

Applying for housing with East Lothian Council



MAIN APPLICANT

Title _____

Surname _____

First Name _____

Current Address _____

Post Code _____

Telephone No. _____

Mobile No. _____

Email _____

JOINT APPLICANT

Title _____

Surname _____

First Name _____

Current Address _____

Post Code _____

Telephone No. _____

Mobile No. _____

Email _____

Relationship to main applicant

IF YOU HAVE TO LEAVE OR ARE AT RISK OF LOSING YOUR CURRENT ACCOMMODATION, PLEASE CONTACT THE COUNCIL'S HOMELESSNESS UNIT ON 01620 827536 DURING OFFICE HOURS OR THE FREEPHONE NUMBER 0800 169 1611 (EMERGENCY)

IF YOU WOULD LIKE A HOUSING ADVICE INTERVIEW TO MAKE YOU AWARE OF ALL YOUR OPTIONS, PLEASE CONTACT YOUR LOCAL HOUSING OFFICER.

FOR OFFICE USE ONLY

Application Type Transfer General Application Date _____

Application Number _____ Processed by _____

FOR OFFICE USE ONLY



East Lothian Council can provide council information in user friendly versions in other formats for example Braille, Large Print and Audio Tape. We can also provide signers and interpreters for council business. Phone 01620 827199 for more information.

NOTES

Please fill in this application to be considered for housing by East Lothian Council. You can apply for housing in East Lothian if you are aged 16 or over. Acceptance onto the housing list is not the same as being eligible for an offer of housing. Our decisions about offering you housing depends on:

- The level of your housing need based on the information you provide
- The availability of the sort of home you want in your area(s) of choice

Chinese
東路英倫郡議會可以使用你的語言提供服務使用者容易明白的資料。我們可以為郡議會的服務提供翻譯。如果需要進一步的資料。請電：01620 827199.

Bosnian
Vijeće za područje East Lothian-a u mogućnosti je pružiti Vam informacije na Vašem jeziku u pristupačnom i jednostavnom formatu. Osiguravamo usluge prevodioca za zdravstvo, školstvo, socijalni rad, i ostale vladine i lokalne službe. Za informacije molimo Vas obratite se na telefon: 01620 827199.

Albanian
Keshilli i East Lothian ju ofron informata ne gjuhen e juaj ne nje version te afert. Ne gjithashtu ofrojme perkthyes per punet e keshillit. Per informata me te shumta, ju lutem kontaktoni : 01620 827199.

Urdu
ایسٹ لوڈین کونسل آپ کو ایک آسان انداز میں آپ کی اپنی زبان میں معلومات فراہم کر سکتی ہے۔ ہم کونسل کے کام کیلئے ایک مترجم کا انتظام بھی کر سکتے ہیں۔ مزید معلومات کیلئے برائے مہربانی رابطہ فرمائیں : 01620 827199

Punjabi
ਈਸਟ ਲੋਥੀਅਨ ਕੌਂਸਲ ਭਾਰਤੀ ਬਾਬਤ ਵਿਚ ਸਹਿ ਚੰਗਾ ਢਾਂਚਾ ਜਾਣਕਾਰੀ ਪ੍ਰਦਾਨ ਕਰ ਸਕਦੀ ਹੈ। ਕੌਂਸਲ ਦੇ ਕੰਮ ਕਾਰ ਵਾਸਤੇ ਅਸੀਂ ਇੰਟਰਪਰੀਟਰ ਵੀ ਪ੍ਰਦਾਨ ਕਰ ਸਕਦੇ ਹਾਂ। ਹੋਰ ਜਾਣਕਾਰੀ ਲੈਣ ਲਈ ਕਿਰਪਾ ਕਰਕੇ ਇਸ ਨੰਬਰ 'ਤੇ ਡਾਲ-ਐਲ ਕਰੋ: 01620 827199

Polish
Samorząd Regionu East Lothian dysponuje informacjami w Twoim własnym języku. W razie potrzeby zapewniamy również pomoc tłumaczy. Więcej informacji pod numerem: 01620 827199

DATA PROTECTION

East Lothian Council uses the personal data you provide for purposes associated with the delivery of our services. For more information see: www.eastlothian.gov.uk/communityhousingpn. Personal data will be retained in line with East Lothian Council retention policies.

Data Protection Officer, East Lothian Council, John Muir House, Haddington, EH41 3HA. Email: dpo@eastlothian.gov.uk

ETHNIC ORIGIN

See 'About You' section on page 3.

CODE	ETHNIC ORIGIN	CODE	ETHNIC ORIGIN
01	White Scottish	10	Asian Scottish/British: Bangladeshi
02	White Other British	11	Asian Scottish/British: Chinese
03	White Irish	12	Asian Scottish/British: Other
04	White Other	13	Gypsy/Travellers
05	Black Scottish/British: African	14	Mixed
06	Black Scottish/British: Caribbean	15	Other
07	Black Scottish/British: Other	16	Not Known
08	Asian Scottish/British: Indian	17	I do not want to give this information
09	Asian Scottish/British: Pakistani		

ABOUT YOU

MAIN & ANY JOINT APPLICANT(S): PLEASE PROVIDE PROOF OF YOUR IDENTITY & RESIDENCY

ID can be a valid driving license, current passport or birth certificate. Residency can be a utility bill, bank/building society statement, council tax notice, etc – see guidance notes. (Original documents will be verified at the point of receipt and returned to you.)

MAIN APPLICANT

* Denotes mandatory fields

Gender (tick box) Male Female

* Date of Birth _____

* National Insurance Number

Ethnic Origin Code (see p2) _____

JOINT APPLICANT

* Denotes mandatory fields

Gender (tick box) Male Female

* Date of Birth _____

* National Insurance Number

Ethnic Origin Code (see p2) _____

INFORMATION ABOUT YOUR LOCAL CONNECTION TO EAST Lothian (only complete if you do not currently live in East Lothian)

Currently employed in East Lothian	Main <input type="checkbox"/>	Joint <input type="checkbox"/>
Currently seeking work in East Lothian	Main <input type="checkbox"/>	Joint <input type="checkbox"/>
Social or medical need to be rehoused in East Lothian	Main <input type="checkbox"/>	Joint <input type="checkbox"/>
Need to be closer to relative / carer in East Lothian	Main <input type="checkbox"/>	Joint <input type="checkbox"/>
Fleeing harassment / domestic violence	Main <input type="checkbox"/>	Joint <input type="checkbox"/>

Address details and other additional information (e.g. employment details / relative or carer address & relationship to you / reason for social or medical move)

Main applicant _____

Joint applicant _____

Your application for housing will only become active if you can evidence a local connection in East Lothian as set out by the Housing (Scotland) Act 1987.

REASON FOR APPLYING

Why do you want to move from your present accommodation?

- | | | |
|---|---|--|
| My mobility needs | Main applicant <input type="checkbox"/> | Joint applicant <input type="checkbox"/> |
| I need to move closer to my family/carer | Main applicant <input type="checkbox"/> | Joint applicant <input type="checkbox"/> |
| I have been issued with a Notice to Quit | Main applicant <input type="checkbox"/> | Joint applicant <input type="checkbox"/> |
| My present home is too small for my needs | Main applicant <input type="checkbox"/> | Joint applicant <input type="checkbox"/> |
| My present home is too large for my needs | Main applicant <input type="checkbox"/> | Joint applicant <input type="checkbox"/> |
| I may soon become homeless | Main applicant <input type="checkbox"/> | Joint applicant <input type="checkbox"/> |

Other. Please state _____

- | | | |
|---|---|--|
| I have been assessed as requiring additional support to live independently? | Main applicant <input type="checkbox"/> | Joint applicant <input type="checkbox"/> |
|---|---|--|

Please give details _____

ABOUT WHERE YOU LIVE NOW

- | | | |
|--------------------------------|-------------------------------|--------------------------------|
| Rent from East Lothian Council | Main <input type="checkbox"/> | Joint <input type="checkbox"/> |
| Rent from another Council | Main <input type="checkbox"/> | Joint <input type="checkbox"/> |
- Please give details _____
-

- | | | |
|-------------------------------|-------------------------------|--------------------------------|
| Rent from Housing Association | Main <input type="checkbox"/> | Joint <input type="checkbox"/> |
|-------------------------------|-------------------------------|--------------------------------|
- Please give details _____
-

- | | | |
|---|-------------------------------|--------------------------------|
| I own / jointly own my own home | Main <input type="checkbox"/> | Joint <input type="checkbox"/> |
| Part own/part rent from Housing Association | Main <input type="checkbox"/> | Joint <input type="checkbox"/> |
| Living with parents | Main <input type="checkbox"/> | Joint <input type="checkbox"/> |
| Living with relatives/friends | Main <input type="checkbox"/> | Joint <input type="checkbox"/> |

Living in Homeless Accommodation

Main

Joint

Living in tied accommodation (please complete p11)

Main

Joint

In HM Forces accommodation (please complete p11)

Main

Joint

House rented from Private Landlord **or**

Main

Joint

Mid market rent

Main

Joint

If so, please provide a copy of your tenancy agreement along with your current

landlord's contact details _____

Main

Joint

Please tell us the type of property you currently live in e.g. bungalow, ground floor flat, double storey etc

How many bedrooms does your current property have?

How many are used by you and those that are to be re-housed with you?

Date you moved into present address?

No fixed abode

In prison (give expected release date)

In hospital (give discharge date)

ADDITIONAL PROPERTY OWNERSHIP

Do you or any other person who is to be re-housed with you own/part own/or have owned a property in the last 3 years? Please provide details

Main

Joint

YOUR HOUSEHOLD

Please list everyone who is living with you in your current accommodation (whether they are to be rehoused with you or not). Please also include any people who will live with you when you are rehoused – continue on a separate sheet if required. You must provide proof of ID/residency for those who are to be re-housed with you, along with proof of child benefit/tax credits etc. (if applicable).

Full name	_____	Date of birth	_____
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship to main applicant?	_____
To be re-housed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Living with you now	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date moved in	_____		

Full name	_____	Date of birth	_____
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship to main applicant?	_____
To be re-housed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Living with you now	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date moved in	_____		

Full name	_____	Date of birth	_____
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship to main applicant?	_____
To be re-housed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Living with you now	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date moved in	_____		

Full name	_____	Date of birth	_____
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship to main applicant?	_____
To be re-housed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Living with you now	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date moved in	_____		

Continue on a separate sheet if necessary.

Full name _____ Date of birth _____
Gender Male Female Relationship to main applicant? _____
To be re-housed Yes No Living with you now Yes No
Date moved in _____

Full name _____ Date of birth _____
Gender Male Female Relationship to main applicant? _____
To be re-housed Yes No Living with you now Yes No
Date moved in _____

Full name _____ Date of birth _____
Gender Male Female Relationship to main applicant? _____
To be re-housed Yes No Living with you now Yes No
Date moved in _____

Full name _____ Date of birth _____
Gender Male Female Relationship to main applicant? _____
To be re-housed Yes No Living with you now Yes No
Date moved in _____

Full name _____ Date of birth _____
Gender Male Female Relationship to main applicant? _____
To be re-housed Yes No Living with you now Yes No
Date moved in _____

Continue on a separate sheet if necessary.

MAIN APPLICANT – HOUSING HISTORY (NOT YOUR PRESENT ADDRESS)

You must provide details of any other addresses that you have lived at during the past five years. You must provide your landlord's contact details below. We will contact your landlord to request references to support your application for housing.

Address _____
Dates: From _____ to _____
Name and address of landlord _____ _____
Were you the tenant, owner, lodger or household member? _____
Reason for leaving? _____

Address _____
Dates: From _____ to _____
Name and address of landlord _____ _____
Were you the tenant, owner, lodger or household member? _____
Reason for leaving? _____

Address _____
Dates: From _____ to _____
Name and address of landlord _____ _____
Were you the tenant, owner, lodger or household member? _____
Reason for leaving? _____

Continue on a separate sheet if necessary.

JOINT APPLICANT – HOUSING HISTORY (NOT YOUR PRESENT ADDRESS)

You must provide details of any other addresses that you have lived at during the past five years. You must provide your landlord's contact details below. We will contact your landlord to request references to support your application for housing.

Address _____
Dates: From _____ to _____
Name and address of landlord _____ _____
Were you the tenant, owner, lodger or household member? _____
Reason for leaving? _____

Address _____
Dates: From _____ to _____
Name and address of landlord _____ _____
Were you the tenant, owner, lodger or household member? _____
Reason for leaving? _____

Address _____
Dates: From _____ to _____
Name and address of landlord _____ _____
Were you the tenant, owner, lodger or household member? _____
Reason for leaving? _____

Continue on a separate sheet if necessary.

NON RESIDENT CHILDREN

If you have included children who don't usually live with you but you have overnight access arrangements, please supply details below.

Name of child / Date of birth	Name of person they currently reside with	Address of person they currently reside with

Please provide written proof of access arrangements. This can be in the form of a written agreement from either a solicitor or the child's main guardian. We will verify this information with the provider.

Are you or anyone moving with you pregnant? Yes No

If yes, name of person who is pregnant and their due date

Full name _____ Due date _____

Please provide confirmation of pregnancy. This can be in the form of a scan photo or a copy of your MAT B1. Please refer to the application guidance notes for further information.

OTHER HOUSING OPTIONS

Choice of housing providers: (Please tick those you would consider)

Council Housing Association

Are you interested in any of the following?

Shared Ownership Owner Occupation
 Private Renting Mid Market Rent

If you are a Council or Housing Association tenant, would you like to consider a mutual exchange? Yes No

To register to swap your home with another tenant, please visit www.eastlothian.gov.uk or contact your local housing office (see back cover for details).

HM FORCES APPLICANTS

Do you live in Forces Accommodation? Yes No

Date of enlistment? _____

When will you be discharged from duty? _____

Please provide written confirmation of your enlistment and a copy of your Certificate of Cessation.

ARMED FORCES VETERANS

In which Service did you serve? _____

From _____ To _____

Please provide evidence i.e. your Certificate of Cessation/Veteran's ID card.

TIED APPLICANTS (Applicants who live in property provided by their employer)

Do you need to leave your tied tenancy? Yes No

When do you need to leave? _____

What is the name and address of your employer? _____

Employment start date _____

BEDROOM REQUIREMENTS

Allocation of certain house sizes is dependent on how many people are on your application.

FAMILY GROUP	SIZE OF PROPERTY
Single person	Studio flat* or 1 bedroom
Couple/ same sex couple	1 or 2 bedrooms
Single parent with overnight access to child/ children from a previous relationship	1 or 2 bedrooms
Couple/ civil partnership or single parent with 1 permanently resident child	2 bedrooms
Couple/ civil partnership or single parent with 2 permanently resident children	2 or 3 bedrooms
Couple/ civil partnership or single parent with 3 permanently resident children	3 bedrooms
Couple/civil partnership who have permanently resident children of different sex one of whom is over the age of 10	3 bedrooms
Couple/civil partnership or single parent with 4 or more permanently resident children	3 or 4 bedrooms

* The Council recognises that studio flat accommodation might not fully meet the needs of housing applicants. Applicants who are allocated a studio flat from East Lothian Council can choose to remain on the housing list, retaining their original date of application.

Both approved foster carers and 'looked after' kinship carers will be entitled to apply for an extra bedroom to provide care for a child.

How many bedrooms do you need? _____

REASONS FOR LEAVING YOUR CURRENT ACCOMMODATION

Please tell us why you need to leave your current accommodation? _____

When do you have to leave? _____

If you are a private rented tenant, do you have a Notice To Quit/Leave and an AT6 Form?
(if applicable) Please provide copies.

Have you contacted the Council's Homelessness Unit for assistance? Yes No

If yes, when? _____

Was an assessment carried out? Yes No

If yes, who was your Housing Options Officer? _____

Applicants who are homeless or threatened with homelessness should contact East Lothian Council's Homelessness Unit for advice on 01620 827536 during office hours or 0800 169 1611 (emergency).

TWO TENANCIES FOR ONE

East Lothian Council can award extra points to tenants in social housing who currently live separately but wish to be housed together in the future. This is known as 'Two Tenancies for One'. If you wish to apply, please give details of the other tenant.

Name _____

Address _____

Name of landlord _____

HEALTH AND WELLBEING

About your household's health and wellbeing.

Do you feel that your current house is unsuitable for you or anyone who will be moving in with you because of your/their health condition/disability?

Yes No

(If yes, please ask to speak to your Housing Officer about applying for a Health & Housing award – you will need to complete a further application form)

If yes, please give name of person with health condition/disability and brief details

Please refer to the application guidance notes for further information.

WHERE YOU'D LIKE TO STAY

We can give you advice and information on:

- Which areas to choose
- Where we have housing stock and turnover
- Which areas you are most likely to get housed in due to higher turnover

Please contact us on 01620 827827 and ask for your local housing office.

There are no restrictions on the number of areas you can select, however, please note that the more areas you choose will increase your opportunities for housing. Fewer areas will mean that you will have to wait much longer for housing.

Different criteria will apply if you have been accepted under homelessness legislation.

WHERE YOU'D LIKE TO STAY

Please note that not all areas will include all house types.

Haddington Town

- Amisfield
- Haddington Centre
- Haddington East
- Haddington West

Haddington Villages

- Athelstaneford
- Bolton
- East Fortune
- Garvald
- Gifford
- Morham

Prestonpans Town

- Prestongrange
- Burgh
- Polwarth
- Preston

Prestonpans Villages

- Cockenzie
- Port Seton East
- Port Seton West
- Longniddry

Dunbar Town

- Dunbar Centre
- Wingate
- Belhaven
- Ashfield

Dunbar Villages

- East Linton
- Innerwick
- Spott
- Stenton
- Whitekirk
- West Barns

Musselburgh Town

- Craighall
- Fisherrow
- Musselburgh Central
- Pinkie
- Stoneybank & Eskview
- Wimpey
- Windsor Park

Musselburgh Villages

- Oldcraighall
- Whitecraig & Deantown
- Wallyford

Tranent Town

- Balfour
- Harkness Crescent
- Muirpark
- John Crescent

Tranent Villages

- Blindwells
- Elphinstone
- Gilchriston
- Gladsmuir
- Glenkinchie
- Humble and Upperkeith
- East Saltoun
- Macmerry
- New Winton
- Ormiston
- Pencaitland

North Berwick Town

North Berwick Villages

- Gullane
- Kingston
- Aberlady
- Dirleton
- Drem

SHELTERED HOUSING

Sheltered Housing is available throughout the district, normally to those **aged 60 or over**, but some complexes may consider those **aged 55 or over**. (Please tick)

HADDINGTON AREA

- | | |
|---------------------------------------|----------------------------|
| <input type="checkbox"/> The Butts | Bield Housing Association |
| <input type="checkbox"/> Market Court | Places for People Scotland |

MUSSELBURGH AREA

- | | |
|--|---------------------------|
| <input type="checkbox"/> Mansfield Court | East Lothian Council |
| <input type="checkbox"/> Brunton Court | East Lothian Council |
| <input type="checkbox"/> Maxwell Court | Bield Housing Association |
| <input type="checkbox"/> Campie Court | Bield Housing Association |

TRANENT AREA

- | | |
|--|----------------------------|
| <input type="checkbox"/> Wellwynd, Loch Square | East Lothian Council |
| <input type="checkbox"/> Muirpark Gardens | Places for People Scotland |

PRESTONPANS AREA

- | | |
|--|----------------------------------|
| <input type="checkbox"/> Winton Court, Cockenzie | East Lothian Council |
| <input type="checkbox"/> Osbourne Court, Cockenzie | East Lothian Housing Association |

DUNBAR AREA

- | | |
|---|----------------------------|
| <input type="checkbox"/> Southfield Court | Bield Housing Association |
| <input type="checkbox"/> Letham Gardens | Places for People Scotland |

NORTH BERWICK AREA

- | | |
|---|----------------------------|
| <input type="checkbox"/> Dirleton Court | Places for People Scotland |
|---|----------------------------|

VERY SHELTERED HOUSING

- | | |
|---|---------------------------|
| <input type="checkbox"/> Johnny Moat Place, Prestonpans | Bield Housing Association |
|---|---------------------------|

CONTACT DETAILS

Bield Housing Association	0131 273 4000	www.bield.co.uk
Places for People Scotland	0131 657 0600	www.castlerockedinvar.co.uk
East Lothian Housing Association	01620 825032	www.elha.com
East Lothian Council	01620 827827	www.eastlothian.gov.uk

AREA PREFERENCES

Please provide details of which towns you would prefer in order of preference. This information is also used to identify areas of housing demand.

The council cannot guarantee that you will receive an offer of housing.

1st _____

2nd _____

3rd _____

HOUSE TYPE

In accordance with our Allocations Policy – Specialist Property Group, please note that in most cases applicants who have high medical needs will be considered for amenity, bungalow or ground floor accommodation ahead of other applicants.

In addition, only those with assessed mobility needs will be considered, in the first instance, for all suitable ground floor property.

I/we wish to be considered for:

- | | |
|---|--|
| <input type="checkbox"/> Bungalow | <input type="checkbox"/> Double/two storey house |
| <input type="checkbox"/> Tenement Ground | <input type="checkbox"/> Tenement Upper |
| <input type="checkbox"/> Four in Block Ground | <input type="checkbox"/> Four in Block Upper |
| <input type="checkbox"/> Maisonette (double storey flat) | <input type="checkbox"/> Upper Amenity housing
(for older people) |
| <input type="checkbox"/> Lower Amenity housing (for older people) | <input type="checkbox"/> Sheltered Housing |
| <input type="checkbox"/> Wheelchair Accessible housing | |

- In some parts of the district, **Studio Flat** accommodation may be available to single applicants; do you wish to be considered for this? (Your existing application can remain active on the housing list for a one bedroom property if you are offered and accept a studio flat).

* Amenity housing normally consists of two-apartment (1 bedroom) houses linked to the Community Alarm System. This type of housing is generally offered to older people or disabled people aged 60 or over however in some circumstances we may consider those **aged 55 or over**.

HOUSING RELATED DEBTS

Do you or the joint applicant have any rent arrears or housing related debt with your current or any previous landlord?

Yes No

If yes, type of arrears? e.g. Rent, Council Tax, Recharges? Amount _____

Name of Landlord _____

Address _____

Can you explain why these arrears have occurred? _____

Do you have an agreement with your landlord to pay off your arrears? Yes No

If no, why not? _____

If yes, how long has this been in place? _____

If you would like information on Housing Costs or the Council Tax Reduction Scheme, please contact **01620 827827**.

MORTGAGE ARREARS

Do you or the joint applicant have any outstanding mortgage arrears? Yes No

Name of lender _____

Can you explain why the arrears have occurred? _____

DECLARATION – ALL QUESTIONS MUST BE ANSWERED

Both main and joint applicants must sign to declare that they have read and understand the following statements and that the information provided in this application form is correct.

Under the Housing (Scotland) Act 2001 and the Asylum and Immigration Act 1999, Councils are required to establish whether a person qualifies for public assistance, including housing.

Are you a UK citizen? Yes No

If no, you must complete the following questions

Do you have indefinite or exceptional leave to remain in the UK? Yes No

If yes, please provide evidence. i.e. passport showing visa or official letter

Do you have any restrictions on your status that prevents you from accessing public funds? Yes No

You must provide evidence to support your application.
i.e. passport showing visa or official letter

Related to Councillor or East Lothian Council member of staff

If you are related to a Councillor or if you or a member of your family currently work for East Lothian Council, please give details

Name _____

Department _____

Position _____

Relationship to you _____

PLEASE REMEMBER TO SIGN THE DECLARATION ON PAGE 22

ANTI-SOCIAL BEHAVIOUR

Have you or a member of your family moving with you ever had action taken against you/them by the landlord or the Council Yes No

If yes, please provide person's name and relationship to main applicant.

SEX OFFENDERS

Are you or anyone on your application required to register with the police under the Sex Offenders Act 1977? Yes No

Name on Sex Offenders Register _____

INFORMATION PROVISION

I/we agree that I/we have provided true information.

I/we are aware that if I/we deliberately withhold information or give false information, this application may be cancelled.

I/we agree to tell East Lothian Council about any changes in my/our circumstances that may have an impact on my/our housing need. I/we understand that any failure to do so may result in an offer being made that is no longer appropriate to our circumstances. However, this will count as a reasonable offer if the local area office was not informed of the change.

I/we agree that East Lothian Council may contact my/our current or previous landlord(s) for a housing reference.

I/we agree that East Lothian Council may contact my/our doctor, health care professional, social worker or any other relevant person and ask them to provide further information regarding my/our housing application and/or support needs.

I/we agree that should I/we fail to respond to the regular review of the housing list, my/our application will be removed or cancelled.

I/we understand that any offer of housing may be withdrawn or the tenancy ended if I/we have withheld or supplied false or misleading information.

PLEASE REMEMBER TO SIGN THE DECLARATION ON PAGE 22

ONE COUNCIL

I understand that East Lothian Council aims to provide a good quality service to me and all its customers to help ensure our safety and well-being. To assist East Lothian Council staff to deliver the best service possible I agree to my personal details being shared between relevant services within the Council. These services may include Community Housing & Homelessness, Adult Wellbeing, Children's Wellbeing, Finance & Education.

GUIDANCE ON THE DATA PROTECTION ACT 1998

East Lothian Council uses the personal data you provide for purposes associated with the delivery of our services. For more information see:
www.eastlothian.gov.uk/communityhousingpn

Personal data will be retained in line with East Lothian Council retention policies.

Data Protection Officer, East Lothian Council, John Muir House, Haddington, EH41 3HA.
Email: dpo@eastlothian.gov.uk

As we need to investigate your application, we need your permission to contact the people who can/or will be able to confirm your details. This will be carried out in accordance with the above legislation.

Please note that without this information, we will be unable to complete our enquiries into your circumstances and would be unable to fully consider your application.

AGREEMENT TO ALLOW SHARING OF INFORMATION

To whom it may concern:

I/we authorise you to pass on to East Lothian Council, all relevant information requested by them in connection with my application for housing. I am/we are aware that the Council may have to disclose relevant aspects of my housing application to gain this information

CHECKLIST

Please ensure that you have provided the following information:

- Page 3. Has identification been provided for main/joint applicant. See guidance notes for what is acceptable.
- Page 3. Has proof of residency been provided for main/joint applicant and anyone else that is to be re housed. See guidance notes for what is acceptable.
- Page 3. Has the National Insurance Number been provided for main/joint applicant.
- Page 5. Has the lease agreement been provided where applicable.
- Page 6. Has the household details been fully completed. Everyone that you currently reside with whether they are to be re housed with you or not should be included.
- Page 6. Is proof of either Child Benefit, Child Tax Credits or Universal Credit Statement (If receive the child cost element) provided, if applicable.
- Has the housing history section been fully completed. Make sure to include the details of your current landlord.
- Has the declaration been signed and dated by the main / joint applicant.

PLEASE SIGN BELOW TO CONFIRM THAT YOU HAVE READ AND UNDERSTOOD THE PREVIOUS STATEMENTS AND DECLARATIONS. IF THIS FORM IS NOT FULLY COMPLETED AND SIGNED IT WILL NOT BE ACCEPTED AND WILL BE RETURNED FOR YOUR COMPLETION.

Signature of applicant _____

Signature of joint applicant _____

Date _____

HAVE YOU INCLUDED THE REQUIRED SUPPORTING DOCUMENTATION?

APPEALS AND FEEDBACK

If you wish to appeal against a decision made by East Lothian Council's Community Housing Service, please refer to our website for further information: www.eastlothian.gov.uk or telephone 01620 827827.

Comments, complaints and suggestions about Council Services

If you want to make a comment, suggestion or complaint about a council service, you can pick up a Freepost Feedback form from your local council office, library or community centre. You can also contact us online through our website www.eastlothian.gov.uk, or you can contact our Customer Feedback Team directly on

Tel: 01620 827827 | email: feedback@eastlothian.gov.uk.

The Feedback form and website tells you how to make a complaint if you are unhappy about an action or lack of action by the Council, or the standard of service you have received. There is also information on the complaints handling procedure we have in place, as well as who you can contact if you remain unhappy after the complaints procedure has been completed. If you want to talk to someone about making a complaint, our Customer Feedback Team would be happy to chat things through.

If you want to make a complaint about a registered care service, you can also contact the Care Inspectorate directly:

Care Inspectorate
Compass House
11 Riverside Drive
Dundee DD1 4NY

Telephone: 0845 6009527
E-mail: enquiries@careinspectorate.com

You can also take your complaint to the Scottish Public Services Ombudsman, although it is usually better to use the Council's complaints procedure first. You should contact the Ombudsman within 12 months of the date that you first noticed the problem you are complaining about. In special circumstances, the Ombudsman may be prepared to deal with matters that have gone on longer than 12 months.

Please write to the

Scottish Public Services Ombudsman
FREEPOST EH641
Edinburgh, EH3 0BR

Telephone: 0800 377 7330
E-Mail: www.spso.org.uk/online-contact

Applying for housing with East Lothian Council

If you would like further information or assistance,
please contact one of the area offices below.

AREA OFFICES Tel: 01620 827827

MUSSELBURGH AREA

The Brunton
Ladywell Way
Musselburgh EH21 6AF
musselburgharea@eastlothian.gov.uk

EAST AREA – DUNBAR

Bleachingfield Centre
Countess Crescent
Dunbar EH42 1DX
housingdunbar@eastlothian.gov.uk

EAST AREA – HADDINGTON

John Muir House
Brewery Park
Haddington EH41 3HA
haddeast@eastlothian.gov.uk

PRESTONPANS AREA

Aldhammer House
High Street
Prestonpans EH32 9SH
prestonpansarea@eastlothian.gov.uk

EAST AREA – NORTH BERWICK

North Berwick Library
School Road
North Berwick EH39 4JU
housingnorthberwick@eastlothian.gov.uk

TRANENT AREA

The George Johnstone Centre
35 Winton Place
Tranent EH33 1AE
tranentarea@eastlothian.gov.uk

HOMELESSNESS

The Brunton
Ladywell Way
Musselburgh EH21 6AF
homelessness@eastlothian.gov.uk

Tel: 01620 827536 during office hours
Tel: 0800 169 1611 (emergency)



Versions of this leaflet can be supplied in Braille, large print, audiotape or in your own language. Please phone customer services if you require assistance on **01620 827 199**