Keswick Community Housing Trust

APPLICATION FORM - 18c Otley Road, Keswick, CA12 5LE

1. Applicants must be in housing need in the Keswick area.
2. Please complete all questions, writing 'none' or 'not applicable' if appropriate. Continue on a separate sheet for any of your answers where there is insufficient space, making it clear which question the information relates to.
3. Your completed application can be emailed to Secretary@KeswickCHT.org.uk. **Please include documentary evidence to back up your statements e.g. last 3 months pay slips and bank statements, references, testimonials, healthcare reports, photographs, your notice to quit**.

Please note: *The information you provide in this application will be retained in the strictest confidence, and will only be shared with the KCHT Allocations sub-group to assist in compiling a shortlist of applicants for interview. KCHT will not share your personal information with third parties except as necessary to carry out our business or as required by law or other legal processes. If you are offered the tenancy, your application will be retained by KCHT. Applications from unsuccessful applicants will be securely destroyed once the tenancy has been commenced.*

PRE-QUALIFICATION CRITERIA

The Otley Road flat is subject to local occupancy planning restrictions, which are detailed at the back of this application form. We can only consider applications from individuals who satisfy at least one of these criteria. Please detail below why you believe you meet these criteria and are eligible to rent this property.

The successful applicant for this flat, during their tenancy, must not have an interest in any other property, either through tenancy or ownership, irrespective of whether it is income generating or not. This can be waived in exceptional circumstances, however we would require full details. For example, if you are needing to move due to a relationship breakdown, and have an interest in the property you have moved out from, is this property being sold, and /or will you be due a share of any equity now or in the future.

Do you have an interest in any other residential property whether it is income generating or not?	
YES / NO	**If YES, please provide the full property address**
If Yes, explain why it is inappropriate for you to be housed there	

SECTION 1: INFORMATION ABOUT YOU

DETAILS	APPLICANT 1	APPLICANT 2
Title: (Mr, Mrs, Miss, etc)		
Full Name:		
Age		
Date of Birth		
Place of Birth		
Current Address		
Residential Status *		
Contact Telephone		
Email address		
How long have you been living and/or working in the Keswick area (years and months)		

'*NOTE Examples of residency status include: *Owner Occupier ; Lodger ; Living with parents, relatives or friends; provided with job; Council tenant; Housing Association Tenant; Private Tenant; Homeless / no fixed abode; other*

SCHOOLS ATTENDED

Please list below the schools in either Keswick or the Local Wider Area attended by you.

NAME OF APPLICANT	NAME AND ADDRESS OF SCHOOL	DATES ATTENDED	
		FROM	TO

SECTION 2: FAMILY CONNECTIONS

Please provide details below of **ALL** close relations (e.g. parents, grandparents, siblings) who are **CURRENTLY** living in the Keswick area. **Excluding their main home, do any of these close relations own any other residential property in the Keswick area** *(whether or not it is income producing)*? **If Yes, please provide the full address, and explain why it is inappropriate for you to be housed there**

NAME AND ADDRESS	SPECIFY RELATIONSHIP AND TO WHICH APPLICANT	OWNS OTHER RESIDENTIAL PROPERTY	
		YES / NO	FULL PROPERTY ADDRESS

Why it is inappropriate for you to be housed there.

SECTION 3: EMPLOYMENT INFORMATION

APPLICANT 1 YOUR CURRENT JOB(S)	YOUR PLACE OF WORK	DATE STARTED	NAME AND ADDRESS OF EMPLOYER	HOURS PER WEEK
APPLICANT 2 YOUR CURRENT JOB(S)	**YOUR PLACE OF WORK**	**DATE STARTED**	**NAME AND ADDRESS OF EMPLOYER**	**HOURS PER WEEK**

Please detail below how you currently travel to work.

Please provide details of any other jobs you've held over the past ten years

APPLICANT 1 YOUR ROLE, NAME AND ADDRESS OF EMPLOYER	DATES (FROM/TO)	HOURS PER WEEK	REASON FOR LEAVING
APPLICANT 2 YOUR ROLE, NAME AND ADDRESS OF EMPLOYER	**DATES (FROM/TO)**	**HOURS PER WEEK**	**REASON FOR LEAVING**

SECTION 4: COMMUNITY ACTIVITIES

Are you active in any local voluntary or community groups outside of work? This can include for example sports clubs, artistic groups, social groups, community support groups, or council activities. Please give details of the activity, where it is held, your level of involvement i.e. key organiser, helper, participant and / or member and the frequency of your involvement.

APPLICANT 1 DESCRIPTION OF ACTIVITY and ADDRESS where it is held	LEVEL OF INVOLVEMENT (KEY ORGANISER / HELPER / PARTICIPANT / MEMBER)	FREQUENCY / HOURS involved
APPLICANT 2 DESCRIPTION OF ACTIVITY and ADDRESS where it is held	**LEVEL OF INVOLVEMENT (KEY ORGANISER / HELPER / PARTICIPANT / MEMBER)**	**FREQUENCY / HOURS involved**

SECTION 5: YOUR CURRENT SITUATION AND PREVIOUS ACCOMMODATION HISTORY

NOTE Examples of residency status include: *Owner Occupier ; Lodger ; Living with parents, relatives or friends; provided with job; Council tenant; Housing Association Tenant; Private Tenant; Homeless / no fixed abode; other*

NAME OF APPLICANT	YOUR CURRENT ADDRESS	DATE MOVED IN	RESIDENCY STATUS

DESCRIPTION OF CURRENT ACCOMMODATION

NUMBER AND SIZE OF BEDROOMS		OTHER ROOMS OR SPACES YOU HAVE USE OF							
SINGLE	DOUBLE	KITCHEN / DINER	LOUNGE	UTILITY	BATHROOM / SHOWER	SEPARATE WC	HALL	PARKING	OUTSIDE SPACE
Applicant 1									
Applicant 2									

MAIN REASONS FOR WISHING TO LEAVE:

IF YOU HAVE BEEN GIVEN NOTICE TO QUIT, PLEASE DETAIL WHY, ATTACH A COPY AND ADVISE THE DATE WHEN YOU NEED TO HAVE LEFT BY.

IF YOU ARE REGISTERED WITH CUMBRIA CHOICE, WHEN DID YOU FIRST REGISTER AND WHAT IS YOUR CURRENT PRIORITY RATING.

Please provide details of any other addresses you've lived at over the past ten years

NAME OF APPLICANT	PREVIOUS ADDRESSES	DATES (FROM/TO)	RESIDENCY STATUS	REASON FOR LEAVING

SECTION 6: YOUR FINANCIAL CIRCUMSTANCES

This section must be fully completed in respect of your net income, expenditure and savings. **Please also include copies of your last three months bank statements with your application.**

INCOME		APPLICANT 1	APPLICANT 2
MAIN WORK	Gross guaranteed MONTHLY pay from Main work *(i.e. before tax & NI)*		
	Gross extra MONTHLY pay from main work (e.g. Overtime, Bonus, Commission, tips)		
	MONTHLY deductions from gross pay *(e.g Pensions, childcare vouchers)*		
OTHER WORK	Gross guaranteed MONTHLY pay from other work *(i.e. before tax & NI)*		
	Gross extra MONTHLY pay from other work (e.g. Overtime, Bonus, Commission, tips)		
	MONTHLY deductions from gross pay *(e.g Pensions, childcare vouchers)*		
ADDITIONAL HOUSEHOLD INCOME	Working Tax Credits (Monthly)		
	Universal Credit (Monthly)		
	Child Tax Credit (Monthly)		
	Child Benefits (Monthly)		
	Disability allowance (Monthly)		
	Guaranteed Maintenance Income (monthly)		
	Other regular Income (Monthly) (please specify source)		

MONTHLY EXPENDITURE	APPLICANT 1	APPLICANT 2
Student Loan payments		
Other loans / hire purchase repayments		
Outstanding credit card balances (if not paid in full each month)		
Cost of your current accommodation *e.g. mortgage, rent, board etc.*		
Cost of your utilities bill *e.g. heating, light, water, council tax*		
Maintenance payments made.		

SAVINGS	APPLICANT 1	APPLICANT 2
Spare money each month after meeting your outgoings.		
Savings built up over time towards a deposit *(cash and investments)*		

Detail below if you have arrears for your rent, council tax or other payments in respect of your current home, or any outstanding county court judgements.

SECTION 7: YOUR REASONS FOR APPLYING FOR A FLAT AT OTLEY ROAD

Flat 18c at Otley Road is suitable for two people to live in as their sole or main home. This is because the bedroom size is above the minimum requirement set out in the Space Standard of 10.2 m² (110 ft²) for a couple. Please detail below any children and /or adults who would wish to stay regularly with you.

FULL NAME	AGE	DATE OF BIRTH	GENDER	RELATIONSHIP	NO. OF NIGHTS A WEEK THEY STAY WITH YOU?

Please detail any pets that you currently own or help look after, and that you would wish to bring with you.

Please note that you will require our prior written permission – which will not be unreasonably withheld. Any pets kept by you must be kept under proper control and not be allowed to cause nuisance to any other person.

TYPE	AGE	YEARS OWNED	NATURE

Please explain why you are in need of a one-bedroom affordable property in Keswick.

SECTION 8: REFERENCES AND DECLARATIONS

Please provide details of at least two referees (who must not be close relatives) and ideally should have known you for at least three years. If you are currently renting, one of your referees must be your **LANDLORD** or **LANDLORD'S AGENT**. If you are employed, one of your referees must be your **EMPLOYER**.

REFEREE 1	APPLICANT 1	APPLICANT 2
Title and Full Name		
Address		
Email		
Tel No		
Connection to you		
REFEREE 2	**APPLICANT 1**	**APPLICANT 2**
Title and Full Name		
Address		
Email		
Tel No		
Connection to you		

(references will be taken up if you are offered the tenancy)

- **I/we certify that the information given on this application is true and accurate to the best of my/our knowledge and belief. I/we understand that any false or deliberately misleading information may result in this application being rejected, or if successful, the tenancy being revoked.**
- I/we confirm that I/we will produce evidence of my/our income from employment and all other sources to establish my /our ability to meet KCHT rental and other commitments in respect of any tenancy granted to me/us.
- I/we would be willing to attend for interview if invited.

	SIGNATURE	PRINT NAME	DATE
APPLICANT 1			
APPLICANT 2			

How did you first become aware of this vacancy i.e. word of mouth, advert in the Keswick Reminder, KCHT Facebook page, KCHT website?

OTLEY ROAD LOCAL OCCUPANCY CRITERIA

The dwelling houses shall not be occupied otherwise than by a **Person with a Local Connection** as his or her Only or Principal Home, or the widow or widower of such a person, and any dependents of such person living with him or her.

An Only or Principal Home is a dwelling house which is occupied continuously for a minimum period of six months in every twelve month period. For the avoidance of doubt the dwelling shall not be occupied as a second home of for holiday letting accommodation.

'Person with a Local Connection' means an individual who before taking up occupation of the dwelling satisfies one of the following criteria:

1. The person has been in continuous employment in the **Locality Defined** for at least the last 9 months and for a minimum of 16 hours per week immediately prior to occupation; or
2. The person needs to live in the **Locality Defined** because they need substantial care from a relative who lives in the Locality Defined, or because they need to provide substantial care to a relative who lives in the **Locality Defined**. Substantial care means that identified as required by a medical doctor or relevant statutory support agency; or
3. The person has been continuously resident in the **Locality Defined** for three years immediately prior to:
   a. Needing another dwelling resulting from changes to their household, including circumstances such as getting married, divorced, having children or downsizing,
   b. Undertaking full time post-secondary education or skills training and is returning to the **Locality Defined** within 12 months of its completion, or
   c. Being admitted to hospital, residential care or sentenced to prison, and are returning to the **Locality Defined** within 12 months of their discharge/release; or
4. The person is a person who:
   a. Is serving in the regular forces or who has served in the regular forces within 5 years prior to occupation;
   b. Has recently ceased, or will cease to be entitled, to reside in the accommodation provided by the Ministry of Defence following the death of that person's spouse or civil partner where –
      i. The spouse or civil partner has served in the regular forces; and
      ii. Their death was attributable (wholly or partly) to that service; or
   c. Is serving or has served in the reserve forces and who is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to that service

'Locality Defined' shall mean the administrative areas of the Parishes of:

- Above Derwent,
- Bassenthwaite;
- Bewaldeth and Snittlegarth;
- Blindbothel;
- Blindcrake (area within the Lake District National Park);
- Borrowdale;
- Buttermere and Brackenthwaite;
- Caldbeck;
- Embleton;
- Ireby and Uldale (area within the Lake District National Park);
- Keswick;
- Lorton;
- Loweswater (area within the Lake District National Park)
- St Johns, Castlerigg and Wythburn;
- Setmurthy;
- Threlkeld;
- Underskiddaw;
- Wythop.