



# CHR

Common Housing Register

## Housing application form

North Lanarkshire Council and registered social landlords working in partnership to provide:

- a simple process for applying for housing;
- one application form for all partner landlords to fill in; and
- good-quality information and advice.

MANDARIN

如果你需要用其他语言或者其他格式表示这些信息，请与我们联系以便讨论你的要求。

POLISH

Jeżeli potrzebujesz tą informację w innym języku lub formacie, proszę, skontaktuj się z nami, żeby przedyskutować Twoją potrzebę.

PUNJABI

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਕ੍ਰਿਪਾ ਵਰਕੇ ਸਾਡੇ ਨਾਲ ਇਸ ਪਤੇ ਤੇ ਡਾਲ-ਮੇਲ ਕਰੋ।

HINDI

यदि आप को यह जानकारी किसी और भाषा में चाहिए तो कृपया हमारे साथ इस पते पर संपर्क करें।

URDU

اگر آپ کو دوسری زبان میں یہ معلومات درکار ہو تو براۓ مہربانی ہم سے مندرجہ ذیل پتے پر رابطہ کریں

CANTONESE

如需其他語言的資料，請致函下址與我們聯絡。



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If you need any help to fill in this form, please contact any of the landlords listed on the back page. If you need this information in large print, on audio tape, in Braille or in another language, please contact any of the landlords at the back of this form, or use a textphone on 01236 812588 or 01698 332283.

## How would you like us to communicate with you?

We want to be able to communicate with you in a way that suits you.  
(Please tick the way you would like us to communicate with you.)

By phone

By post

By e-mail

In Braille

Using a textphone

Using an interpreter

In another language, for example,  
French, Polish and so on.

Please say what language you would like us to contact you in.

## What is the common housing register (CHR)?

The CHR lets you apply for social rented housing owned by any of the CHR partner landlords in North Lanarkshire by using just one application form. Information from your application form will go on a register, which each of the partner landlords can access. If they consider you for housing, they will award you a priority according to their own allocation policy. Offers of housing will depend on the level of priority you have and your needs and preferences about the area and the type of housing available to let.

You can get advice on housing advice, including advice on a choice of areas and so on, from any of the CHR landlords.

## Applying for housing in North Lanarkshire

### Who can apply?

You can apply for housing in North Lanarkshire using this form, if you are aged 16 or over. This includes people applying from inside and outside North Lanarkshire as well as current tenants who want to transfer to other accommodation or register for a mutual exchange (house swap).

### If you are homeless or think you will become homeless in the near future.

Contact any of the council offices on the back page of this document. They will assess your housing situation and will give you advice about your housing options.

### Protecting your information

We will keep all the information you give us in this form and any other documents connected with this, on the CHR computer system. All of your chosen partner landlords will be able to use this information to assess your housing needs. We will use this information in line with the Data Protection Act 1998. You can get more details of the partner landlords on the back page of document.

## Information for tenants of North Lanarkshire Council

### Information on your right to buy your home

Before you fill in this application, it is important that you read the information below on provisions of the Right to Buy Legislation which would be associated with your new Council Tenancy, in instances where you have the Right to Buy.

If you have the Right to Buy the house applied for, then please note that you will be entitled to the provisions of the 'Modernised' Right to Buy. Information on what is meant by the 'Modernised' Right to Buy is noted below. Information on the 'Preserved' Right to Buy is also noted below. If you have a current tenancy with a Right to Buy which is 'Preserved' this will allow you to fully understand the extent of the effect on any Right to Buy you may have, which will be brought about as a result of entering into a tenancy of the house applied for.

#### Right to buy - discounted rates

HOUSING (SCOTLAND) ACT 2001, referred to as the 2001 Act.

#### The Preserved Right to Buy

Tenants who had a right to buy entitlement before 30 September 2002 will continue to have their discounts calculated in line with the pre-2001 Act provisions for as long as they remain in their current tenancies. Tenants of houses (as opposed to flats) will, therefore, be eligible for a discount of 32% of the market value of the house after 2 years' tenancy, increased by 1% per annum to a maximum of 60% after 30 years' tenancy. For tenants living in flats (including four in a block, tenement and multi-storey flats) the discount starts at 44% of the market value of the house after 2 years' tenancy, increasing by 2% per annum to a maximum of 70% after 15 years' tenancy.

#### The 'Modernised Right to Buy'

The Modernised Right to Buy brought in by the 2001 Act, results in significant changes in the way in which the discount is calculated. There is no distinction in the discount between houses and flats. There is a minimum discount of 20% following a 5 year qualifying period, which increases by 1% for every year of occupation of a relevant house to a maximum of 35% of the market value or £15,000 (whichever is the lower). Consequently, unless the discount reaches the cap of £15,000 first, the maximum discount will be reached after 20 years occupation of a relevant house(s).

I understand that if I accept an offer of housing that I am entitled to buy, I will qualify for the 'Modernised Right to Buy' and I am aware of all the implications of this.

Signed (Applicant)	Date
Signed (Joint Applicant)	Date

This form and advice given are based on the position at the time of issue. Nothing in this form or advice will affect the Council's Right to use provisions in the Housing (Scotland) Act 1987, as amended or to be amended, which may affect your Right to Buy in the future.

## 1 Are you eligible for housing?

If you are an asylum seeker or other person that needs to go through immigration control, you must fill in the section on 'Are you eligible for housing?' because local authorities may not be able to offer you housing.

### Your information

Please enter your own details and ensure that you tell us your date of birth and national insurance number. This will be used to confirm your identity when processing your form.

#### Your address

Please write the address of where you normally live. Unless you say so later on in the page, this is the address we will use to contact you.

Make sure we have an up-to-date address for you at all times.

#### Joint applicants

If you want to apply jointly with someone else, you should write their details in section 1d. You should also give us their date of birth and National Insurance number.

You can apply with more than one person if you want to. Please make sure you fill in section 2c.

#### Contact details

When you fill in your application, please make sure you write your correct contact details, so that we can get in touch with you. (We will get in touch with you by phone or e-mail from time to time about your application or possibly to offer you housing.)

You may want your letters to go to a different address. If so, please write the address in the space provided.

#### Previous addresses

Let us know where you have lived in the past five years. This part allows you to say how long you have lived at each address and the reason you left, including details of your previous landlord.

You should start by writing your current address.

We will use this information to assess your application and to get a reference from a previous landlord (if we consider you for a house in North Lanarkshire).

If you don't give us all the information we need to contact you, this could delay your application.

# Application form

## 1 Are you eligible for housing?

If you have come to live in the UK from abroad, under the Housing (Scotland) Act 2001 and the Asylum and Immigration Act 1999 local authorities must find out if you qualify for public help, including housing. Please answer the questions below.

**1a** Are you and all members of your household British citizens? Yes  No

**1b** If you have answered 'No', please tell us your and their nationality.

We may speak to the immigration authorities or associated organisations to check the information that you have given us and to get more relevant information.

If you are not sure whether this applies to you, please contact North Lanarkshire Council or any of the partner landlords on the back page of this form.

### 1c Information about you

Title (Mr, Mrs, Miss and so on)

Last name

First name or names

If there is another name that you are also known as, please tell us here.

Date of Birth  |  |  National Insurance Number

E-mail address

Daytime phone number  Mobile number

Current address and postcode

Who is the landlord at this address?

**1d** Information about any joint applicant

Title (Mr, Mrs, Miss and so on)

Last Name

First name or names

If there is another name that you are also known as, please tell us here.

Date of Birth

National Insurance Number

E-mail address

Daytime phone number

Mobile number

Current address and postcode

Who is the landlord at this address

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**What address would you like us to send any letters to (if different from the first applicant's current address)?**

Address and postcode



## 2 Details about your household

Please use this page to give us full details of everybody living with you.

Please start with details about yourself (section 2a).

If you have a large family and cannot fit everyone's details on the form, please use a separate piece of paper to give us the same details we have asked for in section 2a.

If someone is not currently living with you but wants to live with you in your new home, we need their full details in section 2b.

Please give details of any other joint applicants you want to add to your application (in section 2c).

Please make sure you include the dates of birth of everyone in your household, so we can assess your application accurately.

### Children and carer arrangements

In section 2d we need to know if you have access to children who you want to be considered as part of your application. Please tell us if this is a regular arrangement, and if you have formal access or it is a voluntary arrangement. To allow us to assess your application accurately, we need to know how often the child or children will be staying with you.

If you have a carer that stays with you, please give us the same information for them that we have asked for in section 2d.

### Pregnancy

If someone is pregnant and going to live with you, please give proof of their pregnancy, such as a letter from their hospital or GP.

## 2 Details about your household

**2a** Starting with yourself, please give details of everyone living at your current address.

Name	Date of birth	Sex (male or female)	Relationship to Applicant	Will this person move with you?	
				Yes	No

**2b** Please give details of everyone who is not living with you, but who wants to be housed with you.

Name	Date of birth	Sex (male or female)	Relationship to you	This person's current address	Reason why this person is not living with you now

**2c** As well as the joint applicant you have told us about on page 7, are there any more joint applicants you want to add to your application?

Yes  No

Their name

**2d** Does anyone regularly stay with you overnight, for example a child from a previous relationship or a carer?  
Please give details below

Name	Date of Birth	Sex (male or female)	Relationship to you	Current address	If the person is a child, do you have access arrangements?		If this person is your carer, please tick below	How often do they or will they stay with you overnight?
					Yes	No		

Please give us details of the current access arrangements you have with your children or details of your carer.  
(Please say which person this information applies to.)

**2e** Are you or anyone who will be housed with you pregnant? Yes  No

Name of the person who is pregnant

Date the child is due  |

### 3 Current accommodation

This section allows us to collect information on your current housing situation and to help us to find out what type of tenancy you have with your current landlord.

It also helps us to assess whether your current housing situation is secure so that we may offer you advice or assistance should you be homeless now or in the near future

Information in this section also allows your chosen landlords to assess your housing needs accurately, so it is very important that you fill in all of the sections.

If any of the partner landlords offer you housing, they may contact your previous landlord or landlords for a reference.

#### 3I Why do you want to be housed?

This section allows you to tell us in your own words why you want to be housed. Please give as much detail as you can to support your application.

If you have any extra needs please tell us about them by filling in a 'Health and Housing Need' application form, as well as your main application for housing.

Extra needs can be if you feel that your health is affected by your current housing circumstances, and that a move may help you. It is important to remember that we would only consider housing you if a move would improve your housing condition.

#### Illness or disability

You or someone in your household may have problems with illness or disability. Please tell us how these problems affect day-to-day life and please give us details of the illness or disability so we can consider them as part of your application. Please fill in a 'Health and Housing Need' application form.

Our officers will assess your application. If they need more information to support your application, we may contact your GP, social worker or other specialist.

#### Sheltered housing and housing for elderly people

There are different types of sheltered housing and other types of housing for older people.

This may be provided as part of a group of houses, known as a 'complex' or a number of individual houses within the community.

If you have told us that you would be interested in these types of properties, you will need to fill in a 'Health and Housing Need' application form.

Our officers will assess your application. If they need more information to support your application, we may contact your GP, social worker or other specialist.

Some landlords may need to carry out another assessment of your needs due to the special conditions of sheltered housing.

#### Accommodation with support

Some of our landlords offer specialist housing with support in the community. An example would be Key Housing Association Ltd, who provide individual support for people with learning difficulties in a range of community situations. For more information on other providers, please see our 'Housing Options Guide' or speak to one of our advisors.

#### Living independently

If your current housing situation affects your daily life, for example you have difficulty getting around your home or you need adaptations to your current property, we would ask you to fill in a 'Health and Housing Need' application.

Our officers will assess your application. If they need more information to support your application, we may contact your GP, social worker or other specialist.

### Support needs

If you need to move home to provide care arrangements or support to another person, please give details in section 3I 'Why do you want to be housed?'. If you or a household member is moving to receive support, you must also fill in a 'Health and Housing Need' application form.

### Social needs

#### Educational needs

This includes if your child needs to change school and this means you need to move home. This does not include wanting to move school, only needing to do so. You should tell us about this in section 3I. Please get a letter of support from the education authority.

#### Work and education

We will judge this depending on your personal circumstances. If you need to move to make travelling to work or study possible or easier, then please give us details about this in section 3I. Please include a letter from your employer or where you study.

## 3 Current accommodation

### 3a Are you? (Please tick) ✓

- |   |                          |  |                          |
|---|--------------------------|--|--------------------------|
| A tenant of North Lanarkshire Council                                       | <input type="checkbox"/> | Staying with other relatives or friends                  | <input type="checkbox"/> |
| A tenant of a house that you live in because of your job                    | <input type="checkbox"/> | Staying in a hostel                                      | <input type="checkbox"/> |
| A tenant of another council   | <input type="checkbox"/> | A lodger   | <input type="checkbox"/> |
| A tenant of a private landlord  | <input type="checkbox"/> | Staying in bed and breakfast                             | <input type="checkbox"/> |
| A tenant of a housing association or co-operative within North Lanarkshire  | <input type="checkbox"/> | Living with a partner, who you want to leave             | <input type="checkbox"/> |
| A tenant of a housing association or co-operative outside North Lanarkshire | <input type="checkbox"/> | Staying in supported accommodation                       | <input type="checkbox"/> |
| A shared owner of a house with a housing association                        | <input type="checkbox"/> | Being looked after and accommodated by a local authority | <input type="checkbox"/> |
| An owner-occupier   | <input type="checkbox"/> | Living rough   | <input type="checkbox"/> |
| Staying in a mobile home or caravan   | <input type="checkbox"/> | In residential care                                      | <input type="checkbox"/> |
| Staying with parents  | <input type="checkbox"/> | In prison  | <input type="checkbox"/> |
| Staying in homeless accommodation   | <input type="checkbox"/> | In hospital  | <input type="checkbox"/> |
|   |                          | In HM Forces tied accommodation                          | <input type="checkbox"/> |
|   |                          | If none of the above apply, give details here.           | <input type="checkbox"/> |

If none of the above apply, give details here:

**3b** What kind of property do you live in? (Please tick) ✓

- |                    |                          |                                       |                          |                         |                          |
|--------------------|--------------------------|---------------------------------------|--------------------------|-------------------------|--------------------------|
| Detached           | <input type="checkbox"/> | Upper four-in-a-block flat            | <input type="checkbox"/> | Upper maisonette        | <input type="checkbox"/> |
| Semi Detached      | <input type="checkbox"/> | Lower four-in-a-block flat            | <input type="checkbox"/> | Ground-floor maisonette | <input type="checkbox"/> |
| Bungalow           | <input type="checkbox"/> | Tenement building                     | <input type="checkbox"/> | Caravan or mobile home  | <input type="checkbox"/> |
| End of terrace     | <input type="checkbox"/> | Upper flat in a block of flats        | <input type="checkbox"/> | Sheltered house         | <input type="checkbox"/> |
| Middle of terrace  | <input type="checkbox"/> | Ground floor flat in a block of flats | <input type="checkbox"/> | Very-sheltered house    | <input type="checkbox"/> |
| Multi-storey tower | <input type="checkbox"/> | Studio flat                           | <input type="checkbox"/> | Special-needs house     | <input type="checkbox"/> |

If none of the above apply, please give details here.

**3c** If you stay in an upper flat or maisonette, please say how high up your flat is, for example, one floor up, two floors up and so on.

**3d** We need to know how many rooms you have in your current home?

	Number of rooms	Tick ✓ if you share with another household
Living room		
Double bedrooms		
Single bedrooms		
Bedsit		
Kitchen		
Toilet or bathroom		

**3e** Do you and your partner have a bedroom to yourselves?

Yes  No

**3f** Does anyone in your household sleep in the living room?

Yes  No

**3g** How many bedrooms do you not use?

**3h** Do you have access to the following facilities in your accommodation? If you share the facilities with another household, tick the box that shows 'shared'. Please tick all that apply. ✓

Facilities	Yes	No	Shared	Facilities	Yes	No	Shared
Cold-water supply				Cooking facilities			
Hot-water supply				Separate living room			
Inside toilet				Use of bedrooms			
Bath or shower room				Mains electricity			
Sink				A window in each bedroom			
Kitchen or kitchen area				Facilities to dry			

**3i** Does your home have double glazing? Full  Some  No

**3j** Does your home have central heating? Full  Some  No

**3k** Does your home have any of the following problems? Please tick all that apply. ✓

Problem	Yes	No
Dampness or water leaks		
Structural problems		
Has a closing order been served on the property? (This means a local authority has said that nobody can live in the house.)		
Has the property been declared below the 'tolerable standard'? (This means that the property meets the standards in the Housing (Scotland) Act 1987, and is in good enough condition for you to live in.)		
Does the property need major repairs?		
Does the property have dangerous wiring and electrical fixtures?		
Please give more details here.		

**31** Why do you want to be housed? To help us to assess your application, please give us as much detail as possible.

	For Office use Only
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If you have told us that you or any member of your household wants to be housed due to Health, Housing Support or Independent Living needs, we will send you a 'Health and Housing Needs' application form to fill in.

We may also ask you for extra written proof from your GP, consultant or social worker. Any of your chosen landlords can ask for this information.

**3m** If you or a member of your household need to move to give support to someone, please give us details below.

Name of household member	Name of the person who will receive support	Address and phone number of person who will receive support	Details of the type of support the person will receive

**3n** Are you currently homeless? Yes  No

**3o** Are you likely to become homeless in the future? Yes  No

**3p** Are you or a member of your household experiencing domestic abuse? Yes  No

**3q** Have you been asked to leave your current accommodation? Yes  No

What date are you expected to leave?

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**3r** Have you been given written notice to leave? If you have answered 'Yes', provide a copy of the notice. Yes  No

**3s** Has a court order for possession been granted? If you have answered 'Yes', please provide a copy of the order. Yes  No

**3t** If you are a tenant, do you have a written tenancy agreement? Yes  No

**3u** Do you owe any rent? Yes  No

**If you own your own home**

**3v** Do you have any arrears (missed payments) on your mortgage? Yes  No

**3w** Do you have to sell your home? Yes  No

If you have answered 'Yes', please explain why.

#### 4 What type of housing would you prefer?

Please fill in all the sections. This information lets us know the type of housing you would like to be considered for.

If you need specialist housing, you will need to fill in a 'Health and Housing Need' application form. Examples of specialist housing are as follows.

- Sheltered and very-sheltered housing
- Assisted-living housing
- Amenity housing
- Housing with wheelchair access
- Housing with support

#### 4 What type of housing would you prefer?

**4a** Which type of house would you prefer to live in?

Please tick all that apply.

Detached	<input type="checkbox"/>	Multi-storey tower	<input type="checkbox"/>	Ground-floor flat in a block of flats	<input type="checkbox"/>
Semi-detached	<input type="checkbox"/>	Upper four-in-a-block flat	<input type="checkbox"/>	Studio flat	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	Lower four-in-a-block flat	<input type="checkbox"/>	Upper maisonette	<input type="checkbox"/>
End of terrace	<input type="checkbox"/>	Tenement building	<input type="checkbox"/>	Ground-floor maisonette	<input type="checkbox"/>
Middle of terrace	<input type="checkbox"/>	Upper flat in a block of flats	<input type="checkbox"/>		

Other (please say)

**4b** Would you consider any floor level? Yes  No

**4c** If you have answered 'No', what is the highest floor level you would accept? With a lift

Without a lift

**4d** Do you want to be considered for any specialised type of housing, such as housing designed for elderly people or housing adapted for people with disabilities or support needs? Yes  No

**4e** If you have answered 'Yes', please give details.

**4f** What size of house do you need?

You will normally receive a house where the size meets the needs of your family. However, some of the partner landlords may offer you a house larger than this.

Studio or bedsit	<input type="checkbox"/>	Three bedrooms	<input type="checkbox"/>	Six bedrooms	<input type="checkbox"/>
One bedroom	<input type="checkbox"/>	Four bedrooms	<input type="checkbox"/>	Seven bedrooms	<input type="checkbox"/>
Two bedrooms	<input type="checkbox"/>	Five bedrooms	<input type="checkbox"/>	More than this	<input type="checkbox"/>

If you need a larger property, please tell us why.

**4g** Is there any type of heating you do not want to be considered for? Yes  No

Please say which type and tell us why.

**4h** Do you have pets? Yes  No

If you have answered 'Yes', please give details

**4i** Would you prefer to have a garden? Yes  No  Do not mind

## 5 Landlords and letting areas

It is important that we know if there are any of the partner landlords that you do not want us to pass your details to, or we will assume that you want any landlord to offer you housing in your chosen areas.

You can choose as many letting areas as you want, but you must put a number '1' at your first choice and then tick the others you want to be considered for.

You can only be housed if your chosen landlords have properties in the area you want to live in, and your needs meet the rules of their allocation policy. You can check that your chosen landlord has properties in those areas by looking at 'Housing Stock in North Lanarkshire' (section 10 in the Housing Options Guide) or in 'Applying for Housing in North Lanarkshire'. You can get this information from any of the common housing register partners.

## 5 Landlords and letting areas

**5a** Who would you prefer to be housed by? Please tick all that apply. ✓

If you do not say who you would prefer, we will assume that you want to be housed by any of the partner landlords.

North Lanarkshire Council  Housing associations or co-operatives  Cumbernauld Housing Partnership

**5b** If you want to be considered by housing associations or co-operatives, are there any which you do not want to be considered for?

Landlords	Reason why I do not want to be considered

**5c** Are there any areas or streets in the letting area you have chosen that you do not want to be considered for?

Areas or streets	Reason why I do not want to be considered

**5d** Are you interested in a mutual exchange (house swap) with another tenant? Yes  No

**5e** Are you interested in shared ownership with a housing association? Yes  No

5f Please put a number '1' against your first-choice area, then tick all other areas you want to be considered for. For example, if you want to be considered for Burnside as your first choice, please put '1' in the box next to that letting area then tick all the other areas you want us to consider you for.

<input checked="" type="checkbox"/>	<b>Letting areas in Shotts and Harthill</b>	<input checked="" type="checkbox"/>	<b>Letting areas in Bellshill, Holytown and New Stevenston</b>	<input checked="" type="checkbox"/>	<b>Letting areas in Wishaw, Newmains, Cleland Netherton, Overtown and Waterloo</b>
	Allanton School Scheme		Carnbroe		Alcath
	Allanton Village		Carfin Street		Bonkle
	Burnside		Clay Road		Braedale
	Eastfield		Clyde and Douglas Drive		Branchalmuir
	Garden City		Coronation Road		Eastwood
	Harthill School Scheme		Crofthead		Manse Road Timber Houses
	Harthill Village		Dean Street		Newton and Park Drive
	Hunter Street		Freestate		Northwood Drive
	Northfield		Glebe Street		Princess Square
	Parkside Road		Glencalder Crescent		Stewart Crescent
	Quarry Street		Hattonrigg		West Crindledyke
	Springfield Road		Holm Gardens and Burnside Avenue		Whitestripe
	St Catherine's		Holytown Electric Scheme		Craigneuk
	Stane		Holytown Main Street		Wishawhill
	Torbothie		Jewel Scheme		Fraser Street
	Tulloch Road		Liberty Road		Lithgow Drive and Chapel Street
	Vennacher Street		New Stevenston Electric Scheme		Omoa Road
<input checked="" type="checkbox"/>	<b>Letting areas in Motherwell</b>		Noble Road		Parkside
	Brandon		Old Calder Road		Bellside
	Caldergrove		Old North Road		Cambusnethan
	Carfin		Orbiston Drive		East Coltness
	Coursington		O'Wood		West Coltness
	Daisypark		Quarry Street		Alexander Street
	Flemington		Rosedale Crescent		Dimsdale
	Highfield		Stewart Street		Greenhead
	Hillhead		Sunnyside		Pather
	Jerviston		Thankerton		Shand Street
	Ladywell		Thorndean		Tinto
	Laughlan Drive Area		West End Scheme		Central Wishaw
	Muirhouse		Wrangholm		Gowkthrapple
	New Forgewood	<input checked="" type="checkbox"/>	<b>Letting areas in Viewpark</b>		Netherton
	North Lodge		Birkenshaw		Overtown
	North Motherwell		Burnhead		Waterloo
	Old Forgewood		Fallside	<input checked="" type="checkbox"/>	<b>Letting areas in Cumbernauld</b>
	Parkneuk		Glenburn and Limetree		Abronhill
	Tillanburn		Laburnum Road		Balloch and Eastfield
	Woodilee		Redwood Crescent		Carbrain
	Yett		Tannochside		Castlecary
<input checked="" type="checkbox"/>	<b>Letting areas in Airdrie</b>		Viewpark Electric Scheme		Condorrat
	Bore Road	<input checked="" type="checkbox"/>	<b>Letting areas in Moodiesburn</b>		Cumbernauld Village
	Burnfoot		Auchenloch		Greenfaulds
	Cairnhill		Cardowan and Stepps		Kildrum
	Calderbank		Chryston		Seafar and Ravenswood
	Caldercruix		Crowwood		Westfield
	Chapelhall		Gartcosh	<input checked="" type="checkbox"/>	<b>Letting areas in Coatbridge</b>
	Chapelside		Gartferry		Bargeddie
	Clarkston		Millerston		Barrowfield and Whifflet Part
	Coatdyke		Mollinsburn		Carnbroe
	Craigneuk – Airdrie		Moodiesburn Electric Scheme		Cliftonhill, Cliftonville and Sunnyside
	Flowerhill		Moodiesburn Main Scheme		Glenboig
	Gartlea		Mount Ellen		Greenhill
	Gartness		Muirhead		Kirkshaws and North Whifflet
	Glenmavis		Old Moodiesburn		Kirkwood
	Greengairs	<input checked="" type="checkbox"/>	<b>Letting areas in Kilsyth</b>		Langloan, Dundyvan and Allan St Dev
	Holehills		Balmalloch		Old Monkland, Cuparhead and Brownhill
	New Petersburn		Banton		Shawhead
	Northburn or Airdriehill		Barwood		Sikeside and Greenend
	Petersburn		Croy		Summerlee and Gartsherrie
	Plains		Fisher and Manse Road		Townhead and Espieside
	Rochsoles		Kilsyth Central		
	Salsburgh		Kirklands Crescent		
	Thrashbush		Queenzieburn		
	Whinhall		Rennie Road and Northfield		

## 6 Harassment or disturbance

If you suffer from harassment or disturbance where you are currently living, please fill in section 6 to tell us about it.

If you want to discuss these issues in more details, please contact your landlord.

### Antisocial behaviour

You need to fill in section 6e to 6l if you have had action taken against you in the past because of your antisocial behaviour. This does not mean that you will not be offered a property. Each landlord will give properties in line with their current policies.

### Sex Offenders Act 1997

If you are registered under the Sex Offenders Act 1997, your right to be housed will not be affected. However, please fill in this section so we can follow regulation requirements.

### Domestic abuse

If you are experiencing domestic abuse in your household, please make sure that you answer question 3p 'Are you or a member of your household experiencing domestic abuse?', so we can assess your application.

## 6 Harassment or disturbance

**6a** Are any members of your household experiencing disturbance or harassment? Yes  No

**6b** If you have answered 'Yes', please tick any of the following that apply.

Problems with neighbours  Racial harassment  Serious antisocial behaviour

Please explain in more detail.

**6c** Have you reported any of the incidents? Yes  No

**6d** If you have answered 'Yes', who have you reported the incidents to?

The police  The Anti Social Task Force  Your landlord or housing office

Other (please say)

**6e** Has anyone ever taken action against you or anyone on your application for antisocial behaviour? Yes  No

**6f** If you have answered 'Yes', was this court action? Yes  No

**6g** Please give the full name of person or people the action was taken against

**6h** Or, was the action less formal (such as a warning)? Yes  No

**6i** Please tell us what action was taken.

**6j** Please give the full name of person or people the action was taken against

**6k** Have you or anyone on your application received an antisocial behaviour order? Yes  No

**6l** If you have answered 'Yes', please give their full name

**6m** Do you or anyone on the application need to register with the police under the Sex Offenders Act 1997? Yes  No

## 7 Your relationship to staff, councillors and committees

If you are related to any of the above, it is important that you let us know so that we can comply with relevant terms of the Housing (Scotland) Act 2001.

This will not affect your right to be considered for housing.

### 7. Your relationship to staff, councillors and committees

**7a** Are you, or anyone you want to be rehoused with, closely related to any councillor or member of the management committee (who manage registered social landlords), or to any employee of the landlords included in this form? Close relatives mean husband, wife, partner, father, mother, sister, brother, son or daughter (including step-relatives). This information will not affect your application in any way, but we need it to keep to the conditions of the Housing (Scotland) Act 2001.

Yes  No

Name of the person	Relationship (for example, husband)	Name of the committee member, councillor or employee the person is related to	Name of organisation they work for?

**7b** Do you or anyone you want to be rehoused with work for any of the following?

The council's Housing and Social Work Services

Yes  No

A housing association or co-operative

Yes  No

Name of the person	Organisation they work for

## 8. Data protection act 1998

Please take time to read and understand this information before you sign the declaration in section 9.

If you need to ask any questions, please do not hesitate to contact us.

The information you provide on this form is held on our common housing register. We must use this information in a fair way, as allowed by law, and you are entitled to know how we will use the information you provide.

Your chosen landlords within the common housing register will be able to see this information for the following purposes.

- To decide if you are eligible for housing with them.
- To allow them to give you advice and help with your housing options.
- To give you priority for housing, in line with their allocation policies.
- So they can match your needs and preferences with the properties available.
- So they can decide if they will offer you a property.
- They may contact your landlord or former landlord for information about you.
- They may also use the information for administration purposes, reporting statistics or for planning for future housing needs.

We will use the personal information in this form for the following purposes.

- To make sure we treat everyone equally, whatever their ethnic background.

We also need information on your physical and mental health, to assess your need for housing.

For independent advice about data protection information and privacy, contact the Office of the Data Protection Registrar at:

**Wycliffe House**  
**Water Lane**  
**Wimslow**  
**Cheshire**  
**SK9 5AF**

**Phone: 01625 545745**

## 9 Declaration and permission to get references

Please make sure that the details on your application form are a true account of your circumstances. Before you or any joint applicants sign the declaration at section 9, please make sure that you agree with the terms and conditions.

If your application has been filled in by someone else on your behalf, they must also sign the declaration.

### Declaration

Please read through the following statements and sign at the bottom to show you understand and agree with them.

- I have read and understand the section on the Data Protection Act 1998 on page 25 and agree to the conditions.
- I am eligible to apply for housing on the North Lanarkshire common housing register.
- Any information I give to the North Lanarkshire common housing register can be seen by the landlords taking part in it, now or in the future.
- I will tell the common housing register if my circumstances change.
- You can contact my current or previous landlords for a reference.
- You can contact my doctor, hospital consultant, health visitor or social worker (or someone similar) if you need more information for my housing application.
- All the information I have given to the common housing register is true. If I supply any false information or do not tell you about any relevant information, you may suspend my application. This means that you will keep my application, but not offer me housing.
- If you give me a tenancy based on false information I have supplied or I have not told you about any relevant information, my tenancy may end.

**Signatures (if more than one person is applying, all applicants must sign the declaration below)**

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of joint applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of joint applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Application filled in on behalf of the person applying

If this form has been filled in by someone other than the person applying, please tell us your name and address and why you are filling in this form for the applicant.

Name:

Address:

Post Code:

Signature: \_\_\_\_\_

Contact No:

Date: \_\_\_\_\_

Why are you filling in this form for someone else?

## Application checklist – Have I filled in my application fully?

Before handing in your application, please make sure you have done the following.

- Have you signed your application form?
- Have you given us all the information we have asked for?
- Have you filled in a 'Health And Housing Need' application form? (Only fill this in if you have an illness or a disability, need support to live independently, such as adaptations to your home, or you have asked for specialist housing, such as sheltered housing.)
- Have you considered your choice of areas and checked that your chosen landlords have properties there?
- Have you told us everything we need to know so we can assess your application accurately?
- Have you given us documents you need to support your application? For example proof of identity, notice to quit, a maternity certificate, proof of child access arrangements and so on.

## North Lanarkshire common housing register – Confidential survey

The common housing register partnership aims to encourage equal opportunities and diversity, responding to your different needs, whatever your sex, disability, age, nationality, marital status, ethnic background, religious beliefs, sexuality or gender re-assignment (becoming legally recognised as the opposite sex to that shown on your birth certificate).

You do not have to fill in the following information. This information will not affect your housing application.

I do not want to give this information. Please tick ✓

Plain English Campaign's Crystal Mark does not include the text below on 'ethnic background'.

Please tick the box that best describes your ethnic background.

### First applicant

- |                                     |                          |                                   |                          |
|-------------------------------------|--------------------------|-----------------------------------|--------------------------|
| White Scottish                      | <input type="checkbox"/> | White Irish                       | <input type="checkbox"/> |
| White Other British                 | <input type="checkbox"/> | White Other                       | <input type="checkbox"/> |
| Asian, Scottish/British             | <input type="checkbox"/> | Asian, Scottish/British Pakistani | <input type="checkbox"/> |
| Asian, Scottish/British Bangladeshi | <input type="checkbox"/> | Asian, Scottish/British Indian    | <input type="checkbox"/> |
| Asian, Scottish/British Chinese     | <input type="checkbox"/> | Black, Scottish/British           | <input type="checkbox"/> |
| Black, Scottish/British Caribbean   | <input type="checkbox"/> | Black, Scottish/British African   | <input type="checkbox"/> |
| Black Other                         | <input type="checkbox"/> | Mixed                             | <input type="checkbox"/> |
| Gypsy/Traveller                     | <input type="checkbox"/> | Not Known                         | <input type="checkbox"/> |
| Other                               | <input type="checkbox"/> |                                   |                          |

### Joint Applicant

- |                                     |                          |                                   |                          |
|-------------------------------------|--------------------------|-----------------------------------|--------------------------|
| White Scottish                      | <input type="checkbox"/> | White Irish                       | <input type="checkbox"/> |
| White Other British                 | <input type="checkbox"/> | White Other                       | <input type="checkbox"/> |
| Asian, Scottish/British             | <input type="checkbox"/> | Asian, Scottish/British Pakistani | <input type="checkbox"/> |
| Asian, Scottish/British Bangladeshi | <input type="checkbox"/> | Asian, Scottish/British Indian    | <input type="checkbox"/> |
| Asian, Scottish/British Chinese     | <input type="checkbox"/> | Black, Scottish/British           | <input type="checkbox"/> |
| Black, Scottish/British Caribbean   | <input type="checkbox"/> | Black, Scottish/British African   | <input type="checkbox"/> |
| Black Other                         | <input type="checkbox"/> | Mixed                             | <input type="checkbox"/> |
| Gypsy/Traveller                     | <input type="checkbox"/> | Not Known                         | <input type="checkbox"/> |
| Other                               | <input type="checkbox"/> |                                   |                          |

### Disability

Do you consider yourself to have a disability?

Main Applicant

Yes  No

Joint Applicant

Yes  No

## North Lanarkshire common housing register – Confidential survey

You do not have to fill in the following information. This information will not affect your housing application.

I do not want to give this information. Please tick ✓

**Please tick:**

Marital status	First applicant	Joint applicant	Where does your income come from?	First applicant	Joint applicant
Single	<input type="checkbox"/>	<input type="checkbox"/>	Your wage	<input type="checkbox"/>	<input type="checkbox"/>
Married or living with someone as if you are married	<input type="checkbox"/>	<input type="checkbox"/>	Your partner's wage	<input type="checkbox"/>	<input type="checkbox"/>
Divorced	<input type="checkbox"/>	<input type="checkbox"/>	Jobseeker's Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Separated	<input type="checkbox"/>	<input type="checkbox"/>	Income Support	<input type="checkbox"/>	<input type="checkbox"/>
Widowed	<input type="checkbox"/>	<input type="checkbox"/>	State Pension	<input type="checkbox"/>	<input type="checkbox"/>
Please tick any of the following which apply	First applicant	Joint applicant	Work's Pension	<input type="checkbox"/>	<input type="checkbox"/>
			Interest from savings	<input type="checkbox"/>	<input type="checkbox"/>
Employed full-time	<input type="checkbox"/>	<input type="checkbox"/>	Incapacity Benefit	<input type="checkbox"/>	<input type="checkbox"/>
Employed part-time	<input type="checkbox"/>	<input type="checkbox"/>	<b>Do you get Disability Living Allowance? Please tick which type.</b>		
Self-employed	<input type="checkbox"/>	<input type="checkbox"/>	Higher	<input type="checkbox"/>	<input type="checkbox"/>
Unemployed	<input type="checkbox"/>	<input type="checkbox"/>	Middle	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input type="checkbox"/>	Lower	<input type="checkbox"/>	<input type="checkbox"/>
Carer	<input type="checkbox"/>	<input type="checkbox"/>	Disability Living Allowance (Mobility)	<input type="checkbox"/>	<input type="checkbox"/>
Retired	<input type="checkbox"/>	<input type="checkbox"/>	Attendance Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Student	<input type="checkbox"/>	<input type="checkbox"/>	Student Award	<input type="checkbox"/>	<input type="checkbox"/>
Long-term sick	<input type="checkbox"/>	<input type="checkbox"/>	Other benefit or income (please say below)	<input type="checkbox"/>	<input type="checkbox"/>
Disabled	<input type="checkbox"/>	<input type="checkbox"/>			
At home	<input type="checkbox"/>	<input type="checkbox"/>			
Other	<input type="checkbox"/>	<input type="checkbox"/>			
If you rent your home from a private landlord, how much rent do you pay a month?	First applicant	Joint applicant	<b>Weekly household income (after tax)</b>	<b>First applicant</b>	<b>Joint applicant</b>
			Less than £70	<input type="checkbox"/>	<input type="checkbox"/>
			£70 to £99	<input type="checkbox"/>	<input type="checkbox"/>
			£100 to £149	<input type="checkbox"/>	<input type="checkbox"/>
			£150 to £199	<input type="checkbox"/>	<input type="checkbox"/>
			£200 to £249	<input type="checkbox"/>	<input type="checkbox"/>
			£250 to £299	<input type="checkbox"/>	<input type="checkbox"/>
£300 or more	<input type="checkbox"/>	<input type="checkbox"/>			

Total household savings and investments	First applicant	Joint applicant
£0	<input type="checkbox"/>	<input type="checkbox"/>
Under £3000	<input type="checkbox"/>	<input type="checkbox"/>
£3000 to £6000	<input type="checkbox"/>	<input type="checkbox"/>
£6000 to £8000	<input type="checkbox"/>	<input type="checkbox"/>
£8001 to £16,000	<input type="checkbox"/>	<input type="checkbox"/>
Over £16,000	<input type="checkbox"/>	<input type="checkbox"/>

Do you receive any of the following?	First applicant	Joint applicant
No benefit	<input type="checkbox"/>	<input type="checkbox"/>
Full benefit	<input type="checkbox"/>	<input type="checkbox"/>
Some benefit	<input type="checkbox"/>	<input type="checkbox"/>
Child Benefit	<input type="checkbox"/>	<input type="checkbox"/>
Child Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>

Extra questions affecting premiums and disregards	First applicant	Joint applicant
Do you get help with childcare costs?	<input type="checkbox"/>	<input type="checkbox"/>
Do you or anyone in your household receive Carer's Allowance?	<input type="checkbox"/>	<input type="checkbox"/>
Are you or anyone else living in the house registered blind?	<input type="checkbox"/>	<input type="checkbox"/>

**Thank you for filling in this form.**



## Contact details of landlords working in North Lanarkshire

**Abronhill Housing Association,**  
Unit 10 Abronhill Shopping Centre  
Cumbernauld G67 3AZ  
Tel: 01236 457 948

**Antonine Housing Co-operative**  
3 Cowgate  
Kirkintilloch G66 1HW  
Tel: 0141 578 0262

**Bield Housing Association (SHOP)**  
12 Somerset Place  
Glasgow G3 7JT  
Tel: 0141 270 7200

**Cairn Housing Association**  
64a Leven Road  
Coatbridge ML5 2LT  
Tel: 01236 435210

**Clyde Valley Housing Association**  
82/84 Brandon Parade East  
Motherwell ML1 1LY  
Tel: 01698 268855

**Cube Housing Association  
Broomhill & District Area Office**  
23 Granville Street  
Glasgow G3 7EE  
Tel: 0141 204 5222

**Cumbernauld Housing Partnership**  
Fleming House 8th Floor  
2 Tryst Road  
Cumbernauld G67 1JW  
Tel: 01236 456456

**Forgewood Housing Co-operative**  
79 Kinloch Drive  
Forgewood  
Motherwell ML1 3XD  
Tel: 01698 263311

**Garrion Housing Co-operative**  
3 Heathfield  
Gowkthrapple  
Wishaw ML2 0LY  
Tel: 01698 360740

**Hanover Housing Association (SHOP)**  
95 McDonald Road  
Edinburgh EH7 4NS  
Tel: 0131 557 0598

**Horizon Housing Association**  
Leving House Fairbairn Place  
Livingston EH54 6TN  
Tel: 01506 424140

**Key Housing Association**  
Savoy Tower  
77 Renfrew Street  
Glasgow G2 3BZ  
Tel: 0141 332 6672

**Lanarkshire Housing Association**  
191 Brandon Street  
Motherwell ML1 1RS  
Tel: 01698 269119

**Link Housing Association**  
16/18 Karen House  
Tay Walk  
Cumbernauld G67 1BU  
Tel: 08451 400 100

**Loretto Housing Association**  
Lipton House  
170 Crown Street  
Glasgow G5 9XD  
Tel: 0141 420 7950

**Margaret Blackwood H A**  
Suite 102  
The Pentagon Business Centre  
36 Washington Street  
Glasgow G3 8AZ  
Tel: 0141 221 1606

**North Lanarkshire Council**  
Coats House  
40 Gartlea Road  
Airdrie ML6 9JA  
Tel: 01236 758035

**North Lanarkshire Council**  
26 Motherwell Road  
Bellshill ML4 1RE  
Tel: 01698 332340

**North Lanarkshire Council**  
195 Main Street  
Coatbridge ML5 3BW  
Tel: 01236 812561

**North Lanarkshire Council**  
2/4 Forth Walk  
Cumbernauld G67 1BT  
Tel: 01236 618161

**North Lanarkshire Council**  
Victoria Street  
Harthill ML7 5QE  
Tel: 01698 403599

**North Lanarkshire Council**  
9 Parkfoot Street  
Kilsyth G65 9AA  
Tel: 01236 828100

**North Lanarkshire Council**  
17 Blackwoods Crescent  
Moodiesburn G69 0EZ  
Tel: 01236 638888

**North Lanarkshire Council**  
69-71 Merry Street  
Motherwell ML1 1JJ  
Tel: 01698 332233

**North Lanarkshire Council**  
162 Station Road  
Shotts ML7 4AW  
Tel: 01501 824747

**North Lanarkshire Council**  
135 Burnhead Street  
Viewpark G71 5DD  
Tel: 01698 403700

**North Lanarkshire Council**  
236 Main Street  
Wishaw ML2 7ND  
Tel: 01698 302920

**Trust Housing Association  
(SHOP)**  
12 New Mart Road  
Edinburgh EH14 1RL  
Tel: 0131 444 1200

**West of Scotland  
Housing Association**  
Princes Gate  
60 Castle Street  
Hamilton ML3 6BB  
Tel: 01698 495220

**Wishaw and District  
Housing Association**  
55 Kirk Road  
Wishaw ML2 7BL  
Tel: 01698 377200



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