



# Keswick Community Housing Trust

## **APPLICATION FORM - 3 Banks Court, Keswick, CA12 5HW**

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](mailto: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**

Our Banks Court 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.

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

## SECTION 1: INFORMATION ABOUT YOU

DETAILS	APPLICANT
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 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	RELATIONSHIP TO YOU	OWNS OTHER RESIDENTIAL PROPERTY	
		YES / NO	FULL PROPERTY ADDRESS

Why it is inappropriate for you to be housed there.

**SECTION 3: EMPLOYMENT INFORMATION**

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

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 including your level of involvement i.e. key organiser, helper, participant and / or member and the frequency of your involvement.

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*

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

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

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.**

<b>MONTHLY INCOME</b>	
Net income from Main Employment <i>(after tax and national Insurance)</i>	
Net income from other Employment <i>(after tax and national Insurance)</i>	
Benefits received <i>e.g. child benefit, universal credit, working tax credit, housing benefit, carers allowance</i>	
Maintenance payments received	
Any other regular income <i>(please specify source)</i>	
<b>MONTHLY EXPENDITURE</b>	
Cost of your current accommodation <i>e.g. rent, board etc.</i>	
Cost of your utilities bill <i>e.g. heating, light, water, council tax accommodation</i>	
Maintenance payments made	
<b>SAVINGS</b>	
Spare money each month after meeting your outgoings.	
Savings built up over time <i>(cash and investments).</i>	

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 BANKS COURT**

Flat 3 at Banks Court is only suitable for one person to live in as their sole or main home. This is because the bedroom size is below the minimum requirement set out in the Space Standard of 10.2 m<sup>2</sup> (110 ft<sup>2</sup>) for a couple, and any such occupation would constitute statutory overcrowding. 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
Title and Full Name	
Address	
Email	
Tel No	
Connection to you	
REFEREE 2	APPLICANT
Title and Full Name	
Address	
Email	
Tel No	
Connection to you	

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

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

	SIGNATURE	PRINT NAME	DATE
APPLICANT			

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

## BANKS COURT S106 Local Occupancy Criteria

The dwelling houses shall not be occupied otherwise than by a **Person with a Local Connection** and with a **local affordable housing need** as his or her Only or Principal Home. 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 or 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 conditions:

1. The person has been continuously resident in the Locality for three years immediately prior to occupation; or
2. The person has been in continuous employment in the Locality for at least the last 6 months and for a minimum of 16 hours per week immediately prior to occupation; or
3. The person is a former resident who wishes to return to the Locality having completed a post-secondary (tertiary) education course within 12 months prior to occupation and who immediately prior to attending the course lived in the locality defined for at least three years; or
4. The person is currently in the Armed Forces, in prison, in hospital or similar accommodation whose location is beyond their control, and immediately before moving to this type of accommodation lived in the Locality for at least three years; or
5. The person needs to live in the Locality because they need substantial care from a relative who lives in the Locality, or because they need to provide substantial care to a relative who lives in the Locality. Substantial care means that identified as required by a medical doctor or relevant statutory support agency; or
6. The person is a former resident who lived in the Locality for three years and then lived outside the Locality defined for social and/or economic reasons and is returning to live in the Locality defined within three years of the date of their departure; or
7. 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.

Person with a Local Affordable Housing Need means a situation where, in the opinion of the Registered Provider, a person:

- a) Needs to move from accommodation which is in disrepair, shared, temporary or overcrowded, or
- b) Needs to be rehoused as a result of leaving tied accommodation, or
- c) Is or includes an elderly or disabled person who needs to move due to medical conditions; and
- d) Does not have available to them and cannot afford to buy or rent suitable accommodation at open Market Value or market rent prevailing within the Locality.

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

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Above Derwent,</li> <li>• Bassenthwaite;</li> <li>• Bewaldeth and Snittlegarth;</li> <li>• Blindbothel;</li> <li>• Blindcrake (area within the Lake District National Park);</li> <li>• Borrowdale;</li> <li>• Buttermere and Brackenthwaite;</li> <li>• Caldbeck;</li> <li>• Embleton;</li> </ul> | <ul style="list-style-type: none"> <li>• Ireby and Uldale (area within the Lake District National Park);</li> <li>• Keswick;</li> <li>• Lorton;</li> <li>• Loweswater (area within the Lake District National Park)</li> <li>• St Johns, Castlerigg and Wythburn;</li> <li>• Setmurthy;</li> <li>• Threlkeld;</li> <li>• Underskiddaw;</li> <li>• Wythop.</li> </ul> |
|---|--|