

Application for Housing

Dumfries and Galloway Common Housing Register



Available for translation into community languages, large print and formats
such as Braille on request

Guidance Notes

Please print clearly and answer all the questions as fully as possible. If you need support to complete this form, please call us on 0300 123 1230.

Once your application has been registered on our housing list, we will send you a registration letter. The registration letter will tell you your application number and how many points you have been awarded.

Your application will be treated in confidence and in compliance with the Data Protection Act 2018

What we will do with your information/personal data:

Homes4D&G is a partnership involving Dumfries & Galloway Council and Registered Social Landlords: Dumfries and Galloway Housing Partnership, Home Group, Irvine Housing Association and Cunninghame Housing Association.

We will use the information you provide to Homes4D&G to process your application for housing. The information will be shared with the Homes4D&G partners.

With your permission we may contact others to get more information to help us process your application. This may include:

- Your current or previous landlords
- Medical and Health professionals
- Police
- Others with relevant information

This information will be used to assess your application in accordance with the Homes 4 D&G Common Allocation Policy and match your requirements and preferences against any available properties.

The information will also be used for statistical and monitoring purposes.

We will not disclose your personal data beyond the Homes4D&G partners except where required to do so by law unless you have given your permission to do so.

Declaration

Before completing this form please read through the following statements and sign at the bottom to show that you understand and agree with them.

I agree:

- That you may process my/our personal data as in the aforementioned statement, which may include contacting and sharing information with my/our current/previous landlords, my/our doctor, hospital consultant, health visitor, social work and health professionals, police and criminal justice or any other relevant person, if more information is needed in connection with my/our housing application
- That I/we will inform Homes4D&G of any change in my/our circumstances
- That all information given by me/us to Homes4D&G is true and accurate
- That if I/we are given a tenancy because I/we have supplied false information or I/we have held back any information that the landlord will take action to end the tenancy.
- If I/we accept a property offered through Homes4D&G including mutual exchange that my/our application will be cancelled and that I/we will have to submit a fresh application if I/we wish to move again.

Applicant's Signature		Date
Joint Applicant's Signature		Date

Please note that if this declaration is not completed then we will be unable to process your application

Application deferral

If you do not wish to be considered for a property in the foreseeable future, you can choose to defer (postpone) your application

Do you wish your application to be deferred?	Yes	No
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If yes, please give your reasons and provide the date you wish your application to be deferred until:

Reason:

Please defer my application until	Month:	Year:
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Do you require the services of an interpreter?

Yes

No

If yes, please provide details

Section 1 – Name and address

Main Applicant	
Title	
Surname	
First name(s)	
Date of birth	
Gender	
Preferred pronoun	
Name you would like to be called	
House number	
Street name	
Town	
Postcode	
Telephone Mobile	
Home	
Work	
Email address	
Marital status	
Nat. Ins. number	
First language	
Nationality	

Joint Applicant	
Title	
Surname	
First name(s)	
Date of birth	
Gender	
Preferred pronoun	
Name you would like to be called	
House number	
Street name	
Town	
Postcode	
Telephone Mobile	
Home	
Work	
Email address	
Marital status	
Nat. Ins. number	
First language	
Nationality	
Relationship to main applicant	

Known by any other name

Have you or any joint applicant ever been known by any other name?

Yes

No

If yes, please provide details:

Main Applicant	
Names	Dates

Joint Applicant	
Names	Dates

Correspondence Address

If you would like us to write to you at another address, or if you have no permanent address, please provide details:

Section 2 – Your present accommodation

When did you move into your present address?

Main applicant

Joint applicant

Date

Date

Please tick the box that best describes your current accommodation

Are you? (Please tick) ✓

<input type="checkbox"/>	A tenant of DGHP	<input type="checkbox"/>	Living with family
<input type="checkbox"/>	A tenant of Home Group	<input type="checkbox"/>	Living with non-family
<input type="checkbox"/>	A tenant of Irvine Housing Association	<input type="checkbox"/>	A lodger
<input type="checkbox"/>	A tenant of Cunninghame HA	<input type="checkbox"/>	
<input type="checkbox"/>	A tenant of a housing association or co-operative out with D&G	<input type="checkbox"/>	Staying in supported accommodation
<input type="checkbox"/>	A tenant of another housing association or co-operative within D&G	<input type="checkbox"/>	Staying in homeless bed and breakfast accommodation
<input type="checkbox"/>	No permanent accommodation (NFA) / Living rough	<input type="checkbox"/>	Staying in homeless furnished accommodation
<input type="checkbox"/>	A shared owner of a house with a housing association	<input type="checkbox"/>	In HM Forces tied accommodation
<input type="checkbox"/>	A tenant of a private landlord	<input type="checkbox"/>	In residential care
<input type="checkbox"/>	A tenant of tied accommodation	<input type="checkbox"/>	In prison
<input type="checkbox"/>	An owner occupier	<input type="checkbox"/>	In hospital
<input type="checkbox"/>	Staying in a mobile home or caravan	<input type="checkbox"/>	Other

If none of the above apply, please give details here

Who is the landlord of your current address? (where applicable)

Name and address of landlord

Contact telephone number

Email address

What type of property do you live in just now?		
	Four in a block flat – ground floor	Bedsit - bungalow
	Four in a block flat – upper floor	Bedsit – ground floor
	Flat – lower ground floor	Bedsit – upper floor
	Flat – ground floor	Residential development for older people
	Flat – 1st floor	Other supported accommodation
	Flat – 2nd floor	Amenity
	Flat – 3rd floor	Sheltered accommodation
	Flat – 4th floor or above	Hostel
	Maisonette – ground floor	Hotel
	Maisonette – upper floor	Bed and breakfast
	House – detached (with internal stairs)	Local authority residential care
	House – semi-detached (with internal stairs)	Hospital
	House – terraced (with internal stairs)	Nursing home
	Bungalow – detached	Caravan
	Bungalow – semi-detached	Prison
	Bungalow - terraced	Student accommodation
		Other (please specify)

How many bedrooms does the property have?		
How many bedrooms do you have for exclusive use of you and any people who will be moving with you?		
Do you share a bathroom or kitchen or living room (or all 3 rooms) with people who will NOT be moving with you?	Yes	No
Does the property you live in have a shared entrance?	Yes	No
Does the property you live in have its own garden?	Yes	No

H.M. Forces personnel only		
Do you live in barracks?	Yes	No
Or other HM Forces tied tenancy	Yes	No
Please state your discharge from HM Forces	Date	
Are you being discharged due to injuries or disabilities sustained while serving in Armed Forces?	Yes	No
Are there other circumstances that are required to be taken into consideration that relates to your discharge from HM Forces?	Yes	No
Please detail:		
Please provide the date that you are required to leave your accommodation	Date	

Tied tenants only		
Please provide the date you will be expected to leave your accommodation	Date	
Have you been given written notice to leave? If you have answered 'Yes' please provide a copy of the letter/documentation.	Yes	No
Has a court order for possession been granted? If you have answered 'Yes' please provide a copy of the documentation.	Yes	No

Private tenants only		
Do you have a written tenancy agreement?	Yes	No
If you have been asked to leave your current accommodation. What date are you expected to leave?	Date	
Have you been given written notice to leave? If you have answered 'Yes' please provide a copy of the order along with a copy of your tenancy agreement.	Yes	No
Has a court order for possession been granted? If you have answered 'Yes' please provide a copy of the order.	Yes	No

TOLERABLE STANDARD		
The tolerable standard is a minimum repair standard set by law which sets out the minimum standard needed to make a house fit to live in. Please advise if your current home:		
Is structurally stable	Yes	No
Is substantially free from rising or penetrating damp	Yes	No
Has satisfactory provision for natural and artificial lighting	Yes	No
Has satisfactory provision for ventilation in the kitchen and bathroom e.g. windows or extractor fan	Yes	No
Has a sink provided with an adequate supply of hot and cold water within the house	Yes	No
Has a toilet, fixed bath or shower and wash-hand basin within the house	Yes	No
Has satisfactory facilities for the cooking of food within the house	Yes	No
Has satisfactory access to all external doors and any outbuildings	Yes	No
Has an effective system for the drainage and disposal of foul and surface water	Yes	No
Has adequate and safe to use electrics	Yes	No

If you have answered No to any of the above questions please provide details below		
What type of heating does the property have?		
Is your present accommodation the subject of a closing order due to its dangerous condition?	Yes	No

Section 3 – Reasons for applying

What is your main reason for applying for housing?

Need a smaller property	Discharge from armed forces
Need a bigger property	Fleeing antisocial behaviour
Want to move to another area	Fleeing domestic violence
End of lease	Homelessness
Eviction order	Gender/sexuality related abuse
Losing tied accommodation	To provide/receive support
Leaving family home	To be near employment
Poor condition of current property	Being released from prison
Unable to maintain garden	Pregnancy
Want a property with a garden	Can't afford present housing rental
Medical reasons	Heating/energy costs
Remoteness	Relationship breakdown
Regeneration	
Other (please state)	

Pregnancy

Are you or anyone who will be housed with you pregnant?	Yes	No
Name of person who is pregnant		
Date the child is due		

Medical

If you are applying on medical grounds, you will need to complete a medical application form to allow us to carry out an assessment, to determine if you qualify for medical points.

Have you completed a medical form?	Yes	No
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Help to live independently

If you need to move home to **receive or provide** help to live independently please provide details below. We may write to you or the person receiving or providing help to confirm the information provided.

Section 4 – Supervision orders

Are you or any joint applicant or anyone to be rehoused with you required to register with the police under the Sex Offenders Act 1997? If yes, please give details:	Yes	No
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Section 5 – Antisocial behaviour

Are you or anyone who is moving with you the subject of an antisocial behaviour order (ASBO) or has received a final warning either from the Police, local authority or your landlord for antisocial behaviour?	Yes	No
If yes, please provide details including dates:	Date	

Section 6 – Harassment

Are any members of your household experiencing disturbance or harassment?	Yes	No
If you have answered 'Yes' please tick any of the following that apply		
Problems with neighbours <input type="checkbox"/>	Racial harassment <input type="checkbox"/>	Serious antisocial behaviour <input type="checkbox"/>
Please explain in more detail		

Have you reported any of the incidents?	Yes	No
If you have answered 'Yes' who have you reported the incidents to?		
The Police <input type="checkbox"/>	D&G Council ASB Team <input type="checkbox"/>	Your landlord or housing office <input type="checkbox"/>
Other (please state)		

Section 7 – Your household

Please give details of **EVERYONE** living in your current accommodation. You should include all the people who live with you at present and all the people who will live with you when you are re-housed, including any children who stay with you overnight under residence and contact (access) arrangements.

Name	Relationship to you	Gender	Date of birth	National Insurance Number (if over 16 years)	Tick (✓) if living away*	To be rehoused with you (Yes/No)	**Child Access

***Living Away**

If you have ticked living away please give their address and why they do not live with you.

Address:

Reason:

****Child Access**

If you have residence and contact (access) with children, how many nights per week do they stay with you?
Please give the main place of residence of the children.

Address:

Section 8 – Your housing requirements

Please tick which Homes 4 D&G landlords you want to be considered for. You may tick as many as you wish. If you do not indicate your landlord preferences we will assume that you want to be housed by any of the partner landlords.

	Dumfries & Galloway Housing Partnership		Cunninghame Housing Association
	Home Group		Irvine Housing Association

N.B. Please note that you will only be matched for accommodation that your chosen landlord has in your areas of choice

Bedroom requirements

Homes4D&G will only register your application for the size of accommodation that you qualify for in accordance with the Common Allocation Policy.

We work out the number of bedrooms you require, based on who will be living permanently in the household.

- One bedroom for single adults
- One bedroom for couples/partners
- One bedroom for two children of different sex up to 8 years old
- One bedroom for two children of the same sex up to 12 years old
- One bedroom for each child of 12 years or over
- No more than two people should have to share a bedroom

The table below shows the number of bedrooms you can have depending on the size of your household.

Please note that you can only register for one size of property.

Household size	Number of bedrooms you can be considered for					
	Bed-sit	One	Two	Three	Four	Five +
Single Person	•	•				
Couple		•	•			
Couple or single adult and 1 other person			•			
Couple or single adult with 2 children both under 8			•			
Couple or single adult with 2 same gender children both under 12			•			
Couple or single adult with 2 opposite gender children and 1 is aged 8 or over				•		
Couple or single adult with 3 mixed gender children all under 8				•		
Couple or single adult with 3 same gender children all under 12				•		
Couple or single adult with 3 mixed gender children and 1 is over 8				•		
Couple or single adult with 3 mixed gender children and 1 is over 12				•	•	
Couple or single adult with 3 mixed gender children and 2 are over 8				•	•	
Couple or single adult with 3 children all over 12					•	
Any larger household					•	•

What size of house would you like?

Areas of choice and property types

You can choose as many areas in Dumfries and Galloway as you would want to live in. Applicants may be offered the first available property from any of their chosen areas. You should only choose areas where you would be happy to accept an offer of housing.

Please note that not all landlords have houses in these areas. We can only offer you housing in areas selected below and for landlords you have chosen.

East

Tick (✓)	Area/Town		Tick (✓)	Area/Town		Tick (✓)	Area/Town	
	Annan - Galabank	D19A		Eastriggs	D14A		Lockerbie-Hillview	D24A
	Annan - Kimmeter	D28A		Ecclefechan	D15A		Lockerbie-King Edward Park	D29A
	Annan - Newington	D39A		Eskdalemuir	D16A		Lockerbie-Kintail Park	D30A
	Annan - Town centre	D01A		Evertown	D17A		Lockerbie-Rosebank	D42A
	Annan - Welldale	D49A		Gair	D18A		Lockerbie-Town Centre	D34A
	Bankshill	D02A		Gretna	D20A		Middlebie	D35A
	Beattock	D03A		Gretna Green	D21A		Millhousebridge	D36A
	Boreland	D04A		Harelaw	D22A		Moffat	D25A
	Brydekirk	D05A		Hightae	D23A		Newbie	D38A
	Canonbie	D06A		Johnstonebridge	D27A		Rigg	D41A
	Carrutherstown	D07A		Kirkpatrick Fleming	D31A		Rowanburn	D43A
	Chapelknowe	D09A		Kirtlebridge	D32A		Siddaldbie	D44A
	Dornock	D12A		Langholm	D08A		Springfield	D45A
	Eaglesfield	D13A		Lochmaben	D33A		Templand	D46A

Central

Tick (✓)	Area/Town		Tick (✓)	Area/Town		Tick (✓)	Area/Town	
	Ae	D01N		Dumfries - The Meadows	D56N		Mid Nithsdale-Penpont	D44N
	Amisfield	D02N		Dumfries-Town Centre	D17N		Mid Nithsdale-Thornhill	D52N
	Bankend	D05N		Dumfries-Troqueer	D54N		Mouswald	D38N
	Beeswing	D06N		Dunscore	D18N		Nethermill	D39N
	Cargenbridge	D10N		Glencaple	D21N		New Abbey	D40N
	Collin	D14N		Hollywood	D22N		Parkgate	D43N
	Dumfries-Balmoral	D04N		Kelton	D26N		Prestonmill	D45N
	Dumfries-Broomlands	D07N		Kingholm Quay	D27N		Shawhead	D47N
	Dumfries-Cresswell	D16N		Kirkmahoe	D29N		Shieldhill	D48N
	Dumfries-Georgetown	D20N		Kirkton	D30N		Terregles	D51N
	Dumfries-Janefield	D23N		Locharbriggs	D33N		Torthorwald	D53N
	Dumfries-Larchfield	D31N		Marchmount	D35N		Upper Nithsdale-Crawick	D15N
	Dumfries-Lincluden	D32N		Mid Nithsdale-Auldgirth	D03N		Upper Nithsdale-Kelloholm	D25N
	Dumfries-Lochside	D34N		Mid Nithsdale-Burnhead	D08N		Upper Nithsdale-Kirkconnel	D28N
	Dumfries-Millburn	D36N		Mid Nithsdale-Cample	D09N		Upper Nithsdale-Sanquhar	D46N
	Dumfries-Newbridge	D58N		Mid Nithsdale-Carronbridge	D11N		Wallaceton	D55N
	Dumfries-Nithside	D41N		Mid Nithsdale-Closeburn	D13N			
	Dumfries-Summerhill	D49N		Mid Nithsdale-Moniaive	D37N			
	Dumfries-Summerville	D50N		Mid Nithsdale-Park	D42N			

West (Stewartry)

Tick (✓)	Area/Town			Tick (✓)	Area/Town			Tick (✓)	Area/Town	
	Auchencairn	D01S			Dalry	D11S			Lochfoot	D20S
	Balmaclellan	D02S			Dundrennan	D12S			New Galloway	D21S
	Borgue	D03S			Gatehouse of Fleet	D13S			Old Bridge of Urr	D22S
	Bridge of Dee	D04S			Gelston	D14S			Palnackie	D23S
	Carsphairn	D05S			Glenlochar	D15S			Portling	D24S
	Castle Douglas	D06S			Haugh of Urr	D16S			Rhonehouse	D25S
	Crocketford	D08S			Kirkcudbright	D17S			Ringford	D26S
	Crossmichael	D09S			Kirkgunzeon	D18S			Springholm	D27S
	Dalbeattie	D10S			Laurieston	D19S			Twynholm	D28S

West (Wigtown)

Tick (✓)	Area/Town			Tick (✓)	Area/Town			Tick (✓)	Area/Town	
	Cairnryan	D02W			Kirkinner	D14W			Sandhead	D27W
	Carty	D03W			Leswalt	D15W			Sorbie	D28W
	Castle Kennedy	D04W			Lochans	D16W			Stoneykirk	D29W
	Creetown	D05W			Minnigaff	D17W			Stranraer-Belmont	D30W
	Culquhirk	D06W			Mochrum	D18W			Stranraer-Dicks Hill	D31W
	Drummore	D07W			Mochrum Park	D19W			Stranraer-East End	D32W
	Dunragit	D08W			Monreith	D20W			Stranraer-Ochtrelure	D33W
	Garlieston	D09W			New Luce	D21W			Stranraer-Sheuchan	D34W
	Glenluce	D10W			Newton Stewart	D22W			Stranraer-Central	D35W
	Glenstockadale	D40W			Palnure	D23W			Stranraer-West End	D36W
	Isle of Whithorn	D11W			Portlogan	D24W			Whauphill	D37W
	Kirkcolm	D12W			Portpatrick	D25W			Whithorn	D38W
	Kirkcowan	D13W			Portwilliam	D26W			Wigtown	D39W

Exceptions

Please tell us about the areas that you would NOT consider an offer of housing.

Please remember that the more restrictive you are in your choices, the longer you may have to wait.

Street name	Town or village the street is located in
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Please tell us what type of property you would like.

You may tick as many boxes as you wish.

For a description of our property types, please refer to the application guidance notes. This will explain eligibility for sheltered and amenity housing.

	Four in a block flat – ground floor		House with internal stairs
	Four in a block flat – upper floor		Bungalow
	Flat – ground floor		Bedsit bungalow
	Flat – 1st floor		Bedsit – ground floor
	Flat – 2nd floor		Bedsit – 1st floor
	Flat – 3rd floor		Bedsit – 2nd floor
	Flat – 4th floor or above		Sheltered housing
	Maisonette – ground floor		Amenity housing
	Maisonette – upper floor		

Section 9 – Your housing history

Please provide full addresses, dates and landlords' contact details for the previous 5 years. We use this information to request tenancy references.

Main Applicant

Address	Date from/ date to	Tenure type	Reason for leaving	Contact details for landlord
				Name: Address: Tel no:
				Name: Address: Tel no:
				Name: Address: Tel no:
				Name: Address: Tel no:

Have you been evicted from a tenancy within the last 3 years?	Yes	No
If yes, please give reason		

Joint Applicant

Address	Date from/ date to	Tenure type	Reason for leaving	Contact details for landlord
				Name: Address: Tel no:
				Name: Address: Tel no:
				Name: Address: Tel no:
				Name: Address: Tel no:

Have you been evicted from a tenancy within the last 3 years?	Yes	No
If yes, please give reason		

Section 10 – Personal connection

The landlords covered by this application form are controlled by the following governing structures:

Dumfries & Galloway Housing Partnership – Board of Management
 Irvine Housing Association – Board of Management
 Home Group – Board of Management
 Cunninghame Housing Association – Board of Management

Main Applicant	Yes (√)	No (√)	If yes, please complete:		
			Landlord	Name of related person	* Relationship
Are you a member of any of the Boards of Management outlined above?					
Have you been a member of any of these Boards of Management in the previous 12 months?					
Are you a *close connection of a current or former member of any Boards of Management described above?					
Are you a current employee of any of the above landlords?					
Have you been employed by any of the above landlords in the previous 12 months?					
Are you a *close connection of an employee of any of the above landlords?					
Are you a *close connection of anyone employed by one of the above landlords in the previous 12 months?					

Joint Applicant	Yes (√)	No (√)	If yes, please complete:		
			Landlord	Name of related person	* Relationship
Are you a member of any of the Boards of Management outlined above?					
Have you been a member of any of these Boards of Management in the previous 12 months?					
Are you a *close connection of a current or former member of any Boards of Management described above?					
Are you a current employee of any of the above landlords?					
Have you been employed by any of the above landlords in the previous 12 months?					
Are you a *close connection of an employee of any of the above landlords?					
Are you a *close connection of anyone employed by one of the above landlords in the previous 12 months?					

***Close connection** – this includes family members as well as persons who might reasonably be regarded as similar to family members, even where there is no relation by birth or in law. Also includes people closely associated with you, for example the partners of immediate family members, their parents/child or siblings, someone who is dependent on you or vice versa, close friends, other relatives (aunts/uncles/nephews - and their partners), neighbours, business contacts or someone you are acquainted with socially.

Section 11 – Contacts

If you did not fill in this form yourself, please give details of the person who did

Name

Address

Contact telephone number

Do you want this person or any other person to make enquiries regarding your application on your behalf in the future? (if yes and their and details are different to the above, please give details below)	Yes	No
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Name

Address

Contact telephone number

Do you want this person to be the main contact regarding your housing application in the future? (that would mean that all correspondence regarding your application would go to them)	Yes	No
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Section 12 – Additional information

Are there any circumstances you would want us to take account of including any additional support requirements you may have? (Please use the space below)

Empty space for providing additional information.

N.B. Please ensure that you have signed the Declaration on page 3 before returning this form.



Homes4D&G
FREEPOST RTHU-YASL-XCJC
DG12 6AJ

0300 123 1230
www.homes4dg.org.uk
enquiries@homes4dg.org.uk

Homes4D&G Partner Landlords



Working with our Tenants

Dumfries & Galloway Housing Partnership
Grierson House
The Crichton
Bankend Road
Dumfries
DG1 4ZS



Home Scotland
Pavilion 6, Parkway Court
321 Springhill Parkway
Baillieston
Glasgow
G69 6GA



Cunninghame HA
Quayside Offices
Marina Quay
Dock Road
Ardrossan
KA22 8DA



Irvine Housing Association
44-46 Bank Street
Irvine
Ayrshire
LA12 0LP