in Cumbernauld or Moodiesburn letting areas, please be aware that the Right to Buy is now suspended for tenancies that started on or after 30 September 2002. If you are allocated a home within any of the areas in Cumbernauld or Moodiesburn, even if you have the Right to Buy in your current tenancy, you will not be able to purchase your new council or RSL home until after February 2014. Furthermore, the Council may consider applying to have this suspension extended nearer the time. **Please note that not all housing association tenants have the Right to Buy."**

Guidance notes for section 1 – Are you eligible for housing?

If you are an asylum seeker or other person that needs to go through immigration control, you must fill in the section on 'Are you eligible for housing?' because local authorities may not be able to offer you housing.

Your information

Please write your own details and make sure you tell us your date of birth and National Insurance number. We will use this to confirm your identity when we process your form.

Your address

Please write the address of where you normally live. Unless you say so later on in the page, this is the address we will use to contact you.

Make sure we have an up-to-date address for you at all times.

Joint applicants

If you want to apply jointly with someone else, you should write their details in section 1d. You should also give us their date of birth and National Insurance number.

You can apply with more than one person if you want to. Please make sure you fill in section 2c.

Contact details

When you fill in your application, please make sure you write your correct contact details, so that we can get in touch with you. (We will get in touch with you by phone or e-mail from time to time about your application or possibly to offer you housing.)

You may want your letters to go to a different address. If so, please write the address in the space provided.

Previous addresses

Let us know where you have lived in the past five years. This part allows you to say how long you have lived at each address and the reason you left, including details of your previous landlord.

You should start by writing your current address.

We will use this information to assess your application and to get a reference from a previous landlord (if we consider you for a house in North Lanarkshire).

If you don't give us all the information we need to contact you, this could delay your application.

Application form

1 Are you eligible for housing?

If you have come to live in the UK from abroad, under the Housing (Scotland) Act 2001 and the Asylum and Immigration Act 1999 local authorities must find out if you qualify for public help, including housing. Please answer the questions below.

1a Are you and all members of your household British citizens? Yes No

1b If you have answered 'No', please tell us your and their nationality.

We may speak to the immigration authorities or associated organisations to check the information that you have given us and to get more relevant information.

If you are not sure whether this applies to you, please contact North Lanarkshire Council or any of the partner landlords on the back page of this form.

1c Information about you

Title (Mr, Mrs, Miss and so on)

Last name

First name or names

Are you, or have you ever been known by any other name (an example of this could be your maiden name, or if you have ever changed your name).

Date of Birth | | National Insurance number

E-mail address

Daytime phone number Mobile number

Current address and postcode

What date did you start living at this address? | |

Who is the landlord at this address?

Please give us your landlords contact details

Address and postcode

Phone number

1d Information about any joint applicant

Title (Mr, Mrs, Miss and so on)

Last Name

First name or names

Are you, or have you ever been known by any other name (an example of this could be your maiden name, or if you have ever changed your name).

Date of Birth

National Insurance number

E-mail address

Daytime phone number

Mobile number

Relationship to main applicant

Current address and postcode

What date did you start living at this address?

Who is the landlord at this address

Please give us your landlords contact details

Address and postcode

Phone number

What address would you like us to send any letters to (if different from the main applicant's current address)?

Address and postcode

Phone number

Guidance notes for section 2 – Details about your household

Please use this page to give us full details of everybody living with you.

Please start with details about yourself (section 2a).

If you have a large family and cannot fit everyone's details on the form, please use a separate piece of paper to give us the same details we have asked for in section 2a.

If someone is not currently living with you but wants to live with you in your new home, we need their full details in section 2b. Please also tell us the reason the person is not living with you at the moment.

Please give details of any other joint applicants you want to add to your application (in section 2c).

Please make sure you include the dates of birth of everyone in your household, so we can assess your application accurately.

Children and carer arrangements

In section 2d we need to know if you have access to children who you want to be considered as part of your application. Please tell us if this is a regular arrangement, and if you have formal access or it is a voluntary arrangement. To allow us to assess your application accurately, we need to know how often the child or children will be staying with you.

If you have a carer that stays with you, please give us the same information for them that we have asked for in section 2d.

Pregnancy

If someone is pregnant and going to live with you, please give proof of their pregnancy, such as a letter from their hospital or GP.

2c As well as the joint applicant you have told us about on page 10, are there any more joint applicants you want to add to your application?

Yes No

Their name

2d Does anyone regularly stay with you overnight, for example a child from a previous relationship or a carer?
Please give details below

Name	Date of Birth	National insurance number	Sex (male or female)	Relationship to you	Current address	If the person is a child, do you have access arrangements?		If this person is your carer, please tick below	How often do they or will they stay with you overnight?
						Yes	No		

Please give us details of the current access arrangements you have with your children or details of your carer. (Please say which person this information applies to).

2e Are you or anyone who will be housed with you pregnant?

Yes No

Name of the person who is pregnant

Date the child is due

| |

Guidance notes for section 3 – Current accommodation

This section allows us to collect information on your current housing situation and to help us to find out what type of tenancy you have with your current landlord.

It also helps us to assess whether your current housing situation is secure so that we may offer you advice or assistance should you be homeless now or in the near future.

Information in this section also allows your chosen landlords to assess your housing needs accurately, so it is very important that you fill in all of the sections.

If any of the partner landlords offer you housing, they may contact your previous landlord or landlords for a reference.

Question 31 Why do you want to be housed?

This question allows you to tell us in your own words why you want to be housed. Please give as much detail as you can to support your application.

If you have any extra needs please tell us about them by filling in a 'Health and Housing Need' application form, as well as your main application for housing.

Extra needs can be if you feel that your health is affected by your current housing circumstances, and a move may help you. It is important to remember that we would only consider housing you if a move would improve your housing condition.

Illness or disability

You or someone in your household may have problems with illness or disability. Please tell us how these problems affect day-to-day life and please give us details of the illness or disability so we can consider them as part of your application. Please fill in a 'Health and Housing Need' application form.

Our officers will assess your application. If they need more information to support your application, we may contact your GP, social worker or other specialist.

Sheltered housing and housing for elderly people

There are different types of sheltered housing and other types of housing for older people.

This may be provided as part of a group of houses, known as a 'complex' or a number of individual houses within the community.

If you have told us that you would be interested in these types of properties, you will need to fill in a 'Health and Housing Need' application form.

Our officers will assess your application. If they need more information to support your application, we may contact your GP, social worker or other specialist. Some landlords may need to carry out another assessment of your needs due to the special conditions of sheltered housing.

Accommodation with support

Some of our landlords offer specialist housing with support in the community. An example would be Key Housing Association Ltd, who provide individual support for people with learning difficulties in a range of community situations. For more information on other providers, please see our 'Housing Options Guide' or speak to one of our advisors.

Living independently

If your current housing situation affects your daily life, for example you have difficulty getting around your home or you need adaptations to your current property, we would ask you to fill in a 'Health and Housing Need' application.

Our officers will assess your application. If they need more information to support your application, we may contact your GP, social worker or other specialist.

Support needs

If you need to move home to provide care arrangements or support to another person, please give details in question 3I 'Why do you want to be housed?'. If you or a household member is moving to receive support, you must also fill in a 'Health and Housing Need' application form.

Social needs

Educational needs

This includes if your child needs to change school and this means you need to move home. This does not include wanting to move school, only needing to do so. You should tell us about this in section 3I. Please get a letter of support from the education authority.

Work and education

We will judge this depending on your personal circumstances. If you need to move to make travelling to work or study possible or easier, then please give us details about this in section 3I. Please include a letter from your employer or where you study.

3 Current accommodation

3a Are you? (Please tick) ✓

- | | | | |
|---|--------------------------|--|--------------------------|
| A tenant of North Lanarkshire Council | <input type="checkbox"/> | Staying with other relatives or friends | <input type="checkbox"/> |
| A tenant of a house that you live in because of your job | <input type="checkbox"/> | Staying in a hostel | <input type="checkbox"/> |
| A tenant of another council | <input type="checkbox"/> | A lodger | <input type="checkbox"/> |
| A tenant of a private landlord | <input type="checkbox"/> | Staying in bed and breakfast | <input type="checkbox"/> |
| A tenant of a housing association or co-operative within North Lanarkshire | <input type="checkbox"/> | Living with a partner, who you want to leave | <input type="checkbox"/> |
| Tenant of a Housing Association or co-operative outside North Lanarkshire | <input type="checkbox"/> | Staying in supported accommodation | <input type="checkbox"/> |
| A tenant of a housing association or co-operative outside North Lanarkshire | <input type="checkbox"/> | Being looked after and accommodated by a local authority | <input type="checkbox"/> |
| A shared owner of a house with a housing association | <input type="checkbox"/> | Living rough | <input type="checkbox"/> |
| An owner-occupier | <input type="checkbox"/> | In residential care | <input type="checkbox"/> |
| Staying in a mobile home or caravan | <input type="checkbox"/> | In prison | <input type="checkbox"/> |
| Staying with parents | <input type="checkbox"/> | In hospital | <input type="checkbox"/> |
| Staying in homeless accommodation | <input type="checkbox"/> | In HM Forces tied accommodation | <input type="checkbox"/> |

If none of the above apply, give details here:

3b What kind of property do you live in? (Please tick) ✓

- | | | |
|---|--|--|
| Detached <input type="checkbox"/> | Upper four-in-a-block flat <input type="checkbox"/> | Upper maisonette <input type="checkbox"/> |
| Semi-detached <input type="checkbox"/> | Lower four-in-a-block flat <input type="checkbox"/> | Ground-floor maisonette <input type="checkbox"/> |
| Bungalow <input type="checkbox"/> | Tenement building <input type="checkbox"/> | Caravan or mobile home <input type="checkbox"/> |
| End of terrace <input type="checkbox"/> | Upper flat in a block of flats <input type="checkbox"/> | Sheltered house <input type="checkbox"/> |
| Middle of terrace <input type="checkbox"/> | Ground floor flat in a block of flats <input type="checkbox"/> | Very-sheltered house <input type="checkbox"/> |
| Multi-storey tower <input type="checkbox"/> | Studio flat <input type="checkbox"/> | Special-needs house <input type="checkbox"/> |

If none of the above apply, please give details here.

3c If you stay in an upper flat or maisonette, please say how high up your flat is, for example, one floor up, two floors up and so on.

3d We need to know how many rooms you have in your current home?

	Number of rooms	Tick ✓ if you share with another household
Living room		
Double bedrooms		
Single bedrooms		
Bedsit		
Kitchen		
Toilet or bathroom		

3e Do you and your partner have a bedroom to yourselves?
(For example, you do not share the room with anyone else other than your partner.)

Yes No

3f Does anyone in your household sleep in the living room?

Yes No

3g How many bedrooms in your home do you not use?
(For example, rooms that nobody sleeps in.)

3h Do you have access to the following facilities in your accommodation? If you share the facilities with another household, tick the box that shows 'shared'. Please tick all that apply. ✓

Facilities	Yes	No	Shared	Facilities	Yes	No	Shared
Cold-water supply				Cooking facilities			
Hot-water supply				Separate living room			
Inside toilet				Use of bedrooms			
Bath or shower room				Mains electricity			
Sink				A window in each bedroom			
Kitchen or kitchen area				Facilities to dry your clothes			

3i Does your home have double glazing? Full Some No

3j Does your home have central heating? Full Some No

3k Does your home have any of the following problems? Please tick all that apply. ✓

Problem	Yes	No
Dampness or water leaks		
Structural problems		
Has a closing order been served on the property? (This means a local authority has said that nobody can live in the house.)		
Has the property been declared below the 'tolerable standard'? (Below the 'tolerable standard' means that the property has been inspected by Environmental Services and does not meet the standards in the Housing (Scotland) Act 1987, and is not in a good enough condition for you to live in.)		
Does the property need major repairs?		
Does the property have dangerous wiring and electrical fixtures?		
Please give more details here.		

31 Why do you want to be housed? To help us to assess your application, please give us as much detail as possible. If you do not give us this information we may not be able to fully assess your housing needs and you may not be awarded all the points you may be entitled to.

	for office use only
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If you have told us that you or any member of your household wants to be housed due to their health or support needs, we will send you a 'Health and Housing Needs' application form to fill in.

We may also ask you for extra written proof from your GP, consultant or social worker. Any of your chosen landlords can ask for this information.

3m If you or a member of your household need to move to give support to someone, please give us details below.

Name of household member	Name of the person who will receive support	Address and phone number of person who will receive support	Details of the type of support the person will receive

3n Are you currently homeless? Yes No

3o Are you likely to become homeless in the future? Yes No

3p Are you or a member of your household experiencing domestic abuse? Yes No

3q Have you been asked to leave your current accommodation? Yes No

What date are you expected to leave?

3r Have you been given written notice to leave? If you have answered 'Yes', provide a copy of the notice. Yes No

3s Has a court order for possession been granted? If you have answered 'Yes', please provide a copy of the order. Yes No

3t If you are a tenant, do you have a written tenancy agreement? Yes No

3u Do you owe any rent? Yes No

If you own your own home

3v Do you have any arrears (missed payments) on your mortgage? Yes No

3w Do you have to sell your home? Yes No

If you have answered 'Yes', please explain why.

Guidance notes for section 4 – What type of housing would you prefer?

Please fill in all the sections. This information lets us know the type of housing you would like to be considered for.

If you need specialist housing, you will need to fill in a 'Health and Housing Need' application form. There are examples of specialist housing in 4d.

4 What type of housing would you prefer?

4a Which type of house would you prefer to live in? (Please be aware that some types of houses may not be available in the areas you want to live in. You can get information on types of housing in each letting area from any of our partner landlords.)

Please tick all that apply. The more types of housing you consider, the more chance there is that we will be able to help you.

- | | | | | | |
|-------------------|--------------------------|--------------------------------|--------------------------|---------------------------------------|--------------------------|
| Detached | <input type="checkbox"/> | Multi-storey tower | <input type="checkbox"/> | Ground-floor flat in a block of flats | <input type="checkbox"/> |
| Semi-detached | <input type="checkbox"/> | Upper four-in-a-block flat | <input type="checkbox"/> | Studio flat | <input type="checkbox"/> |
| Bungalow | <input type="checkbox"/> | Lower four-in-a-block flat | <input type="checkbox"/> | Upper maisonette | <input type="checkbox"/> |
| End of terrace | <input type="checkbox"/> | Tenement building | <input type="checkbox"/> | Ground-floor maisonette | <input type="checkbox"/> |
| Middle of terrace | <input type="checkbox"/> | Upper flat in a block of flats | <input type="checkbox"/> | | |

Other (please say)

4b Would you consider any floor level? Yes No

4c If you have answered 'No', what is the highest floor level you would accept? With a lift

Without a lift

4d Do you want to be considered for any specialised type of housing, such as housing designed for elderly people or housing adapted for people with disabilities or support needs? Yes No

Please tick the types of specialised housing you want to be considered for

Sheltered and very-sheltered housing Yes No

Assisted-living housing Yes No

Amenity housing Yes No

Housing with wheelchair access Yes No

Housing with support Yes No

4e If you have answered 'Yes', please give details.

4f What size of house do you need?

You will normally receive a house where the size meets the needs of your family. However, some of the partner landlords may offer you a house larger than this.

Studio or bedsit	<input type="checkbox"/>	Three bedrooms	<input type="checkbox"/>	Six bedrooms	<input type="checkbox"/>
One bedroom	<input type="checkbox"/>	Four bedrooms	<input type="checkbox"/>	Seven bedrooms	<input type="checkbox"/>
Two bedrooms	<input type="checkbox"/>	Five bedrooms	<input type="checkbox"/>	More than this	<input type="checkbox"/>

If you need a larger property, please tell us why.

4g Is there any type of heating you do not want to be considered for? Yes No

Please say which type and tell us why.

4h Do you have pets? Yes No

If you have answered 'Yes', please give details

4i Would you prefer to have a garden? Yes No Do not mind

Guidance notes for section 5 – Landlords and letting areas

It is important that we know if there are any of the partner landlords that you do not want us to pass your details to, or we will assume that you want any landlord to offer you housing in your chosen areas.

You can choose as many letting areas as you want, but you must put a number '1' at your first choice and then tick the others you want to be considered for.

You can only be housed if your chosen landlords have properties in the area you want to live in, and your needs meet the rules of their allocation policy. You can check that your chosen landlord has properties in those areas by looking at 'Housing Stock in North Lanarkshire' (section 10 in the Housing Options Guide) or in 'Applying for Housing in North Lanarkshire'. You can get this information from any of the common housing register partners.

5 Landlords and letting areas

5a Who would you prefer to be housed by? Please tick all that apply. ✓
A list of all partners is available at the back of this booklet.

If you do not say who you would prefer, we will assume that you want to be housed by any of the partner landlords.

North Lanarkshire Council Housing associations or co-operatives Cumbernauld Housing Partnership

5b If you want to be considered by housing associations or co-operatives, are there any which you do not want to be considered for?

Landlords	Reason why I do not want to be considered

5c Are there any areas or streets in the letting area you have chosen that you do not want to be considered for?

Areas or streets	Reason why I do not want to be considered

5d Are you interested in a mutual exchange (house swap) with another tenant? Yes No

5e Are you interested in shared ownership with a housing association? Yes No

5f Please put a number '1' against your first-choice area, then tick all other areas you want to be considered for. For example, if you want to be considered for Burnside as your first choice, please put '1' in the box next to that letting area then tick all the other areas you want us to consider you for.

Letting areas in Shotts and Harthill	✓	Letting areas in Bellshill, Holytown and New Stevenston	✓	Letting areas in Wishaw, Newmains, Cleland Netherton, Overtown and Waterloo	✓
Allanton School Scheme		Carnbroe - Bellshill		Alcath	
Allanton Village		Carfin Street		Alexander Street	
Burnside		Clay Road		Bellside	
Eastfield		Clyde and Douglas Drive		Bonkle	
Garden City		Coronation Road		Braedale	
Harthill School Scheme		Crofthead		Branchalmuir	
Harthill Village		Dean Street		Cambusnethan	
Hunter Street		Freestate		Central Wishaw	
Northfield		Glebe Street		Craigneuk - Wishaw	
Parkside Road		Glencalder Crescent		Dimsdale	
Quarry Street		Hattonrigg		East Coltness	
Springhill		Holm Gardens and Burnside Avenue		Eastwood	
St Catherine's		Holytown Electric Scheme		Fraser Street	
Stane		Holytown Main Street		Gowkthraple	
Torbothie		Jewel Scheme		Greenhead	
Tulloch Road		Liberty Road		Lithgow Drive and Chapel Street	
Vennacher Street		New Stevenston Electric Scheme		Manse Road Timber Houses	
Letting areas in Motherwell	✓	Noble Road		Netherton	
Brandon		Old Calder Road		Newton and Park Drive	
Caldergrove		Old North Road		Northwood Drive	
Carfin		Orbiston Drive		Omoa Road	
Coursington		O'Wood		Overtown	
Daisypark		Quarry Street		Parkside	
Flemington		Rosedale Crescent		Pather	
Highfield		Stewart Street		Princess Square	
Hillhead		Sunnyside		Shand Street	
Jerviston		Thankerton		Stewart Crescent	
Ladywell		Thorndean		Tinto	
Laughlan Drive Area		West End Scheme		Waterloo	
Muirhouse		Wrangholm		West Coltness	
New Forgewood		Letting areas in Viewpark	✓	West Crindledyke	
North Lodge		Birkenshaw		Whitstripe	
North Motherwell		Burnhead		Wishawhill	
Old Forgewood		Fallside		Letting areas in Cumbernauld	✓
Parkneuk		Glenburn and Limetree		Abronhill	
Tillanburn		Laburnum Road		Balloch and Eastfield	
Woodilee		Redwood Crescent		Carbrain	
Yett		Tannochside		Castlecary	
Letting areas in Airdrie	✓	Viewpark Electric Scheme		Condorrat	
Bore Road		Letting areas in Moodiesburn	✓	Cumbernauld Village	
Burnfoot		Auchenloch		Greenfaulds	
Cairnhill		Cardowan and Stepps		Kildrum	
Calderbank		Chryston		Seafar and Ravenswood	
Caldercruix		Crowwood		Westfield	
Chapelhall		Gartcosh		Letting areas in Coatbridge	✓
Chapelside		Gartferry		Bargeddie	
Clarkston		Millerston		Barrowfield and Whifflet Part	
Coatdyke		Mollinsburn		Carnbroe - Coatbridge	
Craigneuk - Airdrie		Moodiesburn Electric Scheme		Cliftonhill, Cliftonville and Sunnyside	
Flowerhill		Moodiesburn Main Scheme		Glenboig	
Gartlea		Mount Ellen		Greenhill	
Gartness		Muirhead		Kirkshaws and North Whifflet	
Glenmavis		Old Moodiesburn		Kirkwood	
Greengairs		Letting areas in Kilsyth	✓	Langloan, Dundyvan	
Holehills		Balmalloch		Old Monkland, Cuparhead and Brownhill	
New Petersburn		Banton		Shawhead	
Northburn or Airdriehill		Barwood		Sikeside and Greenend	
Petersburn		Croy		Summerlee and Gartsherrie	
Plains		Fisher and Manse Road		Townhead and Espieside	
Rochsoles		Kilsyth Central			
Salsburgh		Kirklands Crescent			
Thrashbush		Queenzieburn			
Whinhall		Rennie Road and Northfield			

Guidance notes for section 6 – Harassment or disturbance

If you suffer from harassment or disturbance where you are currently living, please fill in section 6 to tell us about it.

If you want to discuss these issues in more details, please contact your landlord.

Antisocial behaviour

You need to fill in section 6e to 6l if you have had action taken against you in the past because of your antisocial behaviour. This does not mean that you will not be offered a property. Each landlord will give properties in line with their current policies.

Sex Offenders Act 1997

If you are registered under the Sex Offenders Act 1997, your right to be housed will not be affected. However, please fill in this section so we can follow regulation requirements.

Domestic abuse

If you are experiencing domestic abuse in your household, please make sure that you answer question 3p 'Are you or a member of your household experiencing domestic abuse?', so we can assess your application.

6 Harassment or disturbance

6a Are any members of your household experiencing disturbance or harassment?? Yes No

6b If you have answered 'Yes', please tick any of the following that apply.

Problems with neighbours Racial harassment Serious antisocial behaviour

Please explain in more detail.

6c Have you reported any of the incidents? Yes No

6d If you have answered 'Yes', who have you reported the incidents to?

The police The Antisocial Task Force Your landlord or housing office

Other (please say)

6e Has anyone ever taken action against you or anyone on your application for antisocial behaviour? Yes No

6f If you have answered 'Yes', was this court action? Yes No

6g Please give the full name of person or people the action was taken against

6h Or, was the action less formal (such as a warning)? Yes No

6i Please tell us what action was taken.

6j Please give the full name of person or people the action was taken against

6k Have you or anyone on your application received an antisocial behaviour order? Yes No

6l If you have answered 'Yes', please give their full name

6m Do you or anyone on the application need to register with the police under the Sex Offenders Act 1997? Yes No

7 Your relationship to staff, councillors and committees

If you are related to any member of staff, an elected member of the council or a committee member of any of the partner landlords, it is important that you let us know so that we can keep to the relevant conditions of the Housing (Scotland) Act 2001.

This will not affect your right to be considered for housing.

7a Are you, or anyone you want to be rehoused with, closely related to any councillor or member of the management committee (who manage registered social landlords), or to any employee of the landlords included in this form? Close relatives mean husband, wife, partner, father, mother, sister, brother, son or daughter (including step-relatives). This information will not affect your application in any way, but we need it to keep to the conditions of the Housing (Scotland) Act 2001.

Yes No

Name of the person	Relationship (for example, husband)	Name of the committee member, councilor or employee the person is related to	Name of the organisation they work for?

7b Do you or anyone you want to be rehoused with work for any of the following?

The council's Housing and Social Work Services

Yes No

A housing association or co-operative

Yes No

Name of the person	Name of the organisation they work for

8. Data Protection Act 1998

Plain English Campaign's Crystal Mark does not cover this section.

Please take time to read and understand this information before you sign the declaration in section 9.

The information you provide on this form is held on our Common Housing Register. It will be used for the purpose of administering your housing application and tenancy. The information will be held securely and will be used in accordance with the Data Protection Act 1998. You are entitled to know how we will use the information you provide.

Your chosen landlords will be able to see this information for the following purposes

- To decide if you are eligible to be housed by them
- To allow them to give you advice and help with your housing options
- To give you priority for housing, in line with their allocation policies. This will include access to information on your physical and mental health.
- So they can match your needs and preferences with the properties available
- So they can decide if they will offer you a property
- So that they may contact your landlord or former landlord for information about you
- For administration purposes, reporting statistics or for planning for future housing needs

North Lanarkshire Council manages the Common Housing register on behalf of the landlords who make up the Common Housing Register Partnership and a small number of staff based in their Housing – Quality and Performance Division will be able to see information provided by you in order to :-

- Produce reports required for the partners you have chosen for administrative purposes
- Gather statistical information for planning for future housing needs
- Undertake quality assurance audits, including ensuring that the information you have provided has been properly recorded
- Use the personal information in this form to ensure that everyone is treated equally, whatever their ethnic background
- Operate the Common Housing Register system on behalf of a partner landlord, where they have asked us to do so

Data may also be matched with data held on other computer systems for the prevention and detection of fraud and to assist applicants who may benefit from services provided by North Lanarkshire Council's Housing and Social Work Services.

If you need to ask any questions, please do not hesitate to contact us. For information about how we will deal with the information you provide, please contact us at:

Quality and Performance Division
Housing and Social Work Services
Dalziel Building
7 Scott Street
Motherwell
ML1 1SX

For independent advice about data protection and privacy, contact:

Information Commissioner's Office – Scotland
93 - 95 Hanover Street
Edinburgh EH2 1DJ
Phone: 0131 301 5071
Fax: 0131 301 5069
E-mail: scotland@ico.gsi.gov.uk

Guidance notes for section 9 – Declaration and permission to get references

Please make sure that the details on your application form are a true account of your circumstances. Before you or any joint applicants sign the declaration at section 9, please make sure that you agree with the terms and conditions.

If your application has been filled in by someone else on your behalf, they must also sign the declaration and say why they are filling it in for you.

9 Declaration

Please read through the following statements and sign at the bottom to show you understand and agree with them.

- I have read and understand the section on the Data Protection Act 1998 on page 25 and agree to the conditions.
- I am eligible to apply for housing on the North Lanarkshire common housing register.
- Any information I give to the North Lanarkshire common housing register can be seen by the landlords taking part in it, now or in the future.
- I will tell the common housing register if my circumstances change.
- You can contact my current or previous landlords for a reference.
- You can contact my doctor, hospital consultant, health visitor or social worker (or someone similar) if you need more information for my housing application.
- All the information I have given to the common housing register is true. If I supply any false information or do not tell you about any relevant information, you may suspend my application. This means that they will keep my application, but not offer me housing.
- If you give me a tenancy based on false information I have supplied or I have not told you about any relevant information, my tenancy may end.

Signatures (if more than one person is applying, all applicants must sign the declaration below)

Signature of applicant: _____ Date:

Signature of joint applicant: _____ Date:

Signature of joint applicant: _____ Date:

How would you like us to communicate with you?

We want to be able to communicate with you in a way that suits you.
(Please tick the way you would like us to communicate with you.) ✓

By phone

By post

By e-mail

In Braille

Using a textphone

Using an interpreter

In another language, for example,
French, Polish and so on.

Please say what language you would like us to contact you in

Application filled in on behalf of the person applying

If this form has been filled in by someone other than the person applying, please tell us your name and address and why you are filling in this form for the applicant.

Name:

Address:

Postcode:

Signature: _____

Contact No:

Date:

Why are you filling in this form for someone else?

Application checklist – Have I filled in my application fully?

Before handing in your application, please make sure you have done the following.

Have you signed your application form?

Have you given us all the information we have asked for?

Have you filled in a 'Health And Housing Need' application form? (Only fill this in if you have an illness or a disability, need support to live independently, such as adaptations to your home, or you have asked for specialist housing, such as sheltered housing.)

Have you considered your choice of areas and checked that your chosen landlords have properties there?

Have you told us everything we need to know so we can assess your application accurately?

Have you given us documents you need to support your application? For example proof of identity, notice to quit, a maternity certificate, proof of child access arrangements and so on.

North Lanarkshire common housing register – Confidential survey

The common housing register partnership aims to encourage equal opportunities and diversity, responding to your different needs, whatever your sex, disability, age, nationality, marital status, ethnic background, religious beliefs, sexuality or gender re-assignment (becoming legally recognised as the opposite sex to that shown on your birth certificate).

You do not have to fill in the following information. This information will not affect your housing application.

I do not want to give this information. Please tick ✓

Plain English Campaign’s Crystal Mark does not include the text below on ‘ethnic background’.

Please choose **one** section from A to E then tick **one** box which best describes your ethnic group or background

Main applicant

A White

- | | | | |
|----------------|--------------------------|-----------------|--------------------------|
| Scottish | <input type="checkbox"/> | British | <input type="checkbox"/> |
| English | <input type="checkbox"/> | Irish | <input type="checkbox"/> |
| Welsh | <input type="checkbox"/> | Gypsy/Traveller | <input type="checkbox"/> |
| Northern Irish | <input type="checkbox"/> | Polish | <input type="checkbox"/> |

Any other white ethnic group, please write in.

B Mixed or multiple ethnic groups

Any mixed or multiple ethnic groups, please write in.

C Asian, Asian Scottish or Asian British

- | | |
|---|--------------------------|
| Pakistani, Pakistani Scottish or Pakistani British | <input type="checkbox"/> |
| Indian, Indian Scottish or Indian British | <input type="checkbox"/> |
| Bangladeshi, Bangladeshi Scottish
or Bangladeshi British | <input type="checkbox"/> |
| Chinese, Chinese Scottish or Chinese British | <input type="checkbox"/> |

Other, please write in.

D African, Caribbean or Black

- | | |
|--|--------------------------|
| African, African Scottish or African British | <input type="checkbox"/> |
| Caribbean, Caribbean Scottish or Caribbean British | <input type="checkbox"/> |
| Black, Black Scottish or Black British | <input type="checkbox"/> |

Other, please write in.

E Other ethnic group

- | | |
|------|--------------------------|
| Arab | <input type="checkbox"/> |
|------|--------------------------|

Other, please write in.

Disability

Do you consider yourself to have a disability?

- Yes No

Joint Applicant

A White

- | | | | |
|----------------|--------------------------|-----------------|--------------------------|
| Scottish | <input type="checkbox"/> | British | <input type="checkbox"/> |
| English | <input type="checkbox"/> | Irish | <input type="checkbox"/> |
| Welsh | <input type="checkbox"/> | Gypsy/Traveller | <input type="checkbox"/> |
| Northern Irish | <input type="checkbox"/> | Polish | <input type="checkbox"/> |

Any other white ethnic group, please write in.

B Mixed or multiple ethnic groups

Any mixed or multiple ethnic groups, please write in.

C Asian, Asian Scottish or Asian British

- | | |
|---|--------------------------|
| Pakistani, Pakistani Scottish or Pakistani British | <input type="checkbox"/> |
| Indian, Indian Scottish or Indian British | <input type="checkbox"/> |
| Bangladeshi, Bangladeshi Scottish
or Bangladeshi British | <input type="checkbox"/> |
| Chinese, Chinese Scottish or Chinese British | <input type="checkbox"/> |

Other, please write in.

D African, Caribbean or Black

- | | |
|--|--------------------------|
| African, African Scottish or African British | <input type="checkbox"/> |
| Caribbean, Caribbean Scottish or Caribbean British | <input type="checkbox"/> |
| Black, Black Scottish or Black British | <input type="checkbox"/> |

Other, please write in.

E Other ethnic group

- | | |
|------|--------------------------|
| Arab | <input type="checkbox"/> |
|------|--------------------------|

Other, please write in.

Disability

Do you consider yourself to have a disability?

- Yes No

North Lanarkshire common housing register – Confidential survey

You do not have to fill in the following information. This information will not affect your housing application.

I do not want to give this information. Please tick ✓

Please tick:

Marital status	Main applicant	Joint applicant	Where does your income come from?	Main applicant	Joint applicant
Single	<input type="checkbox"/>	<input type="checkbox"/>	Your wage	<input type="checkbox"/>	<input type="checkbox"/>
Married or living with someone as if you are married	<input type="checkbox"/>	<input type="checkbox"/>	Your partner's wage	<input type="checkbox"/>	<input type="checkbox"/>
Divorced	<input type="checkbox"/>	<input type="checkbox"/>	Jobseeker's Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Separated	<input type="checkbox"/>	<input type="checkbox"/>	Income Support	<input type="checkbox"/>	<input type="checkbox"/>
Widowed	<input type="checkbox"/>	<input type="checkbox"/>	State Pension	<input type="checkbox"/>	<input type="checkbox"/>
Please tick any of the following which apply	Main applicant	Joint applicant	Work's Pension	<input type="checkbox"/>	<input type="checkbox"/>
			Interest from savings	<input type="checkbox"/>	<input type="checkbox"/>
Employed full-time	<input type="checkbox"/>	<input type="checkbox"/>	Incapacity Benefit	<input type="checkbox"/>	<input type="checkbox"/>
Employed part-time	<input type="checkbox"/>	<input type="checkbox"/>	Do you get Disability Living Allowance? Please tick which type.		
Self-employed	<input type="checkbox"/>	<input type="checkbox"/>	Higher	<input type="checkbox"/>	<input type="checkbox"/>
Unemployed	<input type="checkbox"/>	<input type="checkbox"/>	Middle	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input type="checkbox"/>	Lower	<input type="checkbox"/>	<input type="checkbox"/>
Carer	<input type="checkbox"/>	<input type="checkbox"/>	Disability Living Allowance (Mobility)	<input type="checkbox"/>	<input type="checkbox"/>
Retired	<input type="checkbox"/>	<input type="checkbox"/>	Attendance Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Student	<input type="checkbox"/>	<input type="checkbox"/>	Student Award	<input type="checkbox"/>	<input type="checkbox"/>
Long-term sick	<input type="checkbox"/>	<input type="checkbox"/>	Other benefit or income (please say below)	<input type="checkbox"/>	<input type="checkbox"/>
Disabled	<input type="checkbox"/>	<input type="checkbox"/>			
At home	<input type="checkbox"/>	<input type="checkbox"/>			
Other	<input type="checkbox"/>	<input type="checkbox"/>			
If you rent your home from a private landlord, how much rent do you pay a month?	Main applicant	Joint applicant	Weekly household income (after tax)	Main applicant	Joint applicant
			Less than £70	<input type="checkbox"/>	<input type="checkbox"/>
			£70 to £99	<input type="checkbox"/>	<input type="checkbox"/>
			£100 to £149	<input type="checkbox"/>	<input type="checkbox"/>
			£150 to £199	<input type="checkbox"/>	<input type="checkbox"/>
			£200 to £249	<input type="checkbox"/>	<input type="checkbox"/>
			£250 to £299	<input type="checkbox"/>	<input type="checkbox"/>
£300 or more	<input type="checkbox"/>	<input type="checkbox"/>			

Total household savings and investments	Main applicant	Joint applicant	Extra questions affecting premiums and disregards	Main applicant	Joint applicant
£0	<input type="checkbox"/>	<input type="checkbox"/>	Do you get help with childcare costs?	<input type="checkbox"/>	<input type="checkbox"/>
Under £3000	<input type="checkbox"/>	<input type="checkbox"/>	Do you or anyone in your household receive Carer's Allowance?	<input type="checkbox"/>	<input type="checkbox"/>
£3000 to £6000	<input type="checkbox"/>	<input type="checkbox"/>	Are you or anyone else living in the house registered blind?	<input type="checkbox"/>	<input type="checkbox"/>
£6000 to £8000	<input type="checkbox"/>	<input type="checkbox"/>			
£8001 to £16,000	<input type="checkbox"/>	<input type="checkbox"/>			
Over £16,000	<input type="checkbox"/>	<input type="checkbox"/>			

Do you receive any of the following?	Main applicant	Joint applicant
No benefit	<input type="checkbox"/>	<input type="checkbox"/>
Full benefit	<input type="checkbox"/>	<input type="checkbox"/>
Some benefit	<input type="checkbox"/>	<input type="checkbox"/>
Child Benefit	<input type="checkbox"/>	<input type="checkbox"/>
Child Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for filling in this form.

For office use only

Contact details of landlords working in North Lanarkshire

Abronhill Housing Association,
Unit 10 Abronhill Shopping Centre
Cumbernauld G67 3AZ
Phone: 01236 457 948

Antonine Housing Co-operative
3 Cowgate
Kirkintilloch G66 1HW
Phone: 0141 578 0262

Bield Housing Association
Craighall Business Park
7 Eagle Street
Glasgow G4 9XA
Phone: 0141 270 7239

Cairn Housing Association
64a Leven Road
Coatbridge ML5 2LT
Phone: 01236 435210

Clyde Valley Housing Association
50 Scott Street
Motherwell ML1 1PN
Phone: 01698 268855

Cube Housing Association
Broomhill & District Area Office
23 Granville Street
Glasgow G3 7EE
Phone: 0141 204 5222

Cumbernauld Housing Partnership
Fleming House 8th Floor
2 Tryst Road
Cumbernauld G67 2DN
Phone: 01236 456456

Forgewood Housing Co-operative
79 Kinloch Drive
Forgewood
Motherwell ML1 3XD
Phone: 01698 263311

Garrion Housing Co-operative
3 Heathfield
Gowkthrapple
Wishaw ML2 0LY
Phone: 01698 360740

Hanover Housing Association
95 McDonald Road
Edinburgh EH7 4NS
Phone: 0131 557 0598

Horizon Housing Association
Leving House Fairbairn Place
Livingston EH54 6TN
Phone: 01506 424140

Key Housing Association
Savoy Tower
77 Renfrew Street
Glasgow G2 3BZ
Phone: 0141 332 6672

Lanarkshire Housing Association
191 Brandon Street
Motherwell ML1 1RS
Phone: 01698 269119

Link Housing Association
16/18 Karen House
Tay Walk
Cumbernauld G67 1BU
Phone: 08451 400 100

Loretto Housing Association
Lipton House
170 Crown Street
Glasgow G5 9XD
Phone: 0141 420 7950

Margaret Blackwood H A
Suite 102
The Pentagon Business Centre
36 Washington Street
Glasgow G3 8AZ
Phone: 0845 712 5865

North Lanarkshire Council
Coats House
40 Gartlea Road
Airdrie ML6 9JA
Phone: 01236 758035

North Lanarkshire Council
26 Motherwell Road
Bellshill ML4 1RE
Phone: 01698 332340

North Lanarkshire Council
195 Main Street
Coatbridge ML5 3BW
Phone: 01236 812561

North Lanarkshire Council
2/4 Forth Walk
Cumbernauld G67 1BT
Phone: 01236 618161

North Lanarkshire Council
Victoria Street
Harthill ML7 5QE
Phone: 01698 403599

North Lanarkshire Council
9 Parkfoot Street
Kilsyth G65 9AA
Phone: 01236 828100

North Lanarkshire Council
17 Blackwoods Crescent
Moodiesburn G69 0EZ
Phone: 01236 638888

North Lanarkshire Council
69-71 Merry Street
Motherwell ML1 1JJ
Phone: 01698 332233

North Lanarkshire Council
162 Station Road
Shotts ML7 4AW
Phone: 01501 824747

North Lanarkshire Council
135 Burnhead Street
Viewpark G71 5DD
Phone: 01698 403700

North Lanarkshire Council
236 Main Street
Wishaw ML2 7ND
Phone: 01698 302920

Trust Housing Association
(SHOP)
Pavilion 5 (First Floor)
Watermark Business Park
345 Govan Road
Glasgow G51 2SE
Phone: 0141 2271994

West of Scotland
Housing Association
Princes Gate
60 Castle Street
Hamilton ML3 6BB
Phone: 01698 495220

Wishaw and District
Housing Association
55 Kirk Road
Wishaw ML2 7BL
Phone: 01698 377200



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