



# CHR

Common Housing Register

For office use only:

Application reference number:

Main applicant name:

Date received:

# Housing Application Form

“住房申请表格”

“Formularz wniosku mieszkaniowego”

"ہاؤسنگ کے لئے درخواست فارم"





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## What is the Common Housing Register (CHR)?

The North Lanarkshire Common Housing Register is a partnership between North Lanarkshire Council and partner Registered Social Landlords (Housing Associations and Co-operatives) who have social rented housing stock in the North Lanarkshire area.

The CHR lets you apply for social rented housing owned by any of the partner landlords by using just one application form. Information from your application form will go on a register, which each of the partner landlords can access. If they consider you for housing, they will award you a priority according to their own allocation policy. Offers of housing will depend on the level of priority you have and your needs and preferences about the area and the type of housing available to let.

You can get housing advice from any of the CHR landlords. This advice can include information on choosing an area, types of housing available, size of housing required and so on.

## Who can apply?

You can apply for housing in North Lanarkshire using this form if you are aged 16 or over. This includes people applying from inside and outside the North Lanarkshire area as well as current tenants who want to transfer to other accommodation or register for a mutual exchange (house swap). However, if you have come to Britain from abroad it is possible that the Council will not be able to consider you for housing.

## If you are homeless or think you may become homeless in the near future

Contact any of the council offices on the back page of this document. They will assess your housing situation and give you advice about your housing options.

## The Common Housing Register partner landlords

Cairn Housing Association	Clyde Valley Housing Association
Forgewood Housing Co-operative	Garrion People's Housing Co-operative
Lanarkshire Housing Association	North Lanarkshire Council
Sanctuary Scotland Housing Association	West of Scotland Housing Association
Wishaw and District Housing Association	

The contact details for all partner landlords including all of the North Lanarkshire Council offices can be found on the back page of this form.

The letting areas in North Lanarkshire where each of the partner landlord have social rented housing stock is located on pages 20-24 of this form.

## Data Protection Act 2018 – Protecting your Information

We will keep all the information you give us in this form and any other documents connected with this, on the CHR computer system. All of your chosen partner landlords will be able to use this information to assess your housing needs. We will use this information in line with the General Data Protections Regulations 2016/679 ("GDPR") and the Data Protection Act 2018.

We may contact other third parties to get further relevant information to help us process your application. This may include your current or previous landlords; medical and health professionals; the police; other services or agencies with relevant information.

The information you provide will be used to assess your application in accordance with the Allocation Policy of the partner landlords 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 partner landlords or third parties described above in connection with the purposes of your application except where required to do so by law or unless you have given your permission to do so.

## **North Lanarkshire Common Housing Register Privacy Statement**

The North Lanarkshire Common Housing Register is a partnership made up of the following social housing landlords: Cairn Housing Association; Clyde Valley Housing Association; Forgewood Housing Co-operative; Garrion Peoples Housing Co-operative; Lanarkshire Housing Association; North Lanarkshire Council; Sanctuary Scotland Housing Association; West of Scotland Housing Association and Wishaw and District Housing Association.

Each partner landlord is known as a “data controller” and is registered with the Information Commissioner. Each partner landlord processes personal information in line with the General Data Protection Regulation (GDPR) which came into force on 25th May 2018.

### **Privacy**

We are committed to protecting your privacy in line with the requirements of the GDPR. Any personal information provided to us will only be used to discharge our statutory functions under the Housing (Scotland) Act 1987 & Housing (Scotland) Act 2001 and other relevant legislation.

This document explains why we collect personal information, how we use it, who we may share it with and how we keep it secure.

### **How we collect information about you**

We collect information about you and your household when you submit an application form to the North Lanarkshire Common Housing Register. Additionally we will collect information when you contact us directly, when we meet with you to discuss your housing options, when you submit a change of circumstances form and at an annual review of your application if applicable.

We may also collect information from any agency which you make reference to in support of your application. This may include, but is not limited to the following:

- Your current landlord and /or your previous landlords up to a period of 5 years.
- Health and Support agencies which you have stated that you use e.g. North Lanarkshire Council’s Health and Social Care service, other Local Authority Social Work departments, Local Authority Homeless Services.
- Other agencies such as Armed Forces, Home Office, Police, Scottish Prison Service, NHS Scotland and GPs and other health professionals.

## **Why we need the information you are asked to provide on the application form**

We need the information on the application for the following purposes:

- To process and manage applications for social housing in the North Lanarkshire area.
- To decide if you are eligible for housing.
- To accurately assess your housing needs and allow the partner landlords to give you help and advice with your housing options.
- To reply to enquiries and contact you when required.
- To make offers of housing to suit your needs and aspirations.
- To sign up new tenants when offers of housing are accepted.
- To provide statistical information to inform the Local Housing Strategy and any other relevant strategies which inform planning for future housing needs.
- To provide statistical information to relevant benchmarking clubs.
- To meet our legal obligations in providing information, including statistical information, to the Scottish Housing Regulator (SHR) and the Scottish Government (SG).

## **How your information is stored and how long it is kept**

The information you provide on your application form is transferred to an electronic software system managed by North Lanarkshire Council.

All computers are kept in a secure location and are password protected. Access to our electronic files kept on the shared network is controlled by user log in and passwords, making access to data only available to those who need to use it.

Our computer systems are located in each member's offices, but occasionally we may use computers offsite. However, they will at all times remain secure and under our control.

The hard copy of your application will be kept by the partner member who receives and processes your application. This will be kept until you are either re-housed, in which case your application will be sent to the partner member with whom you have been rehoused, or cancelled, in which case your application will be kept for a period of 1 year and then destroyed.

## **Who can access your information?**

Only relevant staff of the participating partner landlords that you have chosen to be housed with have access to your information.

Additionally a small number of staff from North Lanarkshire Council will be able to see information provided by you in order to:

- Produce reports required for the partners you have chosen for administrative purposes.
- Gather statistical information for planning for future housing needs.
- Undertake quality assurance audits, including ensuring that the information you have provided has been properly recorded.
- Use the personal information on this form to ensure that everyone is treated equally, whatever their ethnic background.
- Contact you as part of a statutory consultation process e.g. when a partner landlord is reviewing their allocation policy.

- Operate the Common Housing Register system on behalf of a partner landlord where they have asked us to do so.

### **Who we may share it with**

All personal data we process is only processed by our staff based in the UK.

Your information may be passed to:

- Health and Support agencies which you have stated that you use e.g. North Lanarkshire Council's Health and Social Care, other Local Authority Social Work departments, Local Authority Homeless Services.
- Other agencies such as Armed Forces, Home Office, Police, Scottish Prison Service, NHS Scotland and GPs and other health professionals.

Data may also be matched with data held on other computer systems for the prevention and detection of fraud and to assist applicants who may benefit from services provided by North Lanarkshire Council's Enterprise and Communities or Health and Social Care.

### **Your rights**

You have the right at any time to:

- Ask for a copy of the information about you held by us in our records.
- Require us to correct any inaccuracies in your information.
- Make a request to delete what personal data of yours that we hold.
- Ask us to restrict how we use your personal data.

### **If you would like to exercise any of your rights above please contact:**

Business Development and Support Manager  
Business Development and Support  
Enterprise and Communities  
3rd Floor Civic Centre  
Windmillhill Street  
Motherwell ML1 1AB  
Telephone: 01698 274139

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Telephone: 0303 123 1113 (local rate) or 01625 545745  
Website: <https://ico.org.uk/concerns>

## Application form

Information in this application form allows your chosen landlords to assess your housing needs accurately, so it is very important that you fill in all of the sections.

### Section 1 Are you eligible for housing?

If you have come to live in the UK from abroad, under the Housing (Scotland) Act 2001 and the Asylum and Immigration Act 1999 local authorities must find out if you qualify for public help, including housing.

**1a Are you and all members of your household British citizens?** Yes  No

**1b If you have answered 'No', please tell us your and/or their nationality.**

**We may speak to the immigration authorities or associated organisations to check the information that you have given us and to get more relevant information.**

If you are not sure whether this applies to you, please contact North Lanarkshire Council or any of the partner landlords on the back page of this form.

### Home Ownership

The Housing (Scotland) Act 2014 removes the restriction on taking home ownership into account. Some landlords may take property ownership into account when assessing an application for housing. A property can be owned by the applicant or another member of their household who is currently living with them or someone who is intending to live with them. This is not restricted to property in Scotland or even the UK, but could be any property which is owned (or previously owned) by the applicant or a member of their household or proposed household and includes ownership of land (and anything built on that land) as well as the actual property itself. There are some circumstances where a landlord cannot take account of property ownership.

**1c Do you or anyone who will be housed by you currently own or have previously owned another property or land?** Yes  No

If yes, is the current status of this sold or rented

Please give the address or locations of the property or land

## 1e Information about you.

Title

Last name

First name(s)

Are you, or have you ever been known by any other name (an example of this could be your maiden name, or if you have changed your name)

Previously known as

Date of birth

National Insurance Number

e-mail address

Daytime telephone number

Mobile number

Current address and post code

What date did you start living at this address?

Please tell us who owns this property and provide their full contact details including post code and telephone number.

Preferred method of communication

If you are currently under the age of 26 please tell us if you have ever been previously looked after and accommodated by North Lanarkshire Council. *(This means if you have ever been in foster care or in a kinship arrangement, or accommodated in a children's home.)*

Yes  No

Main applicant

Please tell us all the addresses you have lived at for the last five years.

Address and postcode	Start date	End Date	Reason for leaving	Who was the landlord/ who owned the property (please give name, address and post code)

**1f Information about any joint applicant** *(a joint applicant will become a joint tenant with the main applicant if a future tenancy is taken up as a result of this application)*

Title

Last name

First name(s)

Are you, or have you ever been known by any other name (an example of this could be your maiden name, or if you have changed your name)

Previously known as

Date of birth

National Insurance Number

e-mail address

Daytime telephone number

Mobile number

Current address and post code

What date did you start living at this address?

Please tell us who owns this property and provide their full contact details including post code and telephone number. *(this could be a council, a private landlord or a housing association or the property could be owned by a relative such as your mum or dad)*

Preferred method of communication

If you are currently under the age of 26 please tell us if you have ever been previously looked after and accommodated by North Lanarkshire Council. *(This means if you have ever been in foster care or in a kinship arrangement, or accommodated in a children home.)*

Yes  No

Joint applicant:

Please tell us all the addresses you have lived at for the last five years.

Address and postcode	Start date	End Date	Reason for leaving	Who was the landlord/ who owned the property (please give name, address and post code)

## Section 2 Details about your household

**2a Starting with yourself please give details of everyone living at your current address.**

Name	Date of birth	National Insurance number	Sex (male or female)	Relationship to the main applicant	Will this person move with you?	
					Yes	No

**2b Please give details of everyone who is not living with you, but who want to be housed with you**

Name	Date of birth	National Insurance number	Sex (male or female)	Relationship to the main applicant	This persons current address	Reason why this person is not living with you now

**2c Are any household members at your current address or who will move with you, part of a couple?**

Yes  No

Please tell us who these household members are:

**2d As well as the joint applicant you have told us about in question 1b, are there any more joint applicants you want to add to your application.**

Yes  No

If yes please provide their name (please also ensure this persons details have been included in question 2a or 2b):

**2e Does anyone regularly stay with you overnight for whom you have parental responsibility, for example a child from a previous relationship, or do you have a carer who regularly stay overnight in your home?**

Yes  No

Name	Date of birth	National Insurance number	Sex (male or female)	Relationship to you	Current address	If this person is a child do you have access arrangements		If this person is your carer please tick	How often will this person stay with you overnight?
						Yes	No		

Please give us details of the current access arrangement for your child/children, and/or details about your care arrangements:

**2f Are you or anyone who will be housed with you pregnant?** Yes  No

Name of person who is pregnant

Date child is due  |  |

Please provide proof of pregnancy, such as a letter from their hospital or GP

## Section 3 Current Accommodation

This section allows us to collect information on your current housing situation and to help us to find out what type of tenancy you have with your current landlord. It also helps us assess whether your current housing situation is secure so that we may offer you advice or assistance should you be homeless now or in the future.

### 3a Please tick which ever box best describes your current accommodation and tenure type

A tenant of North Lanarkshire Council	<input type="checkbox"/>	A tenant of another council	<input type="checkbox"/>
A tenant of a Housing Association or co-operative within North Lanarkshire	<input type="checkbox"/>	A tenant of a Housing Association or co-operative outside North Lanarkshire	<input type="checkbox"/>
A tenant of a house that you live in because of your job	<input type="checkbox"/>	A shared owner of a house with a housing association or co-operative	<input type="checkbox"/>
An owner occupier	<input type="checkbox"/>	Staying with parents	<input type="checkbox"/>
Staying with other relatives or friends	<input type="checkbox"/>	Living with partner who you want to leave	<input type="checkbox"/>
Lodger	<input type="checkbox"/>	Staying in a caravan or mobile home	<input type="checkbox"/>
Staying in homeless accommodation	<input type="checkbox"/>	Staying in a hostel	<input type="checkbox"/>
Staying in supported accommodation	<input type="checkbox"/>	Staying in bed and breakfast	<input type="checkbox"/>
Living rough (roofless, in car etc)	<input type="checkbox"/>	Being looked after and accommodated by a local authority (including foster care, kinship arrangements, residential home etc)	<input type="checkbox"/>
In prison	<input type="checkbox"/>	In hospital	<input type="checkbox"/>
In residential care	<input type="checkbox"/>	In HM Forces accommodation	<input type="checkbox"/>

If none of the above apply, please give details here:

### 3b What kind of property do you currently live in? (please tick) ✓

Detached	<input type="checkbox"/>	Semi detached	<input type="checkbox"/>
End terrace	<input type="checkbox"/>	Mid terrace	<input type="checkbox"/>
Detached bungalow	<input type="checkbox"/>	Semi detached bungalow	<input type="checkbox"/>
End terrace bungalow	<input type="checkbox"/>	Mid terrace bungalow	<input type="checkbox"/>
Multi storey tower	<input type="checkbox"/>	Upper four in a block flat	<input type="checkbox"/>
Lower four in a block flat	<input type="checkbox"/>	Tenement ground floor flat	<input type="checkbox"/>
Tenement upper floor flat	<input type="checkbox"/>	Upper flat in a block of flats	<input type="checkbox"/>
Ground floor flat in a block of flats	<input type="checkbox"/>	Upper maisonette	<input type="checkbox"/>
Ground floor maisonette	<input type="checkbox"/>	Caravan or mobile home	<input type="checkbox"/>

If none of the above apply, please give details here:

**3c If you stay in an upper flat or maisonette, please tell us what floor level you live on.**

**3d We need to know how many rooms there are in your current home, please tell us below.**

	Number of rooms	Tick if you share with another household
Living room		
Double bedrooms		
Single bedrooms		
Kitchen		
Toilet or bathroom		

Is your home a bedsit or studio? Yes  No

**3e Do you and your partner have a bedroom to yourself?** Yes  No

(for example, you do not share the bedroom with anyone other than your partner).

**3f Does anyone in your household sleep in the living room?** Yes  No

**3g How many bedrooms in your home are not used for sleeping in?**

**3h Do you have access to the following facilities in your home?**

Cold water supply Yes  No  Hot water supply Yes  No

Inside toilet Yes  No  Bath or shower room Yes  No

Sink Yes  No  Kitchen or kitchen area Yes  No

Cooking facilities Yes  No  Mains electricity Yes  No

Is there a window in each bedroom? Yes  No

**3i Does your home have any of the following problems?**

Please tick all that apply ✓ and provide the appropriate evidence. Please note that further assessment may be required.

Problem:

Dampness or water leaks Yes  No

Structural problems Yes  No

Has a closing order been served on the property? Yes  No   
*(this means a local authority has said that nobody can live in the house)*

Has the property been declared below the 'tolerable standard'? Yes  No   
*(Below the tolerable standard means that the property has been inspected by a local authority Environmental Services and does not meet the standards in the Housing (Scotland) Act 1987 and as amended by Housing (Scotland) Act 2006)*

Does the property need major repairs? Yes  No

Does the property have dangerous wiring and electrical fixtures? Yes  No

If you have ticked yes to any of the above please give more details here:

**3j Please tell us in your own words why you want to be rehoused.**

Please give us as much detail as possible as this will help us to assess your housing needs and award all the points you may be entitled to:

**3k If you or a member of your household need to move to give support to someone, please give us details below.**

Name of household member who will be providing the support:

Name of the person receiving the support - address of this person and details of the type of support that will be provided:

**3l Are you currently homeless?** Yes  No

**3m Are you likely to become homeless in the future?** Yes  No

**3n Are you or a member of your family experiencing domestic abuse?** Yes  No

**3o Have you been asked to leave your accommodation?** Yes  No

If yes what date have you been told to leave by?

**3p Have you been given written notice to leave?** Yes  No

If yes please provide a copy of the notice.

**3q Has a court order for possession been granted?** Yes  No

If yes please provide a copy of the order.

**3r If you are a tenant, do you have a written tenancy agreement?** Yes  No

**3s Do you owe any rent to your landlord?** Yes  No

**3t If you own your own home, do you have any arrears (missed payments) on your mortgage?** Yes  No

**3u Do you have to sell your home?** Yes  No

If you have answered yes please explain why?

## Section 4 What type of housing would you prefer or need

The following information lets us know the type of housing you would like to be considered for.

If you need specialist housing, you will need to fill in a Health and Housing Supports Needs form. There are examples of specialist housing in question 4d.

### 4a Which type of housing would you prefer to live in?

*(Please be aware that some house types may not be available in the areas you want to live in. You can get more information on types of housing in each letting area from any of our partner landlords).*

Please tick all that apply. The more types of housing you consider, the more chance there is that we will be able to help you.

Detached	<input type="checkbox"/>	Semi detached	<input type="checkbox"/>
End terrace	<input type="checkbox"/>	Mid terrace	<input type="checkbox"/>
Detached bungalow	<input type="checkbox"/>	Semi detached bungalow	<input type="checkbox"/>
End terrace bungalow	<input type="checkbox"/>	Mid terrace bungalow	<input type="checkbox"/>

Multi storey tower	<input type="checkbox"/>	Upper four in a block flat	<input type="checkbox"/>
Lower four in a block flat	<input type="checkbox"/>	Tenement ground floor flat	<input type="checkbox"/>
Tenement upper floor flat	<input type="checkbox"/>	Upper flat in a block of flats	<input type="checkbox"/>
Ground floor flat in a block of flats	<input type="checkbox"/>	Upper maisonette	<input type="checkbox"/>
Ground floor maisonette	<input type="checkbox"/>		

**4b Would you consider any floor level?** Yes  No

**4c If you have said no, what is the highest level you would accept?**

With lift

Without lift

**4d Do you want to be considered for any specialist type housing, such as housing for older people or housing adapted or designed for people with disabilities or support needs?**

Yes  No

Please note that the council's revised allocation policy for older peoples housing will mean that applicants will be matched to the appropriate older peoples' housing option(s) which will best meet their needs.

Please tick the types of specialist housing you want to be considered for.

Older peoples housing *(provided by North Lanarkshire Council)* Yes  No

Older peoples housing includes:

**Sheltered plus housing** – housing designated for older people, generally aged 60 and over, that provides enhanced housing support services and an emergency response service. It provides one level accessible accommodation and access to common facilities in which a range of social opportunities take place. It is suitable for older people who require some support to live independently.

**Retirement housing** – housing designated for older people that provides an enhanced housing management service and an emergency response service. It generally consists of terraced bungalows and some four in a block common entrance properties, and has access to common facilities where a range of social opportunities can take place.

**Amenity housing** – housing designated for older people. It consists of flatted or terraced type accommodation. There is no on site housing support or enhanced housing management services provided.

**Other specialist type of housing:**

Wheelchair standard housing Yes  No

Amenity housing Yes  No

*(Housing suitable for older people or people with disabilities or support needs)*

Very Sheltered Yes  No

Sheltered Housing Yes  No

*(Some RSLs landlords provide Sheltered or Very Sheltered accommodation, in addition the council can nominate people from their waiting list to some of these landlords)*

**4e If you have answered yes to any of the above, please give us more details**

**4f What size of house do you need?**

You will normally receive a house where the size meets the needs of your family, and will be based on the allocation policy house size eligibility rules of the partner landlord making the offer of housing.

Studio / bedsit	<input type="checkbox"/>	One bedroom	<input type="checkbox"/>	Two bedroom	<input type="checkbox"/>
Three bedroom	<input type="checkbox"/>	Four bedroom	<input type="checkbox"/>	Five bedrooms	<input type="checkbox"/>
Six bedrooms	<input type="checkbox"/>	Seven bedrooms	<input type="checkbox"/>	More than this	<input type="checkbox"/>

If you need a larger property please tell us why.

**4g Is there any type of heating you do not want to be considered for?**

Yes  No

Please say which and tell us why.

**4h Do you have pets?**

Yes  No

If you have answered 'Yes' please give details

Please note that tenants of multi-storey tower block or other flats which have shared access may not keep any pets without the landlord's written permission. North Lanarkshire Council will not give permission for dogs or cats to be kept as pets in multi-storey towers.

**4i Would you prefer to have a garden?**

Yes  No  Don't mind

## Section 5 Landlords and Letting Areas

**5a Please tick which of the Common Housing Register Partner Landlords you WANT to be considered by? You may tick as many as you wish.**

Cairn Housing Association	<input type="checkbox"/>	Clyde Valley Housing Association	<input type="checkbox"/>
Forgewood Housing Co-operative	<input type="checkbox"/>	Garrion People's Housing Co-operative	<input type="checkbox"/>
Lanarkshire Housing Association	<input type="checkbox"/>	North Lanarkshire Council	<input type="checkbox"/>
Sanctuary Scotland Housing Association	<input type="checkbox"/>	West of Scotland Housing Association	<input type="checkbox"/>
Wishaw and District Housing Association	<input type="checkbox"/>		

N.B. Please note that you will only be matched for accommodation that your chosen landlords have in your areas of choice see pages 20-24.

### 5b Other Social Housing providers within North Lanarkshire

As well as the main partner landlords who operate the Common Housing Register (as above in question 5a), there are a number of other housing associations who have housing stock in the North Lanarkshire area. North Lanarkshire Council has arrangements in place which enable them to nominate an applicant from their waiting list to some of the vacancies these landlords may have. If you would like to be considered for this please let us know below.

Abronhill Housing Association	<input type="checkbox"/>	Bield Housing Association	<input type="checkbox"/>
Caledonia Housing Association	<input type="checkbox"/>	Cube Housing Association	<input type="checkbox"/>
Hanover (Scotland) Housing Association	<input type="checkbox"/>	Horizon Housing Association	<input type="checkbox"/>
Key Housing	<input type="checkbox"/>	Link Housing Association	<input type="checkbox"/>
Loretto Housing Association	<input type="checkbox"/>	Blackwood Homes and Care	<input type="checkbox"/>
Trust Housing Association	<input type="checkbox"/>		

**5c Are there any areas or streets in the letting areas you have chosen that you do not want to be considered for?**

Areas or streets	Reason why I do not want to be considered

You can only be housed if your chosen landlords have properties in the area you want to live in, and your needs meet the rules of their allocation policy. You can check that your chosen landlord has properties in those areas by looking at the following tables. You can choose as many letting areas as you want, but you must put a number '1' at your first choice and then tick the others you want to be considered for.

**5c Please put a number '1' against your first-choice area, then tick all other areas you want to be considered for.**

**Cumbernauld**

Please tick

- Abronhill
- Balloch / Eastfield
- Carbrain East
- Carbrain West
- Carbrain South
- Castlecary
- Condorrat

Please tick

- Cumbernauld Village
- Greenfaulds
- Kildrum
- Seafar / Ravenswood
- Westfield

**Airdrie**

Please tick

- Bore Road
- Burnfoot
- Cairnhill
- Calderbank
- Caldercruix
- Chapelhall
- Chapelside etc
- Clarkston etc
- Coatdyke
- Craigneuk - Airdrie
- Flowerhill
- Gartlea

Please tick

- Gartness
- Glenmavis
- Greengairs
- Holehills
- New Petersburn
- Northburn / Airdriehill
- Petersburn
- Plains
- Rochsoles
- Salsburgh
- Thrashbush
- Whinhall etc



North Lanarkshire Council



Clyde Valley Housing Association



West of Scotland Housing Association



Garrion Housing Co-operative



Lanarkshire Housing Association Ltd



Wishaw & District Housing Association



Forgewood Housing Co-operative Ltd



Santuary Scotland Housing Association



Cairn Housing Association

If you need further help with this please contact any of the partner landlords.

## Bellshill

Please tick

- Carfin Street Area    
- Clay Road / Carnbroe  
- Clyde / Douglas Drive Area   
- Coronation Road Area   
- Crofthead   
- Dean Street   
- Freestate  
- Glebe Street   
- Hattonrigg   
- Holytown Electric Scheme    
- Holytown Main Street  
- Jewel Scheme   
- Liberty Road Area    

Please tick

- New Stevenston Electric Scheme  
- Noble Road Area   
- Old Calder Road Area  
- Old North Road   
- Orbiston Drive Area  
- O'Wood   
- Quarry Street Bellshill  
- Stewart Street Area    
- Sunnyside  
- Thankerton   
- Thorndean  
- West End Scheme  
- Wrangholm    

## Viewpark

Please tick

- Birkenshaw     
- Burnhead   
- Fallside   
- Glenburn / Limetree  

Please tick

- Laburnum Road   
- Redwood Crescent Area   
- Tannochside  
- Viewpark Electric Scheme  



North Lanarkshire Council



Clyde Valley Housing Association



West of Scotland Housing Association



Garrion Housing Co-operative



Lanarkshire Housing Association Ltd



Wishaw & District Housing Association



Forgewood Housing Co-operative Ltd



Sanctuary Scotland Housing Association



Cairn Housing Association

If you need further help with this please contact any of the partner landlords.

## Moodiesburn

Please tick

- Auchinloch   
- Cardowan / Steps    
- Chryston   
- Crowwood  
- Gartcosh   
- Gartferry  
- Millerston  

Please tick

- Mollinsburn  
- Moodiesburn Electric Scheme  
- Moodiesburn Main Scheme    
- Mount Ellen  
- Muirhead  
- Old Moodiesburn  

## Motherwell

Please tick

- Brandon    
- Caldergrove  
- Carfin    
- Coursington   
- Daisypark  
- Flemington      
- Highfield   
- Hillhead  
- Jerviston  
- Ladywell   
- Laughlan Drive Area  

Please tick

- Muirhouse    
- New Forgewood    
- North Lodge   
- North Motherwell    
- Old Forgewood  
- Parkneuk   
- Ravensraig North   
- Tillanburn   
- Woodilee   
- Yett   



North Lanarkshire Council



Clyde Valley Housing Association



West of Scotland Housing Association



Garrion Housing Co-operative



Lanarkshire Housing Association Ltd



Wishaw & District Housing Association



Forgewood Housing Co-operative Ltd



Santuary Scotland Housing Association



Cairn Housing Association

If you need further help with this please contact any of the partner landlords.

## Wishaw

Please tick

- Alcath   
- Alexander Street  
- Bellside  
- Bonkle  
- Braedale   
- Branchalmuir  
- Cambusnethan   
- Central Wishaw   
- Craigneuk   
- Dimsdale  
- East Coltness   
- Eastwood  
- Fraser Street  
- Gowkthrapple   
- Greenhead  
- Lithgow Drive / Chapel Street  
- Manse Road Timber Houses  

Please tick

- Netherton    
- Newton / Park Drive  
- Northwood Drive  
- Omoa Road   
- Overtown    
- Parkside  
- Pather   
- Princess Square  
- Shand Street   
- Stewart Crescent  
- Tinto  
- Waterloo  
- West Coltness   
- West Crindledyke  
- Whitestripe  
- Wishawhill   

## Kilsyth

Please tick

- Balmalloch  
- Banton   
- Barwood  
- Croy  
- Fisher / Manse Road Area   

Please tick

- Kilsyth Central    
- Kirklands Crescent  
- Queenzieburn    
- Rennie Road / Northfield    



If you need further help with this please contact any of the partner landlords.

## Coatbridge

Please tick

Bargeddie



Barrowfield / Whifflet



Carnbroe Coatbridge



Cliftonhill / Cliftonville / Sunnyside



Glenboig



Greenhill



Kirkshaws



Kirkwood



Please tick

Langloan/ Dundyvan/Allan St Development



Old Monkland



Shawhead etc



Sikeside / Greenend



Summerlee / Gartsherrie



Townhead / Espieside



## Shotts

Please tick

Allanton School Scheme



Allanton Village



Burnside



Eastfield



Garden City



Harthill School Scheme



Harthill Village



Hunter Street



Please tick

Northfield



Parkside Road



Quarry Street Shotts



Springhill Road



St Catherine's



Stane



Torbothie



Tulloch Road



Vennacher Street



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Cairn Housing Association

If you need further help with this please contact any of the partner landlords.

**5e Are you interested in a mutual exchange?**

Yes  No

Further details on our mutual exchange process can be found on the councils website [www.northlan.gov.uk](http://www.northlan.gov.uk)

**5f Are you interested in shared ownership with a housing association?**

Yes  No

**Section 6 Harassment or disturbance**

If you suffer from harassment or disturbance where you are currently living, please fill in section 6 to tell us about it.

If you want to discuss these issues in more details, please contact your landlord.

**6a Are any members of your household experiencing disturbance or harassment?**

Yes  No

**6b If you have answered 'Yes' please tick any of the following that apply.**

Problems with neighbours  Racial harassment  Serious antisocial behaviour

Please explain in more detail

**6c Have you reported any of the incidents?**

Yes  No

**6d If you have answered yes, who have you reported the incidents to?**

The police  The councils' antisocial response service

Your landlord or housing office

Other (please say) free text box required here

**6e Has anyone ever taken action against you or anyone on your application for antisocial behaviour?**

Yes  No

**6f If you have answered 'Yes' was this court action?**

**6g Please give the full name of the person or people the action was taken against.**

**6h Or, was the action less formal (such as a warning)**

Yes  No

**6i Please tell us what action was taken.**

**6j Please give the full name of the person or people the action was taken against.**

**6k Have you or anyone on your application received an antisocial behaviour order (ASBO)?**

Yes  No

**6l If you have answered 'Yes', please give their full name.**

**6m Are you, or anyone seeking to be housed with you, required to register with the police under the Sexual Offences Act 2003?**

Yes  No

## Section 7 Your relationships to staff, councillors and committees

If you are related to any member of staff, an elected member of the council or a committee member of any of the partner landlords, it is important that you let us know so that we can keep to the relevant conditions of the Housing (Scotland) Act 2001.

This will not affect your right to be considered for housing.

### 7a Are you, or anyone you want to be rehoused with, closely related to any councillor or member of the management committee (who manage registered social landlords), or to any employee of the partner landlords of the North Lanarkshire Common Housing Register?

Close relatives mean husband, wife, partner, father, mother, grandfather, grandmother, sister, brother, son, daughter, (including step-relatives, in-laws and partners relatives), aunt, uncle, niece, nephew or cousin.

This information will not affect your application in any way, but we need it to keep to the conditions of the Housing (Scotland) Act 2001, and to ensure our services are transparent.

Yes  No

Name of person	Relationship (for example, husband)	Name of the committee member, councillor or employee the person is related to	Name of the organisation they work for?

### 7b Do you or anyone you want to be rehoused with work for any of the following?

The council's housing service Yes  No

A housing association or co-operative Yes  No

Name of person	Name of organisation they work for

## Declaration

Please read through the following statements and sign at the bottom to show that you understand and agree with them.

### I agree:

- I have read and understand the section on the Data Protection Act 2018 and the Common Housing Register Privacy Statement.
- That you may process my/our personal data as in the aforementioned statement, including contacting my/our current/previous landlords, my/our doctor, hospital consultant, health visitor, social worker, police, probation officer or any other relevant person if more information is needed in connection with my/our housing application.
- That the Council can share my/our personal data with other social housing providers if I/we are nominated for housing through the Council's Nomination Agreements.
- That I/we will inform the North Lanarkshire CHR of any change in circumstances.
- That all information given by me/us to the North Lanarkshire CHR is true and accurate. If I/we supply any false information or do not tell you about any relevant information, you may suspend my application.
- 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 the North Lanarkshire CHR including mutual exchange, and nomination to other social housing providers 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.

**Signing this declaration will allow us to process your application.** *(If you require further information to help you with this please contact any of the partner landlords whose details are on the back page of the form)*

**Applicant Signature:**

**Date:**

**Joint Applicant Signature:**

**Date:**

## Application filled in on behalf of the person applying

If this form has been filled in by someone other than the person applying, please tell us your name and address and why you are filling in this for the applicant.

If you are completing this application on behalf of someone for whom you have been granted Power of Attorney or Guardianship, copies of the relevant documentation should be submitted along with the application.

Name

Address

Postcode

Contact number

Signature

Date

Why are you filling this form in for the applicant?

# North Lanarkshire Common Housing Register - Confidential Survey

The common housing register partnership aims to encourage equal opportunities and diversity, responding to your different needs, whatever your sex, disability, age, nationality, marital status, ethnic background, religious beliefs, sexuality or gender re-assignment (becoming legally recognised as the opposite sex to that shown on your birth certificate).

You do not have to fill in the following information. This information will not affect your housing application.

Please choose **one** section from A to E then tick **one** box which best describes your ethnic group or background.

## Main applicant

### A White

- Scottish  British
- English  Irish
- Welsh  Gypsy/Traveller
- Northern Irish  Polish

Any other white ethnic group, please write in.

### B Mixed or multiple ethnic groups

Any mixed or multiple ethnic groups, please write in.

### C Asian, Asian Scottish or Asian British

- Pakistani, Pakistani Scottish or Pakistani British
- Indian, Indian Scottish or Indian British
- Bangladeshi, Bangladeshi Scottish
- or Bangladeshi British
- Chinese, Chinese Scottish or Chinese British

Other, please write in.

### D African, Caribbean or Black

- African, African Scottish or African British
- Caribbean, Caribbean Scottish or Caribbean British
- Black, Black Scottish or Black British

Other, please write in.

### E Other ethnic group

- Arab

Other, please write in.

### Disability

Do you consider yourself to have a disability?

- Yes  No

## Joint Applicant

### A White

- Scottish  British
- English  Irish
- Welsh  Gypsy/Traveller
- Northern Irish  Polish

Any other white ethnic group, please write in.

### B Mixed or multiple ethnic groups

Any mixed or multiple ethnic groups, please write in.

### C Asian, Asian Scottish or Asian British

- Pakistani, Pakistani Scottish or Pakistani British
- Indian, Indian Scottish or Indian British
- Bangladeshi, Bangladeshi Scottish
- or Bangladeshi British
- Chinese, Chinese Scottish or Chinese British

Other, please write in.

### D African, Caribbean or Black

- African, African Scottish or African British
- Caribbean, Caribbean Scottish or Caribbean British
- Black, Black Scottish or Black British

Other, please write in.

### E Other ethnic group

- Arab

Other, please write in.

### Disability

Do you consider yourself to have a disability?

- Yes  No

## CHR Partner Landlord Contact Information

### Cairn Housing Association

5 Linnet Way  
Strathclyde Business Park  
Bellshill ML4 3RA  
Phone: 0800 990 3405

### Clyde Valley Housing Association

50 Scott Street  
Motherwell ML1 1PN  
Phone: 01698 268855

### Forgewood Housing Co-operative

Forgewood Community Centre  
49 Dinmont Crescent  
Motherwell ML1 3TT  
Phone: 01698 263311

### Garrion People's Housing Co-operative

Centre Point  
70 Smith Avenue  
Gowkthrapple  
Wishaw ML2 0LD  
Phone: 01698 274670

### Lanarkshire Housing Association

191 Brandon Street  
Motherwell ML1 1RS  
Phone: 01698 269119

### Sanctuary Scotland Housing Association

Fleming House 8th Floor  
2 Tryst Road  
Cumbernauld G67 1JW  
Phone: 0800 131 3348

### West of Scotland Housing Association

Camlachie House  
40 Barrowfield Drive  
Camlachie  
Glasgow G40 3QH  
Phone: 0141 550 5600

### Wishaw and District Housing Association

55 Kirk Road  
Wishaw ML2 7BL  
Phone: 01698 377200

### North Lanarkshire Council

Airdrie Housing Office  
1st Floor Coats House  
40 Gartlea Road  
Airdrie ML6 9JA  
Phone: 01236 758035

### North Lanarkshire Council

26 Motherwell Road  
Bellshill ML4 1RE  
Phone: 01698 332340

### North Lanarkshire Council

Coatbridge Housing  
Municipal Building  
Klildonan Street  
Coatbridge ML5 3BT  
Phone: 01236 812561

### North Lanarkshire Council

Cumbernauld First Stop Shop  
Ground Floor, Fleming House  
2 Tryst Road  
Cumbernauld G67 1JW  
Phone: 01236 856254

### North Lanarkshire Council

9 Parkfoot Street  
Kilsyth G65 9AA  
Phone: 01236 828120

### North Lanarkshire Council

17 Blackwoods Crescent  
Moodiesburn G69 0EZ  
Phone: 01236 638888

### North Lanarkshire Council

Motherwell First Stop Shop  
Dalziel Building  
7 Scott Street  
Motherwell ML1 1SX  
Phone: 01698 274135

### North Lanarkshire Council

162 Station Road  
Shotts ML7 4AW  
Phone: 01501 824747

### North Lanarkshire Council

Wishaw First Stop Shop  
Houldsworth Centre  
Kenilworth Avenue  
Wishaw ML2 7LP  
Phone: 01698 302920



North Lanarkshire Council and registered social landlords working in partnership to provide:

- a simple process for applying for housing;
- one application form to fill in for all partner landlords;
- good quality housing options information and advice.

“这申请表格可向你以另一种语言解释或以大型印刷或其他形式提供。请与我们联系以讨论您的需求。”

“Niniejszy wniosek mogą Państwo uzyskać w innym języku, dużym drukiem lub w innym formacie – proszę się z nami skontaktować w celu omówienia Państwa potrzeb”

“آپ کے لئے آپ کی اپنی زبان میں اس درخواست فارم کی وضاحت کی جاسکتی ہے۔ اس کے علاوہ یہ فارم بڑے حروف کی لکھائی یا کسی اور شکل (فارمیٹ) میں بھی مہیا کیا جاسکتا ہے، برائے مہربانی ہمیں اپنی ضروریات سے آگاہ کریں”

This application form can be explained to you in another language, or supplied in large print or other format, please contact us to discuss your needs.



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