

**For office use only**

Application reference:

Surname:

Date received:

# Application Form

PLEASE USE BLOCK LETTERS WHEN COMPLETING THIS FORM

**Please note that if you wish to be housed in our properties in North Lanarkshire or South Lanarkshire you should request and complete a Common Housing Register form for each area. These are available from our Housing Team on 0141 550 5600.**

## HOW WE USE YOUR PERSONAL INFORMATION (HOUSING APPLICANTS)

We, West of Scotland HA, are the controller of the personal information that we hold about you. This means that we are legally responsible for how we hold and use personal information about you. It also means that we are required to comply with data protection laws when holding and using your personal information. This includes providing you with the details contained within this statement of how we hold and use your personal information, who we may share it with and your rights in relation to your personal information. Further information can be found at the back of this form.

## PART A: Your personal/household details

If you require assistance to complete this form please contact our Housing Team on **0141 550 5600** and we will arrange this.

	Applicant	Joint applicant
Title	Mr/Mrs/Miss/Ms/Other	Mr/Mrs/Miss/Ms/Other
First name(s)		
Surname		
Address		
	Postcode	Postcode
Home tel. no		
Mobile tel. no		
Other contact number		
Email address		
*Date of birth		
*National Insurance no.		

\*Must complete



Please give details of all the people you currently live with.

Please continue on a separate sheet if necessary.

Name	Relationship to you	Date of birth	Sex	Are they being re-housed with you?		Status C = couple S = single
				Yes	No	

Please give details of any people not currently living with you but who will be re-housed with you.

Name	Current address	Relationship to you	Date of birth	Sex	Status C = couple S = single

**N.B.** If you are separated and are requesting accommodation for a child/children currently not living with you, please provide **written confirmation** of the access arrangements.

If you have children who only stay with you some of the time, then include them here **only** if they stay with you four or more nights a week, or three and a half nights where joint custody arrangements are in place.

## PART B: Details of your present home

### 1. When did you move to your present address?

Date:

### 2. Tenure of present accommodation. Are you...? (please tick)

- A tenant of a council
- A tenant of a housing association
- A tenant of a private landlord (please provide a copy of your tenancy/lease agreement)
- An owner/occupier
- Living with family/friends
- Living in tied accommodation (please include written confirmation)
- Temporary accommodation (please provide a copy of your letter from a local authority confirming homeless decision and occupancy agreement)
- Living in supported accommodation (please provide a copy of your occupancy agreement)
- In long term hospital or institutional care pending re-housing (please include written confirmation)
- Other (please provide details)

If yes, please give details:

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### Have you answered every question?

If you don't, you may not get all the points you are entitled to.

### 3. Details of your present accommodation

What type of property do you live in? (e.g. tenement flat, multi-storey flat, caravan, semi detached etc).

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If you live in a flat, which floor level is it on? .....

How many bedrooms are in this property? .....

### 4. Does your home meet the tolerable standard?

Yes  No

If no, please provide evidence, e.g. a letter from your landlord, council official etc.

**Below tolerable standard means that your home does not meet the minimum standards set by the Local Authority. To receive points in this section your home must have been assessed and found to suffer from serious disrepair. For further information on 'below tolerable standard' please see the enclosed 'Applying for a house' booklet.**

## 5. Previous accommodation

Please provide details of all your previous addresses for the past five years.

Address	Landlord name and address	Period lived there		Why did you leave?
		From	To	

## PART C: Your housing needs

### 6. Reasons for requesting housing

Please indicate if you are applying for housing for any of the following reasons:

- a) To escape from violence or threats of violence or harassment, including domestic abuse. Yes  No

(If yes, please request a Harassment Assessment form from our Housing Team on 0141 550 5600, which you must complete and return).

- b) You think that your accommodation is unsuitable for you or any member of your household on health grounds. Yes  No

(If yes, please request a Health Assessment form from our Housing Team on 0141 550 5600, or your local area office, which you must complete and return. Where more than one person in the household is affected, please complete a separate Health Assessment form for each person).

- c) You or any member of your household is pregnant. Yes  No

Please contact us when your baby is born and we will update your application.

Due date: .....

- d) Marriage/relationship breakdown. Yes  No

(If yes, please provide written confirmation i.e. letter from solicitor or ex-partner).

- e) You are an owner occupier experiencing difficulties. Yes  No

(If yes, please provide written confirmation i.e. letter from building society or lender confirming repossession action).

### PART C: Your housing needs (continued)

f) To give/receive daily support from close friends/relatives where support is not available in their/your current location. Yes  No

(If yes, please provide full details including a letter from the person giving/receiving the daily support (including their name and address).)

g) To receive daily childcare from close friends/relatives because of employment, transport problems or the child's particular educational or support needs. Yes  No

(If yes, please provide full details including the name and address of the person/organisation providing the daily childcare and the reason for this.)

h) To move closer to your place of work. Yes  No

(If yes, please provide the name and address of your employer, explain why you need to be nearer, give the date you started this job and state your method of transport.)

i) To move closer to an area where specific social, cultural or religious needs can be supported or accessed within the community. Yes  No

(If yes, please give full details.)

j) You are leaving long-term hospital or institutional care or supported accommodation and you require to live independently. Yes  No

(If yes, please provide the name, address and telephone number of your present social/key worker).

k) Discharged from the armed forces. Yes  No

(If yes, please provide copy of your discharge letter).

### 7. Please tell us why you want a house

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## PART D: Accommodation requirement

8. Please tick, the areas which you wish to be rehoused in.

**N.B. You may only choose a maximum of 5 areas.**

### Glasgow

Town/Area	Streets	Number of Bedrooms	Please tick
Springburn	Crichton Street & 52-132 Keppochhill Road	Bedsit 1, 2, 3, 4 & 5 (inc amenity)	
	Keppoch Street & 142-198 Keppochhill Road		
	Alford Street, Carlisle Street, Endrick Street, Gourlay Street & 222-240 Keppochhill Road		
	New Housing at Gourlay Street & Carlisle Street Area		
	Auchentoshan Terrace		
	630 Keppochhill Road & Saracen Street		
	Gourlay Street (sheltered)		
Royston	Royston Road	1, 2 & 3	
Barrachnie	Baillieston Road, Mount Vernon, Juniper Place	3	
Glasgow North/East Dispersed Properties	Garfield Street, Maryhill Road & Killearn Street	1 & 2	
Hillhead	Cecil Street & Great George Street	1, 2 & 3	
Anniesland/Yoker	Anniesland Road, Beil Drive, Bulldale Court, Castlebank Villas & Munro Place	1, 2, 3 & 4	
Yoker	Beil Drive & Bulldale Place (sheltered/very sheltered)	1 & 2	
Glasgow West Dispersed Properties	Avenuepark Street, Buccleuch Street, Chancellor Street, Craigmont Drive, Dowanhill Street, Dumbarton Road, Earl Street, Gardner Street, Harmsworth Street, Hayburn Crescent, Maryhill Road, Medwyn Street, Old Dumbarton Road, St Vincent Crescent & White Street	1, 2 & 3	
Pollokshields	Maxwell Road, Eglinton Street, Kenmure Street, McCulloch Street & Turriff Street	1, 2 & 3	

## PART D: Accommodation requirement (continued)

### Glasgow

Town/Area	Streets	Number of Bedrooms	Please tick
Govan/Elderpark	Craigton Road, Kennedar Drive, Burghead Place, Langlands Road & Nimmo Drive	1, 2 & 3	
Crookston	Crookston Road	1 & 2	
Glasgow South Dispersed Properties	Albert Drive, Bankhall Street, Garturk Street, Inglefield Street, Southcroft Street, Brighton Place, Clynder Street & Copland Road	Bedsit, 1, 2 & 3	
Govan	Govan Road 1, 2 & 3		
Easterhouse	Denmilne Street, Dunskaith Street, Lentrane Street & Lochdochart Road	1 & 2	
Easterhouse	Denmilne Gardens	(sheltered) 1	
Camlachie	Barrowfield Street, Barrowfield Drive, Barrowfield Gardens, Barrowfield Gate, Barrowfield Place, Camlachie Street, Dalserf Court, Dalserf Street, Dalserf Gardens, Dalserf Place, Fielden Place, Fielden Street, Fraser Street, Law Street, Mountainblue Street, Overtown Place, Overtown Street, Stamford Gate, Stamford Place, Stamford Road, Stamford Street, Yate Grove, Yate Street & Yate Road	1, 2, 3, 4 & (inc amenity)	
Gallowgate	David Court & Newfield Close	1, 2, 3 & 4 (inc amenity)	
Tollcross	Dalness Street	1 & 2 (inc amenity)	
Dalmarnock (Commonwealth Games Village)	Springfield Road, Delhi Lane, Melbourne Place, Hamilton Gate, London Avenue, Auckland Wynd, Christchurch Drive	2 & 3	
Broomhouse	Calderpark Crescent, Calderpark Avenue, Lusshill Terrace, Baillieston Road	2, 3 & 4	

## PART D: Accommodation requirement (continued)

### Ayrshire

Town/Area	Streets	Number of Bedrooms	Please tick
Kilmarnock	Nursery Avenue Dean Lane & Dean Street	1 & 2	
Kilmarnock Sheltered/amenity and high support	Witch Road (sheltered) Thomson Court (very sheltered) Cuthbert Place (high support) Robert Creighton Place & Wellington Place (amenity)	1 & 2	
Mossblown	Johnstone Drive, McEwan Crescent & Limekiln Wynd	1, 2 & 3	
Irvine	McDonald Drive, Mossgiel Drive & Tollerton Drive	1, 2, 3, 4 & 5 (inc amenity)	
Troon	North Shore Road, Clegg Gardens, Purvis Grove, Neil Gait, Keatings Court	1, 2, 3 & 4 (inc amenity)	
Prestwick	Ardfin Road & Carradale Drive Shawfarm Road	1, 2 & 3 (inc amenity)	
Ayr	Kintyre Avenue & Kintyre Park Orchard Avenue Mainholm Court Kings Park Drive Burnbank Road Strathayr Place Woodend Oval/Cottages Somerset Gardens Orchard Avenue (amenity) Hamilton Court (sheltered) Orchard House (sheltered)	Bedsit 1, 2, 3 (inc amenity)	
Monkton	Fairfield Park	2, 3 & 4	
Ardrossan	Central Avenue	1	
Symington	Squirrel Walk, Foxfield Drive, Woodpecker Grove	1 (Amenity only), 2 & 3	

**If there are any streets within the area you have chosen above that you would NOT like us to consider you for, please advise below.**

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**This is important to ensure you do not receive an offer that is unsuitable for you.**



**We will only queue you for properties suitable for your household size in line with our Allocations Policy.**

**9. Size of house preferred.** (please tick)

1 bedroom  2 bedrooms  3 bedrooms  4 bedrooms  5 bedrooms

Would you consider a bedsit? Yes  No

**10. Type of house you would consider.** (please tick)

Tenement flat  4-in-a-block Flat  House  Amenity Accommodation (60 years+)

Sheltered Accommodation (60 years +)  Ground floor only  Wheelchair adapted

**11. Asylum and immigration.** (please tick)

Under the Housing (Scotland) Act 2001 and the Asylum and Immigration Act 1999, landlords are required to establish whether a person qualifies for help provided from public funds, including housing

Are you a British Citizen who has resided in the UK, Isle of Man, Channel Islands or Republic of Ireland for at least the past two years?

**Main applicant**

Yes  No

**Joint applicant**

Yes  No

(If no, do you have indefinite or exceptional leave to remain in the UK?)

Yes  No

Yes  No

Please give details.

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Do you have any restrictions on your access to public funds?

Yes  No

If yes, please give details.

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**Please ensure all sections of this form are fully completed.**

## **PART E: Declaration and Undertaking**

### **12. Are you related to any committee member or member of staff of the Association?**

Yes  No

If yes, please state:

Name: .....

Position in association: .....

Relationship to you: .....

This is necessary because the legislation that governs housing associations has guidelines regarding the housing of staff, committee members and their relatives, and so we must be aware of any such instances.

### **13. Sex Offenders Register**

Are you, or anyone applying to be re-housed with you, on the Sex Offenders Register? Yes  No

### **14. Declaration - General Data Protection Rules**

We have appointed a Data Protection Officer (DPO), who ensures that we comply with data protection laws. If you have any questions about this statement or how we hold or use your personal information, please contact the DPO at: info@westscot.co.uk

You can also contact us by: telephone on 0141 550 5600 or writing to: West of Scotland Housing Association Limited, Camlachie House, Barrowfield Drive, Camlachie, Glasgow, G40 3QH.

**Your attention is particularly drawn to section 2 of this statement, which confirms that you consent to your personal information and sensitive personal information being held and used by us as described in section 1 of this statement.**

#### **1. What personal information do we hold and use about you and why?**

We may need to hold and use the personal information that you provide to us as part of your housing application (including sensitive personal information about your health) and / or other personal information that we may obtain about you from you (for example, during a meeting with you) and from third parties (including your previous landlords and the local authority Social Work department, if applicable).

We hold and use this personal information to:

- process and manage your housing application;
- verify the information provided by you as part of your housing application, including your immigration and residency status;
- comply with legal requirements that apply to us as a registered social landlord in Scotland;
- comply with our equal opportunity monitoring obligations;
- compile anonymous statistical information on housing needs;
- communicate with and inform you of the outcome of your housing application;

- allocate housing in accordance with our allocations policy and based on your needs and preferences;
- determine if you are to be referred to our Welfare Rights team or the Willowacre Trust;
- obtain references about you from your previous landlords (if applicable);
- prevent and detect fraud and take steps to terminate your tenancy (if you are successful in your application and allocated a property), if fraud is later discovered; and
- otherwise protect and defend our legal rights in the case of a dispute between us.

## 2. What is our legal basis for holding and using your personal information?

Data protection laws require us to have a legal reason for holding and using your personal information. Our legal reasons for holding and using your personal information include:

- complying with the laws that apply to us as a registered social landlord in Scotland;
- taking steps to enter into a tenancy agreement with you, if your housing application is successful; and
- protecting our legitimate interests – in the highly unlikely event that we do not have another legal reason, we may have a legitimate interest in handling and using your personal information. In those circumstances, we will always consider your legitimate interests in the protection of your personal information, and will balance those against our own legitimate interests in handling and using your personal information for the purposes described in section 1 of this statement.

In very limited circumstances, we may rely on your consent as the legal reason. By providing us with your personal information and sensitive personal information (including your racial or ethnic origin, sexual orientation, your physical and / or mental health, religious or other similar beliefs and / or political opinions) and the personal information and sensitive personal information of other individuals (including other members of your household), you:

- consent to it being used by us as described in section 1 of this statement; and
- confirm that you have informed the other individuals if they are of 12 years old and above of the content of this statement and they have provided their consent to their personal information and sensitive personal information being used by us as described in section 1 of this statement.

You and the individuals have the right to withdraw your consent to us holding and using your and their personal information and sensitive personal information by contacting us. Once you / they have withdrawn your / their consent, we will no longer use your / their personal information and sensitive personal information for the purpose(s) set out in section 1 of this statement, which you originally agreed to, unless we have another legal reason for doing so.

## 3. Who do we share your personal information with?

We may share your personal information with the following organisations for the purposes described in section 1 of this statement:

- law enforcement and fraud prevention agencies;
- third parties from whom we may seek more information about you and to verify the information provided by you as part of your housing application, including your doctor, previous landlords, the Home Office, relevant local authority and any organisations that have referred you to us;
- Scottish Housing Regulator;
- our consultants, advisers and IT service providers; and
- our solicitors.

## 4. How long do we keep your personal information?

We will only keep your personal information for as long as we need to for the purposes described in section 1 of this statement, including to meet any legal, accounting, reporting or regulatory

requirements. More information is contained in our data retention policy, which is available by contacting our DPO.

## 5. What rights do you have in relation to your personal information that we hold and use?

It is important that the personal information that we hold about you is accurate and current. Please keep us informed of any changes. Under certain circumstances, the law gives you the right to request:

- A copy of your personal information and to check that we are holding and using it in accordance with legal requirements.
- Correction of any incomplete or inaccurate personal information that we hold about you.
- Deletion of your personal information where there is no good reason for us continuing to hold and use it. You also have the right to ask us to do this where you object to us holding and using your personal information (details below).
- Temporarily suspend the use of your personal information, for example, if you want us to check that it is correct or the reason for processing it or to stop us from using your personal information altogether if we have committed a breach of data protection laws.
- The transfer of your personal information to another organisation.

You can also object to us holding and using your personal information where our legal reason is a legitimate interest (either our legitimate interests or those of a third party).

Please contact our DPO if you wish to make any of the above requests. When you make a request, we may ask you for specific information to help us confirm your identity for security reasons. You will not need to pay a fee when you make any of the above requests, but we may charge a reasonable fee or refuse to comply if your request for access is clearly unfounded or excessive.

## 6. Feedback and complaints

We welcome your feedback on how we hold and use your personal information, and this can be sent to our DPO.

You have the right to make a complaint to the Information Commissioner, the UK regulator for data protection, about how we hold and use your personal information. The ICO's contact details are as follows:

Telephone: 0303 123 1113

Website: <https://ico.org.uk/concerns/>

If you would like to receive this statement in alternative format, for example, audio, large print or braille, please contact us.

## 7. Updates to this statement

We may update this statement at any time, and we will provide you with an updated version when required to do so by law.

Last updated: August 2018

Signed (applicant): ..... Date: .....

Signed (joint applicant): ..... Date: .....

## Checklist

**Before returning your application form, please ensure you have enclosed all pieces of proof/evidence requested. If you do not provide proof we cannot award points.**

**If applicable, please ensure the following items are included with this application.**

**Please tick if you have enclosed:**

- Written confirmation of tied accommodation
- A copy of your current tenancy/occupancy agreement
- A copy of your Notice to Quit
- A copy of your occupancy agreement if living in supported accommodation
- A letter from your landlord, Council official etc regarding intolerable living conditions
- Harassment Assessment Form
- Health Assessment Form
- A solicitor's letter regarding a marriage/relationship breakdown/letter from ex-partner
- A letter from your building society or lender for owner/occupier experiencing difficulties
- Details of relative(s) and care/support to be received from or provided to
- The name and address of your employer, explanation why you need to be nearer to work and the date when you started the job
- The name, address, and telephone number of your present social/key worker if you are leaving long-term hospital or institutional care or supported accommodation and you require to live independently
- Please also check that you have signed this Application
- ID and proof of address for you and ID for all household members who will be re-housed with you

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## Additional Information

Please state the first language of:

**Main applicant**

**Joint applicant**

If we contact or visit you, do you require:

An interpreter?

Yes  No

Yes  No

A signer?

Yes  No

Yes  No

If yes, please give details:

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## Additional Information (continued)

Main applicant

Joint applicant

Do you require information in another format? (Please tick)

Large print

Large print

Braille

Braille

Tape

Tape

Do you have any accessibility needs that could make visiting our offices difficult?

Yes  No

Yes  No

If yes, please give details:

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## For office use only

	Initial	Date
Points awarded		
Changes of circumstances updated		
Amended points		
Health/harassment reassessment updated		
Amended points		

Date received	
Application no.	
Type	
Area	

Date	Health/harassment assessment	Officer	Date	Health/harassment assessment	Officer

Date	General comments	Officer

Please return the completed forms and any supporting documents to:  
 Housing Team, Camlachie House, 40 Barrowfield Drive, Camlachie, Glasgow, G40 3QH.  
 For all enquiries, please phone us on 0141 550 5600.

# Equal Opportunities Monitoring Form

West of Scotland Housing Association Ltd is committed to the promotion of equality of opportunity as both landlord and employer. The Association recognises the importance of monitoring as well as implementing equal opportunities policies. With this in mind, you are requested to complete this form.

Answering all questions is **voluntary** and the information collected is used to ensure fair use and access to services only. This information is for **statistical purposes only** and will have no bearing on your application.

## EQUALITIES INFORMATION Age (please tick)

16-24     25-34     35-44     45-54     55 – 64     65 or over

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## Ethnicity (please tick one box)

### WHITE

Scottish     English     Welsh     Northern Irish     British     Irish  
 Gypsy/traveller     Polish     Any other White ethnic group

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### MIXED

Any mixed background

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### ASIAN, ASIAN SCOTTISH, ASIAN BRITISH

Pakistani, Pakistani Scottish or Pakistani British  
 Indian, Indian Scottish or Indian British  
 Chinese, Chinese Scottish or Chinese British  
 Bangladeshi, Bangladeshi Scottish or Bangladeshi British  
 Any other Asian ethnic group

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### AFRICAN, CARIBBEAN OR BLACK

Caribbean, Caribbean Scottish or Caribbean British  
 African, African Scottish or African British  
 Black, Black Scottish or Black British  
 Any other Black ethnic group

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### OTHER ETHNIC BACKGROUND

Arab     Other ethnic group

Prefer not to answer the question

## Religion and Belief (please tick)

- |   |   |
|---|---|
| <input type="checkbox"/> Buddhist       | <input type="checkbox"/> Christian                              |
| <input type="checkbox"/> Hindu          | <input type="checkbox"/> Jewish                                 |
| <input type="checkbox"/> Muslim         | <input type="checkbox"/> Non-religious (Atheist, Humanist etc.) |
| <input type="checkbox"/> Roman Catholic | <input type="checkbox"/> Sikh                                   |
| <input type="checkbox"/> Other          |   |
- 

## Sex

What best describes your biological sex? (please tick)

- Male
- Female
- Prefer to self-describe (please provide this here) \_\_\_\_\_
- Prefer Not to say
- 

## Gender Reassignment

- Transmale       Transfemale
- No       Prefer Not to say
- 

## Sexual Orientation

What best describes your sexual orientation (please tick)

- Bisexual
- Gay/Lesbian
- Heterosexual/Straight
- Prefer to self-describe (please provide this here) \_\_\_\_\_
- 

## Disability

Do you consider yourself to have a disability? (please tick)

- Yes       No
- 

## Marital Status

- Single
- Married
- Civil Partnered
- Prefer Not to say
- 

## Pregnancy & Maternity

Are you pregnant?  Yes  No      Have you had a baby in the last 6 months  Yes  No

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