

Housing application form

Please fill in this form if you:

- want to rent a home from the council
- want to rent a home from a housing association
- are already a Birmingham City Council tenant and would like to move to another council property in Birmingham
- are already a Birmingham City Council tenant and have found a mutual exchange.

Completing this form

The information you give in this form allows us to assess the eligibility and housing need of you and the other people you include in this application. It is important that you give as much information as possible, answer all the questions that apply to you and provide copies of the documents requested. Once you have completed the form you must sign and date it before you submit it to us.

If your form is not complete or has not been signed it cannot be processed and will be returned to you. If you do not provide all the proof we need, this will also delay your application.

Confidentiality

The information you provide is confidential and subject to the requirements of the Data Protection Act 1998. This personal data will be held and processed by Birmingham City Council for the purpose of assessing your eligibility to social housing and your housing needs.

The personal details you provide may also be shared with agencies that help assess and/or give services, for the purposes of or as part of any statutory duties requiring such disclosure and to protect the social funds it collects and administers.

Any data or information you provide may be used or shared to prevent crime, including fraud. It may also be used to prevent the misuse of resources. For further information as to how Birmingham City Council will use your personal data, please visit www.birmingham.gov.uk/privacy.

Housing fraud

It is a criminal offence to knowingly provide a false statement or withhold information to assist you in obtaining accommodation from Birmingham City Council or a housing association or private housing provider nominated by us. We will take legal action against anyone found committing an offence and may also seek possession of any property obtained.

Change of circumstances

You must tell us about any change in your circumstances in writing. Changes such as having a baby or someone in your household moving out may affect your housing application. Do this on our Change of Circumstances form which you can get from your local Customer Service Centre or online at www.birmingham.gov.uk/housing-application.

Other housing options

The demand for social housing in Birmingham is much greater than the number of available properties. It is important that you explore other housing options. Visit your nearest customer service centre for housing advice, or check our website at www.birmingham.gov.uk/finding-a-home.

Sheltered and extra care housing

We have a large number of housing schemes across the city built to meet the needs of older and vulnerable people. If you are aged 50 or over, or you have a disability, you may be entitled to the extra support that sheltered and extra care housing provides.

For more information visit www.birmingham.gov.uk/shelteredhousing

Would you like to be considered for sheltered or extra care housing?

Yes

☐

No

☐

Mutual (direct) exchange

If you are already a council or a housing association tenant, you can be considered for a mutual (or direct) exchange anywhere in the country, with other council or housing association tenants. Contact your nearest customer service centre or visit www.birmingham.gov.uk/mutual-exchange for more information.

Birmingham City Council tenants can register for free with www.homeswapper.co.uk.

Have you already found a mutual exchange?

Yes

☐

No

☐

Ex-armed forces personnel

Birmingham City Council works with organisations who specialise in providing accommodation for ex-armed forces personnel, such as the Alderson Trust. If you lived in Birmingham before joining the armed forces, you can be referred to such agencies when you apply to the council for housing. For more information on how Birmingham City Council supports ex-armed forces personnel visit www.birmingham.gov.uk/armed-forces.

Would you like to be referred to organisations who help ex-armed forces personnel?

Yes

☐

No

☐

Reg no: Reg date: Application type:

1: About you

Please write in **BLOCK CAPITALS**. Please read the questions carefully before you start to fill in the form.

1a – Your details

You Title (Ms/Mrs/Mr):

First names:

Last name:

Any other names you have used:

Address:

Postcode:

Male:

☐

Female:

☐

Transgender:

☐

Date of birth:

Is there a different address you would prefer us to contact you at?

Postcode:

Reason for contact address:

Home number:

Mobile number:

Work number:

Email address:

National Insurance number:

Your partner Title (Ms/Mrs/Mr):

First names:

Last name:

Any other names you have used:

Address:

Postcode:

Male:

☐

Female:

☐

Transgender:

☐

Date of birth:

Is there a different address you would prefer us to contact you at?

Postcode:

Reason for contact address:

Home number:

Mobile number:

Work number:

Email address:

National Insurance number:

Application reference number:

1b – Who lives with you

Please give details about each person who lives with you now (do not include yourself or your partner).

Please also show who will be moving with you when you are rehoused.

Please let us know if any of the members of your household are already on Birmingham City Council's housing waiting list. If there are more than six people, please provide their details in

Question 10.

☐

I don't live with anybody else.

| First name | Last name | Date of birth | Gender (F/M/T) | Relationship to you | Moving with you? (Y/N) | Already on the waiting list? |
|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

1c – Others

If someone is not currently living with you but will be rehoused with you, please give their name, their current address and briefly explain why they will be moving in with you. If there are more than three people, please provide their details in **Question 10.**

| First name: | Last name: | Date of birth: | Current address and postcode: | Reason for separation: |
|----------------------|----------------------|----------------------|-------------------------------|------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Proof required

You must provide:

- one proof of identity for you (and your partner) including your date(s) of birth, for example, a passport, driving licence, birth certificate or Home Office papers
- one proof of address for every person, including children, who will be moving with you.

Please do not include original documents with your application, we may ask to see original documents at a later date.

Your application will not be accepted without this information.

1d – Others property details

Please provide the following information for everyone listed in questions 1b and 1c, who is over the age of 18 and is a tenant or homeowner (if you run out of space please continue in Question 10).

Name:

Are they:

Will they give up this tenancy?

A council tenant?

☐

If so, of which council?

Yes

☐

No

☐

A housing association (HA) tenant?

☐

If so, of which HA?

Yes

☐

No

☐

A tenant of a private landlord?

☐

Yes

☐

No

☐

Landlord's name:

Contact number:

A home owner?

☐

What is the value of the property?

Will they give up or sell their property?

What is the equity?

Yes

☐

No

☐

Not a tenant or homeowner?

☐

1e – Pregnancy

Are you pregnant, or is anyone listed in questions 1a, 1b or 1c pregnant?

Yes

☐

No

☐

If so, please give their name(s) and expected due date.

If there is more than one person, please provide their details in Question 10.

First name:

Last name:

Expected due date:

Proof required

- You must provide proof of pregnancy, for example, a MAT B1 form or a letter from your doctor or midwife confirming when the baby is due.

Please do not include original documents with your application, we may ask to see original documents at a later date.

Your application will not be accepted without this information.

1f - Armed Forces personnel

Are you, or is anyone else included in this application:

- serving in the British Armed Forces and planning to leave in the next six months?

Yes

☐

No

☐

- a recent leaver from the British Armed Forces, in the last six months?

Yes

☐

No

☐

Proof required

- You must provide proof that you served in the armed forces, for example your discharge papers.

2: Eligibility

Birmingham City Council cannot include certain people who are 'persons from abroad' on our housing waiting list. The following questions will help us to determine if you are eligible.

2a – Your eligibility and immigration status

Are you a:

British citizen: ☐ Asylum seeker: ☐ Refugee: ☐ Overseas student: ☐

Sponsored visitor to the UK: ☐ Commonwealth citizen: ☐ National or family member of a national of the European Union: ☐

Other, please state:

If you have limited leave to remain, what is the expiry date?

Proof required

- one proof confirming your eligibility, for example passport, or Home Office papers.

Please do not include original documents with your application, we may ask to see original documents at a later date.

Your application will not be accepted without this information.

You have a legal obligation to ensure that all information is accurate.

2b – Connections to Birmingham City Council employees and councillors

Are you or is anyone else included in this application:

- an employee or councillor of Birmingham City Council? Yes ☐ No ☐
- related to, or associated with, someone working in the council's housing services or an elected councillor of Birmingham City Council? Yes ☐ No ☐

If yes, please provide the following information:

The name of the person:

Your relationship (for example father, partner):

The position they hold in the council:

Their workplace address:

Postcode:

Please continue in Question 10 or on a separate sheet if you need to give more than one person's details.

3: Your household

We need to establish if you have a connection to Birmingham. You can still join the housing waiting list if you don't have one but your points award will be reduced by 90%.

3a – Your connection to Birmingham

Do you or does anyone else included in this application:

- | | Yes | Name |
|--|--------------------------|----------------------|
| • have family connections in Birmingham? | <input type="checkbox"/> | <input type="text"/> |
| • work in Birmingham? | <input type="checkbox"/> | <input type="text"/> |
| • study in Birmingham? | <input type="checkbox"/> | <input type="text"/> |
| • have a connection with Birmingham for another special reason, for example receiving specialist education or health care? | <input type="checkbox"/> | <input type="text"/> |

Please give details:

I/we have no connection to Birmingham:

☐

We may ask to see evidence supporting your connection to Birmingham. Please make sure you have the following documents as we will not be able to allocate you a property without them.

If your connection to Birmingham is because you have family connections in the area you must provide:

- proof of your relative's residency in Birmingham, for example, a copy of a utility bill or bank statement, dated within the last 12 months
- proof of your relative's identification, for example, a copy of their passport, driving licence, or bankcard.

If you work in Birmingham you must provide:

- a letter from your employer detailing your job, type of employment contract (permanent, fixed term or casual, full or part time) and confirmation that you are still employed by them or a dated contract of employment with your name on with your latest wage/salary slip.

If you are studying in Birmingham you must provide:

- a letter from the institution detailing the number of hours and the length of the course, confirming your regular attendance and whether you are an overseas student.

If you have a special reason you must provide:

- a letter detailing what that reason is from the relevant agency or department, for example, a letter from the hospital explaining what your specialist treatment is and how long it is likely to last.

3b – Previous addresses

Please give details of all the addresses where you have lived in the **past five years**. Start with your present address. Please note that we may carry out checks and in some cases we may ask for references.

You

Address:

When did you live there? From: To:

Were you: A tenant? ☐ The owner? ☐

Living with relatives? ☐ Other? ☐

Reason for leaving?

Your partner

Address:

When did you live there? From: To:

Were you: A tenant? ☐ The owner? ☐

Living with relatives? ☐ Other? ☐

Reason for leaving?

Address:

When did you live there? From: To:

Were you: A tenant? ☐ The owner? ☐

Living with relatives? ☐ Other? ☐

Reason for leaving?

Address:

When did you live there? From: To:

Were you: A tenant? ☐ The owner? ☐

Living with relatives? ☐ Other? ☐

Reason for leaving?

Address:

When did you live there? From: To:

Were you: A tenant? ☐ The owner? ☐

Living with relatives? ☐ Other? ☐

Reason for leaving?

Address:

When did you live there? From: To:

Were you: A tenant? ☐ The owner? ☐

Living with relatives? ☐ Other? ☐

Reason for leaving?

continued on next page...

3b – Previous addresses continued

You

Address:

When did you live there?

From:

To:

Were you: A tenant?

☐

The owner?

☐

Living with relatives?

☐

Other?

☐

Reason for leaving?

Your partner

Address:

When did you live there?

From:

To:

Were you: A tenant?

☐

The owner?

☐

Living with relatives?

☐

Other?

☐

Reason for leaving?

Address:

When did you live there?

From:

To:

Were you: A tenant?

☐

The owner?

☐

Living with relatives?

☐

Other?

☐

Reason for leaving?

Address:

When did you live there?

From:

To:

Were you: A tenant?

☐

The owner?

☐

Living with relatives?

☐

Other?

☐

Reason for leaving?

Address:

When did you live there?

From:

To:

Were you: A tenant?

☐

The owner?

☐

Living with relatives?

☐

Other?

☐

Reason for leaving?

Address:

When did you live there?

From:

To:

Were you: A tenant?

☐

The owner?

☐

Living with relatives?

☐

Other?

☐

Reason for leaving?

4: Your present home

4a – Your property

In your present accommodation, are you:

- | | |
|--|--|
| <input type="checkbox"/> a council tenant? With which council? | <input type="text"/> |
| <input type="checkbox"/> a housing association (HA) tenant? With which HA? | <input type="text"/> |
| <input type="checkbox"/> renting from a private landlord | <input type="checkbox"/> living with relatives or friends |
| <input type="checkbox"/> in a hostel, refuge or bed and breakfast | <input type="checkbox"/> in a lodging with meals provided |
| <input type="checkbox"/> in supported housing | <input type="checkbox"/> in armed forces accommodation |
| <input type="checkbox"/> in housing tied to a job (such as a service tenant) | <input type="checkbox"/> leaving a hospital or nursing home |
| <input type="checkbox"/> an owner-occupier | <input type="checkbox"/> in prison (please apply 3 months before your release) |

other, please state:

Proof required

If you are currently in prison, you must provide your discharge papers or a release letter or equivalent.

Your application will not be accepted without this information.

4b – Previous applications

Have you or has anyone else included in this application applied for accommodation from Birmingham City Council before? (Please continue in Question 10 if necessary.)

Yes

☐

No

☐

Name of applicant:

Address applied from:

Postcode:

Application reference number (if known):

4c – Previous council or housing association tenancies

Have you or has anyone else included in this application ever been a council or housing association tenant before?

Yes

☐

No

☐

With which council or housing association?

Name on the tenancy:

Address:

Postcode:

Please continue in Question 10 or on a separate sheet if you need to give more than one person's details.

5: About your present home

5a – Type of accommodation

What type of accommodation do you, the main applicant, currently live in?

☐

House with one living room

☐

Multi-storey/high-rise flat

☐

House with two living rooms

☐

Low-rise flat

☐

Three-storey house

☐

House converted into flats

☐

Bungalow

☐

Maisonette

☐

Hostel/refuge/bed and breakfast

☐

Bedsit

Other (please state):

How many bedrooms does your accommodation have?

Which floor do you live on?

Is there a lift?

Yes

☐

No

☐

How many bedrooms are:

- box rooms (they can hold at least a cot or a child's bed):

- single rooms (they can hold at least one single bed or bunk bed):

- double rooms (they can hold at least one double bed or two singles or bunk beds):

- family rooms (they can hold at least one double bed plus a single or bunk bed):

5b – Facilities

Does your current property have, not have or do you share any of the following with people who would not be moving with you?

| | Have | Not have | Shared |
|-----------------|--------------------------|--------------------------|--------------------------|
| Toilet: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bath or shower: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kitchen: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Is your home in a poor state of repair?

Yes

☐

No

☐

If yes, has an Environmental Health Officer visited your property due to the disrepair in the past 12 months?

Please give details:

If your property is in a poor state of repair, you should report it to your landlord (or to your landlord's repair service). If you are in a privately rented property and are having difficulties with repairs, call Birmingham City Council's Private Rented Services Team on **0121 303 5341** for help and advice.

6: Care and support

We define hardship as any financial, social, physical or emotional suffering created by your need to travel the distance from your present home to where you work, train or study, or where you need to give or receive support.

Do you or does anyone else included in this application:

- need to move to a particular area in Birmingham to avoid hardship to yourselves and/or others?
- need to move to be closer to essential support networks that cannot be received in your current home?

Yes

☐

No

☐

Yes

☐

No

☐

If you have ticked yes to either of the questions above, we will contact you to discuss your circumstances in more detail. We will need supporting evidence.

7: Health and housing

7a – Health

Is your home worsening a medical condition and/or disability of you or anyone else included in this application?

Yes

☐

No

☐

Would the medical condition and/or disability be improved if you or they moved to a more suitable home?

Yes

☐

No

☐

If you have answered yes to both of these questions, please contact our Health and Housing Team on 0121 303 3995.

7b – Adaptations

Is your property adapted for a person with mobility issues?

Yes

☐

No

☐

Who was the property adapted for?

Please tick which adaptations you have:

☐

Vertical lift

☐

Adapted bathroom (walk-in shower)

☐

Adapted kitchen (lower vertical lift work surface)

☐

Stairlift

☐

Hoist or fixed platform

☐

Additional room for specialist equipment

☐

Wider doorways

☐

Level access or ramped access

Other:

Do you, or you does anyone else included in this application need an adapted home?

Yes

☐

No

☐

If you answered yes to the last question, please contact our Health and Housing Team on 0121 303 3995.

8: About your money

8a – Income

We need to know about your income to assess your eligibility for housing.

| | You | Your Partner |
|---|---|--|
| What is your total gross income per week? (include income from renting out rooms and properties) | <input type="text" value="£"/> | <input type="text" value="£"/> |
| What is your total savings and investments? (include dividends, bonds and other forms of savings and investments) | <input type="text" value="£"/> | <input type="text" value="£"/> |
| Where does your income come from? Please tick as many boxes as you need to | <div>You</div> <div>Employment: <input type="checkbox"/></div> <div>Benefits: <input type="checkbox"/></div> <div>Rent: <input type="checkbox"/></div> <div>Interest payments or dividends: <input type="checkbox"/></div> | <div>Your Partner</div> <div>Employment: <input type="checkbox"/></div> <div>Benefits: <input type="checkbox"/></div> <div>Rent: <input type="checkbox"/></div> <div>Interest payments or dividends: <input type="checkbox"/></div> |
| Do you receive an income from renting or sub-letting a property? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |

For single or joint incomes over £30,000 per year, fewer preference points may be awarded.

8b – Owning property or land

| | | |
|---|------------------------------|-----------------------------|
| Do you or does your partner currently own a property or a piece of land in the UK or abroad? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you or has your partner owned a property or a piece of land in the UK or abroad in the past five years? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you or does your partner have shared ownership of any property in the UK or abroad? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you or has your partner ever used the Right To Buy or Right to Acquire schemes to purchase a property from a local authority or housing association? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If you answered yes to any of these questions, please provide the following information:

Name of owner:

Property address or land location:

Postcode:

What is the value of the property or piece of land?

£

If you own a property and have a mortgage, how much is the outstanding mortgage?

£

If you no longer own the property, how much equity did you make on the sale?

£

Proof required

- If you have a mortgage, you must provide a current mortgage statement.
- If you no longer own the property, you must provide a copy of the sale completion statement from your solicitor.

Your application will not be accepted without this information.

9: Your conduct

9a – Unsuitable behaviour

Have you, or has anyone else included in this application, ever had an order for possession of a property, or ever been evicted from a property?

Yes

☐

No

☐

Do you, or does anyone else included in this application, have any outstanding debt to any private landlords, housing associations, or local authority properties? For example, rent arrears, court costs, rechargeable repairs?

Yes

☐

No

☐

Have you, or has anyone else included in this application, been given an order made in civil court that is linked to a property, or to the locality of a property?

Yes

☐

No

☐

Have you, or has anyone else included in this application, been subject to a non-molestation order, an injunction order, an occupation order, or a restraining order?

Yes

☐

No

☐

If you have answered yes to any of these questions, please give full details including dates and addresses (please continue in Question 10 if necessary):

We may decide that you, or anyone else included in this application, will not qualify to join the housing waiting list if you or they are guilty of unsuitable behaviour.

9b – Convictions

We need to know about your relevant convictions to ensure the right service is provided to you.

Have you, or has anyone else included in this application, ever been found guilty in a court of law of any crime relating to benefits, social housing, or any related matters?

Yes

☐

No

☐

If yes, please give further information regarding your conviction as well as details of any criminal justice agencies that were involved (for example Probation Service, Youth Offending Service):

| Full name | Date of conviction | Reason for conviction | Criminal justice agency |
|----------------------|----------------------|-----------------------|-------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

10: Additional information

If you did not have enough space to answer any of the questions, you can continue with your answer here. Remember to put the number of the question you are referring to first. If you need additional space, please continue on a separate sheet making sure your name is on it and it is securely attached to your form.

11: Equality and diversity monitoring

We ask for the following information to help us ensure that all applicants are treated fairly and that everyone receives a service that takes account of their needs. The following section is voluntary, you do not have to answer these questions, it will not affect the service we give you.

11a – Sexual orientation

How would you describe your sexual orientation?

☐

Bisexual (attracted to both sexes):

☐

Heterosexual (attracted to the opposite sex)

☐

Gay/Lesbian (attracted to the same sex)

☐

Prefer not to say

11b – Ethnic origin

What is your ethnic origin?

Asian and Asian British:

☐

Kashmiri

☐

Pakistani or British Pakistani

☐

Indian or British Indian

☐

Other Asian

☐

Bangladeshi or British Bangladeshi

Black and Black British:

☐

African or British African

☐

Caribbean or British Caribbean

☐

Somali

☐

Other Black

Mixed:

☐

Asian and Black

☐

Asian and White

☐

Black African and White

☐

Black Caribbean and White

☐

Other Mixed

White:

☐

White British

☐

Irish

☐

Other White

Other ethnic groups:

☐

Afghan

☐

Albanian/Kosovan

☐

Arab

☐

Bosnian

☐

Gypsy/Romany

☐

Iranian

☐

Iraqi

☐

Kurdish

☐

Yemeni

☐

Other Western European

☐

Other Eastern European

☐

Any other ethnic background

11c – Religion or religious belief

What is your religion?

☐

Buddhist

☐

Christian

☐

Hindu

☐

Jewish

☐

Muslim

☐

Rastafarian

☐

Sikh

☐

No religion

☐

Prefer not to say

Other – please state:

11d – Disability

Do you, or does any of the people moving with you, suffer from any life-limiting illnesses, health problems or disabilities? If so, please write the name of the person affected, in the relevant box below:

Type of disability:

Person(s) affected:

• hearing impairment:

• mental health problem:

• visual impairment:

• learning disability:

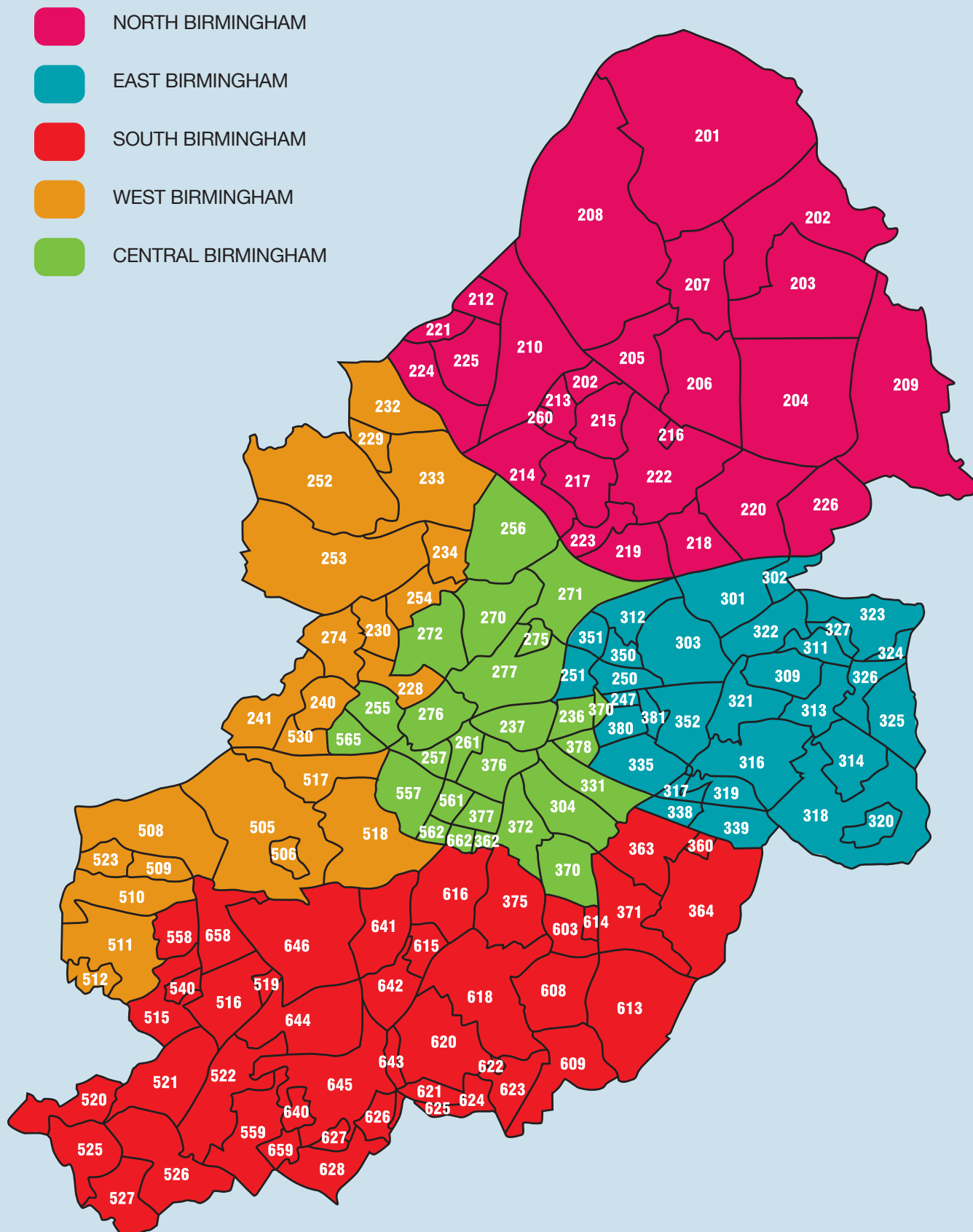
• mobility (difficulty getting around):

Other please state:

Please give details of all the disabilities mentioned above, including contact details for all support workers.

12: Housing allocation areas

Refer to the map below and indicate on the following pages where you would be willing to live. Please give a wide choice of areas.



NORTH BIRMINGHAM**All North Birmingham**☐

| | | | | | | | |
|--------------------|--------------------------|------------------|--------------------------|---------------------|--------------------------|-------------------|--------------------------|
| 201 Four Oaks | <input type="checkbox"/> | 208 Sutton Park | <input type="checkbox"/> | 215 Short Heath | <input type="checkbox"/> | 222 Erdington | <input type="checkbox"/> |
| 202 Whitehouse | <input type="checkbox"/> | 209 Minworth | <input type="checkbox"/> | 216 Lyndhurst | <input type="checkbox"/> | 223 Gravelly Hill | <input type="checkbox"/> |
| 203 Falcon Lodge | <input type="checkbox"/> | 210 Kingstanding | <input type="checkbox"/> | 217 Stockland Green | <input type="checkbox"/> | 224 Perry Beeches | <input type="checkbox"/> |
| 204 Walmley | <input type="checkbox"/> | 211 New Oscott | <input type="checkbox"/> | 218 Birches Green | <input type="checkbox"/> | 225 Oscott | <input type="checkbox"/> |
| 205 Boldmere | <input type="checkbox"/> | 212 Kettlehouse | <input type="checkbox"/> | 219 Erdington Hall | <input type="checkbox"/> | 226 Castle Vale | <input type="checkbox"/> |
| 206 Wylde Green | <input type="checkbox"/> | 213 Perry Common | <input type="checkbox"/> | 220 Pype Hayes | <input type="checkbox"/> | 260 Witton Lodge | <input type="checkbox"/> |
| 207 Sutton Central | <input type="checkbox"/> | 214 Wyrley Birch | <input type="checkbox"/> | 221 Queslett | <input type="checkbox"/> | | |

EAST BIRMINGHAM**All East Birmingham**☐

| | | | | | | | |
|---------------------------|--------------------------|--------------------|--------------------------|----------------------|--------------------------|---------------------------|--------------------------|
| 247 Bordesley Green North | <input type="checkbox"/> | 312 Washwood Heath | <input type="checkbox"/> | 321 Stechford | <input type="checkbox"/> | 338 Hay Mills South | <input type="checkbox"/> |
| 250 Alum Rock West | <input type="checkbox"/> | 313 Lea Hall | <input type="checkbox"/> | 322 Bucklands End | <input type="checkbox"/> | 339 South Yardley South | <input type="checkbox"/> |
| 251 Saltley West | <input type="checkbox"/> | 314 Garretts Green | <input type="checkbox"/> | 323 Shard End | <input type="checkbox"/> | 350 Alum Rock | <input type="checkbox"/> |
| 301 Bromford | <input type="checkbox"/> | 316 Yardley | <input type="checkbox"/> | 324 Yorkswood | <input type="checkbox"/> | 351 Saltley | <input type="checkbox"/> |
| 302 The Firs | <input type="checkbox"/> | 317 Hay Mills | <input type="checkbox"/> | 325 Tile Cross | <input type="checkbox"/> | 352 Bordesley Green East | <input type="checkbox"/> |
| 303 Ward End | <input type="checkbox"/> | 318 Sheldon | <input type="checkbox"/> | 326 Kitts Green | <input type="checkbox"/> | 380 Bordesley Green South | <input type="checkbox"/> |
| 309 Glebe Farm | <input type="checkbox"/> | 319 South Yardley | <input type="checkbox"/> | 327 Cole Hall North | <input type="checkbox"/> | 381 Bordesley Green East2 | <input type="checkbox"/> |
| 311 Cole Hall South | <input type="checkbox"/> | 320 Cranes Park | <input type="checkbox"/> | 335 Small Heath East | <input type="checkbox"/> | | |

SOUTH BIRMINGHAM**All South Birmingham**☐

| | | | | | | | |
|----------------------|--------------------------|------------------------|--------------------------|--------------------|--------------------------|------------------------|--------------------------|
| 360 Stockfield | <input type="checkbox"/> | 525 Rubery | <input type="checkbox"/> | 615 Pineapple | <input type="checkbox"/> | 628 Hawksley | <input type="checkbox"/> |
| 363 Tyseley | <input type="checkbox"/> | 526 Longbridge | <input type="checkbox"/> | 616 Moseley | <input type="checkbox"/> | 640 Kings Norton | <input type="checkbox"/> |
| 364 Acocks Green | <input type="checkbox"/> | 527 Rednal | <input type="checkbox"/> | 618 Kings Heath | <input type="checkbox"/> | Golf Course | <input type="checkbox"/> |
| 371 Hall Green North | <input type="checkbox"/> | 540 Bangham Pitt | <input type="checkbox"/> | 620 Brandwood East | <input type="checkbox"/> | 641 Selly Park | <input type="checkbox"/> |
| 375 Moseley East | <input type="checkbox"/> | 558 Weoley Castle West | <input type="checkbox"/> | 621 Monyhull | <input type="checkbox"/> | 642 Stirchley | <input type="checkbox"/> |
| 515 Ley Hill | <input type="checkbox"/> | 559 West Heath West | <input type="checkbox"/> | 622 Mill Pool | <input type="checkbox"/> | 643 Brandwood West | <input type="checkbox"/> |
| 516 Shenley | <input type="checkbox"/> | 603 Wake Green | <input type="checkbox"/> | 623 Highters Heath | <input type="checkbox"/> | 644 Bournville | <input type="checkbox"/> |
| 519 Middle Park | <input type="checkbox"/> | 608 Billesley | <input type="checkbox"/> | 624 Druids Heath | <input type="checkbox"/> | 645 Kings Norton | <input type="checkbox"/> |
| 520 Frankley | <input type="checkbox"/> | 609 Warstock | <input type="checkbox"/> | 625 Moundsley | <input type="checkbox"/> | 646 Selly Oak | <input type="checkbox"/> |
| 521 Frankley Beeches | <input type="checkbox"/> | 613 Hall Green South | <input type="checkbox"/> | 626 Pool Farm | <input type="checkbox"/> | 658 Weoley Castle East | <input type="checkbox"/> |
| 522 Northfield | <input type="checkbox"/> | 614 Springfield | <input type="checkbox"/> | 627 Primrose Hill | <input type="checkbox"/> | 659 West Heath East | <input type="checkbox"/> |

WEST BIRMINGHAM**All West Birmingham**☐

| | | | | | | | |
|----------------|--------------------------|---------------------|--------------------------|--------------------|--------------------------|-----------------------|--------------------------|
| 228 Boulton | <input type="checkbox"/> | 240 Summerfield | <input type="checkbox"/> | 505 Harborne | <input type="checkbox"/> | 512 Kitwell | <input type="checkbox"/> |
| 229 Great Barr | <input type="checkbox"/> | 241 Rotten Park | <input type="checkbox"/> | 506 Metchley | <input type="checkbox"/> | 517 Edgbaston Central | <input type="checkbox"/> |
| 230 Hockley | <input type="checkbox"/> | 252 Handsworth Wood | <input type="checkbox"/> | 508 Quinton | <input type="checkbox"/> | 518 Edgbaston Park | <input type="checkbox"/> |
| 232 Hamstead | <input type="checkbox"/> | 253 Handsworth | <input type="checkbox"/> | 509 Woodgate North | <input type="checkbox"/> | 523 Woodgate West | <input type="checkbox"/> |
| 233 Perry Barr | <input type="checkbox"/> | 254 Lozells | <input type="checkbox"/> | 510 Woodgate South | <input type="checkbox"/> | 530 Edgbaston North | <input type="checkbox"/> |
| 234 Birchfield | <input type="checkbox"/> | 274 Winson Green | <input type="checkbox"/> | 511 Bartley Green | <input type="checkbox"/> | | |

CENTRAL BIRMINGHAM**All Central Birmingham**☐

| | | | | | | | |
|---------------------|--------------------------|----------------------|--------------------------|------------------------|--------------------------|---------------------------|--------------------------|
| 236 St Andrews East | <input type="checkbox"/> | 271 Nechells Green | <input type="checkbox"/> | 362 Balsall Heath East | <input type="checkbox"/> | 555 Ladywood West | <input type="checkbox"/> |
| 237 Bordesley | <input type="checkbox"/> | 272 Newtown | <input type="checkbox"/> | 370 Sparkhill | <input type="checkbox"/> | 557 Lee Bank West | <input type="checkbox"/> |
| 255 Ladywood East | <input type="checkbox"/> | 275 Bloomsbury | <input type="checkbox"/> | 372 Sparkbrook West | <input type="checkbox"/> | 561 Calthorpe West | <input type="checkbox"/> |
| 256 Witton | <input type="checkbox"/> | 276 City Centre | <input type="checkbox"/> | 376 Highgate East | <input type="checkbox"/> | 562 Balsall Heath West | <input type="checkbox"/> |
| 257 Lee Bank East | <input type="checkbox"/> | 277 Nechells | <input type="checkbox"/> | 377 Calthorpe East | <input type="checkbox"/> | 662 Balsall Heath Central | <input type="checkbox"/> |
| 261 Highgate West | <input type="checkbox"/> | 304 Sparkbrook East | <input type="checkbox"/> | 378 St Andrews South | <input type="checkbox"/> | | |
| 270 Aston | <input type="checkbox"/> | 331 Small Heath West | <input type="checkbox"/> | 379 Bordesley South | <input type="checkbox"/> | | |

Declaration

Please read this declaration carefully before you sign and date it.

Once you sign and date this form it becomes a legally binding document. Read the conditions of the declaration carefully before you sign.

If there is any part of the declaration you do not understand, it is your responsibility to find someone to explain it to you. Your nearest customer service centre has trained staff who can explain anything you do not understand – **www.birmingham.gov.uk/csc**.

- To the best of my knowledge and belief the information that has been provided on this form is true, complete and correct.
- I understand that the information I have provided will be used to help determine my eligibility to housing.
- Where other people's personal information is given on the form, I confirm that they have consented to its use.
- I understand that any information given by me relating to this housing application, or given with my consent by others, will be placed on the Birmingham City Council's housing register.
- I will immediately declare any changes in the information I have provided while I am waiting to be offered accommodation. I understand that failure to do so may be regarded as a criminal offence, possibly affecting my application and resulting in court action against me.
- I give permission for you to contact individuals or agencies referred to by me on this form, when necessary, also other individuals and agencies such as the health authority, social, education or housing services, the Probation Service, the police, courts and other local authority directorates in order to process my application.
- I understand that if I give false or misleading information or I omit information for the purpose of obtaining housing, it may be regarded as a criminal offence and action could be taken against me, including court action and recovery of property.

If your form is not signed and dated, we will return it to you. We cannot process unsigned applications.

I confirm that I have read, understand and agree to the terms laid out in the declaration.

Print name:

Signature: Date:

If you have completed this form on behalf of someone else, please put your name, contact details, relationship to applicant, date and signature here.

Print name:

Contact details:

Relationship to applicant:

Signature: Date:

The next step

Once you have **completed, signed** and **dated** your application, please ensure you have attached all the proof required.

If the name of the person the proof relates to is not visible, please write it at the top of the document.

We will accept copies. Please do not send us original documents.

Your name:

We cannot process your application without the supporting information and your form may be returned to you.

Please tick the boxes for the information you are providing:

Provided

Provided

Proof of identification – one proof confirming the identities of you and your household members

☐

Proof of residency for children not currently living with you

☐

Proof of address – one proof confirming the current address dated within the last three months, for you, your partner and anyone moving with you

☐

Proof of dividends, bonds and other forms of savings and investments

☐

Other (please state):

☐

Official confirmation of discharge or release

☐

Proof that a member of the household is pregnant

☐

Further proof

We may arrange to visit you in order to verify your application. At this time we will need to see original documents to prove:

- the identity and dates of birth for everyone included in this application, for example, birth certificate, driving licence, passport
- the current addresses for everyone included in this application, for example a recent utility bill or bank statement
- your income and your partner's income
- your connection to Birmingham, see page seven.

Sending in your completed housing application

Birmingham City Council encourages applicants to make an appointment at their nearest customer service centre (www.birmingham.gov.uk/csc) to hand in their housing application form. This is so we can go through the housing application form with you, check it is fully completed and that you have included the necessary supporting documents. This will ensure that your housing application is processed as quickly as possible.

If you decide to return your housing application by post, we may need to contact you to discuss your application further or to ask for further information. Please remember to attach copies of your proof or evidence with your form.

If you are homeless

If you are homeless, or threatened with becoming homeless in the next 28 days, Birmingham City Council's Homeless Services may be able to help. Call us on **0121 303 7410** or visit www.birmingham.gov.uk/homeless for more information.

What happens next

When we have assessed your form we will write to you to inform you of the outcome.

This is important. If you do not understand this document then please ask a friend or relative, who speaks English, to contact your local neighbourhood office or housing team on your behalf. We will then arrange for an interpreter to meet with you.

هذه الرسالة مهمة، فإن لم تفهمها نرجو أن تطلب من أحد أصدقائك أو أقربائك ممن يتكلمون الإنجليزية أن يتصل بمكتب الحي "نيبرهود أوفوس" المحلي أو فريق الإسكان نيابة عنك. بعد ذلك سنرتب للقاء بك مع وجود مترجم فوري. ARABIC

এটা খুবই গুরুত্বপূর্ণ। আপনি এই দলিলটি বুঝতে না পারলে দয়া করে ইংরেজীতে কথা বলতে পারেন এরূপ আপনার একজন বন্ধু-বান্ধব বা আত্মীয়কে আপনার পক্ষ হয়ে আপনার স্থানীয় নেইবারহুড অফিস বা হাউজিং টিম এর সঙ্গে যোগাযোগ করতে বলুন। এরপর আমরা আপনার সঙ্গে সাক্ষাৎ করার ব্যবস্থা করব এবং এতে সহায়তার জন্য একজন ইন্টারপ্রিটার রাখা হবে। BENGALI

此事極為重要，如果你看不懂這份文件，請找一位會講英語的親戚或朋友代你接觸當地的鄰舍辦事處或房屋服務隊。然後我們會安排傳譯員一起見你。 CHINESE

این اطلاعات بسیار مهم است. اگر محتوی این مدرک را نمی فهمید، لطفاً از یک دوست یا خویشاوندان که به زبان انگلیسی صحبت کرده میتواند خواهش کنید که از طرف شما بنیبرهود آفس یا هوزنگ تیم محل شما تماس بگیرد. بعداً برای شما مترجم فراهم می کنیم که باشما ملاقات کند. FARSI

આ બાબત અગત્યની છે. જો તમને આ દસ્તાવેજમાં લખેલી બાબત ન સમજાય તો કૃપા કરી કોઈ અંગ્રેજી બોલતા મિત્ર અથવા સગાસંબંધીને તમારી સ્થાનિક નેબરહુડ ઓફિસ અથવા હાઉસિંગ ટીમનો તમારા વતિ સંપર્ક સાધવા વિનંતી કરો. પછી ટ્રાન્સલેશન સાથે તમને મળવાની અમે વ્યવસ્થા કરશું. GUJARATI

ਇਹ ਗੱਲ ਬੜੀ ਜ਼ਰੂਰੀ ਹੈ। ਜੇ ਤੁਹਾਨੂੰ ਇਸ ਪਰਚੇ ਦੀ ਸਮਝ ਨਹੀਂ ਲੱਗਦੀ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਅਪਣੇ ਕਿਸੇ ਅੰਗਰੇਜ਼ੀ ਬੋਲਣ ਵਾਲੇ ਦੋਸਤ ਜਾਂ ਰਿਸ਼ਤੇਦਾਰ ਨੂੰ ਕਹੋ ਕਿ ਉਹ ਤੁਹਾਡੇ ਵਾਸਤੇ ਸਥਾਨਕ ਨੇਬਰਹੁਡ ਔਫਿਸ ਜਾਂ ਹਾਊਸਿੰਗ ਟੀਮ ਨਾਲ ਸੰਪਰਕ ਕਰੇ। ਉਸ ਤੋਂ ਬਾਅਦ ਅਸੀਂ ਕਿਸੇ ਦੋਭਾਸ਼ੀ ਰਾਹੀਂ ਤੁਹਾਡੇ ਨਾਲ ਗੱਲ ਕਰਨ ਦਾ ਪ੍ਰਬੰਧ ਕਰਾਂਗੇ। PUNJABI

داڊير مهم معلومات دى. كه تاسى په دى سند نه پوهيرى نومهربانى وكړى دخپل يو ملگرى يا خپلوان نه چه په انگريزي ژبه خبرى كولاى شى غوښتنه وكړى چه ستاسى له خواستاسى دسيمى نيبرهود آفس يا هوزنگ ټيم سره په تماس كى شى. بيا به مونږ ترجمان برابر كړو چه ستاسى سره كتنه وكړى. PUSHTO

Tani waa muhiim. Hadii aadan fahmaynin warqadan fadlan waydiiso ruux saaxiibkaa ama qaraabadaada ah oo af ingiriiska ku hadla inuu kuu waco xafiiska Dariska (Neighbourhood Office) ama kooxda guryaha asagoo adiga kumatalaya. Markaa Kadib Ayaan kuu balaaminaynaa Turjubaan. SOMALI

یہ دستاویز اہم ہے۔ اگر آپ اس دستاویز کو سمجھنے سے قاصر ہیں تو براہ کرم انگریزی زبان سے واقف اپنے کسی دو - یا رشتہ دار سے کہئے کہ وہ آپ کی جانب سے آپ کے مقامی نیبر ہوڈ آفس یا ہاؤسنگ ٹیم سے رابطہ کریں۔ ہم پھر آپ سے ملاقات کرنے کیلئے ایک ترجمان زبان کا انتظام کر دیں گے۔ URDU

Đây là việc quan trọng. Nếu quý vị không hiểu tài liệu này làm ơn nhờ bạn hay người thân biết nói tiếng Anh thay mặt cho quý vị liên lạc với đội nhà cửa hoặc văn phòng nhà cửa ở địa phương của quý vị. Chúng tôi sẽ thu xếp một thông dịch viên đến gặp quý vị. VIETNAMESE

If you would like this form in large print please call 0121 303 1559.