

Application Form Review DRAFT FOR COMMENT

Immediate first impression - it is dauntingly long and off-putting, easy to make a mistake/ miss-sell your need. Could a simpler, one side A4 be used as an intro for applicants to register present or future need - growing family, care of elderly, armed or voluntary service returnees, 'marriage', agri college etc?

Section 1

Question	
<p>Do you or the joint applicant have a local connection to the Homefinder Somerset area? Will need to list what the Homefinder Somerset area is or delete the word Homefinder, to reduce applicants feeling overwhelmed or fearful of getting it wrong from the outset.</p> <p>Explain what 'local connection' means, or accept the applicant's 'Yes' which often becomes a block subsequently.</p>	Yes/ No
Are you homeless?	Yes/ No
Are you at risk of becoming homeless?	Yes/ No
Do you need to move to escape violence (including domestic abuse) or harassment?	Yes/ No
Is your health or welfare (or that of anyone who needs to be rehoused with you) made worse by your current home?	Yes/ No
Do you need to move to be near to family to give or receive support?	Yes/ No
Do you need to move because your current home is in very poor condition?	Yes/ No
Do you need to move to a larger home because you do not have enough bedrooms for your household or planned family?	Yes/ No
<p>Are you ready to move from supported accommodation to independent living?</p> <p>Ambiguous/confusing question to answer for someone not in supported accommodation? Either Yes or No could be 'wrong'.</p>	Yes/ No
Are you a young person who has been looked after, fostered or accommodated and who has had a duty of care accepted under the Children Act, and are ready for independent living?	Yes/ No
If yes. Please give details on which Local Authority, and dates you were in care and left care?	
Are you a tenant of a Homefinder Somerset partner landlord (Either drop the words Homefinder and partner, or list the partners – Magna? Falcon? LiveWest? Caractacus?) who is seeking to move to a smaller home from a large, parent's or guardians (4+ bedroom or in the case of young people 3+ to 2, or 2+ to 1? Or leave this paragraph out?) home?	Yes/ No

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Are you a tenant of a Homefinder Somerset partner landlord who needs to move in the next 12 months because major work is needed to your property?	Yes/ No
Are you living in a property managed by a Homefinder Somerset partner landlord where you have no right to take on the tenancy? Good question for young adults seeking to leave home for independent living.	Yes/ No
Do you share facilities with others that are not part of your household (e.g. kitchen/bathroom)? This includes lodging with friends or family. Ditto	Yes/ No
Are you living in separate accommodation from your partner due to the lack of suitable accommodation available? Good for EYV's	Yes/ No
Do you need to move to take up work in the Homefinder Somerset area? Good for EYV's	Yes/ No
Have you or someone else in your household served in the regular British Armed Forces or British Reserve Forces, or have you separated from a partner from the British Armed Forces in the last 12 months?	Yes/ No
Are you or someone else in your household a former member of the British Armed Forces that has left the services in the last 5 years?	Yes/ No
Are you a serving member of the British Armed Forces who needs to move because of a serious injury, medical condition or disability sustained as a result of your service?	Yes/ No
Are you a bereaved spouse or civil partner of a member of the British Armed Forces leaving Services Family Accommodation following the death of your spouse or partner?	Yes/ No
Are you a serving or former member of the British Reserve Forces who needs to move because of a serious injury, medical condition or disability sustained as a result of your service?	Yes/ No
Are you an ex-partner, who has separated with a partner from the British Armed Forces in the last 12 months?	Yes/ No
Do you want to live in accommodation for older people (commonly known as sheltered housing)?	Yes/ No

Section 2: Household information for anyone who will live with the applicant permanently (e.g. not children who normally live with their other parent)

Question	
Title	
First Name	

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Family Name	
Current Address 1- 5 & Postcode	Main applicant only, unless joint applicant states that live at separate address
Date moved in	If less than 5 years then needs to complete Address history section below (also for joint applicant if needed)
NI number	
Other names known by	
Date of birth	
Sex	
If female & over 16, Are you pregnant?	Yes/ No
Relationship to main applicant?	For joint & other household members
Preferred contact telephone number	
Other telephone number	
Email	
We will normally contact you by Email, web message or your preferred contact telephone number. Would you prefer communication via letter?	Yes/ No For main applicant only
If yes. do you want letters sent to a different correspondence address	Yes/ No
If yes: Correspondence address 1- 5 & postcode	
Is this person's address the same as the main applicant's address?	Yes/ No For joint applicant only. If No need to confirm Joint applicant's address (& Address history if needed)
Do you currently live in Somerset?	Yes/ No Main applicant only
If yes. Which local authority area do you live in?	
If No. Which local authority area do you want to live in?	

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Are you a British Citizen?	Yes/ No Main & joint applicants
If No. Please confirm your nationality	Need drop down list
Have you come to live in the UK in the last 5 years?	Yes/ No Main & joint applicants
If yes. Which country did you come from?	Need a drop down list of countries
If yes. Please tell us what year you arrived?	
Are you subject to immigration control?	Yes/ No Main & joint applicants
Are you in employment?	Yes/ No For main & joint applicant, and anyone else over 16
If yes. Is the employment permanent?	Yes/ No
If yes. Average number of hours worked per week	
If yes. Work address	
Is this person in full time education and living away during term time?	Yes/ No Other household members only
Do you have a disability?	
If yes. Drop-down of options: Autism, Hearing Impairment, Learning Disability, Mental Illness, Physical Disability, Speech Impairment, Visual Impairment	
If select Physical Disability. Do you use a wheelchair?	Yes/ No
If yes. If you use a wheelchair or mobility scooter describe any difficulties you may have using, storing or charging it	
Only show question below (& follow-on questions) if answered Yes in Section 2 to 'Is your health or welfare (or that of anyone who needs to be rehoused with you) made worse by your current home, or lack of a home?'	<i>One respondent wrote: "Losing the will to live. S2 - why is it so detailed when not the main applicant? And there is a further 2 1/2 pages to go!"</i>
Is your health made worse by your current home? Following questions only shown if answer Yes	Yes/ No

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Do you have any physical health issues?	Yes/ No
If yes. please provide details	
Do you have any mental health issues?	Yes/ No
If yes. please provide details	
Please describe how your accommodation impacts on your health	
Please tell us how changing where you live will improve your health	
Name of GP and/or Consultant	
GP and/or consultant contact No	
Are you in hospital currently waiting to leave?	Yes/ No
If yes. Name of Hospital?	
If yes. Name of Ward?	
Date of discharge (if known)	
Please tell us about any treatments/ medications you are receiving/taking.	
Do you have any mobility problems or needs?	Yes/ No
If yes. Have any adaptations been made to your home to help you to cope? (E.g. stair lift, walk in shower, grab rails)	Yes/ No
If yes. Please describe them here	
If yes. Have you received a grant within the last 5 years to adapt your property?	Yes/ No
Do you need your home to be adapted for your needs?	Yes/ No
If yes. Have you applied for any adaptations?	Yes/ No
If yes. Please provide details	
If yes. Has an Occupational Therapist visited your property to assess your housing needs?	Yes/ No
If yes. Please provide us with the name of the Occupational Therapist	

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If yes. Date that OT visited	
If yes. Are you waiting for any adaptations?	Yes/ No
If yes. Please give details	
If you live in a house, which rooms are downstairs?	Toilet, Living room, Kitchen, Dining room, Bedroom, Bathroom
What does your bathroom have?	Wet floor area, shower over the bath, separate shower, bath
Please provide details of any problems you have with using your bath, shower or toilet:	
To cope with stairs (please select most appropriate option)	I rely on someone to help, I need some help, I have some difficulty, I have no difficulty
To use the toilet and bathroom (please select most appropriate option)	As above
Leaving and arriving home (please select most appropriate option)	As above
Walking and moving around (please select most appropriate option)	I use walking aids or manage with help, I use a wheelchair, I use a motorised scooter, I rely totally on a wheelchair and help, I can walk to the nearest bus stop or shop without too much difficulty, I am fully mobile
Do you require a separate bedroom for others you live with or a carer because of your illness/ disability?	
If yes. Please tell us why you feel you need a separate bedroom?	
Getting around - Daily life activities	I am unable to do any shopping, I can do light shopping, I do all my own shopping, I do my own house cleaning, I have help with my house cleaning, Someone helps me to do light shopping
Do you receive support from Social Services, the probation service or any other organisation at the moment?	Yes/ No
If yes. Name of support worker	

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If yes. Organisation	
If yes. Phone number	
Equalities Monitoring	
Sexuality	
Religion	
Is your gender the same as at birth?	
Ethnic Origin	
If you are a gypsy or traveller, would you describe yourself as?	

Much of this could be left off only first form; just ask if anyone in the household has physical or mental special-needs

Section 3: About where you live now

For Exmoor Young Voices the first question needs to be "Are you living with parents/family? If yes, don't answer landlord questions."

Question	
Please tell us what type of property you are living in?	
If Flat: Which floor do you live on?	
If not ground floor: Do you have access to a lift?	
Landlord name	
Are you...	Renting from a private landlord, Renting from a council or housing association, Sharing with friends or family, Living in a property that you own, Living in a leased property, Other (please specify)
If Rent from a private landlord:	
Landlord name	
Landlord phone number	
If Rent from a council or housing association:	
Drop down list of Homefinder Somerset partner landlords (with option for 'Other – please specify')	

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Landlord phone number	
If Rent from a private landlord, council or housing association:	
Are you in arrears with your rent?	Yes/ No
If yes. Please confirm the amount of your arrears	
If yes. Have you set up a repayment plan to repay the arrears?	Yes/ No
If owner occupier	
Are you in arrears with your mortgage?	Yes/ No
If yes. Please confirm the amount of your arrears	
If yes. Have you set up a repayment plan to repay the arrears?	Yes/ No
How many bedrooms does your current property have?	
Do you have one or more bedrooms that you do not use?	
Do you have a separate Dining Room	
You stated in Section 2 that you are homeless. Please provide further details.	
You stated in Section 2 that you are at risk of becoming homeless. If you are likely to lose your present accommodation in the near future please provide details of who has asked you to leave	
Date likely to lose home	
You stated in Section 2 that you need to move to escape violence (including domestic abuse) or harassment. Please provide further details.	
You stated in Section 2 that you need to move to be near to family to give or receive support. Please provide further details.	
You stated in Section 2 that you need to move because your current home is in very poor condition. Please provide further details.	

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Have you told your landlord in writing about the disrepair?	Yes/ No
If yes. Date you told your landlord about the disrepair?	
You stated in Section 2 that you are a tenant of a Homefinder Somerset partner landlord who needs to move in the next 12 months because major work is needed to your property. Please provide further details	
You stated in Section 2 that you are living in a property managed by a Homefinder Somerset partner landlord where you have no right to take on the tenancy, and the landlord intends to pursue possession of the property. Please provide further details	
You stated in Section 2 that you need to move to take up work in the Homefinder Somerset area. Please provide further details.	
Will you want to keep a cat, dog or animal in the property? [Please do not include registered assistance animals when answering this question]	Yes/ No
If yes please provide details of the type(s) of animal(s), including breed where appropriate (e.g. Alsatian dog).	
Please provide any further information about why you need to be rehoused	Presumably the space expands to be available for whatever the applicant needs to write?

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Section 4: About where you used to live (if main/ joint applicant have lived at current address for less than 5 years) **What if they have been there longer?**

Question	
Previous Address(es) 1- 5 & Postcode	
Date moved in	
Date moved out	
Was this a rented property?	Yes/ No
If yes. Landlord name	
If yes. Landlord phone number	
Reason for leaving	
Do you have any outstanding rent arrears or other housing debts from the last 6 years with your previous landlords?	Yes/ No
If yes. How much is owed?	
If yes. Is an up to date payment plan in place?	Yes/ No
Have you or any member of your household been evicted or subject to a possession order in the last 5 years?	Yes/ No
If yes. If yes please tell us why?	
If yes. If yes please tell us when?	

Section 5: About where you would like to live

Question	
Please select your preferred area of choice. Please note, you can only make one selection Some EYV members would want to write ENP, or north Exmoor etc - acceptable?	
Please select any areas where you can't live	
Please explain why you can't live here	

Section 6: Local Connection

Question	
Main Applicant	
I live here	Select parish(es)

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I used to live here	Select parish(es)
I am permanently employed here	Select parish(es)
I have family here Or <u>had</u> family here eg parents separated, dead or moved?	Select parish(es)
I provide support to, or receive support from someone here	Select parish(es)
If there is a Joint Applicant	
I live here	Select parish(es)
I used to live here	Select parish(es)
I am permanently employed here	Select parish(es)
I have family here	Select parish(es)
I provide support to, or receive support from someone here	Select parish(es)

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Section 7: Financial Questions

Question	
<p>Please detail the total monthly household income for you and anyone who needs to be rehoused with you. Is there help, an enabler, available?</p> <p>In working out your total household monthly income please include:</p> <ul style="list-style-type: none"> - Income from employment - Income from self-employment - Benefits - Interest from savings or investments - Rent from property - Any other forms of income (such as maintenance payments or grants) <p>Please do not deduct: Tax, National Insurance, Health Insurance payments, Pension contributions</p>	
<p>Do you and anyone who needs to be rehoused with you have total household savings or investments over £16,000? Please include equity in land or property that you or anyone who needs to be rehoused with you own Suggest £30K, or discount savings built up for eventual housing deposit?</p>	Yes/ No
<p>If yes. Please provide the total amount of your total household savings</p>	

Section 8 Additional Information

<p>Are you approved or seeking approval to foster, adopt or been appointed as a Special Guardian by a Family Court?</p>	
<p>If yes. Please give details</p>	
<p>Do you or any of the people who need to rehoused with you have any 'unspent' convictions for arson, offences involving violence, domestic abuse, hate crime, offences of a sexual nature or been convicted of possession, supply or possession with intent to supply any illegal drugs, or cautioned or convicted for offences relating to social housing fraud or benefit fraud?</p>	Yes/ No
<p>If yes. Name of person with unspent convictions</p>	
<p>If yes. Date of conviction</p>	
<p>If yes. Place of conviction</p>	
<p>If yes. Type of Offence</p>	
<p>Have you or any of the people who need to rehoused with you had any legal action taken against you as a result of anti-social behaviour in the last 2 years? This includes any current Civil Injunction, Community Protection Notice or Criminal Behaviour Order. If yes. require the name, details, date, what action was taken/ by who etc.</p>	Yes/ No

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If yes. Please provide details of the Anti-Social Behaviour offence	
If yes. Date of offence	
If yes. What action was taken (e.g. Community Protection Notice etc.)	
Are you or any member of your household an employee, board member or councillor of any council or housing association in Somerset, or related to anyone who is?	Yes/ No
If yes. Name of person related to	
If yes. Organisation	

“Are designers required, by regulations, to ask all these questions? If so, having an initial introductory form, submitted in the applicant’s own words, will be vital if young adult residents and workers are to be sustained on Exmoor.”