

# Getting your name on the Housing Register for Community Land Trust

Click on to the following website link:

<https://www.dorsethomechoice.org/DorsetHomeChoice/home.aspx>



Click on ....



And again ....



## GETTING READY

**Please read all the important information before you begin**

A screenshot of a web page titled 'Applying to join the Dorset Home Choice Housing Register'. It features a large blue 'Apply now' button. Below the button, it states 'You can save and return to your application form at any time.' A section titled 'Important information before you start' follows, with the text 'You will need the following information when you are completing this application:'. A list of nine requirements is provided: 1. National Insurance Numbers for household members 16 years and over; 2. Previous address details for the last 5 years; 3. Current landlord's name and address; 4. Local connection to the authority area; 5. Names and birth dates of all household members; 6. Details of any support received; 7. Income, employment, and savings information; 8. Details of any rent or mortgage arrears; 9. Details of any medical conditions. The page is framed by a black border.


Once you have read and obtain all the documents you need to complete the form

## COMPLETING THE FORM

Click

**Apply now**

Read the **Guidance Notes**

[P1] **Dorset Home Choice Application for Housing** 

**Introduction**

**Guidance Notes - About filling in this form**

This form is made up of two parts: a pre-assessment where your qualification status to join the housing register will be assessed and then the main application form. If you qualify you will then be able to move forward and complete the rest of the housing register application form.

Please note that you can apply to any or all of the 8 Dorset Home Choice Local Authority partners. Each partner has their own qualification criteria for the housing register so, depending on your answers to the pre-assessment questions you may qualify to join all or none of the Local Authority partners that you wish to apply to.

Click the

**next >>**

at the bottom right hand corner

Choose:- Start new application

**Applying For Housing**

**Choose an Option**

Would you like to

- ☐ Start a new application
- ☐ Finish a partially saved application

Continue through each page – answering all the questions – click on

**next >>**

## CREATE AN ACCOUNT

Complete the information below

Use only your NAME on this field - **DO NOT INPUT YOUR EMAIL ADDRESS HERE**

**Create an Account**

This is to enable you to save the form when partially completed and to go back into it at a later time

You can use any name for your username. We recommend that you use your email address. Please note if you do not enter an email address you will not be able to use the forgotten password link.

Please note that this username and password are not linked to the username and password that you may/will use to access your account on the Dorset Home Choice website. These can be the same if you choose to set them up this way.

If you have previously completed an application for Dorset Home Choice, you will not be able to use the login details that you used previously. Please create a new username in order to continue. This does not need to be your email address.

Email address or username

Password

Confirm Password

Security Question

Security Answer

When you click on next you will begin the pre-assessment process. It is important that you answer the questions accurately. Once you reach the Summary screen that sets out which local authorities you are eligible to apply to you will not be able to go back and change your answers.

Click on



## IMMIGRATION STATUS/ELIGIBILITY

Answer all the questions on this page

**[P5] Pre-assessment - Eligibility**

**Living in the UK**

As part of the pre-assessment process we need to confirm that you are eligible for social housing. Please answer the questions below to determine your eligibility.

Have you arrived in or returned to the UK in the last 5 years after living abroad? ☐ Yes ☐ No

Please note that this is an initial assessment of your eligibility only. A full assessment of your eligibility will be undertaken by the relevant local authority (s) when you submit your housing register application

If you do not meet the eligibility criteria – you are not able to move forward with this application. **???? what happens next!**

Choose the area which the **Community Land Trust** scheme is located

# LOCAL CONNECTION CRITERIA

Answer all the questions


Pre-assessment

West Dorset District Council Local Connection

Have you or joint applicant lived in West Dorset continuously for the last 2 years?  
☐ Yes  
☐ No

[P78] Summary

Eligibility/Qualification to Join Housing Register Summary

Based on the answers you have provided to the preassessment questions, you appear to qualify to make an application to the following housing registers:  
  
West Dorset District Council  
You can now go forward and complete the application form.  
Please note that **ONLY** after you have submitted your application will the relevant local authority assess the information you have provided and make a final decision on your eligibility and qualification to join the register.  
Please click next if you wish to complete a full housing register application.

If you have local connection – you will not be asked a specific question regarding CLT – however, when you are asked “**Where you want to live**” – Choose the village where the Community Land Trust scheme is.

If you have Local Connection:-

Complete the Local Connection pages – choosing the village where you live, Family live or work (extract of pages as shown below....) complete all sections

Local Connection

Your Local Connection


Due to a lack of affordable housing, preference will be given on the majority of properties to applicants who have a local connection to a specific Dorset Home Choice parish or area . You have previously stated that you have certain local connections and you now need to provide us here with further details of those connections with specific parishes/areas in order to join the register.

Where a parish/area drop down list is blank or does not contain the parishes/areas for the Local Authority borough/district that you have applied to this is because the local connection type does not apply to that Local Authority or you are not eligible to apply to that local authority.

Please provide us with the detail of why you have a local connection to specific Dorset Home Choice parishes/areas.

Click [here](#) to view a map of the West Dorset parishes

**If you live in the area that you are applying to please indicate which parish/area you live in from the drop down selection below.** Please note the dropdown lists of parishes/areas will only show those parishes/areas for the local authorities that you can apply to and for which this is a valid local connection reason.


Please select a parish/areas  

Please note that the following residency rules apply:

You must have lived in the relevant area continuously for at least 2 years,  
Except :-  
For Purbeck District Council you must have lived in Purbeck continuously for 5 years  
For Bournemouth Borough Council you must have lived in Bournemouth continuously for 3 years

## NO LOCAL CONNECTION - YOU NEED TO COMPLETE THE EXCEPTION PAGE

If you see this question please choose the highlighted question regarding Community Land Trust

P80] Exceptions 

**Local connection exception reasons**

Please tell us whether any of the following exceptions to the requirement for a local connection apply to you:

Have you been accepted as homeless by one of the Dorset Home Choice Local Authorities and requirement for local connection has been waived: ☐

There are special circumstances such as health or support needs that are only available within the relevant Dorset Home Choice local authority area: ☐

You have an urgent need to move because of risk of abuse, violence or harassment, extreme antisocial behaviour, vulnerable witnesses or any other significant and/or immediate need for a move to more suitable alternative social housing accommodation: ☐

Other circumstances have prevented you from obtaining a local connection (e.g. institutionalisation, hospital admission): ☐

You are accommodated in supported housing and have been recommended for move on. In these cases the local connection will apply to the local authority area that the applicant came from unless there are exceptional circumstances that mean that the applicant has to remain in the local authority area they are now in: ☐

Are you a tenant living in social housing who needs to move to the area to take up work or an offer of work and would experience hardship if you were unable to move? **\*Work is defined as permanent work with a minimum of a 16 hour contract per week. Those that are self employed will have their circumstances reviewed on a case by case basis.** ☐

You are an applicant to Christchurch Borough Council, East Dorset District Council, North Dorset District Council, Purbeck District Council, West Dorset District Council and Weymouth & Portland Borough Council that are accommodated in supported housing and have been recommended for move on: ☐

Do you wish to be considered for a Community Land Trust (CLT) property in an areas that you have a connection to?: ☐

Complete the Pink box with:-

“I wish to apply for the CLT scheme in..... (Village)”

Do you wish to be considered for a Community Land Trust (CLT) property in an areas that you have a connection to?: ☒


You have indicated that you fall into one or more off the exceptions above – please provide us with details of why you feel this exception applies to you

I wish to apply for the CLT scheme in

## WHICH COMMUNITY LAND TRUST DO YOU WISH TO BE CONSIDERED FOR?

On the next page, you need to choose the type of property and select the village where the CLT scheme is in Option 1

### Where You Want To Live



If you are accepted onto the register you will be able to bid for homes for which you are eligible. The choice you make below just helps us to understand where you would like to live and in what type of property.

Please tell us the type of property you would like.

☐ House

☐ Maisonette

☐ Flat

☐ Bungalow

Please select the name(s) of the parish/area where you would prefer to live.

**West Dorset District Council**

Click [here](#) to view a map of the West Dorset parishes

Option 1

Option 2

Option 3

Complete the rest of the form with your details

## FORM COMPLETED

You will now need to submit the completed form... please read all the information below and confirm by checking the declaration box

### Submit Your Application



#### Submit

By clicking on submit you are confirming and declaring that:

- as far as you know, the information given in this application is correct and complete.
- you understand that withholding any information which the authority has reasonably required in connection with your application, any false statement, made knowingly or recklessly, may result in you being removed from the Housing Register or losing any tenancy that you may be granted by the Council or another Council or Registered Provider participating in the Dorset Choice-Based Lettings Scheme. You also understand that you may also be committing an offence for which you may be prosecuted.
- you agree to tell the Council immediately about any change in your circumstances given in this application.
- you give the Council and partner landlords permission to contact your present and/or former landlords, any of the agencies listed in this application and any other relevant persons, agencies or organisations required to confirm the information in this application. You authorise them to disclose to the Council any information held by them relevant to this application.
- you authorise the Council and landlord partners to contact data reference and credit agencies to check any information provided.
- you understand that all the information provided in this application will be held on a computerised database.
- you understand that the Council and partner landlords may use the information to compile statistics and reports to assess past and future demand for their housing services and to provide returns to Government departments and agencies. Such statistics will not be used to assess your application nor will it be possible to identify you from such statistics or reports.
- you understand that the information you have given or which the Council obtains as part of the application process, including any sensitive personal information will be used by them including where the Council decides that you are homeless or threatened with homelessness or has provided housing advice, and that such information may be shared with and verified by the other Councils, Agencies and Registered Providers participating in the Dorset Choice-Based Lettings Scheme for the purposes of assessing your eligibility for accommodation and where appropriate providing you with accommodation or housing-related support.
- you give the Council and partner landlords permission to contact your present and/or former landlords, any of the agencies listed in this application and any other relevant persons, agencies or organisations required to confirm the information in this application. You authorise them to disclose to the Council any information held by them relevant to this application.
- you authorise the Council and landlord partners to contact data reference and credit agencies to check any information provided.
- you understand that all the information provided in this application will be held on a computerised database.
- you understand that the Council and partner landlords may use the information to compile statistics and reports to assess past and future demand for their housing services and to provide returns to Government departments and agencies. Such statistics will not be used to assess your application nor will it be possible to identify you from such statistics or reports.
- you understand that the information you have given or which the Council obtains as part of the application process, including any sensitive personal information will be used by them including where the Council decides that you are homeless or threatened with homelessness or has provided housing advice, and that such information may be shared with and verified by the other Councils, Agencies and Registered Providers participating in the Dorset Choice-Based Lettings Scheme for the purposes of assessing your eligibility for accommodation and where appropriate providing you with accommodation or housing-related support.
- you authorise the Council to verify information provided in your housing application(s) and approaches for housing assistance with the information held by the Council's Housing Benefits section. This will include information held for the purposes of processing your Housing Benefit/Council Tax Support claim to enable the Council to assist with and provide advice on your housing situation.
- you understand that the Council has a duty to protect the public funds it is responsible for. You agree that any information given to the Council may be shared with other departments of the Council and with the people or organisations listed in the Council's notification under the Data Protection Act 1998 for purposes of preventing and detecting fraud.

Once you click on submit you will not be able to return to this page - the next page will give you your application reference number and provide you with information on what will happen next

**Please let us know if your information may also be used by partner landlords to contact you about housing services that may be of interest to you.**

- ☐ Yes  
☐ No

☐ I confirm this declaration.

<< back

submit

Please wait whilst the application is processed...

## NEARLY THERE.....

You will then see a new page – asking you to “Submit Your Application”

### Submit Your Application



#### Submitted

Thank you for submitting your new application, your application reference is WDDC/457049.

Once we have received all relevant information and proofs from you, you will receive a letter from the relevant Dorset Home Choice Local Authority within 20 working days, informing you of the outcome of your application.

We can only assess your application when we have received all relevant information and proofs from you. You will receive a letter from the Dorset Home Choice Local Authority (s) you have applied to within the next 20 working days asking you to provide certain proofs and any other relevant information. The documents that you need to provide may differ depending on the partner(s) that you have applied to. You may be required to provide original documents to certain local authority partners, if this is the case the letter you receive will make this clear. Please note that if there is a delay in your application being processed by the local authority, your application date will be the date you submitted this form.

Examples of the types of proof that you may be asked for are as follows:

**Proof of immigration status** if relevant (E.g. passport or Visa)

**Proof of any Local Connections that you have declared**

**Proof that the children included in your household normally live with you** (E.g. Child Benefit letter, with address as on the application together with your latest bank statement and dated within the last 4 weeks and your current address. For those household members that don't live with you permanently please provide proof (E.g. up to date Child Benefit determination, staying access details).

**Proof of Identity for all individuals over 18 included in the application** (E.g. passport, driving licence, birth certificate)

**Proof of your address** (E.g. Any of the following documents dated in the last 4 weeks -Utility or Council tax bill, Bank/building society statement, College/School letter, payslip with address, letter from Department for Work & Pensions, Tenancy Agreement [if signed in last 4 weeks], mobile telephone account, letter from Housing Benefits which confirms Benefit at your current address)

please scroll down to see the rest of this page

**Proof that you have been asked to leave your current property (if applicable)** (E.g. Notice to Quit letter)



**Proof of employment where applicable** (E.g. payslip, contract of employment for all those included on the application that are over 18. Proofs must be dated in the last 3 months.)

**Proof of Mortgage (where applicable)** (E.g. mortgage statement)

**Proof of any benefits that you receive**

**Proof of Income** please provide 3 months of bank statements to prove your income as stated on the form.

**Proof of Pregnancy** if relevant

**Proof of Service Personnel Status** (up to date wage slip or proof of discharge)

**Proof of Self Employed Status** where applicable – Please provide HMRC self employed document, tax returns and accounts.

**Proof of Owner Occupier Status** -proof of the value of your equity in any property owned in the form of a recent valuation of other legal documentation.

**Proof of Rent Account/Former Rent/Tenancy Debts**

**Proof of any local and/or village connections**

Proofs must be submitted to the relevant Local Authority within 28 days of the date of this online application. If relevant proofs are not provided your application will not be assessed and will be removed from the system.

To print a copy of your completed form, click [here](#)



please scroll down to see the rest of this page

Using your application Number ( like example above) provide all supporting proof highlighted above and forward to the Local Authority as soon as possible.

Once we have received all relevant information and proofs from you, you will receive a letter from the relevant Dorset Home Choice Local Authority within 20 working days, informing you of the outcome of your application.

## ALL DONE!