

The Common Housing Register application form



Office use only Registration No: Registration date: Points:
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If you require any help in completing this form, for whatever reason, please contact Gravesham Housing at the Address and telephone number at the end of this form, or any of the partner Housing Associations.

Please complete in block capitals in blue or black ink.

Title: (Mr/Mrs/Miss/Other) _____

Name: _____

Address: _____

Postcode: _____

Tel (home) _____

Tel: _____
(other)

Tel (work) _____

National Insurance number:

Next of kin: _____

Tel: _____

Address: _____

Family details

1. Details of the persons for whom you are seeking accommodation

Surname	First name/s	Date of birth	Male/ Female	Relationship to applicant
				Applicant

Is anyone in the family pregnant? Yes No Expected date of birth of baby _____
 please enclose proof of pregnancy from you GP or Midwife

Gravesham Borough Council is committed to the Data Protection principles of good information handling practise. The information given to the council will be used for the purpose of processing your application for housing with the council and/or member Housing Associations, and will only be shared with other organisations where it is necessary in order to perform this service.

If any of the children shown above do not live with you seven days a week please give details of their name/s and how many hours/days each one stays with you.

If you have a Residence Order or Contact Order through the courts please enclose it with your application form.

2. Local connection

Addresses over the past five years

Applicant's address	Landlords name and address	Date moved in	date left	reason for leaving

Partners address	Landlords name and address	Date moved in	date left	reason for leaving

If you have not lived in the Borough for five years please give details of close relatives who currently live in the borough i.e. parents, brothers and sisters, children over 18 years.

Name	Address	Relationship to you	Year they moved to the borough

Have you, or your partner, previously held a tenancy with Gravesham Borough Council or any other Local authority or Housing Association? Yes No

If yes, please give the address of the property/ies and the date you left.

Address	Landlords name and address	Date left.

3. Immigration status

Are you an Asylum Seeker?

Yes No

If yes, have you been given exceptional leave to remain in the U.K.?
or has your claim for Asylum been granted?

Yes No

Yes No

4. Criminal convictions

Have you been convicted of a serious criminal offence over the past five years? Yes No

If yes, please supply details _____

5. Employment

Applicants occupation	Place of work	Income (p.a.)	Name and address of employer

Partners occupation	Place of work	Income (p.a.)	Name and address of employer

6. Net income from benefits and pensions (per week)

Details	You	Your partner
Total	£	

7. Current savings and capital

Details	You	Your partner
Total	£	

Do you own any property? Please give the address(es)

8. Childrens' schools

Name of child	Name of school	Address

9. Own transport

Do you have use of your own transport e.g. car/van/motor bike? Yes No

10. Pets

Please give details _____

Are you willing to find your pet a new home? Yes No

Dog and cats are not permitted in many council and housing association properties. If you wish to keep your dog or cat this may restrict the number of properties we are able to consider you for.

Present accommodation

1. Tenure type

- Owner occupier Housing Association
 Leaseholder Local Authority
 Private Rented Homeless
 Other, please specify _____

Are you the tenant of the property? Yes No

Date you moved in _____ Date your tenancy expires (expired) _____

Weekly rent £ _____ Outstanding rent/mortgage arrears £ _____

Landords name and address _____

If your landlord/mortgagor has served notice on you to leave the property or you have a Court Order to leave, please enclose a copy of the notice and/or Court Order.

2. Type of tenancy

- Secure tenancy Tied tenant
 Assured tenancy Armed Forces occupier
 Assured shorthold tenancy Living with relatives
 Starter/probationary tenancy Living with friends
 Licensee Lodger
 Other, please specify _____

3. Type of accommodation

Property type:

House Flat Other
 Maisonette Bungalow please specify _____

Number of rooms

	Used by you and your immediate family	total number of rooms in the property
Bedrooms		
Living rooms		
Kitchens		
Bathrooms		
Toilets		
Other rooms		

Is the property let as separate flats? Yes No

If yes, please state number of flats

If you live in a flat on what level is it situated?
Please state: Basement, ground, 1st floor etc.

How many stairs/steps are there to your front door?

How many internal stairs are there to the toilet?

Do you have access to a lift? Yes No

4. Internal facilities

Please confirm whether you have the following facilities:

	Yes/No	Shared with other people besides your household
Kitchen		
Fixed bath or shower		
Internal toilet		
Fixed heating in at least one room		
Cold water supply		
Hot water supply		
Lounge		

What type of heating do you have? _____

Do you have any serious repair problems with your accommodation? Yes No

Please give details _____

If you have any serious repair problems we may refer you to a section of the council or another organisation that may be able to help.

Does anyone in your household use any personal aids to help with disability?
e.g. Wheelchair, Zimmer frame etc. Yes No

If yes, please give details _____

Does anyone in your household have a carer/home help to assist with daily living? Yes No

Property type and areas

Which of the following properties would you like to be considered for? House Flat
 Maisonette Bungalow

Please refer to the Council's Allocations Policy and Housing Association information leaflet for guidance on what type of property you are eligible for.

If you would accept a flat or maisonette, what is the highest floor level you would accept?

Please state: Ground/1st/2nd/3rd or higher, or tick no preference. _____

With a lift Without a lift No preference

Please give reasons: _____

Sheltered Accommodation for the elderly

Are you over 60 and retired and looking for sheltered accommodation with a resident warden? Yes No

Please note that wardens offer a 'good neighbour' role and are not trained to give medical or nursing care.

Areas where council sheltered accommodation is located are denoted on the enclosed list. Information on Housing Association sheltered housing schemes and eligibility criteria are listed in individual Housing Association leaflets.

Low cost home ownership

Would you like to be considered for low cost home-ownership schemes
e.g. shared ownership? Yes No

If you tick **yes**, we will send you further information about the current schemes available.

Areas below are all the areas where Gravesham Borough Council owns housing. Please tick the areas where you would prefer to be housed. You will also be considered for any Housing Association properties that become available in these or adjacent locations.

No	Estate	Accom types	Tick preferred areas	No	Estate	Accom types	Tick preferred areas
01	Christianfields	GP		15	Durndale	GP & SH	
02	Town Centre	GP & SH		16	High Street, Northfleet	GP	
03	Kings Farm	GP & SH		17	New House Farm	GP	
04	Lorton Close	GP		18	Northfleet House	GP	
05	Marling Cross	GP		19	Painter's Ash	GP & SH	
06	The Nest	GP		20	Perry Street	GP & SH	
07	New Westcourt	GP		21	Rosherville	GP & SH	
08	Northcourt	GP		22	Shepherd Street	GP	
09	Parrock Farm	GP & SH		23	Wombwell Park	GP & SH	
10	Singlewell	GP & SH		24	Cobham	GP	
11	Thong Lane	GP		25	Higham	GP & SH	
12	Westcourt	GP		27	Luddesdown	GP	
13	Saints	GP & SH		28	Meopham	GP & SH	
14	Coldharbour	GP & SH		29	Shorne	GP & SH	

Key: GP = General purpose housing. SH = Sheltered accommodation with resident warden.
For further breakdown of roads within each area please see page

Signed: _____ Full name: _____

Date: _____ Address: _____

Gravesham Borough Council
Council Estates

Gravesend

1. Christianfields

Christianfields Ave.
Dunkirk Close
Ferguson Avenue
Hawkins Avenue
Palmer Avenue
Poplar Avenue (19-61 odd)
Warrior Avenue

2. Town

Acacia Court
Alanbrook
Albion Terrace
Augustine Road
Blenheim Grove
Broadwater House
Brunswick Walk
Chantry Court
Claremont Place
Clifton Grove
Darnley Road
Gravesham Court
Homemead
Longferry Court
Nine Elms Grove
Park Place
Peter Street
Porteeve Court
St Andrew Court
William Street
Wrotham Road

3. Kings Farm

Ash Road
Cedar Avenue
Cornwall Avenue
Elm Road
Gloucester Road
Hawthorn Close
Jellicoe Avenue
Kings Drive
Kitchener Avenue
Lancaster Court
Maple Road
Oak Road
Pegasus Court
Poplar Ave. (2-82 even)
Princes Road
Queens Road

Sun Lane
Whitehill Road
York Road

4. Lorton Close

Lorton Close
St Benedicts Avenue

5. Marling Cross

Franklin Road(120-132)
Ifield Way
Mackenzie Way
Valley Drive(344 - 424)
Virginia Walk

6. The Nest

Gunfleet Close
Havengore Avenue
Roehampton Close

7. New Westcourt

Barr Road
Bourne Road
Cruden Road
Freeman Road
Hampton Cresc(81-164)
Jubilee Cresc(77-102)
St Gregory's Cresc (1-7)

8. Northcourt

Castle Lane
Dickens Road
Ingoldsby Road
Rochester Road
Rose Avenue
Shamrock Road
Thistle Road

9. Parrock Farm

Bristol Road
Dorchester Road
Exeter Road
Mike Spring Court
St Aidan's Way(3-34)
St Alban's Close
St Albans Gardens
St Columbas Close
St David's Crescent
St George's Crescent
St Hilda's Way(5-37)
St Patrick's Gardens
Taunton Vale
Truro Road
Valley Drive(94-277)
Whitehill Lane
Winchester Crescent

10. Singlewell

Chichester Rise
 Codrington Crescent
 Codrington Gardens
 Franklin Road (2-116)
 Livingstone Road
 Mungo Park Road
 Nansen Road
 Scott Road
 Stanley Crescent
 Valley Drive(286-308
 Wilberforce Way

11. Thong Lane

Cervia Way
 Cruden Road(31-47)
 Doria Drive
 Hibernia Drive
 Kenia Walk
 Rumania Walk

12. West Court

Brown Road(2-5)
 Hampton Crescent(1-112)
 Jubilee Crescent(8-71)
 Old Road East
 Richmond Drive
 Silver Road

13. Saints

Freeman Road(10-110)
 Maclean Terrace
 Medhurst Crescent
 Medhurst Gardens
 St Aidan's Way(39-49)
 St Chad's Drive
 St Dunstan's Drive
 St Gregory's Court
 St Gregory's Crescent(9-114)
 St Hildas Way(26-38 & 49-168)
 St Margaret's Crescent

Northfleet

14. Coldharbour

Bennett House
 Boucher Drive
 Farlow Close
 Garden Row
 Gill Cresent
 Grieves Road
 Haynes Road
 Lanes Avenue
 Lawrance Square
 Marks Square
 Martin House

Shears Green Court
 White Avenue

15. Durndale

Bader Walk
 Dowding Walk
 Glendale Road
 Greendale Walk
 Hookfields
 Langdale Walk
 Larkfields
 Nightingale Close
 Swallowfields

16. High Street

College Road
 Ebbsfleet Walk
 Factory Road
 Fisherman's Hill
 Ford Road
 High Street
 Hive (The)
 Kingston Court
 Rayners Court
 Rose Street
 Wallis Park
 Warwick Place

17. New House Farm

Bedford Road
 Bucks Cross Road
 Cygnet Gardens
 Greenhill Road
 Harden Road
 Hartshill Road
 Nelson Road
 New House Lane
 Newton Abbot Road
 Seymour Road
 Snelling Avenue(86-144)
 Struttons Avenue

18. Northfleet House

Bankside
 Huntley Avenue
 North Kent Avenue
 West Kent Avenue

19. Painters Ash

Aspdin Road
 Chiltern Road
 Constable Road
 Cotswold Road
 Dene Holm Road
 Gainsborough Drive

- Hillary Avenue
Johnson Close
Kennedy House
Landseer Avenue
Pennine Way
Pickwick Gardens
Pickwick House
Rembrandt Drive
Romney Road
Tennyson Walk
Tensing Avenue
- 20. Perry street**
Alfred Place
Beatrice Gardens
Bradberry court
Carters Row
Coopers Road
Gilbert Row
Hardy Avenue
Huntsman House
Lewis Court
Napier Road
Newmans Road
Snelling Avenue(4-76)
The Cresnet
Wycliffe Row
- 21. Rosherville**
Burch Road
Cheviot House
Cleveland House
Cyril Hall Court
Fountain Walk
Malvern House
Mendip House
- 22. Shepherd Street**
Carl Ekman House
Shepherd Street
Tooley Street
York Road
- 23. Wombwell Park**
Colyer Row
Detling Road
Gwynn Road
Hall Road
Orchard Road
Park Avenue
Springhead Road
Springvale Court
Waterdales
Vale road

Rural

24. Cobham

Henhurst Hill
Lawrence Drive
Scratton Fields

25. Higham

Alexander Cottages
Brice Road
Dickens Court
Dombey Close
Forge Lane
Hermitage Road
Irvine Road
Michele Cottages
Mountbatten Avenue
Peggoty Close
Steadman Close
Taylors Lane
Villa Road

27. Luddesdown

Hays Mead

28. Meopham

Arnold Avenue
Chinnery Court
Evenden Road
Huntingfield Road
Lances Close
Longfield Road
School Close
Strand Close

29. Shorne

Hollands Close
Longtens Cottages
Racefield Close
Ridgway Bungalows
Tanyard Cottages
The Street

This list is only a guide and may not show exact distribution of properties in different areas

<p>N.B. Estate 26 - Harvel no longer has any properties owned by Gravesham Borough</p>

Relationship to Council or Housing Association Officers/Councillors or
Housing Association Committee Members

Are you or any of your household an Officer or a Member of Gravesham Borough Council, a member of the staff or a Committee member of a Housing Association working in the borough?

Yes No

Are you or any of your household related to an Officer or a Member of Gravesham Borough Council, a member of staff or a Committee member of a Housing Association working in the borough?

Yes No

If you ticked 'Yes' to either of the above please state to whom this refers.

Declaration - Please read carefully

Under the Housing Act 1996 Part VI, S.171 and Part VII, S.214 it is an offence to knowingly or recklessly make a false statement in connection with an application for housing assistance from the Local Authority. It is also an offence to knowingly withhold information which the Local authority has reasonably required of the applicant in order to fulfill its duties under Housing Act 1996.

***I confirm that all the information I have provided in connection with my Housing Application is correct to the best of my knowledge. I agree that Gravesham Borough Council may make any enquiries necessary in order to verify this information and I agree to notify Gravesham Borough Council of any changes in the information I have supplied.**

I understand that if I give false information this application is liable to be cancelled and any offer of accommodation withdrawn.

I agree to Gravesham Borough council disclosing any relevant information I have provided to any organisation who may need it to process my application for housing.
(For 'I' also read 'We' if applicable).

Signed _____ Signed _____

Date / /

Date / /

Equal opportunities

The partner landlords belonging to the Common Housing Register operate a policy of equal opportunities in all aspects of their work. We positively welcome applications from people from ethnic minority groups, those with disabilities and from all people regardless of their gender.

To assist us in monitoring this policy please provide the following information. If you do not answer this section your application will not be prejudiced in any way.

1. Ethnic origin

Not your nationality

Please tick the boxes in both A & B that apply:

A	You	Your partner
Asian		
Caribbean		
African		
South East Asian		
British/European		
Irish		
Other		

B	You	Your partner
Black		
White		
Mixed		
Other		
Combination of the above groups		

Question refused

2. Disability

Is anyone in your household disabled in any way? Yes No

Need this information in a different language or format?

Contact Customer Services: Telephone 01474 33 70 00,
Fax 01474 33 76 80, Minicom 01474 33 76 17 or email
customer.services@gravesham.gov.uk

ਕੀ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਹੋਰ ਭਾਸ਼ਾ ਜਾਂ ਫਾਰਮੈਟ ਵਿਚ ਚਾਹੀਦੀ ਹੈ ?

ਕਸਟਮਰ ਸਰਵਿਸ ਨਾਲ ਸੰਪਰਕ ਕਰੋ : ਫੋਨ 01474 33 70 00, ਫੈਕਸ 01474 33 76 80,
ਮਿਨੀਕਾਮ 01474 33 76 17 ਜਾਂ ਈ-ਮੇਲ customer.services@gravesham.gov.uk

需要此資訊的不同語種的翻譯文本或格式?

請聯絡顧客服務部：電話 01474 33 70 00，傳真 01474 33 76 80
Minicom 01474 33 76 17或發電子郵件到
customer.services@gravesham.gov.uk。

आपनार कि এই তথ্য বিভিন্ন ভাষাতে অথবা ফর্মেটে দরকার ?

কাস্টমার সার্ভিসের সঙ্গে সম্পর্ক করুন : ফোন 01474 33 70 00, ফ্যাক্স : 01474 33 76 80
মিনিকম : 01474 33 76 17 অথবা ইমেল : customer.services@gravesham.gov.uk

کیا آپ کو یہ معلومات مختلف زبانوں یا فارمیٹوں میں چاہیے؟

رابطہ قائم کریں: ٹیلی فون 01474 33 70 00، فیکس 01474 33 76 80،

منی کوم 01474 33 76 17 یا ای میل customer.services@gravesham.gov.uk

क्या आपको यह जानकारी अन्य भाषा अथवा फॉर्मेट में चाहिए ?

कस्टमर सर्विस से सम्पर्क करें : फोन 01474 33 70 00, फैक्स 01474 33 76 80,
मिनीकॉम 01474 33 76 17 अथवा ई-मेल customer.services@gravesham.gov.uk

Civic Centre Windmill Street, Gravesend, Kent DA12 1AY

Switchboard

01474 56 44 22

Minicom

01474 33 76 17

Website

www.gravesham.gov.uk



INVESTOR IN PEOPLE



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