

Application Form Review DRAFT FOR COMMENT

Section 1

Question	
Do you or the joint applicant have a local connection to the Homefinder Somerset area? Explanation of what local connection means.	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? Is this essential; is there a way of rewording this?	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? Is this not basically the same as 2 above or basically covered by it.	Yes/ No
Do you need to move to a larger home because you do not have enough bedrooms for your household?	Yes/ No
Are you ready to move from supported accommodation to independent living?	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
LOGIC 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 who is seeking to move to a smaller home from a large (4+ bedroom) home?	Yes/ No
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? Does every landlord not have a need to rehouse some one if they are doing long term renovations on a 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? That would actually mean you don't have a right to a property whilst you are already in it....	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. Pointless question if you are homeless already	Yes/ No

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Are you living in separate accommodation from your partner due to the lack of suitable accommodation available?	Yes/ No
Do you need to move to take up work in the Homefinder Somerset area?	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? LOGIC If yes, following questions shown	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)? Surely if someone is elderly and in need of sheltered housing people would be looking to social services not Homefinder	Yes/ No

This whole section is long winded although tick boxes aren't so bad but surely if people could write a short paragraph explaining why they feel they need a property, that would take far less time but also help gain more information

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

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NI number	
Other names known by	
Date of birth	
Sex	
Is this politically correct these days?	
LOGIC 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
LOGIC If yes. do you want letters sent to a different correspondence address	Yes/ No
LOGIC 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. LOGIC: If No need to confirm Joint applicant's address (& Address history if needed)
Do you currently live in Somerset?	Yes/ No Main applicant only
LOGIC If yes. Which local authority area do you live in?	
LOGIC If No. Which local authority area do you want to live in?	
Are you a British Citizen?	Yes/ No Main & joint applicants
LOGIC 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
LOGIC If yes. Which country did you come from?	Need a drop down list of countries
LOGIC If yes. Please tell us what year you arrived?	

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<p>Are you subject to immigration control? The last few questions should be re ordered and then drop down options ie UK citizen yes, then onto do you live in Somerset etc</p>	<p>Yes/ No Main & joint applicants</p>
<p>Follow-on question about right to remain/ settled/ pre settled status</p>	
<p>Are you in employment?</p>	<p>Yes/ No For main & joint applicant, and anyone else over 16</p>
<p>LOGIC If yes. Is the employment permanent?</p>	<p>Yes/ No</p>
<p>LOGIC If yes. Average number of hours worked per week</p>	
<p>LOGIC If yes. Work address</p>	
<p>Is this person in full time education and living away during term time?</p>	<p>Yes/ No Other household members only</p>
<p>Do you have a disability?</p>	
<p>LOGIC If yes. Drop-down of options: Autism, Hearing Impairment, Learning Disability, Mental Illness, Physical Disability, Speech Impairment, Visual Impairment</p>	
<p>LOGIC If select Physical Disability. Do you use a wheelchair?</p>	<p>Yes/ No</p>
<p>LOGIC If yes. If you use a wheelchair or mobility scooter describe any difficulties you may have using, storing or charging it</p>	
<p>LOGIC: 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?'</p>	
<p>Is your health made worse by your current home? LOGIC Following questions only shown if answer Yes</p>	<p>Yes/ No</p>
<p>Do you have any physical health issues?</p>	<p>Yes/ No</p>
<p>LOGIC If yes. please provide details</p>	
<p>Do you have any mental health issues?</p>	<p>Yes/ No</p>
<p>LOGIC If yes. please provide details</p>	
<p>Please describe how your accommodation impacts on your health</p>	

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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
LOGIC If yes. Name of Hospital?	
LOGIC 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? You have asked already if people have a disability; could the question be asked Do you have any disabilities or mobility issues? Both questions probably will bring similar answers. A couple more logics from a yes answer could remove the next questions' relevance	Yes/ No
LOGIC 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
LOGIC If yes. Please describe them here	
LOGIC 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
LOGIC If yes. Have you applied for any adaptations?	Yes/ No
LOGIC If yes. Please provide details	
LOGIC If yes. Has an Occupational Therapist visited your property to assess your housing needs?	Yes/ No
LOGIC If yes. Please provide us with the name of the Occupational Therapist	
LOGIC If yes. Date that OT visited	
LOGIC If yes. Are you waiting for any adaptations?	Yes/ No
LOGIC If yes. Please give details	

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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?	
LOGIC 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
LOGIC If yes. Name of support worker	
LOGIC If yes. Organisation	
LOGIC If yes. Phone number	
Surely all of the above is only relevant if you have an illness, disability or mobility issues; if the answer to the above is no then they don't need to see this	

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Equalities Monitoring	
Sexuality	
Religion	
Is your gender the same as at birth? How is this even a factor?	
Ethnic Origin	
If you are a gypsy or traveller, would you describe yourself as?	

In fact how is any of this relevant to someone's housing need....

Section 3: About where you live now

Question	
Please tell us what type of property you are living in?	
LOGIC If Flat: Which floor do you live on?	
LOGIC 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) Also ask for joint applicant if live at different address
LOGIC If Rent from a private landlord:	
Landlord name	
Landlord phone number	
LOGIC If Rent from a council or housing association:	
Drop down list of Homefinder Somerset partner landlords (with option for 'Other – please specify')	
Landlord phone number	
LOGIC If Rent from a private landlord, council or housing association:	
Are you in arrears with your rent?	Yes/ No

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LOGIC If yes. Please confirm the amount of your arrears	
LOGIC If yes. Have you set up a repayment plan to repay the arrears?	Yes/ No
LOGIC If owner occupier	
Are you in arrears with your mortgage?	Yes/ No
LOGIC If yes. Please confirm the amount of your arrears	
LOGIC 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 Is this really important?	
LOGIC You stated in Section 2 that you are homeless. Please provide further details.	
LOGIC 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	
LOGIC You stated in Section 2 that you need to move to escape violence (including domestic abuse) or harassment. Please provide further details.	
LOGIC You stated in Section 2 that you need to move to be near to family to give or receive support. Please provide further details.	
LOGIC You stated in Section 2 that you need to move because your current home is in very poor condition. Please provide further details.	
Have you told your landlord in writing about the disrepair?	Yes/ No
LOGIC If yes. Date you told your landlord about the disrepair?	

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<p>LOGIC 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</p>	
<p>LOGIC 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</p>	
<p>LOGIC You stated in Section 2 that you need to move to take up work in the Homefinder Somerset area. Please provide further details.</p>	
<p>Will you want to keep a cat, dog or animal in the property? [Please do not include registered assistance animals when answering this question]</p>	Yes/ No
<p>LOGIC If yes please provide details of the type(s) of animal(s), including breed where appropriate (e.g. Alsatian dog).</p>	
<p>Please provide any further information about why you need to be rehoused</p>	

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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)

Question	
Previous Address(es) 1- 5 & Postcode	
Date moved in	
Date moved out	
Was this a rented property? This has been asked already	Yes/ No
LOGIC If yes. Landlord name	
LOGIC 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
LOGIC If yes. How much is owed?	
LOGIC 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
LOGIC If yes. If yes please tell us why?	
LOGIC 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	
Please select any areas where you can't live	
LOGIC Please explain why you can't live here	

Section 6: Local Connection

Question	
Main Applicant	
I live here	Select parish(es)
I used to live here	Select parish(es)
I am permanently employed here	Select parish(es)

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I have family here	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.</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 This feels slightly unfair asking what savings someone has; investments can disappear quickly and savings can be tied up long term or be in pensions; also asking a whole household's savings is unfair - a child may have lots of money and the parents none; surely then this becomes irrelevant?</p>	Yes/ No
<p>LOGIC 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>LOGIC 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>LOGIC If yes. Name of person with unspent convictions</p>	
<p>LOGIC If yes. Date of conviction</p>	
<p>LOGIC If yes. Place of conviction</p>	
<p>LOGIC 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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LOGIC If yes. Please provide details of the Anti-Social Behaviour offence	
LOGIC If yes. Date of offence	
LOGIC 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
LOGIC If yes. Name of person related to	
LOGIC If yes. Organisation	

In conclusion this whole form is way too long winded, out of date and not politically correct for today's living!! The form could be halved by having more logics to remove some sections for some people. Many questions are duplicated or are basically the same thing written in different ways. A short written statement would help tell what someone's real need is rather than a box ticking exercise. One of my main concerns is that the process can take weeks/months to even get a banding. When you are talking about people who are leaving hospitals in need of a home then the whole process needs speeding up! People will only sign up to a form like this when they can see actual help come from it. I sadly feel that a number of authorities cannot see the hidden people who don't even bother with Homefinder as they couldn't even afford to live in an affordable property if they had one. If nothing else some guidance on income support may help encourage people.