



Wickham Community Land Trust

Guidance Notes for completing Application Form for housing

Revised 1st May 2018

- Dedicated to providing affordable housing in Wickham
- Housing for local people and those working locally who cannot afford local market level prices
- Housing in control of the community, for the community

Charity No. 1134897
Registered in England, No. 6608621

Wickham Community Land Trust

GUIDANCE NOTES

This is guidance for families, couples or individuals who wish to be considered as occupants of properties owned and managed by Wickham Community Land Trust (WCLT).

Please read the guidance notes below carefully before completing this application. If you need help or advice in completing this form please contact:

Wickham Community Land Trust,
P.O. Box 739,
Fareham, Hants.
PO14 9RH

Telephone: 07491 674887
E-mail: wickhamclt@btinternet.com

This application will not be processed without the supporting documents being provided. Please ensure that you provide us with copies of supporting documents.

Guidance Notes

1. As a Community Land Trust we collect and retain personal information on people who apply for housing or are housed by us. Our Application Form gives further information on this as does our Privacy Statement on our website www.wickhamclt.org.uk
2. We may take references regarding your application from landlords or other Persons, including employers, regarding your application.
3. You have the right to see information kept on file about your application.
4. Wickham Community Land Trust's Allocations Policy is published and is available from the Secretary of Wickham Community Land Trust at the above address or can be viewed on our website at: www.wickhamclt.org.uk.
5. Applications for housing are assessed and placed in priority order depending upon the criteria set out on pages 2 to 4 of these guidance notes. Full details are stated on the website.
6. Any person over the age of 18 is eligible to apply for WCLT housing, however, there are some exceptions. These include those persons who do not have Right to Reside in the UK.
7. Applicants are also encouraged to register on the local authority Housing Register, www.hampshirehomechoice.org.uk
8. Additional application forms can be obtained from:

**Wickham Community Land Trust,
P.O. Box 739
Fareham, Hants. PO14 9RH**

Tel: 07491 674887 e-mail: wickhamclt@btinternet.com

9. Application forms can also be downloaded from the website www.wickhamclt.org.uk but should be delivered in hard copy/paper form only to the address shown at 8. above.

10. WCLT reserves the right to exclude from eligibility any applicant who has been evicted from one or more private or social tenancies for reason of rent arrears or anti-social behaviour, such as noise nuisance, domestic violence, racial harassment, intimidation or drug dealing.

WCLT's HOUSING NEEDS CRITERIA

Homes are available under either rental or shared ownership. In compiling a list of nominees who need accommodation in the Parish, WCLT shall apply the following criteria:

1 Conditions precedent, i.e. criteria which must be met in all cases:

- 1.1 Housing Need: inability of such applicant to afford suitable accommodation on the open market whether for rental or purchase within the Parish

WCLT will consider the applicant's financial circumstances, including their disposable income and savings, and how that measures against average income levels in the area, and whether the applicant can afford other accommodation or find other accommodation at an affordable price or rent.

Only those will be considered

- whose household income and capital are insufficient to buy or rent the home they need in the Area on the open market; and
- who are unable to relieve that housing need themselves.

- 1.2 Ability to afford WCLT home

WCLT will require proof of household income, capital and other financial commitments so that the outgoings to which an applicant would be committed are affordable.

- 1.3 Requirement of the applicant for accommodation of the type available

Homes must be suited to the applicant's and family's needs in terms of size of property available.

2 Local Connection

Without prejudice to the generality of the foregoing regarding "need" and financial circumstances, consideration will be given to the following, **with preference given to applicants who are able to establish and prove a strong local connection with the Parish.**

An applicant shall be taken to have a strong local connection if he or she satisfies one or more of the following:

- 2.1 He or she is ordinarily resident in the Parish at the date of the allocation
- 2.2 He or she was previously ordinarily resident in the Parish prior to the date of allocation and has family who ordinarily reside there (See notes 3 and 4, page iv.)
- 2.3 He or she has a demonstrable need to reside in the Parish by reason of
 - a) current employment in the Area
 - b) taking up permanent employment in the Area

Re Area, see Note 1, page iv
Re Employment, see Note 2, page iv

See also Note 2, page iv.
- 2.4 He or she has a demonstrable need to reside in the Parish either to support or to be supported by another member of his/her family who ordinarily resides in the Parish at the date of allocation (See note 3, page iv)
- 2.5 He or she will be an asset to the community in the Parish in their support of voluntary organisations which operate in the Area.¹

3 Current Accommodation

Account will be taken of

- The suitability/unsuitability of the current accommodation;
- State of repair of current accommodation.

4 Length of Wait

Those who have applied to be considered and who have been waiting longest will receive higher priority if satisfaction of all other factors is equal.

Notes:

1. Area

The civil parish of Wickham and any adjoining rural civil parishes, namely Shedfield, Soberton & Newtown, Boarhunt, Swanmore, Bishop's Waltham or Curdridge. See also Note 4 a - e below.

2. Employment

Priority will be given to Key Workers by virtue of their employment in the public or voluntary sectors or in a relevant employment¹ in the Area in such manner or capacity as to advance education, relieve sickness, promote public health, relieve charitable need, protect human life or property, promote the sound administration of the law or advance other purposes for the general benefit of the community, including in particular (but without prejudice to the generality of the foregoing) the maintenance for the benefit of the community of its infrastructure, including supplies of gas, water, electricity and food, of transport and other means of communication, of telecommunication information and information technology services, and of emergency services.²

Those without employment or an offer of employment who can show they have good prospects of securing a job will be considered.

3. Family

A person shall be taken to be a member of another's family if he or she is the spouse, civil partner, mother, father, sister, brother, daughter, son, grandparent or grandchild of that other person or if he or she ordinarily resides with that other person without being legally married to or in a civil partnership with that person. Family also includes adopted and step relatives/half blood.

4. Local Connection will be taken in the following order of priority:

- a) *Applicants who meet or have met the strong local connection criteria set out above for at least 3 years to the Parish of Wickham;*
- b) *Applicants who meet or have met the strong local connection criteria set out above for at least 1 year to the Parish of Wickham;*
- c) *Applicants who meet and have met the strong local connection criteria set out above for at least 3 years to the Parishes of Shedfield, Soberton and Newton, Boarhunt, Swanmore, Bishop's Waltham or Curdridge;*
- d) *Applicants who meet and have met the strong local connection criteria set out above for at least 1 year to the Parishes of Shedfield, Soberton and Newton, Boarhunt, Swanmore, Bishop's Waltham or Curdridge;*
- e) *Anyone with a strong local connection with any Rural Village in the Local Government Administrative Area of Winchester without a time criterion.*

¹. 'relevant employment' means employment by an employer which though not in the public or voluntary sector, is engaged in the provision of services equivalent to those referred to in 2) above.

². Charity Commission: "Affordable Home Ownership – Charitable Status and Tax"

Please note that the demand for WCLT housing is higher than the supply and there will be a waiting list, so in cases where there is no difference between the details of applicants date order of application will be considered.

Completing the Application Form

- Please complete the form in **black** ink using capital letters.
- Please add your own details as the 'first applicant', your partner or your spouse as the 'second applicant' and any one else you wish to have living with you as part of your household, including dependent children, as 'other'.
- Where a simple 'yes' or 'no' answer is required please tick the appropriate answer.
- Please read the questions carefully and answer all the questions that apply to you. If you do not fill in the form properly or do not give us all the information we need consideration of your application will be delayed.
- If you need more room for an answer please use the space provided on the page at the end of the form or attach further sheets of paper as necessary.
- Once your application has been assessed by WCLT we will write to you to inform you of the acceptance or rejection of your application against the criteria by which eligibility is judged.
- If you are eligible for a WCLT home we will provide you with a registration number and registration date and a statement of the current and projected availability of WCLT homes. Please keep the letter you receive in a safe place.
- Please keep us informed of any change in your circumstances such as a change of address, or additions to your household as this may affect the status of your application.
- Failure to respond to any request for information or the provision of false information may result in the cancellation of your application.

Verification of your application

All applications are subject to verification. This may include Trustees of WCLT and/or their management agent visiting you at home or a meeting between you and one or more Trustees and/or their management agent. The purpose of this will be to check identification papers and other relevant documents that you have provided.

The following checklist indicates some of the documents which you will be requested to provide in order for your application to be processed. **Please do not send originals through the post.** Photocopies will be acceptable at this stage but, should you be invited to interview, you will be expected to bring originals with you and/or present them to our managing agent for verification.

As a result of Government legislation landlords have a duty to check all tenants are living in the UK legally and therefore have a right to rent.

- Acceptable single documents for ID/Right to Rent: UK Passport; EEA or Swiss Passport or ID card; registration document for permanent residence from Home Office; passport or travel document showing exemption from immigration control or indefinite leave in UK; registration or naturalisation as British citizen.
- Acceptable documents for ID/Right to Rent (any two): Birth or adoption certificate issued in UK; current full or provisional photo card UK driving licence or documents as listed in comprehensive list
- Proof of household financial circumstances (to ensure you are able to meet the cost

of occupancy of WCLT homes): salary slips, benefits statements, savings records, financial holdings

- Proof of household members: Birth Certificates, Child Benefit or Tax Credit Awards
- Proof of pregnancy; health records
- Proof of current accommodation: Tenancy Agreement, letter from landlord, friend or relative confirming residence, utility bills

You may be asked to provide other information in addition to the above, e.g. proof of local connection, other acceptable documents in respect of Right to Rent, court papers etc..

Read and Sign the Declaration

Please read the declaration at the end of the application form carefully and then sign it. If it is a joint application both applicants will need to sign.

When you have completed the application form

- Separate the Guidance Notes, (pages i - vi) from the application form and keep these notes for your own reference.
- Take a photocopy of your completed application form, if possible, to keep for your own information.
- Include copies of all relevant supporting documents and send together with your application form to:

***Wickham Community Land Trust,
P.O Box No. 739
Fareham,
Hants
PO14 9RH***

Reminder to successful applicants:

This is a reminder that the Trust's charitable support can only be offered in law because your circumstances are such as to show a financial/housing need. You are asked to inform the Trust if, at any time in the future, your circumstances improve substantially and you no longer meet the qualifying criteria.

If your circumstances do improve significantly WCLT will take no action but hopes you will seek private accommodation in order to be able to pass the home on to another qualifying family.