

Broxbourne Borough Council

Application Ref: (Office use only)

Transfer Register Application

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Applicant's name:	
Address:	
Daytime phone number:	

This form is for current tenants of a registered social landlord (housing association) within the Borough who wish to transfer to another property. All other applicants should complete a housing register application form, which is available from the Borough offices, One Stop Shops or from the Council's website: www.broxbourne.gov.uk/housing

Please note:

The council may defer your transfer application for the following reasons:

- **Your rent account is or has been in arrears during the previous three months.**
- **The condition of your property is not considered to be of a reasonable standard due to damage or neglect by yourself and/or family.**
- **You have been served with a Notice due to a breach in your tenancy agreement.**

If you have difficulty reading or understanding this form, we can help you.

Please tick what help you require:

- Assistance with reading.
- Assistance with writing.
- Interpreter – please state which language: _____
- Translation – please state which language: _____
- Large print
- Braille
- Audio version

If you have any queries or require an appointment, please phone the Housing Needs Service on 01992 78 55 05.

Your application will not be processed until you have provided the following documents:

Proof of identity

To prove their identity an applicant is required to provide a full birth certificate for themselves and every other person included on their application.

Full Birth certificates can be ordered from the General Register Office by visiting www.gro.gov.uk or by telephoning 08456 03 77 88.

An applicant is also required to produce at least one of the following:

- Passport.
- Driving Licence.
- European Union Identification Card.
- Medical Card.
- Employee Identification Card (with photo).
- Proof of Benefit.
- Confirmation of National Insurance Number from the Department of Work and Pensions (for all household members over 16)

If you are applying for retirement housing for people aged 60 or over, a short birth certificate is sufficient.

Proof of eligibility under immigration law

- Approved Immigration Status Documentation

Proof of address

To prove their current address an applicant is required to produce at least two of the following forms of evidence for themselves and one for every other person aged 16 years or over included on their application:

- A recent (within 2 months) utility bill (gas, water, electricity, telephone).
- Tenancy or Licence Agreement
- A recent (within 2 months) bank or credit card statement
- Benefit documentation
- Driving Licence

In addition, for each child included in the application:

- Confirmation of receipt of child benefit.

Proof of tenancy

Either of the following for each transfer applicant is required:

- Tenancy or Licence Agreement
- Rent Book/Card

Proof of marriage ((if applicable)

A recognised marriage certificate is the only proof of marriage accepted

Full Marriage certificates can be ordered from the General Register Office by visiting www.gro.gov.uk or by telephoning 08456 03 77 88.

Proof of divorce (if applicable)

A Decree Absolute is the only proof of divorce accepted

Proof of pregnancy

A maternity certificate (MATB1) is the only proof of pregnancy accepted

Overnight access to children

Where an applicant has overnight /weekend access to a child or children who live permanently elsewhere, a full Birth Certificate for each child is required and one of the following:

- Letter of confirmation from a solicitor
- Court order – Proof of parental responsibility
- Letter of confirmation from Children, Schools & Families, Dept. of Social Services or County Council
- Letter of confirmation from the other parent or guardian.

Proof of local connection

To qualify for local connection points, non-resident applicants must provide one of the following:

- Contract of employment
- A recent payslip
- Letter from employer on headed paper
- Full birth certificate of resident family member (if their surname is not the same as the applicant)

Proof of ending ownership of property (if applicable)

A letter from a solicitor, bank or building society confirming the assets realised from the sale or transfer of the property, plus one of the following for each applicant:

- Certificate of sale
- Letter of confirmation from a solicitor
- Letter of confirmation from a building society
- Land registry 'office copy'.

Photocopies of all documents will be acceptable, though the Council reserves the right to ask for originals if necessary.

Broxbourne Council aims to provide an efficient service. Our target is to process your application within five working days of you providing the completed form with all the required documents.

Please complete the form giving all the main applicant's details.

If you are making a joint application, please also complete the joint applicant's details.

Personal Details

	Main Applicant	Joint Applicant
Title		
Forenames		
Surname		
<i>(If your surname has changed, you will need to provide proof of this)</i>		
Address		
Postcode		
Home phone number		
Work phone number		
Mobile phone number		
E-mail address		
Date of Birth		
National Insurance Number		
Nationality		
Relationship to joint applicant		

Family Details

Please list everyone who you want to be re-housed with, including people who do not live with you.

Please also list anyone you are currently living with who is not part of this application for re-housing.

Do not include main or joint applicant.

Surname	First Names	Relationship to main applicant	Date of Birth	Age	Tick if not living with you	To be re-housed with you? (YES/NO)

If you have ticked “not living with you”, please give the address where they live and the **reasons why** are they not living with you:

If you have overnight or weekend access to a child or children who live permanently elsewhere, please provide:

- Full Birth Certificate for each child

and any one of the following:

- Letter of confirmation from the other parent or Guardian
- Letter of confirmation from a solicitor
- Court Order - proof of parental responsibility
- Letter of confirmation from Children, Schools and Families

Pregnancy

Is anyone in your household pregnant? Yes No

If YES, please give the name of the expectant mother:	
What date is the baby due?	

Medical Problems

If your health is affected by your current housing, you may be given higher points on the register. This information will need to be confirmed by your Doctor or other medical professional working with you. We will send you a form for them to complete.

Please note that medical information will only be assessed in relation to your housing. If you suffer from a medical condition which is not affected by your housing circumstances, this will not be considered.

Is the health of anyone in your household affected by your current housing? Yes No

Support you receive

Are you or anyone in your household receiving help or advice from any of the following organisations or any similar organisation?

- | | | | |
|--------------------------|-------------------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | Citizens' Advice Bureau (CAB) | <input type="checkbox"/> | Probation Service |
| <input type="checkbox"/> | Community Mental Health Team (CMHT) | <input type="checkbox"/> | Solicitor |
| <input type="checkbox"/> | Connexions | <input type="checkbox"/> | Social Services |
| <input type="checkbox"/> | Drug and Alcohol Team | <input type="checkbox"/> | Other (please give details below) |
| <input type="checkbox"/> | Herts. Young Homeless Group (HYHG) | | |

If you have ticked any of the above organisations or "Other", please provide details:

Criminal Convictions and Anti-Social Behaviour

Have you or anyone in your household had a criminal conviction within the last six years or been made subject to an Anti-Social Behaviour Order (ASBO) or Acceptable Behaviour Contract (ABC)?

	Main Applicant	Joint Applicant	Other household member
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criminal conviction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anti-Social Behaviour Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptable Behaviour Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please provide details (including the household member's name) and the name of the Probation Officer (if you have one):

Which Type Of Property Do You Live In?

	Main Applicant	Joint Applicant
Studio flat	<input type="checkbox"/>	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	<input type="checkbox"/>
Flat	<input type="checkbox"/>	<input type="checkbox"/>
House	<input type="checkbox"/>	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px; background-color: #cccccc;" type="text"/>

Which Floor Do You Currently Live On?

	Main Applicant	Joint Applicant
Ground	<input type="checkbox"/>	<input type="checkbox"/>
First	<input type="checkbox"/>	<input type="checkbox"/>
Second	<input type="checkbox"/>	<input type="checkbox"/>
Third or higher	<input type="checkbox"/>	<input type="checkbox"/>
Is there a lift?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

How Many Rooms Does Your Home Have?

	Main Applicant	Joint Applicant
Total number of rooms (Do NOT count kitchen, bathroom or rooms smaller than 50 square foot)	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px; background-color: #cccccc;" type="text"/>

Please tick the box which best describes how you use the following facilities:

	Used by the people you wish to be rehoused with		Used by other people in your current accommodation		Facility does not exist (please tick)	
	Main applicant	Joint applicant	Main applicant	Joint applicant	Main applicant	Joint applicant
Internal WC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dining room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Living room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bedroom 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bedroom 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bedroom 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bedroom 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other room:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If other please provide details:

About Your Current Home

	Main Applicant	Joint Applicant
Landlord's name		
Landlord's address		
Landlord's telephone number		
What date did your tenancy start?		
What is your current rent?	£	£
Is this weekly or monthly	Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>	Weekly <input type="checkbox"/> Monthly <input type="checkbox"/>

Property Ownership including shared ownership

Do you currently own, or have you ever owned or jointly owned any property in the UK or abroad? This includes owning a property completely, owning with a mortgage and **shared ownership**. (Before an offer of accommodation, you will be required to provide proof of the amount of equity you obtained.)

Main Applicant

Yes

No

Joint Applicant

Yes

No

	Main Applicant	Joint Applicant
If YES, please provide the address		
If you still own or jointly own this property, what is the approximate current market value?		
If shared ownership, what percentage do you own?		
If shared ownership, name of landlord:		
How much is the outstanding mortgage?		
Please give details of the lender:		

If you have sold the property, please provide details:

Date property sold		
Sale price		

About Your Previous Addresses

Have you previously occupied a Council/ housing association property? Yes No

If YES, please provide address(es) and date(s):

Council/housing association	Address	Date from	Date to	Reason for leaving

If you are making a joint application, has your partner lived with you for less than one year?

Yes No

If YES, please give their previous type of residence and address below (e.g. living with parents, private renting, owner-occupier)

Type of residence	Address	Date from	Date to	Reason for leaving

Financial Position

When assessing your application, the Council will consider your financial circumstances. We may need to see proof of your earnings. If you have a high level of savings or investments, this will affect your housing application.

Employment

	Main Applicant	Joint Applicant
Are you employed?		
Job title:		
Employer's name:		
Is the position permanent, fixed term contract or temporary?		
Earning:		
Please state if weekly or monthly:		
Please state if before or after tax:		
Are you a Key Worker as defined under the government initiative for Key Worker Living for Hertfordshire?	If Yes, please state job title:	If Yes, please state job title:

To find out about Key Worker properties to buy or rent in Hertfordshire, and to find out whether you are a government-defined Key Worker, please contact Lea Valley Homes by phone on 01582 869 440 or visit their website www.leavalleyhomes.co.uk.

Benefits

	Main Applicant	Joint Applicant
Are you receiving any benefits?		
If YES, please state the type of benefit received:		

Savings or investments

	Main Applicant	Joint Applicant
Do you have any savings or investments?		
If YES, please tell us the total amount of savings or investments you have:		

Any other assets

	Main Applicant	Joint Applicant
Do you own any land, business or have any other capital?		
If YES, please give details and estimated value:		

Debts

Do you owe any housing-related debt to the Council or a housing association?

If YES, please give details including who you owe the money to and how much you owe:

Main Applicant	Joint Applicant

Your Property Requirements

What type of accommodation are you applying for?

General housing

General housing is rented housing owned by housing associations.

General housing is for people of any age, although people aged 60 or over are recommended to apply for retirement housing (see below) as there is more retirement housing available.

New Build HomeBuy (also known as shared ownership)

A part buy - part rent scheme, you can purchase a share in a home (usually via a mortgage), and pay a reduced rent on the share you do not own. You may purchase a share from 25 per cent to 75 per cent, but generally it is from 40 per cent upwards. As you become able to afford it, you can buy additional shares until you own 100 per cent. This is known as 'staircasing'. When you want to sell the property, you can sell the share you own to another household nominated by your landlord or you can staircase to 100 per cent and sell it in the normal fashion.

If you would like to find out about shared ownership properties elsewhere in Hertfordshire, please contact Lea Valley Homes by phone on 01582 869 440 or visit their website www.leavalleyhomes.co.uk.

Retirement housing

Purpose built housing with support from an experienced support worker to enable independent living. The level of support is dependent on your level of needs and will be discussed during support meetings.

To apply for retirement housing you must be aged 60 or over or have a disability.

The type of property you are eligible for:

All transfer register applicants are eligible for flats, maisonettes and houses.

Bungalows are available for applicants aged 60 or over (some bungalows are also available for younger people who have a disability).

If you feel that you have exceptional circumstances to be offered a bungalow, please state your reasons in the "Special Circumstances" section later in this form and these will be considered.

Which type(s) of property would you prefer?

- Studio flat Flat Maisonette
 House Bungalow




What is the highest floor you would consider?

The number of bedrooms you are eligible for:	
The maximum number of bedrooms for which applicants are considered is determined by the size of their household:	
Studio flat	Single person
1 bedroom	Single person Pregnant woman Single person with access to children Couple
2 bedroom	Couple or single parent with: one child two children of the same sex 16 or under Couple or single person where there a medical recommendation for a further bedroom and the Council has approved the request
3 bedroom	Couple or single parent with: two or more children of the opposite sex two children of the same sex where one is 17 or over two bed household where there a medical recommendation for a further bedroom and the Council has approved the request
4 bedroom	Couple or single parent with: four children where three are of the same sex five children three bed household where there a medical recommendation for a further bedroom and the Council has approved the request
5 bedroom	Couple or single parent with six or more children
A single person aged 17 or over is entitled to their own bedroom.	

Mobility requirements and adaptations

Please note that an Occupational Therapist will be required to confirm these requirements.

If you have mobility requirements, please tick which property type you require:

-  Mobility Group 1
– suitable for wheelchair users for full-time indoor and outdoor mobility
-  Mobility Group 2
– suitable for people who cannot manage steps or stairs or steep gradients and require a wheelchair for outdoor mobility
-  Mobility Group 3
– suitable for people able to manage two to three steps or stairs but unable to manage steep gradients

Does anyone in your household require any disabled adaptations? YES NO

If YES, please tick which adaptations you require:

- | | |
|---|---|
| <input type="checkbox"/> Level Access Shower | <input type="checkbox"/> Ground floor toilet |
| <input type="checkbox"/> Closomat | <input type="checkbox"/> Hoist tracking |
| <input type="checkbox"/> Ground floor wheelchair toilet | <input type="checkbox"/> Through Floor Lift |
| <input type="checkbox"/> Stair Lift | <input type="checkbox"/> Fully Wheelchair Accessible Property |
| <input type="checkbox"/> Lowered Kitchen Work Surfaces | <input type="checkbox"/> Other |
| <input type="checkbox"/> Ramp into the property | |

If OTHER, please describe:

Please also give the name of your Occupational Therapist (if you have one).

Areas Requested

Please tick below to show which areas you would prefer to live in. A map of these areas is at the back of this form. The number and type of Housing Association properties varies greatly between different areas: please ensure that there is accommodation of the size and type that you require in the areas that you choose. If you are unsure, please contact the Housing Needs Service on 01992 785505.

North of the Borough		South of the Borough	
<input type="checkbox"/> Broxbourne	<input type="checkbox"/> Hoddesdon Rye Park	<input type="checkbox"/> Bury Green	<input type="checkbox"/> Hammond Street
<input type="checkbox"/> Hoddesdon North	<input type="checkbox"/> The Springs	<input type="checkbox"/> Cheshunt	<input type="checkbox"/> Holdbrook
<input type="checkbox"/> Hoddesdon South	<input type="checkbox"/> Turnford	<input type="checkbox"/> Dewhurst	<input type="checkbox"/> Rosedale
<input type="checkbox"/> Hoddesdon Town	<input type="checkbox"/> Wormley	<input type="checkbox"/> Flamstead End	<input type="checkbox"/> Waltham Cross
		<input type="checkbox"/> Goffs Oak	

Retirement Housing

Retirement housing
Housing associations have some exclusive properties which are available for residents aged 60 or over (some properties are also available for younger people who have a disability). These properties are bungalows, studio apartments and flats throughout the Borough. They are usually connected to the 24-hour emergency alarm service should you need assistance.

Retirement housing with support
Retirement housing with support consists of bungalows, studio apartments and flats within a self-contained "scheme". Each flat in the scheme is linked to a 24-hour emergency alarm service should you need help. The scheme also has an experienced support worker who provides appropriate housing support to tenants, encourages social activities and looks after the buildings and grounds, please note they do not offer assistance with shopping, cleaning, cooking or personal care (if you want support with these, please see "extra care" below). The scheme also has additional social and domestic facilities, such as a communal lounge and garden.

You will be assessed by a member of the retirement housing team for the support you require depending on your level of needs. The staff member will also talk to you about retirement housing, the reasons for your application and will confirm whether you are eligible for retirement housing with support.

Retirement housing with extra care

In addition, Broxbourne Housing Association operates two schemes for elderly people with further support needs – this is known as extra care housing. Extra care housing provides extra support whilst enabling you to live as independently as possible and retain your own tenancy. This is for older people who are physically or mentally frail and need extra help to manage, but who are not in need of a residential care home or hospitalisation. Within extra care schemes, cooked meals and some personal care are provided and there is on-site assistance 24 hours a day.

To access extra care housing you must meet the criteria for 'housing related support'. You will be assessed by Adult Care Services with the Retirement Housing Manager.

Which type of retirement housing are you applying for?

- General retirement housing
- Retirement housing with support
- Extra care retirement housing

Other issues

Are you at risk of violence or are you suffering harassment in your current home?

Main Applicant Yes No **Joint Applicant** Yes No

If YES, please provide details:

Special Circumstances

Please use this space for anything else you would like us to know about your housing situation.

If you would like to authorise the Council to speak to someone on your behalf, please provide their details:	Name
	Address
	Tel No.
	Relationship

Equal Opportunities

The Council has policies to ensure that everyone who applies for housing is provided with a service that is relevant to their needs. To provide a housing service that is accessible to all applicants, the service must be monitored to ensure it is provided fairly. By giving the following information, you will help us to make sure that these policies are working properly.

It is important that you complete this section.

Section A – Ethnicity

White or White British	Black or Black British
------------------------	------------------------

- | | |
|---|---|
| <input type="checkbox"/> British
<input type="checkbox"/> Irish
<input type="checkbox"/> Any other White background | <input type="checkbox"/> Caribbean
<input type="checkbox"/> African
<input type="checkbox"/> Any other Black background |
|---|---|

Asian or Asian British	Mixed
------------------------	-------

- | | |
|--|---|
| <input type="checkbox"/> Indian
<input type="checkbox"/> Pakistani
<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Any other Asian background | <input type="checkbox"/> White & Black Caribbean
<input type="checkbox"/> White & Black African
<input type="checkbox"/> White & Asian
<input type="checkbox"/> Any other mixed background |
|--|---|

Chinese or Other Ethnic Group

- | | |
|---|--|
| <input type="checkbox"/> Chinese
<input type="checkbox"/> Any other ethnic group | <input type="checkbox"/> Prefer not to say |
|---|--|

Section B – Religion

- | | |
|---|---|
| <input type="checkbox"/> Buddhist
<input type="checkbox"/> Christian
<input type="checkbox"/> Hindu
<input type="checkbox"/> Jewish
<input type="checkbox"/> Muslim | <input type="checkbox"/> Sikh
<input type="checkbox"/> Other
<input type="checkbox"/> No religion
<input type="checkbox"/> Prefer not to say |
|---|---|

Declaration

I/we hereby confirm that all the information given in this application is true. I/we understand that any misleading or false statements may result in the cancellation of this application, or if I/we have already been re-housed by the Council, then I/we may be liable to possession proceedings.

I/we agree to keep Broxbourne Borough Council Housing Needs Service informed of any change in circumstances in relation to my/our situation, household or housing.

The information will be stored on and processed by computer. It may be checked with other data held by the Council and may be disclosed for other purposes under the control of the Council as described in the data protection register entry (Data Protection Act 1998).

I/we authorise Broxbourne Borough Council permission to make any necessary enquiries to confirm the information I/we have given or to obtain further related information. I/we understand that this may include contacting the Home Office, my Doctor, Social Services or any other relevant agency. This may also include making enquiries with a credit checking agency. This information may be shared with other agencies as necessary. I/we understand that to give false information or withhold information is an offence and that a person found guilty of an offence under this section may face a fine.

I/we consent to Broxbourne Borough Council providing any relevant information in connection with my/our Housing Application including details of any support needs that I/We may have to the relevant landlord at the point of nomination.

If you did not fill in this form yourself, please give details of who did:-

Name _____

Address _____

I /we confirm all entries made on this form and the declaration has been read back to me /us before asking me / us to sign the form.

Signature of applicant _____

Name of applicant _____

Date _____

Signature of joint applicant _____

Name of joint applicant _____

Date _____

For Official Use Only:

(When an officer of the Council completes the form on behalf of the applicant)
Any entries I have made on this form and the declaration have been read back to the applicant/s before asking for the applicant/s signature/s.

Officer's signature _____ Date _____

Check List for Applicants

If you do not complete this form correctly or if you fail to provide copies of ALL the requested documents, your form may be returned to you. Please make sure that you have done all of the following.

- Answered all relevant questions in full
- Signed and dated the declaration
- Provided all the correct identity documents
- Provided proof of your tenancy
- Provided proof of benefits you receive
- Provided proof of savings and investments

Please return your completed form and copies of the required documents to:

Borough of Broxbourne Housing Section
Community Services Department
Bishops College
Churchgate
Cheshunt
EN8 9XD

What Happens Next?

- Your application will be entered onto the Council's housing register and you will be allocated points based on your circumstances. *(There is a leaflet available on request explaining how points are awarded.)*
- You will be sent a letter confirming that your application has been registered and telling you how many points you have.
- The Council will write to you annually to ask if you wish to stay on the register.
- Whenever your circumstances change, please contact the Housing Needs Service immediately.
- Due to the high demand for properties in Broxbourne, it is impossible to give a reliable forecast of when an offer could be made.

Letting Areas in Broxbourne

Legend

North

- 1 Hoddesdon South
- 2 Hoddesdon North
- 3 Rye Park
- 4 Hoddesdon Town
- 5 Broxbourne
- 6 Wormley
- 7 The Springs
- 8 Turnford

South

- 9 Cheshunt
- 10 Waltham Cross
- 11 Holdbrook
- 12 Bury Green
- 13 Dewhurst
- 14 Flamstead End
- 15 Rosedale
- 16 Goffs Oak
- 17 Hammond Street

