

For office use:

Name.....

Reference number.....

Date received...../...../.....

Aberdeen City Council

Housing Application Form



Did you know that you can apply for a Council house online?

The online application is currently only available to first time applicants who have **not** got a current housing application with the Accommodation and Advice Service.

Please Note: Online and paper applicants will be given equal priority.

For more information visit:

www.aberdeencity.gov.uk/onlinehousingapplication

Please complete this form to apply for housing with the Council. The completed form should be returned to the Accommodation and Advice Service, Customer Service Centre, Marischal College, Broad Street, Aberdeen AB10 1AB.

We aim to acknowledge receipt of your application within two working days. The form can also be returned to any of the Council's Area Housing Offices, the addresses of which appear on the back of the form.

If you need advice about your housing options, or help to fill in this form, please contact the Accommodation and Advice Service at the address above. You can also call 01224 523151 or email goodappleapplication@aberdeencity.gov.uk

Other social landlords in Aberdeen

To apply for housing with housing associations and co-operatives which operate in and around Aberdeen, you should contact the landlord(s) concerned. A list of contact addresses is provided at the back of this form.

Information booklet

Aberdeen City Council publishes information which you might find helpful in making your application for a home:

The **Area Housing Information booklet** provides information about where in Aberdeen we have houses; how many of each size and type there are; how many are re-let in a year. This may help you to make informed choices about your housing options.

The booklet is available from the Accommodation and Advice Service, the Council's Area Housing Offices and the Council's Customer Access Points in the City.

Important Changes to Allocation Policy

Aberdeen City Council has made important changes to the way council housing is allocated.

After consultation with our customers we have been able to develop a simpler, more transparent and user friendly allocation policy based on need and takes into consideration the supply and demand for our council properties.

It is important to note that those who are applying for housing now will have their application assessed under the criteria set out in the current policy. No changes will be made until the new policy is implemented in 2012. As part of the implementation all applicants will have their applications re-assessed under the new criteria. We will be contacting all our service users in due course with information on any change to their housing application priority. In the mean time please visit our dedicated website where you can read the new Allocations Policy www.aberdeencity.gov.uk/allocationpolicyreview.

Part A – You and your household

This gives us details of who is to be rehoused, and lets us calculate how many bedrooms your household needs.

A1. Details

Couples and people who are partners should complete the application form as joint applicants.

For office use:

Name.....

Reference number.....

Date received...../...../.....

	APPLICANT 1	APPLICANT 2
Title (Mr, Mrs, Miss, Ms, etc)		
Surname (family name)		
First name (given name)		
Date of birth	/ /	/ /
What sex are you?	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Marital status (please tick the one option which applies to you)	Married/Civil Partnership <input type="checkbox"/>	Married/Civil Partnership <input type="checkbox"/>
	Living together <input type="checkbox"/>	Living together <input type="checkbox"/>
	Living apart <input type="checkbox"/>	Living apart <input type="checkbox"/>
	Divorced/Separated <input type="checkbox"/>	Divorced/Separated <input type="checkbox"/>
	Widowed <input type="checkbox"/>	Widowed <input type="checkbox"/>
	Single <input type="checkbox"/>	Single <input type="checkbox"/>
Relationship to Applicant 1		
National Insurance Number		
Address and postcode (Write 'No fixed address' if applicable)		
Contact phone numbers	Daytime:	Daytime:
	Home/Mobile	Home/Mobile
E-mail address		
Date you moved in or from which you had no fixed address		
Address for correspondence (if different from above)		
Have you previously applied for housing with Aberdeen City Council?	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	No <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, what was your name at the time of the previous application(s) (if different from your name as given above and if know your previous reference number)	Name	Name
	Ref No	Ref No

A2. Please give your reasons for applying for housing (for example, you want your own home, you want a different size of house, or you are homeless).

A3. Who else will be moving with you? Please fill in all the boxes for each person, and add further entries on a separate sheet of paper if necessary.

Full name	Date of birth	Sex	Marital status	Relationship to applicants	Currently living with applicant 1?	Currently living with applicant 2?
	/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

A4. If any of the people listed above are not living with either of the applicants, please tell us who and why.

A5. Who else lives with you but will not be moving with you? Please fill in all the boxes for each person, and add further entries on a separate sheet of paper if necessary.

Full name	Date of birth	Sex	Marital status	Relationship to applicants	Currently living with applicant 1?	Currently living with applicant 2?
	/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	/ /				Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

A6. Do you currently live with a former partner with whom your relationship has broken down, and who is not to be rehoused with you? Yes No

Name: _____ Date of Birth: _____

A7. If anyone named in question A1, A3 or A5 is pregnant, please give details.

Their name:	Date the baby is due:	/	/
Their name:	Date the baby is due:	/	/
Their name:	Date the baby is due:	/	/

A8. If any children who are aged under 16 will live with you less than seven nights a week, please give their name(s).

Child name(s):	Date of Birth	On average, how many nights a week will they spend with you?

Part B. Information about your current living arrangements

This tells us about your current living circumstances, which helps us to work out which housing list your application should be placed on, and how many points it should be awarded.

B1. Please tick the one box below which best describes your current living arrangements.

	APPLICANT			APPLICANT	
	1	2		1	2
Aberdeen City Council tenant			Living in your parents' home		
Tenant of another local authority			Living with relatives		
Housing association tenant			Living with friends		
Housing co-operative tenant			Living in a refuge		
Tied tenant			Living in a hostel		
HM Forces tenant			Sleeping rough		
Private tenant with your own lease			Currently in hospital		
Private tenant with a shared lease			Currently in prison		
			Estimated release date	/	/
Subtenant			Moving from one address to another		
Living on a travelling people's site or in a non-static caravan			Living in temporary homeless accommodation		
Owner occupier			Living in a nursing or residential home		
Shared ownership with a housing association or co-operative			Living in care		
Living in a boarding house or hotel			Living in halls of residence		
Lodger					
Are you threatened with homelessness? If Yes please give details in Part G (Special Circumstances), and provide with this application any documents you have which relate to the threat, for example a notice to quit				Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
				No <input type="checkbox"/>	No <input type="checkbox"/>

B2. Landlord details (Only tenants of councils, housing associations, housing co-operatives and private landlords should complete this question)

	APPLICANT 1	APPLICANT 2
Name and address of your current landlord:		

B3. What type of property do you live in? (Each applicant should tick only one box.)
For descriptions of these types of property, see the list in Part E of this form.

	APPLICANT			APPLICANT	
	1	2		1	2
Cottage, house or bungalow			Sheltered multi-storey flat		
Maisonette			Sheltered flat		
Flat			Sheltered cottage		
Multi-storey flat			Very sheltered flat		
Multi-storey maisonette			Very sheltered cottage		
Split-level cottage			Amenity multi-storey flat		
Split-level flat			Amenity flat		
Four flats in a block			Amenity cottage		
How many flats share the common entrance?			Caravan or mobile home		
Other (please briefly describe):					
APPLICANT 1					
APPLICANT 2					

B4. If you live in any type of flat or maisonette, please state the floor level you live on (for example, ground floor, 1st floor etc) and whether you have access to a lift.

	Floor level	Lift?		Floor level	Lift?
APPLICANT 1		Yes <input type="checkbox"/> No <input type="checkbox"/>	APPLICANT 2		Yes <input type="checkbox"/> No <input type="checkbox"/>

B5. How many rooms of each of the following types does your present home have?

	Is it a bedsit?	Number of each type of room			Is there a dining annex?	How many of these rooms are smaller than 8 square metres (86 square feet)?
		bedrooms	living rooms	dining rooms		
APPLICANT 1	Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes <input type="checkbox"/> No <input type="checkbox"/>	
APPLICANT 2	Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes <input type="checkbox"/> No <input type="checkbox"/>	

B6. Present facilities. Please tick each box which applies to your circumstances.

		APPLICANT 1	APPLICANT 2
What cooking facilities do you have?	Own		
	Shared		
	None		
Where are your cooking facilities?	In the kitchen		
	In the livingroom		
	In the bedroom		
What toilet facilities do you have?	Own		
	Shared		
	None		
Where is your toilet?	In the home		
	Outside the home but in the building		
	Outside the building		
What washing facilities do you have?	Own bath or shower		
	Shared bath or shower		
	No bath or shower		
Where is your cold water supply?	In the home		
	Outside the home but in the building		
	Outside the building		
Do you have a piped hot water supply?		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No, how do you heat water?			
Does your property have any adaptations for a disabled person? If Yes, please give details:		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Part C. Previous accommodation

Please provide details of any tenancies you have held, **within the last 5 years**, with any Council, Housing Association or Housing Co-operative. Please include any stays in any Council temporary homelessness accommodation such as temporary homeless flats, bed and breakfast accommodation or homeless hostel.

If the above does not apply to applicant 1 or 2 please tick the following boxes.

APPLICANT 1 **APPLICANT 2**

Example of how you should complete this section

Address	Start date	End date	Name of Council, Housing Association or Housing Co-operative.	Why did you leave?
7b Princes Street, Aberdeen	August 2008	October 2009	Aberdeen City Council	Required larger property
17 Crown Street, Dundee	January 2008	February 2008	Dundee City Council, Homelessness Hostel	Secured own property
Flat 6, 25 Little Rd Blairgowrie	November 2001	October 2007	Blairgowrie Housing Association	Financial problems

C1. Previous accommodation of **Applicant 1**

Address	Start date	End date	Name of Council, Housing Association or Housing Co-operative	Why did you leave?

Please continue on a separate sheet if necessary

C2. Previous accommodation of **Applicant 2**

Address	Start date	End date	Name of Council, Housing Association or Housing Co-operative	Why did you leave?

Please continue on a separate sheet if necessary

E1. Areas of choice. In the grids on pages 12, 13, 14 and 15, please tick the **white box** beside each housing area, and below each property type, which you would like to be considered for. Further information about areas and property types can be obtained from the Accommodation and Advice Service.

Property Type Descriptions

A bedsit has either a combined bed-sitting room or a bedroom-kitchen. Only single applicants who are to be rehoused on their own can be considered for bedsits. (To be considered for bedsits tick Yes at Question E11.)

A cottage is a self-contained house with its own front door. It may have one floor level or two. It is likely to be semi-detached or in a terrace.

A maisonette is a flat with an upper and lower floor. It is in a block, usually of two or three storeys, with a shared front door to the block.

A flat has one floor level. It is in a block, usually of three or four storeys, with a shared front door to the block.

A multi-storey flat has one floor level and is in a high-rise block with lift access.

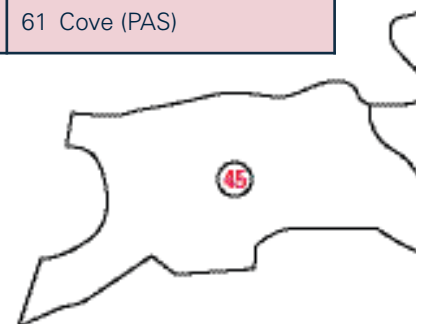
A four-in-block is a flat with one floor level which occupies one quarter of a house. It may have its own front door, or share the front door with one other property in the house. It may be on the upper or lower level of the house.

A split-level cottage is like a two-storey house with its own front door at ground level. One floor is downstairs from the front door and the other floor is upstairs from the front door.

A multi-storey maisonette is like a maisonette, but in a high-rise block with lift access.

A split-level flat is like a split-level cottage, but divided into two separate dwellings, each with one floor level.

01 Middleton (PAS)	30 George Street (PAS)
02 Denmore (PAS)	31 Fountainhall (PAS)
03 Balgownie (PAS)	32 Central (PAS)
04 Bridge of Don (PAS)	33 Kingswells (PAS)
05 Tillydrone	34 South Sheddocksley
06 Old Aberdeen (PAS)	35 Sheddocksley (PAS)
07 Seaton	36 Heathryfold
08 Linksfield	37 Logie
09 Sunnybank	38 Northfield
10 Froghall	39 Middlefield
11 Pittodrie (PAS)	40 Cummings Park
12 Gallowgate	41 Mastrick
13 King Street	42 Summerhill
14 Urquhart Road	43 Hazlehead (PAS)
15 Castlegate	45 Peterculter (PAS)
16 Dyce (PAS)	47 Cults (PAS)
17 Stoneywood (PAS)	48 Craigiebuckler (PAS)
18 Bucksburn (PAS)	49 Mannofield (PAS)
19 Kepplehills (PAS)	50 Garthdee/Kamhill (PAS)
20 Woodside	51 Union Grove (PAS)
21 Hilton (PAS)	52 Ruthrieston (PAS)
22 Rosehill (PAS)	53 Holburn (PAS)
23 Stockethill	54 Bon Accord (PAS)
24 Cornhill	55 Ferryhill (PAS)
25 Ashgrove (PAS)	56 West Balnagask
26 Westburn (PAS)	57 Torry
27 Berryden (PAS)	58 East Balnagask
28 Raeden (PAS)	59 Kincorth
29 Rosemount (PAS)	60 Altens (PAS)
63 Rosemount Square (PAS)	61 Cove (PAS)



Mainstream Housing

N.B. shaded boxes are areas where we DON'T have houses of that type to let

	Cottage	Maisonette	Flat	Multi-storey Flat	Four flats in block	Split-level Cottage	Multi-storey Maisonette	Split-level Flat		Cottage	Maisonette	Flat	Multi-storey Flat	Four flats in block	Split-level Cottage	Multi-storey Maisonette	Split-level Flat		Cottage	Maisonette	Flat	Multi-storey Flat	Four flats in block	Split-level Cottage	Multi-storey Maisonette	Split-level Flat	
01 Middleton (PAS)										17 Stoneywood (PAS)																	
02 Denmore (PAS)										18 Bucksburn (PAS)																	
03 Balgownie (PAS)										19 Kepplehills (PAS)																	
04 Bridge of Don (PAS)										20 Woodside																	
05 Tillydrone										21 Hilton (PAS)																	
06 Old Aberdeen (PAS)										22 Rosehill (PAS)																	
07 Seaton										23 Stockethill																	
08 Linkfield										24 Cornhill																	
09 Sunnybank										25 Ashgrove (PAS)																	
10 Froghall										26 Westburn (PAS)																	
11 Pittodrie (PAS)										27 Berryden (PAS)																	
12 Gallowgate										28 Raeden (PAS)																	
13 King Street										29 Rosemount (PAS)																	
14 Urquhart Road										63 Rosemont Square (PAS)																	
15 Castlegate										30 George Street (PAS)																	
16 Dyce (PAS)										31 Fountainhall (PAS)																	

Sheltered Housing

If you are requesting sheltered housing you will need to complete a Medical Priority Claim form which will be assessed for medical points by the Independent Medical Advisor for the Housing Service. Applicants will only be considered for sheltered housing if they are awarded 11 or more medical points. If 10 or lower medical points are awarded, consideration can only be given for low demand sheltered, amenity or mainstream housing.

All sheltered properties have adaptations to make life more comfortable and safer for tenants. They are intended for people of pensionable age who have been assessed as having health and social circumstances which would be improved by living in this type of housing. A **sheltered cottage** is a self-contained bungalow, linked to a sheltered housing complex. The tenants can use all the facilities of the complex, such as the common areas. A **sheltered flat** has a single floor level and is in a purpose-built complex with common areas for tenants to gather together. Some sheltered complexes have two storeys, and most have lifts. A **sheltered multi-storey flat** has a single floor level and is in a high-rise block with lift access, and with common areas for tenants to gather together.

Important Information for Sheltered Housing Applicants.

The housing support service which is the core service provided in sheltered housing is a chargeable service over and above your rental charge. The maximum weekly charge is currently £19.70 for sheltered housing, an individual's contribution towards the cost of service provision is calculated following the completion of a financial assessment, which considers the individual's income, including capital. The calculation of an individual's contribution will also consider an individual's allowable expenditure (contribution towards housing costs) and a personal allowance based on their circumstances.

01 Middleton	Sheltered Cottage	Sheltered Flat	Multi-storey Sheltered Flat	21 Hilton	Sheltered Cottage	Sheltered Flat	Multi-storey Sheltered Flat	40 Cummings Park	Sheltered Cottage	Sheltered Flat	Multi-storey Sheltered Flat
02 Denmore				22 Rosehill				41 Mastrick			
03 Balgowrie				23 Stockethill				42 Summerhill			
04 Bridge of Don				24 Cornhill				43 Hazlehead			
05 Tillydrone				25 Ashgrove				45 Peterculter			
06 Old Aberdeen				26 Westburn				47 Cults			
07 Seaton				27 Berryden				48 Craigiebuckler			
08 Linkfield				28 Raeden				49 Mannofield			
09 Sunnybank				29 Rosemount				50 Garthdee/Kaimhill			
10 Froghall				63 Rosemont Square				51 Union Grove			
11 Pittodrie				30 George Street				52 Ruthrieston			
12 Gallowgate				31 Fountainhall				53 Holburn			
13 King Street				32 Central				54 Bon Accord			
14 Urquhart Road				33 Kingswells				55 Ferryhill			
15 Castlegate				34 South Sheddocksley				56 West Balnagask			
16 Dyce				35 Sheddocksley				57 Torry			
17 Stoneywood				36 Heathyfold				58 East Balnagask			
18 Bucksburn				37 Logie				59 Kincorth			
19 Kepplehills				38 Northfield				60 Altens			
20 Woodside				39 Middlefield				61 Cove			

High Support Housing

This type of housing provides tenants with special facilities over and above those provided by sheltered housing in order to make life more comfortable and safer for the most vulnerable tenants, these include a carer service and the provision of a midday meal. This type of supported housing is for people who have been assessed as having severe health issues and adverse social circumstances which would be significantly improved by living in this type of housing.

Important Information for High Support Housing Applicants

The housing support service which is the core service provided in High Support housing is a chargeable service over and above your rental charge. The maximum weekly charge is currently £29.26, an individuals contribution towards the cost of service provision is calculated following the completion of a financial assessment, which considers the individuals income, including capital. The calculation of an individuals contribution will also consider an individuals allowable expenditure (contribution towards housing costs) and a personal allowance based on their circumstances.

If you feel you qualify for any of these developments please tick the complex you are interested in.

- Denmore Court (Very Sheltered Housing - 60 years of age and over)
- Kingswood Court (Very Sheltered Housing - 60 years of age and over)
- Coronation Court (High supported accommodation for any age group)

E2. If there are any streets or developments within your areas of choice that you do not wish to be offered, please give details below.

E3. Would you accept a property on any floor level? Yes No

If No, what floor levels would you not accept?

E4. What is the highest floor level you would accept?

With a lift?..... Without a lift?.....

E5. Do you need accommodation where you can keep a dog or a cat? Yes No

E6. If you, or anyone who is to be rehoused with you, has a disability, please indicate if they need any of the following facilities.

Name of the person or people		
Access for a wheelchair (outdoors)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Access for a wheelchair (indoors)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Facility for kidney dialysis	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you or anybody to be rehoused with you has a medical condition which is affected by their current housing circumstances they need to complete a medical assessment form. This can be obtained from the Accommodation and Advice Service.

E7. Do you need support to manage a tenancy? Yes No
If yes, please give full details.

E8. Do you wish to be nominated by the Council for housing vacancies with any of the housing associations and co-operatives operating in Aberdeen? Yes No

Please note: only a limited number of applicants for housing with Aberdeen City Council are nominated to these organisations. The best way to ensure that these organisations consider you for offers of housing is to apply direct to them.

E9. (Applies only to tenants of councils, housing associations and housing co-operatives.)
Would you be interested in exchanging your home with another tenant? Yes No

If you answer Yes - you must answer, by ticking the relevant box, either Yes or No for the statement below.

• I wish to register to participate in the mutual exchange scheme and I consent to my name and address being issued verbally, by letter or at interview to applicants who may wish to exchange properties with me. Yes No

E10. Would you consider accepting a property with more bedrooms than you need? Yes No

E11. (Applies only to single applicants who are to be housed alone.) Would you consider a bedsit in your chosen housing areas? Yes No

E12. (Applies only to larger households.) If you need four bedrooms, and you are currently at least two bedrooms short, would you consider accommodation with three bedrooms? Yes No

E13. Would you be interested in receiving information on opportunities for low cost home ownership? Yes No

Part F. Eligibility for Housing – ALL APPLICANTS, INCLUDING UK NATIONALS, ARE REQUIRED TO COMPLETE THIS PART OF THE FORM

This tells us about your nationality. We are legally required to check the right of residency in Britain of people from certain countries.

F1. Are you a national of the United Kingdom or the Republic of Ireland?

APPLICANT 1

Yes No

APPLICANT 2

Yes No

If you have answered Yes to the above question, please go to Section G of this form. If you have ticked **No** go to Question F2.

F2. Are you a national of either of the following countries? If the answer is Yes, tick the box beside the country of which you are a national. If the answer is **No**, please go to Question F3.

	Applicant 1	Applicant 2		Applicant 1	Applicant 2
Bulgaria	<input type="checkbox"/>	<input type="checkbox"/>	Romania	<input type="checkbox"/>	<input type="checkbox"/>

If you are a national of one of these countries please answer questions a) and b) below.

a) On what date did you become resident in the United Kingdom?

Applicant 1 / /

Applicant 2 / /

b) What is your current employment status? (Please tick whichever **one** box applies):

Status	Applicant 1	Applicant 2	Additional information required (Note: if you answer these questions you should provide your passport and any other documents you have regarding your residence in the UK)
Working for an employer	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Registration certificate • Accession worker card • A letter from your current employer giving the date when you started that job
Self-employed	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Registration certificate • Accession worker card • Written evidence of your self-employment

If you are employed under the Seasonal Agricultural Workers' Scheme (SAWS) you cannot be considered for housing by Aberdeen City Council. If you are not in any of these categories, please contact us to explain your circumstances. (If you are a full-time student, or receive a retirement pension related to work outside the United Kingdom, it is unlikely that you will qualify for housing with the Council.)

F3. Are you a national of the following countries? If the answer is **Yes**, tick the box beside the country of which you are a national. If the answer is **No**, please go to Question F4.

	Applicant 1	Applicant 2		Applicant 1	Applicant 2
Austria	<input type="checkbox"/>	<input type="checkbox"/>	Belgium	<input type="checkbox"/>	<input type="checkbox"/>
Czech Republic	<input type="checkbox"/>	<input type="checkbox"/>	Denmark	<input type="checkbox"/>	<input type="checkbox"/>
Estonia	<input type="checkbox"/>	<input type="checkbox"/>	Finland	<input type="checkbox"/>	<input type="checkbox"/>
France	<input type="checkbox"/>	<input type="checkbox"/>	Germany	<input type="checkbox"/>	<input type="checkbox"/>
Greece	<input type="checkbox"/>	<input type="checkbox"/>	Hungary	<input type="checkbox"/>	<input type="checkbox"/>
Iceland	<input type="checkbox"/>	<input type="checkbox"/>	Ireland	<input type="checkbox"/>	<input type="checkbox"/>
Italy	<input type="checkbox"/>	<input type="checkbox"/>	Latvia	<input type="checkbox"/>	<input type="checkbox"/>
Liechtenstein	<input type="checkbox"/>	<input type="checkbox"/>	Lithuania	<input type="checkbox"/>	<input type="checkbox"/>
Luxembourg	<input type="checkbox"/>	<input type="checkbox"/>	Malta	<input type="checkbox"/>	<input type="checkbox"/>
Netherlands	<input type="checkbox"/>	<input type="checkbox"/>	Norway	<input type="checkbox"/>	<input type="checkbox"/>
Poland	<input type="checkbox"/>	<input type="checkbox"/>	Portugal	<input type="checkbox"/>	<input type="checkbox"/>
Republic of Cyprus	<input type="checkbox"/>	<input type="checkbox"/>	Slovakia	<input type="checkbox"/>	<input type="checkbox"/>
Slovenia	<input type="checkbox"/>	<input type="checkbox"/>	Spain	<input type="checkbox"/>	<input type="checkbox"/>
Sweden	<input type="checkbox"/>	<input type="checkbox"/>	Switzerland	<input type="checkbox"/>	<input type="checkbox"/>

If you are a national of one of these countries please answer questions a) and b) below.

a) On what date did you become resident in the United Kingdom?

Applicant 1 / / **Applicant 2** / /

b) What is your current employment status? (Please tick whichever **one** box applies):

Status	Applicant 1	Applicant 2	Additional information required (Note: if you answer these questions you should provide your passport and any other documents you have regarding your residence in the UK)
Working for an employer	<input type="checkbox"/>	<input type="checkbox"/>	• Documentary evidence of your employment
Self-employed	<input type="checkbox"/>	<input type="checkbox"/>	• Documentary evidence of your self-employment.
Unemployed	<input type="checkbox"/>	<input type="checkbox"/>	• Evidence that you are registered for work with Jobcentre Plus and that you are actively seeking work.
If you are not in any of these categories, please contact us to explain your circumstances. (Please note that if you are a full-time student, or in receipt of a retirement pension related to work outside the United Kingdom, it is unlikely that you will qualify for housing with Aberdeen City Council.)			

F4. What is your country of origin?

Applicant 1

Applicant 2

In each of the following questions, please tick whichever box applies.

a) Are you subject to UK immigration control?

Applicant 1

Yes No

Applicant 2

Yes No

b) Have you applied for, or been granted asylum or refugee status in the UK?

Applicant 1

Yes No

Applicant 2

Yes No

In considering your application for housing, we will need to see your passport, and any other documents you have regarding your immigration status.

Part G. Special Circumstances

This allows you to tell us anything which you think might have a bearing on your application for housing, and which is not covered anywhere else in the form. Please continue on a separate sheet if you need to.

Part H. Monitoring Information

Information given in this part helps us to plan the way we deliver our housing services in the future. You can choose not to answer these questions.

H1. Do you consider yourself to have a disability? Yes No

H2. Ethnicity: this question applies only to Applicant 1. Please indicate your ethnic origin by ticking the relevant box.

Is your ethnic origin:

White: Scottish

White: Other British

White: Irish

White: Other

Black, Black Scottish or Black British: African

Black, Black Scottish or Black British: Caribbean

Black, Black Scottish or Black British: Other

Asian, Asian Scottish or Asian British: Indian

Asian, Asian Scottish or Asian British: Pakistani

Asian, Asian Scottish or Asian British: Bangladeshi

Asian, Asian Scottish or Asian British: Chinese

Asian, Asian Scottish or Asian British: Other

Gypsy Traveller

Mixed

Other

Not Known

I do not want to say

Part i. Declaration

This requests additional information about people on the application, and a declaration that you have answered our questions accurately. We are legally required to seek this information.

i1. Are you, or anyone who is to be rehoused with you, required to register with the police under the Sexual Offences Act 2003?

Yes No

If Yes, please give the name of the person required to register

i2. Have you, or anybody who is to be rehoused with you, ever been evicted for antisocial behaviour, or had an Antisocial Behaviour Order made against you/them?

Yes No

If Yes, please give the name of the person required to register

What was the reason for the Order?

i3. Are you, or anybody who is to be rehoused with you, an employee of Aberdeen City Council, or related to a councillor or employee of Aberdeen City Council?

Yes No

If Yes, please give details, including the job title of the person concerned

i4. If you want to name another person (for example, a family member, a friend or a care worker) to make enquiries about your application and to make amendments to it, on your behalf, please provide the following details.

Name of the person	
Their address	
Their telephone number/email address	

Can they:

Enquire about your application?

Yes No

Amend your application?

Yes No

i5. You are required to read and sign this section as appropriate. If you do not sign this application form, your application will be delayed.

I confirm that all my answers in this form are true. I understand that if you offer me a tenancy as a result of false information that I have given, the landlord has the right to take legal action to recover the property. I understand that if I deliberately give any false or misleading information, my application for housing will be disqualified.

I agree that you or your authorised representative may process, use and pass on any information which I have given in this form to:

- Deal with my application for social rented housing;
- Manage any tenancy that I may be offered;
- Collect information on housing needs and trends;
- Arrange appropriate care and support with social work and health services.

I give you permission to check the information I have given, and to seek further relevant details as required.

I agree that you may share the information in this form, and any information given by my doctor, healthcare specialist or social worker, with relevant Aberdeen City Council committees and sub-committees, where necessary, for the purpose of taking decisions in respect of my application. (Please delete this paragraph if you do not agree to us sharing your information.)

I understand that I must advise you immediately if my circumstances or my address change, as this may affect my application for housing.

Signature of Applicant 1	Date / /
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Signature of Applicant 2	Date / /
--------------------------	----------

Signed on behalf of Applicant(s)	Date / /
----------------------------------	----------

Please print your name:

Basis of your authority to sign on behalf of the applicant(s):
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(Please provide copies of any relevant documentation)

Data Protection Act

The information collected on this form is recorded on computer, stored securely and used for the purposes of processing your application for housing. Aberdeen City Council (ACC) will process your information fairly and lawfully and in accordance with the principles of the Data Protection Act 1998. The information will be disclosed to other parties only to the extent set out in the above declaration to which you have signed your agreement.

For the purposes of processing your personal information, ACC is the Data Controller. The nominated representative of the Data Controller is the City Solicitor. You have a right to obtain details of the personal information which ACC holds about you. Such a request should be made in writing to the Selections Co-ordinator, Accommodation and Advice Service, Business Hub 3, Ground Floor South, Marischal College, Broad Street, Aberdeen AB10 1AB.

Aberdeen City Council Offices
Website: www.aberdeencity.gov.uk
Telephone: 08456 08 09 10

Accommodation and Advice Service,
Business Hub 3, Ground Floor South, Marischal
College, Broad Street, Aberdeen AB10 1AB
Telephone: 01224 523151

Homelessness Unit,
Business Hub 1, Lower Ground West, Marischal
College, Broad Street, Aberdeen AB10 1AB
Telephone: 01224 522210 (office hours)
01224 693350 (other times)
E-mail: homeless@aberdeencity.gov.uk

Selections Unit,
Business Hub 3, Ground Floor South, Marischal
College, Broad Street, Aberdeen AB10 1AB
Telephone: 01224 523767/523751/523790

Tillydrone Area Housing Office,
Formartine Road,
Aberdeen AB24 2RW
Telephone: 01224 489500

Mastrick Customer Access Point,
Spey Road,
Aberdeen AB16 6SH
Telephone: 01224 788503

Marischal Area Housing Offices,
Business Hub 1, Lower Ground West, Marischal
College, Broad Street, Aberdeen AB10 1AB
Telephone: 01224 522803

Kincorth Customer Access Point,
Provost Watt Drive, Aberdeen AB12 5NA
Telephone: 01224 872572

Woodside Fountain Centre,
Marquis Road, Aberdeen AB24 2QY
Telephone: 01224 524940

Aberdeen Housing Associations and Co-operatives

Ark Housing Association Limited
The Priory, Canaan Lane, Edinburgh EH10 4SG
Telephone: 0131 447 9027
Website: www.arkha.org.uk
E-mail: admin@arkha.org.uk

Homehunt
Castlehill Housing Association, 4 Carden Place,
Aberdeen AB10 1UT.
Telephone: 01224 625822
Website: www.castlehillha.co.uk
E-mail: info@castlehillha.co.uk

Tenants First Housing Co-operative,
23 Albert Street, Aberdeen AB25 1XX
Telephone: 01224 628400,
Website: www.tenantsfirst.com
E-mail: info@tenantsfirst.com

Grampian Housing Association,
Huntly House, 74 Huntly Street, Aberdeen
AB10 1TD
Telephone: 01224 202900
Website: www.grampianhousing.org

**Hanover (Scotland) Housing
Association Limited,**
Northern Area Office, 12 Institution Road, Elgin,
IV30 1QX
Telephone: 01343 548585
Website: www.hsha.org.uk

Langstane Housing Association,
680 King Street, Aberdeen AB24 1SL
Telephone: 01224 423000
Website: www.langstane-ha.co.uk
E-mail: info@langstane-ha.co.uk

**Margaret Blackwood Housing
Association,**
Top Floor, Raeden Court, Midstocket Road,
Aberdeen AB15 5PF
Telephone: 01224 326964
Website: www.mbha.org.uk
E-mail: info@mbha.org.uk

**Disabled Persons' Housing Service
Aberdeen City**
Top Floor, Raeden Court, Midstocket Road,
Aberdeen AB15 5PF
Telephone: 01224 810222
Website: www.dphsaberdeen.org
E-mail: info@dphsaberdeen.org

Notes

This document is available in various
formats and languages

Please contact us on the telephone number
below if you want this document in Braille, large
print or on an audio CD, or if you want the
document translated into another language.

إذا كنت تود الحصول على هذه الوثيقة بالخط العريض أو البريلا أو
الأشرطة الصوتية المدمجة أو كنت تود ترجمتها الى لغة أخرى
فالرجاء الاتصال بنا على الهاتف أدناه.

আপনি যদি এই দলিলটি ব্রেইলে, বড় ছাপার অক্ষরে বা শোনার
জন্য সিডি, অথবা দলিলটি অন্য কোন ভাষায় অনুদিত চান
তবে অনুগ্রহ করে নীচের টেলিফোন নম্বরে ফোন করে আমাদের
সাথে যোগাযোগ করুন।

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語音光碟，或其他語文翻譯本，
請致電下列號碼。

Proszę się skontaktować z nami pod poniższym
numerem telefonu jeśli ten dokument jest
wymagany w alfabecie Brajla, w dużym druku, na
płyce kompaktowej CD lub przetłumaczony na
inny język.

Пожалуйста, свяжитесь с нами по номеру
телефона, указанному ниже, если Вы хотите
получить этот документ шрифтом Брайля,
крупным шрифтом или на компактном аудио
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01224 523151