

Housing Application Form

For Office use only

Application Number:

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Application Form Guidance Notes

The following guidance notes may assist you in the completion of Douglas Borough Council's Housing Application Form. The Guidelines also contain information on the points system used for the allocation of public sector social housing.

Further information on Local Authority Housing is available from the Housing Division, Department of Infrastructure, Markwell House, Market Street, Douglas or the DSC website.

If your application is successful, you will be placed on the waiting list for a suitable property to become available for allocation. The amount of time that you remain on the waiting list will depend on your circumstances and the amount of points you have collected which will be confirmed to you in writing.

If you require any help completing your application form, or have any queries, please contact the Housing Office at Douglas Town Hall or phone on **696435** where a member of the Housing staff will be happy to give you confidential help and assistance.

Please read the guidance notes before completing the application form. Your completed housing form should be returned together with any supporting documents, to the housing office at the below address.

**Douglas Borough Council
Housing Office
The Town Hall
Ridgeway Street
Douglas
IM99 1AD**

Please read the following notes before completing the application form.

Qualifying for Housing in Douglas

- A. You or your spouse/partner must have resided in the Isle of Man for a period of at least ten years, five of which must have been spent in Douglas. However, when allocating houses, the housing needs of those already resident on the Isle of Man takes priority over those who have eligibility for public sector housing on the island but are not currently resident.
- B. If you are married, or have a partner or fiancé/e, your application will be joint but any tenancy offered will be joint only if you are both residentially qualified. If you are not both residentially qualified, the tenancy will be in the name of the qualified person until such time as the other becomes residentially qualified when it can be changed to a joint tenancy.
- C. No applications will be considered from single people under the age of 18. Single applicants accepted onto the waiting list should be aware that suitable accommodation may be in short supply.
- D. If you are self employed you should note that it is not permitted to carry on any trade, profession or business from a public sector property without the prior approval of the housing authority.

1. Acceptance Criteria

Normal residential qualifications for acceptance on the waiting list and/or allocation of accommodation are:

- a) Minimum of 10 years residence on the Isle of Man;

And

- b) Minimum of 5 years residence in Douglas

- The residential qualifications do not need to be continuous or immediately prior to the application, but you may be required to provide proof of residence.
- If you have no children, the total gross income (before deductions for tax, national insurance etc) of yourself and your spouse/partner/ fiancé(e) must not exceed £33,555.

For applicants with dependent children (see 2 (vi) below), your total gross income must not exceed the above amount plus the following:

One dependent child, add £2,820 (i.e. £36,375)

Two dependent children, add £5,630 (i.e. £39,185)

Three or more dependent children, add £8,435 (i.e. £41,990)

- Applications cannot be accepted if you have savings in excess of £50,000 including any net proceeds from the sale of property (not applicable to sheltered housing applicants). Any interest on savings should be declared as income.

2. Allocation Criteria

A points system is applied to every housing application as follows:

- i) **Days on Housing Waiting List:** 1 point for each 3 month period spent on the Housing Waiting List (no upper limit)
- ii) **Island Born (Question 5):** 5 points awarded for being born on IOM; and to those who would ordinarily have been resident on the IOM at the time of birth but were temporarily absent at the time of their birth (e.g. by accident, pregnancy/birth complications, holiday, training course etc); and to those who, at the time of their birth, had parent(s) serving in the armed forces provided that such service immediately followed a period of residence on the IOM by their parent(s) of not less than 3 years.
- iii) **Years of Residence on IOM (Question 6):** 1 point is accrued for every year in excess of ten years residence on the IOM to a maximum limit of 10 points.
- iv) **Years of Residence in Douglas (Questions 6 & 7):** 1 point for every year in excess of 5 years to a maximum of 10 points.
- v) **Joint Applicants (Question 1):** 5 points are awarded to joint applications (see Qualifying for Housing in Douglas (ii) & (iii) above).

In exceptional circumstances, joint tenancies may be permitted for joint applicants who are not married/partners e.g. siblings or applicants with special support needs.

- vi) **Size of family (Question 12):** A dependent child is one under 18 years of age or in full time education on or off the IOM provided that their permanent place of residence is ordinarily with the applicant(s).

1 child	5 points
2 children	10 points
3 or more children	15 points

- vii) **Gross Income (Question 10):** based on income per annum, including combined income of joint applicants:

£27,137 & above	0 points to be allocated
£23,880 - £27,136	1 point to be allocated
£20,625 - £23,879	2 points to be allocated
£17,378 - £20,624	3 points to be allocated
£14,111 - £17,377	4 points to be allocated
£14,110 and under	5 points to be allocated

- viii) **Adequacy of present accommodation (Questions 15 & 18):**

Unfit housing (certified by Environmental Health)	10 points
Unfit for health/welfare reasons (requires Priority for Housing Need Report by a health professional or social worker: award of points is subject to assessment)	3, 6 or 10 points
Overcrowding (certified by Environmental Health)	10 points
Manx Housing Trust (where a person has been a Manx Housing Trust tenant for 1 year or more)	10 points

- ix) **Notice to quit for reasons other than rent arrears (Questions 19 & 20):**

From landlord/advocate	5 points
Court Order	10 points

Notice to Quit must be a formal legal notice rather than a simple request to vacate the premises.

Points deduction

Points will be deducted for unjustified refusal by an applicant of a housing unit.

10 points are deducted for each refusal.

10 points for existing public or private sector accumulated rent arrears.

3. Completing the Application Form

The form should be completed in block capital letters.

Please complete all the sections in the application form, including those which do not apply to your application, e.g. special needs, with "N/A" or "None".

A checklist is included with the application which should also be completed. You will require the following documents:

Questions 4, 5, 13 and 14: birth certificate(s)

Question 2: marriage certificate; or evidence of divorce/legal separation; or spouse's death certificate.

Question 3: current utilities bill, bank statement or similar, showing your present address.

Questions 11 & 14: three most recent payslips, which should show the employer's name and address, and/or benefit payment slips. You must declare all your income including, for example, child or other benefits or pensions. If you are self employed you will need to show your previous two years' audited accounts or your income tax assessments.

Questions 11 & 12: recent proof of savings and investments

Question 16: rent book or name and address of landlord

Question 17: details of previously owned properties, such as mortgage statements. For currently owned properties, a recent valuation of the property.

Questions 18: rent book/record of payment for separate accommodation or utility bill from the separate address.

Question 19 & 16 a, b & c: special needs: if you complete this section, you will need supporting documents from appropriate authority (see 2 (viii) above for further details)

Questions 20 & 21: Notice to Quit or Court Order.

Question 22: Copy of application

Signing the Declaration: You should read the declaration carefully at the end of the form before signing. If any information provided is found to be deliberately or carelessly misleading or false it will prejudice the granting of a tenancy and may result in the termination of any tenancy that has been granted on the basis of the information given.

4. What Happens Next?

After completing and delivering your application form to the address shown on page 1 you will receive a letter confirming that your application has been received. If you do not receive a letter within 10 days, please contact the Housing Office.

Your application will be processed and the documents checked. The Housing Office will contact you if further information is required or if there is a query on your application form.

You should be able to prove any information given by you on the application form and you may be asked for further documents.

Points will then be allocated to your application and you will be informed in writing when your application has been accepted. Unfortunately, Douglas Borough Council has limited housing available and it may be some time before a suitable property becomes vacant which can be offered to you. Housing Office staff will be able to inform you of the average number of points for applicants being housed in different types of houses on each of our estates.

5. What You Must Do

Once you have been accepted on to the Waiting List you must keep the Housing Office informed of any change in your circumstances as this may affect the points you have been awarded and alter your place on the Waiting List. This is especially important if you change address or contact number as you may miss out on an opportunity for a house if the Housing Office is unable to contact you. Your application will be reviewed annually and if we are continually unable to contact you during the review or for any other reason, you will be removed from the Waiting List.

6. Help and Information

If you require any help completing your application form, or have any queries, please contact the Housing Office at Douglas Town Hall or phone on 696435 where a member of the Housing staff will be happy to give you confidential help and assistance.

Once you are accepted on to the Waiting List, you can contact the Housing Office if you want to change your details or if you have any other queries.

Further information on Local Authority Housing in the Isle of Man is also available from the Housing Division, Department of Infrastructure & Housing, Markwell House, Market Street, Douglas.

7. Refused Applications

If your application to go on to Douglas Borough Council's Housing List is refused you will be informed in writing of the reasons. You can ask the Housing and Property Committee to review their decision to refuse. You should include with your request as much information as possible, and documents to support it. If their decision remains unchanged, you will again be informed in writing. You can then appeal against their decision by writing to:

The Director of Housing
Department of Infrastructure
Markwell House
Market Street
Douglas
IM1 2RZ

For further information about appeals, you should contact the Housing Division, Department of Infrastructure.

8. Map of Douglas Estates

Please see page 14.

HOUSING APPLICATION FORM

Please read the Housing Application Guidance Notes at the front of this form before completing it.

The form should be completed in **BLOCK** capitals

Please answer **ALL** questions. Failure to complete any part of the application may result in the form being returned without consideration.

SECTION 1 - APPLICANT(S) DETAILS

	APPLICANT	SPOUSE/PARTNER/FIANCÉ(E)
1 Surname	<input type="text"/>	<input type="text"/>
Forename(s)	<input type="text"/>	<input type="text"/>
Telephone No.	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>
2 Status <small>(please circle as appropriate)</small>	Single / Married / Widowed / Separated / Divorced / Engaged / Partners	Single / Married / Widowed / Separated / Divorced / Engaged / Partners
3 Current Address	<input type="text"/>	<input type="text"/>
4 Date of Birth	<input type="text" value="/"/> / <input type="text" value="/"/>	<input type="text" value="/"/> / <input type="text" value="/"/>
5 Place of Birth	<input type="text"/>	<input type="text"/>
6 Number of years resident on IOM	<input type="text"/> Years	<input type="text"/> Years

Please list the address(es) where you have lived on IOM and dates

APPLICANT

From To

From To

From To

From To

From To

SPOUSE/PARTNER/FIANCÉ(E)

From To

From To

From To

From To

From To

7 Number of years resident in Douglas

Years

Years

APPLICANT**SPOUSE/PARTNER/FIANCÉ(E)****8 Occupation****9 Nat Ins No****10 Employer**

(if applicable)

11 Weekly income at the time of the application

(Please provide three recent payslips to show your weekly or monthly income, or other confirmation as requested. If you are self employed you will need to show your previous two years audited accounts.)

Basic Wages**Regular Overtime****Pension** (widow or retirement)**Benefits**

(social security etc)

Other Income

(Please specify)

12 Savings**Do you or your partner have any savings?**

(Any interest on savings should be declared above as other income)

(Please tick)

YES

NO

Applications cannot be accepted if you have savings in excess of £50,000 including any net proceeds from the sale of property (not applicable to sheltered housing applicants).

SECTION 2 - OTHER PERSONS REQUIRING ACCOMMODATION WITH YOU

13 Dependent Children in your family (pre-school and full time education)

Surname	Christian Name(s)	Date of Birth	Sex (M/F)
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

14 Any other person(s) requiring housing with you (please specify the relationship with you i.e. son/ daughter in employment, relative, lodger etc.) Continue on separate sheet if necessary.

Surname	Christian Name(s)	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Basic Wages	£ <input type="text"/>	£ <input type="text"/>
Regular Overtime	£ <input type="text"/>	£ <input type="text"/>
Pension (widow or retirement)	£ <input type="text"/>	£ <input type="text"/>
Benefits (social security etc)	£ <input type="text"/>	£ <input type="text"/>
Other Income (Please specify)	£ <input type="text"/>	£ <input type="text"/>

Section 3 - ACCOMMODATION REQUIREMENTS

15 Estate or Area in which tenancy is required (please select from map on page 14).

First choice

Second choice

Third choice

No preference
(please tick)

Type of accommodation required (Please circle)

DETAILS OF PRESENT ACCOMMODATION

16 Do you live in rented accommodation YES NO

If no, please go to question 17

If yes, please complete the following circling which applies to your present home

Is the property a (Please circle)

Is the property (Please circle)

If it is a flat, which floor is it on? (Please circle)

How many bedrooms? (Please circle)

Do you have:

Central heating

YES

NO

Coal fire

YES

NO

Hot Water

YES

NO

Bathroom for your sole use

YES

NO

Shared bedroom

YES

NO

Toilet for your own use

YES

NO

Shared toilet

YES

NO

Weekly rent including rates/charges

£

a] Are there any defects in your present accommodation?

YES

NO

b] If yes, have you requested the owner to rectify them?

YES

NO

c] What are these defects? (Please provide details of who owns the property, the defects and what action has been taken to rectify them. Please continue on a separate sheet if necessary.)

DETAILS OF PROPERTY OWNERSHIP (if applicable)

17 Do you or your spouse/partner/fiancé(e) own a property? Yes No

If yes, is it owned Soley Jointly

Address of Property:

Amount of mortgage/loan outstanding on the property

Value of Property

Have you or your spouse/partner/fiancé(e) previously owned a property? Yes No

If yes, please provide separately details of the sale showing the address of the property, name of vendor(s), date of sale, net sum after repayment of mortgage/charges/loans.

SPECIAL CIRCUMSTANCES RELATING TO APPLICATION

18 Are any members of your immediate family separated from you because of lack of suitable accommodation? Yes No

If yes, please give details:

19 Do you or any member of your family suffer from a medical condition or special needs which are affected by your present accommodation or which necessitates a particular type or location of accommodation?

Yes No

You must provide us with a 'Priority for Housing Need' form from a health/welfare professional (e.g. Social Worker, Health Visitor etc.)

20 Are you under written Notice to Quit (If yes, please supply a copy with this application)

Yes No

21 Has an application been made to the Courts for a Possession Order against you? (If yes, please supply a copy with this application)

Yes No

22 Have you or your spouse/partner/fiancé(e) applied to any other Housing Authority for accommodation?

Yes No

If yes, what was the outcome of that application

[Empty text box for response to question 22]

ADDITIONAL INFORMATION

23 Please provide any additional information which you think may support your application. (Continue on Additional Notes sheets provided if necessary)

[Large empty text box for additional information]

Map of Douglas Estates

- Willaston
- Olympia (inc Marathon Drive, Victoria Crescent, Falcon Cliff Terrace)
- Sheltered Housing (Waverley Court & Ballanard Court)
- Elderley Persons Housing (Edmund Chadwick Grove & Tynwald Court)
- Central inc Lord Street, James Street, King Street, Quine's Corner

- Hillside (inc Westmoreland Road, Circular Rd, Allan Street, Princes Street, Orry Street, Peveril Street)
- Pulrose (Lr & Upper Pulrose, Spring Valley, Saddle Road)
- Anagh Coar (inc Lheannag Park, Ballavagher)



Housing Application Checklist

Please check that you have included all the necessary documentation to support your application by ticking the boxes below.

Please supply original or certified copies of all documents. Wherever possible these items will be photocopied and returned to you while you wait.

	Have you included	Office use only
1. Marriage Certificate/Deed Poll (Question 2)	<input type="checkbox"/>	<input type="checkbox"/>
2. Evidence of divorce or legal separation (Question 2)	<input type="checkbox"/>	<input type="checkbox"/>
3. Birth certificates for each person to be housed (Questions 4, 5, 13 & 14)	<input type="checkbox"/>	<input type="checkbox"/>
4. Proof of income (minimum of 3 recent payments inc benefits) (Question 11)	<input type="checkbox"/>	<input type="checkbox"/>
5. Proof of Savings and investments (Question 12)	<input type="checkbox"/>	<input type="checkbox"/>
6. Bank Statement or Utilities Bill	<input type="checkbox"/>	<input type="checkbox"/>
7. Details of ownership/co-ownership of any property (Question 17)	<input type="checkbox"/>	<input type="checkbox"/>
8. Details of previously owned properties (Questions 17)	<input type="checkbox"/>	<input type="checkbox"/>
9. Evidence of immediate family living separately (Question 18)	<input type="checkbox"/>	<input type="checkbox"/>
10. Supporting form from a health professional (Question 19)	<input type="checkbox"/>	<input type="checkbox"/>
11. Notice to Quit or Court Possession Order (Questions 20 & 21)	<input type="checkbox"/>	<input type="checkbox"/>
13. Other evidence/supporting information (please list below)	<input type="checkbox"/>	<input type="checkbox"/>

Checked by

Date

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THE DECLARATION BELOW

This form, fully completed, should be taken or posted to the address shown below. If you are unable to complete the form or provide any necessary enclosure(s) you should seek the advice of a member of the Housing staff. Receipt of this form does not imply acceptance onto the Housing Waiting List. You will be notified of the decision in writing.

If your application is refused you should write to Douglas Borough Council Committee seeking a review of the decision to refuse. If that decision is upheld by the Committee, you may then seek an appeal against that decision by writing to the Director of Estates and Housing, Department of Infrastructure, Markwell House, Market Street, Douglas.

Allocation of properties is undertaken using a points system common to all housing authorities on the Island. You will be awarded points based upon your length of residence, time on the waiting list, marital status, number of dependent children, income and adequacy of your current accommodation. Unjustified refusal of an offered tenancy and previous accumulative rent arrears may result in deduction of points awarded. You must let us know immediately of any change of address and significant changes in your circumstances as this may affect your point allocation.

DECLARATION

Douglas Borough Council "the Council" will use your personal data provided on this form together with other information we may obtain from you or about you for carrying out checks in accordance with the Data Protection Act 2002 for the purposes of administration, assessment and analysis to assess your suitability for housing, and general housing management.

By completing this form and submitting your application, you consent to our processing information about you including details of any criminal convictions or ongoing investigations, health data or family background and to us making any necessary enquiries to check that any information contained in this application is correct and for the purposes described above.

You further consent to the Council disclosing your information to, or exchanging your information with, other Departments within the Council, third parties or agents such as contractors working on the Council's behalf, the Council's service providers, other Isle of Man authorities, health care, social and welfare advisors or practitioners, the Isle of Man Constabulary, the Isle of Man Government and officers of the Council and elected members of the Council.

When you give us information about another person you confirm that they have appointed you to act for them, to consent to the processing of their personal data and to receive on their behalf any data protection notices.

To the best of my knowledge and belief the information provided in this application is correct and complete. I understand that if any information provided is found to be deliberately or carelessly misleading or false it will prejudice the granting and retention of any tenancy. All the information provided by me must be correct. Misleading or falsified information could result in prosecution and jeopardise any future tenancy. The Council would draw your attention to Schedule 3 of the Housing (Miscellaneous Provisions) Act 1976 which states:

- 3A. (1) A person commits an offence if, for the purpose of obtaining the provision of housing under this Schedule, whether for that person or another, that person -
- (a) makes a statement or representation knowing it to be false; or
 - (b) produces or furnishes, or knowingly allows to be produced or furnished, any document or information knowing it to be false in a material particular.
- (2) A person guilty of an offence under subsection (1) shall be liable on summary conviction to a fine not exceeding £5000 or to custody for a term not exceeding 6 months, or both.
- (3) If a person is convicted of an offence under sub-paragraph (1) in connection with housing for himself or herself, the court may, in addition to any other penalty, make an order depriving that person of the estate or interest obtained as a result of the statement or representation or the production or furnishing of the document or information.

I/we have no objection to Douglas Housing Office and Property Department, to whom this application is made, making any necessary enquiries to check that any information contained in this application is correct and in accordance with the agreed criteria for access to public sector housing.

Signature of Applicant

Date

Signature of Joint Applicant (if applicable)

Date

Please take or post this form to:
Douglas Borough Council, Housing Office, The Town Hall, Ridgeway Street, Douglas IM99 1AD

ADDITIONAL NOTES

For Office Use Only

	Yes	No	Points
Resident in Douglas			
Resident on IOM			
Born in IOM			
Income Calculation Applicant 1			
Applicant 2			
Total			
Joint/Single			
Dependent Children			
Notice to Quit			
Priority for Housing Need			
Emergency			
Other			
Sub total			
Arrears			Deduct
Total			

Points calculated by On date

Approved /Refused Date

Reason for Refusal

By (Housing Manager/Asst Housing Manager)

Applicant advised of outcome by Date.....

Other information/comments/notes

.....