



Cardiff Housing Application Guidance Notes

This form is available on request in a different format, including other languages or a larger print. Please contact the Re-housing Unit on 029 2053 7032 or 029 2053 7033 if you require the form in a different format.

You might have noticed that the application for housing form has changed. This is because Cardiff County Council and its partner Registered Social Landlord's (RSL's) are now working together to provide housing in Cardiff. Instead of completing several forms for each RSL and one for the Council, you now complete just one form and you will be considered for housing by the Council and all its partners, identified by logo on these forms.

If you need help filling in the form, please contact the Rehousing Unit on **029 2053 7032** or **029 2053 7033**.

If you only want Council housing or only wish to be considered for one or two of the partner RSL's, please let us know on page 10 of the form.

These guidance notes should be read in conjunction with the Cardiff Housing Application Form.

Please answer all questions in full and where required tick relevant boxes. If this form is not fully completed, we may have to send it back to you and your application for housing will be delayed.

All the information you provide on the form is treated in confidence, however where necessary, information may be passed to one or all of the partner housing associations in order to assist your application.

Changes in circumstances

Don't forget to tell us of any change in your circumstances affecting your housing application, such as having a baby or people moving out of your home. If you change address **you must complete a new application form**. If you don't tell us of important changes, your application will not be kept up to date and you may miss out.

Housing options available to you

If you do not wish to be considered for housing association properties, please clearly state this on the application form, otherwise your application will be registered with all the organisations involved and considered for available properties with them all.

Accessible Housing

If you have mobility problems and require more appropriate accommodation, such as a wheelchair suitable adapted property, you may be eligible to register on the **Cardiff Accessible Homes** (CAH) list. Please complete the form in full and tick the relevant box on page one and we will send you further information regarding the Accessible Homes Project. For queries regarding this list, please contact the CAH office on **029 2046 8408**.

Designated Accommodation

Some accommodation is generally only available to persons over 50 years, such as retirement flats both low level and high rise, and retirement maisonettes. Some sheltered housing units are also available to persons over 50, 55 or 60 years, depending on the scheme. If you would be interested in being considered for either retirement or sheltered accommodation, please tick the relevant box on page one of the application form.

Affordable housing for sale

Some of the partner housing association's offer affordable **low cost home ownership**, if you are interested in purchasing your own home, please remember to tick the box on page one of the application form.

Transfers

If you are an existing tenant with either the Council or one of the partner housing associations, you must still complete this form; just remember to write your landlord's details in the space provided on the bottom of page one.

EQUALITY MONITORING FORM

Cardiff is a multi-cultural and diverse City. The Cardiff Housing Partners celebrate and recognise cultural diversity in the way we deliver our services, respecting individuals and ensuring equality of access and opportunity to all. We recognise the need to ensure that housing is provided on an equal basis to all regardless of race, religion, gender, sexual orientation, age or disability.

It is particularly important to ensure that all members of society can access information easily and that we are able to monitor the take up of social housing. We would therefore ask you and your joint applicant or partner to complete the monitoring form on page 2 to assist with our research.

Disability

If you consider yourself disabled, please give details in the box provided.

Language Skills

Please let us know which language you speak at home. Also tell us if you can speak, read or write any other languages. We use this information to help us plan our services and contact you in the right language and format.

Section 1: Your Details

Question 1

Please enter your details fully and clearly. Please also provide details for your partner (if you have one).

If you do not have an e-mail address, you can leave this box blank but it is important to provide a contact telephone number so that we can get hold of you (a mobile number will be fine).

Question 2

If your partner is to be a joint tenant, please state this on the form.

Section 2: People Moving With You

Question 3

Please give details of all persons included in your application who require re-housing with you, please use a separate piece of paper if you need more room.

Question 4

If the persons moving with you do not currently live with you, please let us know where they live and why they do not live with you. This may have a bearing on your application.

Question 5

Please tell us if there are others who live at the same property as you but are not going to move with you. You may be awarded overcrowding points.

Section 3: Medical Circumstances

Question 6

Please tell us if you have any medical problems that are made worse by your current living conditions.

Please tell us who on your application has a medical condition(s) and brief details of the conditions.

If you have answered yes to this question, please complete the authorisation form on page 7. This will allow us or a third party medical advisor to contact your GP if necessary.

Question 7 and Question 8

In some cases, where medical circumstances are severe, additional points or priority can be awarded to applicants or tenants requiring an urgent move to alleviate or assist with medical conditions.

This is why we ask you to tell us how your current accommodation is affecting your health and how re-housing might help improve your medical condition.

Section 4: Medical Authorisation Form

In order to decide if you are eligible for medical points or a priority, we may need to refer your application to a specialist medical advisor, which is why we ask you to complete this form. By signing this form you give the Council permission to contact your doctor or consultant about your medical condition.

You will be notified in writing if additional points or a medical priority is awarded. Please don't go to any expense to provide additional information from your doctor.

Section 5: Current Circumstances

Question 9

Please tell us if you or anyone included in your application is expecting a baby. We will write to you at a later date for confirmation of the pregnancy.

Once the baby is born, please complete a change of circumstances form and send a copy of the child's birth certificate as this may affect the size of property you will be eligible for.

Question 10

If you have regular access to a child or children not included in your application, please give their details in this question. This may affect the size of property you are eligible for.

Please note that we will require details of access arrangements, for example a copy of an access order from the courts or a letter from your ex-partner. We will write to you to request this information if it is not provided with the application form.

Question 11

Please use the space to give us any further information you think is relevant to your housing application and to tell us why you want to be housed.

Question 12

Please tell us if you have ever lived or stayed in a care/foster home, residential home, homeless hostel, prison, refuge, slept rough, armed forces, bail hostel or other supported accommodation.

Question 13

Please tell us here if you receive or require support. This may be from social services, a charity or a health authority.

If you currently receive support, please tell us what agency is providing the support and the details of your support/ social/ resettlement/ care worker or other person you see regularly.

Please tell us what kind of support you currently receive or would like to receive.

The Council and the Housing Associations run tenant support schemes and it may be possible to arrange help or support to maintain your tenancy.

Question 14

We need to know if you have any pets because there are restrictions on the number and type of pets you are permitted to keep in some properties, such as flats.

Section 6: Property Information

Question 15

Please tell us what type of property you live in now.

Question 16

Please tell us who owns the property you live in now. If it is a private individual, please tell us your relationship to them.

Question 17

If you rent your property, please tell us who your landlord is and their address.

Question 18

Please tell us when you moved to your current address.

Question 19

If you are homeless, or living in insecure accommodation, such as a hostel, women's aid, night shelter, sleeping rough, temporary accommodation etc please let us know. Please also tell us if you are service personnel given a discharge date, in tied accommodation with notice of termination or you are subject to a possession order or a homeowner in financial difficulty. If you are homeless because of any other reason, please tell us in the box provided.

You can obtain advice and information regarding homelessness options from the Housing Advice Unit in person at 1st Floor, Marland House, Central Square, Cardiff or over the telephone on 029 2087 1050 during office hours or over the telephone on 029 2023 1018 outside office hours. Alternatively you can send an e-mail to HAU@cardiff.gov.uk

Question 20

If you live in a flat or a maisonette, please tell us what floor level it is on. You may be eligible for points if you have young children in accommodation above or below ground floor level. This may also be taken into consideration if you have a medical condition affected by stairs.

Question 21

If you live in a flat or a maisonette, please tell us if the block you live in has a lift.

Question 22

Please tell us how many bedrooms are for the **sole** use of you and those moving with you. This will determine if you are eligible for overcrowding points.

Section 7: Where You Want To Live

Question 23

You will be considered for housing by the Council and all its partner housing associations when you fill in this form. If you wish to be housed only in a housing association or a Council property, you can select the appropriate box here. If you select only Council or only housing association, you may limit your chances of being housed.

Section 8: Employment Details

Question 24

In some areas of the city, one bedroom apartments are available to those people who work in Cardiff or make a contribution to the city by working for voluntary agencies within the community. If you answer yes to this question, we will contact you for further information.

Question 25 and question 26

If you ticked the box in question 1, please give your employment details in question 2 and details of any voluntary work you do in question 3.

Section 9: General Information

This part of the form is very important. If you don't complete it, we will have to return the form to you, which will delay your application. **Please remember, any information you provide will be treated as confidential.**

Question 27

Please provide details of any previous application for housing made by you or your partner. Include any application made to one of the partner housing associations and Cardiff County Council.

Question 28

Please tell us if you or a joint applicant are or have been a tenant or a joint tenant of a Council or a Housing Association property in the last five years.

Question 29

We need to know about your tenancy history for the past 5 years. Please give details of any previous tenancies within the last five years, for you and your partner. Where appropriate, we will take references.

Question 30

Please tell us if you or anyone on your form is related to an elected Councillor or Housing Association board member.

Please also tell us if you are employed by the Council or one of the partner housing associations or if you are related to an officer of the Council or an employee of a partner housing association.

Remember your councillor or board member cannot influence the allocation of housing.

Question 31

Please tell us if you have come to the UK to live in the last five years. We may need to ask you some more questions if you answer yes to this question.

Question 32

Please tell us if you have made an application for asylum. We may need to ask you some more questions if you answer yes to this question.

Question 33

Please tell us your nationality here.

Question 34

Cardiff Council operates a multi-agency exclusion policy along with the partner housing associations. This information is required to enable us to accurately assess your housing needs and our ability to provide you with suitable accommodation. Failure to disclose such

information may result in your application for housing being withdrawn or in some circumstances excluded from the waiting list.

If you answer yes to this question, you will be sent an additional form to complete. **The information you provide will be treated as confidential.**

Question 35

Some of the partners allow owner occupiers to register for certain types of properties. We will ask for further information regarding your current financial status if you own or part-own a property, including the one you live in now.

If you answer yes to this question, we will write to you for further information.

Section 10: Area Choices

Please tick all areas that you are interested in, using the maps on page 14 of the application form as your guide. Remember the more areas you choose, the more likely you are to be housed. If you do not choose any areas marked white, we are unlikely to be able to house you.

Please also state your first three area preferences in the boxes provided on page 13. You will be awarded an extra 100 points for your first preferred area.

Some of the housing associations have properties outside Cardiff, so don't forget to tell us if you would like to be considered for housing outside the Cardiff area, telling us where you want to go.

Applicant's Declaration

Please sign the declaration on page 15 of the form, otherwise your application cannot be processed and will be returned to you. This will mean that your application will be delayed.

If you and your partner want to be joint applicants, you must both sign the form in the boxes provided.

Where to send the form

If you are a tenant of the Council or one of the partner housing associations, please return the form to your local housing office. All other applications can be sent to:

Cardiff County Council
Rehousing Unit
PO Box 364
Cardiff
CF11 1BW

PROPERTY MATCHING DOCUMENT

In order to give you some idea of the size and type of property you could be offered, this page shows the general matching criteria according to the Council's Allocations Policy. Some Housing Associations, and occasionally the Council, will apply variations to this criteria.

If you are a single parent or a couple with one child, you will be eligible for two bedroom houses, two bedroom ground or first floor flats and two bedroom ground floor maisonettes (depending on the age of your child, you may be considered for two bedroom maisonettes above ground floor).

Please remember, this is a guide only, you will be considered for properties that suit your needs according to the size of your family, therefore it is important to let us know immediately, of any change in circumstances, such as new additions to your family or people moving out that no longer require re-housing with you.

5/6 Bed and over	First consideration will be given to households with 5 or 6 children or more. Secondary consideration given to households with extended families who wish to remain together.
4 bed / 3 bed parlour (2 living rooms)	First consideration will be given to households with 3 or 4 children or more.
3 bed non-parlour houses / ground floor maisonettes	First consideration will be given to households with 2 or more children
2 bed houses / ground or first floor flats	First consideration will be given to households with 1 child or expecting a child. Consideration will also be given to persons with a medical need for ground floor accommodation. Secondary consideration will be given to couples.
2/3 bed - non family (2nd floor and above flats and maisonettes)	First consideration will be given to households with children over 11 years of age. Secondary consideration will be given to couples.
Multi-storey	First consideration will be given to households with children over 16 years of age. Secondary consideration will be given to couples.
1 bed ground floor flats	First consideration will be given to single persons or couples with medical recommendation for ground floor. Secondary condition will be given to single persons or couples.
1 bed flat above ground floor	Consideration will be given to single persons or couples.
Bedsit	Consideration will be given to single persons only.
Designated elderly (not sheltered accommodation)	Consideration will be given to applicants who meet individual criteria according to designation, e.g. 50+ / 55+ / 60+.