



**Swaffham Prior**  
Community Land Trust

**Swaffham Prior Community Land Trust  
Application Form for Housing**

**Please return hard copy by 31 August 2020 to:**  
SPCLT, 50 High Street, Swaffham Prior,  
Cambridge CB25 0LD

**Administrator use only**

<b>Forename</b>		<b>Surname</b>	
<b>Date recieved</b>		<b>Initials</b>	

Please contact us if you need any assistance completing this form, or if you require further information, on 01638 743426 or [emmalindseyfletcher@gmail.com](mailto:emmalindseyfletcher@gmail.com)

Before you start, please make sure you have read through the *Allocation Policy* and application form carefully. All questions require an answer, so make sure you have fully completed the form so that your application can be processed. Incomplete application forms cannot be processed.

## Allocation Policy

Priority will be given to eligible persons with a local connection to the parish of Swaffham Prior coupled with a housing need, using the Local Needs Housing Requirements cascade below. Applicants will be prioritised using the following criteria ranked in order of importance (**a to d**):

- a)** A minimum of 3 years residence in the village within the 15 years preceding the application; or
- b)** Where one or both parents or guardians or children of an applicant have resided in the village for a minimum period of 2 years prior to the application; or
- c)** Lived in the village for 6 out of the past 12 months; or
- d)** Where the applicant has existing employment, or a verified offer of employment in the village for at least 15 hours per week

If the number of applicants at any one time is less than the number of available houses, then applications from eligible applicants in Reach and Swaffham Bulbeck (*'second qualifying villages'*) will be considered using the Local Needs Housing Requirements applied to the parishes of Reach and Swaffham Bulbeck

If applicants cannot be found from the second qualifying villages, eligible applicants in Burwell and Upware (*'third qualifying villages'*) will be considered using the Local Needs Housing Requirements applied to the parishes of Burwell and Upware.

If applicants cannot be found from the third qualifying villages, eligible applicants in Wicken, Lode, Longmeadow, Bottisham, Stetchworth, Dullingham, Burrough Green, Cheveley, Westley Waterless, Ashley, Woodditton, Saxon Street, Brinkley (*'fourth qualifying villages'*) will be considered using the Local Needs Housing Requirements applied to the parishes listed.

### The Eligibility Criteria

Applicants will need to meet the following criteria to be eligible for an offer of housing from SPCLT:

- a)** Inability to afford market rent and/or outright purchase of the home that the applicant/family needs on the open market in the village. Evidence of household income and capital will be requested.

## The Priority Criteria

In addition to the Eligibility Criteria, the Priority Criteria below will be used where necessary to decide the order of priority between more than one “eligible” applicant ranked in order of importance **(b to e)**:

- b)** The applicant must be in housing need e.g. sharing with parents, children or other households; in a low cost or rented home which is too big, too small or that is unaffordable for the household; or in accommodation (either rented or owned) that is physically unsatisfactory, poses a health risk to the applicant or is insecure e.g. at risk of homelessness. Due to the high demand in general for rented homes, applicants will only be considered for homes that meet their family need e.g. a family with one child may only be allocated a 2-bedroom home. Account will nevertheless be taken of expected changes and of factors such as visiting relatives or care needs. Need will be assessed on a case by case basis.
- c)** Additional Local Criteria such as a dependent relative, or applicants with non-dependant relative who could assist the applicant with childcare or similar needs, or applicants who have children at school in the village.
- d)** Wanting to move from one type of SPCLT house to another.
- e)** Those who have waited the longest will receive higher priority if all other factors are the same.

SPCLT assess the weight of the circumstances under each of all the criteria from b) to e) and to recognise particular individual circumstances.

Applicants with a recent history of antisocial behaviour (occurred in the last five years) will not normally be eligible to apply for housing. The SPCLT Board reserves the right to consider applicants with substantial mitigating circumstances.

Applicants with current rent arrears will not normally be eligible to apply for housing until the arrears are cleared. The SPCLT Board reserves the right to consider applicants with substantial mitigating circumstances.

Hundreds Houses Society (Society) will act as agent for the SPCLT Board and will formally be the landlord of all new tenants. The Society will be responsible for all of the background checks and gathering of financial information to verify applications once allocations have been made by the SPCLT Board. Tenancies will then be granted directly from the Society to the new tenant

# Section A – Applicant Details

## 1. Which area do you have a local connection to?

- |   |  |
|---|--|
| <input type="checkbox"/> Swaffham Prior                   | <input type="checkbox"/> Swaffham Bulbeck (Second qualifying)  |
| <input type="checkbox"/> Reach (Second qualifying)        | <input type="checkbox"/> Burwell (Third qualifying)            |
| <input type="checkbox"/> Upware (Third qualifying)        | <input type="checkbox"/> Wicken (Fourth qualifying)            |
| <input type="checkbox"/> Lode (Fourth qualifying)         | <input type="checkbox"/> Longmeadow (Fourth qualifying)        |
| <input type="checkbox"/> Bottisham (Fourth qualifying)    | <input type="checkbox"/> Stetchworth (Fourth qualifying)       |
| <input type="checkbox"/> Dullingham (Fourth qualifying)   | <input type="checkbox"/> Burrough Green (Fourth qualifying)    |
| <input type="checkbox"/> Cheveley (Fourth qualifying)     | <input type="checkbox"/> Westley Waterless (Fourth qualifying) |
| <input type="checkbox"/> Ashley (Fourth qualifying)       | <input type="checkbox"/> Woodditton (Fourth qualifying)        |
| <input type="checkbox"/> Saxon Street (Fourth qualifying) | <input type="checkbox"/> Brinkley (Fourth qualifying)          |

## 2. Main applicant details

Title       Mr       Mrs       Miss       Ms       Other

First name(s)  Last name

Gender       Male       Female

Date of birth

Age

## 3. Have you ever been known by another name (e.g. maiden name)?

No       Yes      If yes, please give details:

## 4. Address / Contact Details

House number/name   
Street   
Town   
City   
Home phone no.  Mobile phone no.   
E-mail address   
National Insurance   -   -   -   -

**5. Do you have a partner / joint applicant?**

Yes, a partner       Yes, a Joint applicant      No

If you answered yes, please answer question 6.

**6. Partner / Joint Applicant Details**

Title  Mr     Mrs     Miss     Ms     Other  
First name(s)  Last name   
Gender  Male                       Female  
Date of birth  Age   
Relationship

**7. Has your partner ever been known by another name (e.g. maiden name)?**

Yes     No    If yes, please give details:

**8. Are they currently living with you?**

Yes     No

If you answered no, please answer question 9.

**9. Partner / Joint Applicant Address**

House number/name

Street

Town

City

Home phone no.  Mobile phone no.

E-mail address

National Insurance   -   -   -   -

**10. People to be housed with you**

Please enter the personal details of anybody else that you would like to be housed with (other than your partner / joint applicant if applicable). You need to enter all the information required for each person.

Title	First Name(s)	Last Name	Gender M/F	Date of Birth	Age	Relationship to you	Living with you permanently now: Yes or No

**11. Are they currently living permanently with you? If not, please complete the address details below:**

Name	Address (including postcode)

**12. If you have a child or children who do not live with you all of the time, do you have the main responsibility for providing them with a home?**

Yes (Please send a copy of any residency order, solicitors letter or other arrangement)  No

**13. When do they stay with you?**

**14. Is anybody who is part of your application pregnant?**

Yes (Please provide a copy of a maternity certificate, or other official proof)  No

If yes, please state the name of the expectant mother

Expected birth date

## Section B – Current Circumstances

### 15. Why are you applying for housing? Please provide evidence

- I am experiencing anti-social behaviour or harassment
  - I am experiencing domestic violence
  - My existing home is overcrowded
  - I am, or about to become, homeless
  - My home is going to be demolished or needs major repairs
  - I want sheltered housing
  - My existing home is too large for my needs
  - I have a medical need or have a disability and my existing home is not appropriate
  - My existing tenancy is coming to an end
  - Other reason; please give details:
- 
- 

### 16. Where you currently live:

Please tick those that are applicable to your current situation.

- |   |  |
|---|--|
| <input type="checkbox"/> SPCLT tenant or Council tenant | <input type="checkbox"/> Sheltered or retirement housing |
| <input type="checkbox"/> Shared ownership               | <input type="checkbox"/> Sleeping rough                  |
| <input type="checkbox"/> Owner occupier                 | <input type="checkbox"/> Foster care                     |
| <input type="checkbox"/> Supported housing              | <input type="checkbox"/> Bed and breakfast               |
| <input type="checkbox"/> Residential care home          | <input type="checkbox"/> Hospital                        |
| <input type="checkbox"/> Housing association tenant     | <input type="checkbox"/> Direct-access hostel            |
| <input type="checkbox"/> Private rented                 | <input type="checkbox"/> Short-life housing              |
| <input type="checkbox"/> Living with family             | <input type="checkbox"/> Prison                          |
| <input type="checkbox"/> Staying with friends           | <input type="checkbox"/> Other                           |



If other, please provide details:

---

---

---

**17. How many bedrooms do you have available to you in your home?**

0       1       2       3       4       5+

**18. Please give details below if any member of your household who has a serious health problem that is affected by your present home.  
(NB: you will be asked to provide additional information)**

**19. Please give details if any member of your household that require special housing or adaptations because of a physical disability.  
(NB: you will be asked to provide additional information)**

**20. Do they use a wheelchair?**

Inside the home	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Outside the home	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**21. Please tick any of the categories below which apply to you or any member of your household, and give details of who this effects:**

Learning Disability

Mental Illness

Other Special Need  
*(give details)*

## Section C – Employment and Financial Details

This section seeks to find out as much as possible about your financial situation; the information you provide will be treated confidentially but may be used for the purposes of detecting fraud. Please provide your two most recent payslips and copies of any benefit entitlement you receive. If you do not provide this information your application may not be considered.

### Financial Details

#### 22. Are you or your partner / joint applicant currently employed?

You

Yes

No

Partner / Joint Applicant

Yes

No

#### 23. What is your total household income per annum (not including housing or council tax benefits?)

£

#### 24. How much do you and/or your partner / joint applicant have in savings?

£

#### 25. Do you have any debts?

You

Yes

No

Partner / Joint Applicant

Yes

No

If yes, please give amounts:

You

£

Partner / Joint Applicant

£

#### 26. Does this include your mortgage/rent?

You

Yes

No

Partner / Joint Applicant

Yes

No

**27. Have you ever been declared bankrupt?**

**You**

Yes

No

**Partner / Joint Applicant**

Yes

No

**Employment details:**

**28. Are you or your partner / joint applicant currently working?**

**You**

Yes

No

**Partner / Joint Applicant**

Yes

No

**Job title**

**Job title**

**29. Name / address of employer and date started working there**

**You**

**Partner / Joint Applicant**

Date: <input type="text"/>	Date: <input type="text"/>
----------------------------	----------------------------

**30. Is this a permanent job?**

**You**

Yes

No

**Partner / Joint Applicant**

Yes

No

**31. Are you paid weekly or monthly?**

**You**

**Partner / Joint Applicant**

## Section D – Equal Opportunities

You do not have to fill in this section if you do not wish to.

### Ethnic Origin

#### White

- British   
Irish   
Other

Please specify \_\_\_\_\_

#### Black or

- African   
Caribbean   
Other

Please specify \_\_\_\_\_

#### Asian / Asian British

- Indian   
Pakistani   
Bangladeshi   
Other

Please specify \_\_\_\_\_

#### Mixed

- White & black   
African  
White & Black   
Caribbean  
White & Asian   
Other

Please specify \_\_\_\_\_

#### Other

- Chinese   
Irish traveller   
Romany gypsy   
Other

Please specify \_\_\_\_\_

### Sexual Orientation

#### Gender

- Male   
Female   
Transgender   
Prefer not to say   
Refused / no answer

- Bisexual   
Gay   
Heterosexual / straight   
Lesbian   
Prefer not to say   
Refused / no answer

## Section E – Declaration

It is an offence for anyone to knowingly give false information or to withhold information in connection with an application for housing. Anyone committing such an offence can be removed from the housing register, or if housed, may be evicted from their home. In both cases, Hundred Houses Society (the Society) acting as agent for the SPCLT Board may prosecute and if convicted the person(s) may be fined.

I declare to the best of my knowledge and belief that the information in this application is correct in every detail, and I have no objection to it being verified. I will advise the Society of any changes in circumstances which may affect my application. I give my authority to the Society to contact and share information with the SPCLT Board and any other organisations in connection with this application.

Under Schedule 1 of the Housing Act 1996, Hundred Houses Society may not normally offer accommodation to staff or Board members or their close relatives, except in particular circumstances.

Are you related to any member of staff or Board member of Hundred Houses Society?

Yes

No

SPCLT has decided that accommodation can be offered to Board members or close relatives but the application will be assessed by the Parish Council who must approve the letting prior to the formal offer being made.

Are you a Board member or related to a Board member of Swaffham Prior Community Land Trust?

Yes

No

Signature of applicant

Date

Signature of joint applicant or partner

Date