## 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

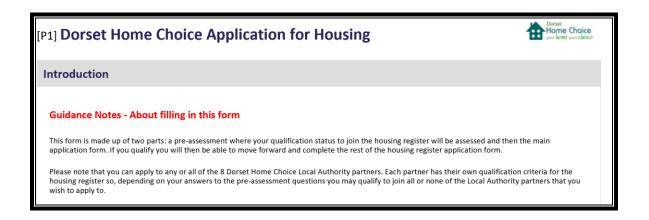


Once you have read and obtain all the documents you need to complete the form

## **COMPLETING THE FORM**

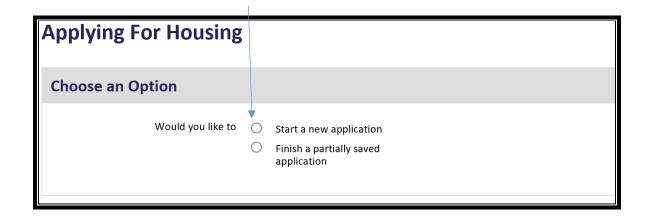


#### Read the Guidance Notes



Click the next >> at the bottom right hand corner

#### Choose:- Start new application



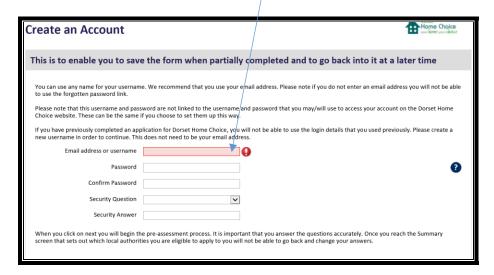
Continue through each page – answering all the questions – click on



### **CREATE AN ACCOUNT**

Complete the information below

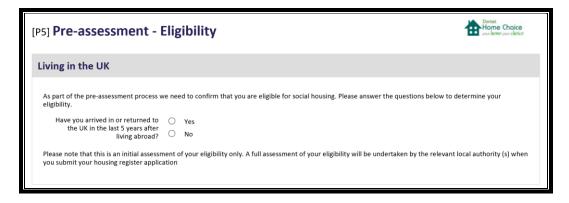
Use only your NAME on this field - DO NOT INPUT YOUR EMAIL ADDRESS HERE





## **IMMIGRATION STATUS/ELIGIBILITY**

Answer all the questions on this page



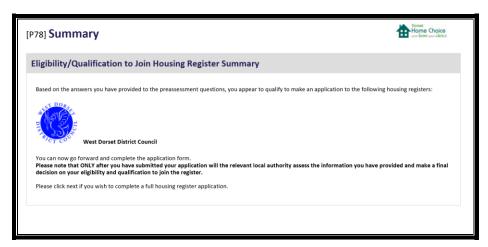
If you do not meet the eligibility criteria – you are not able to move forward with this application. ???? what happens next!

Choose the area which the Community Land Trust scheme is located

#### LOCAL CONNECTION CRITERIA

#### Answer all the questions

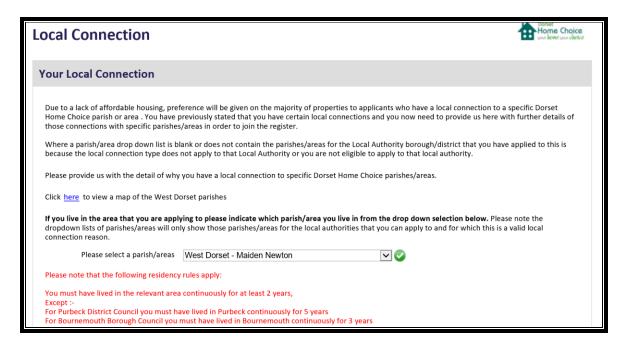




If you have local connection – you will not be asked a specific question regarding CLT – however, when you are asked "**Where you want to live**" – Choose the village where the Community Land Trust scheme is.

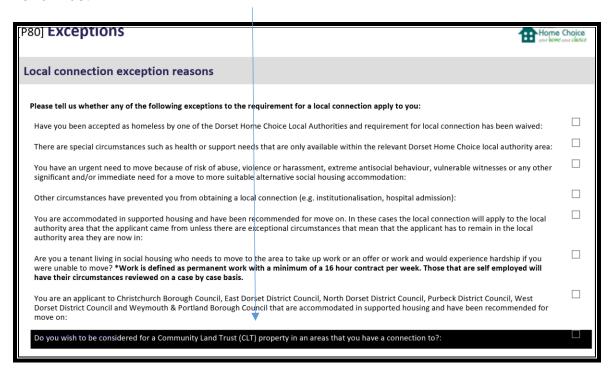
If you have Local Connection:-

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



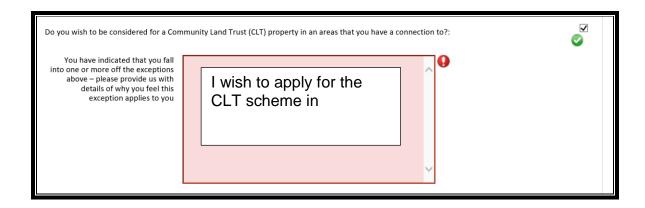
## NO LOCAL CONNECTION - YOU NEED TO COMPLETE THE EXCEPTION PAGE

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



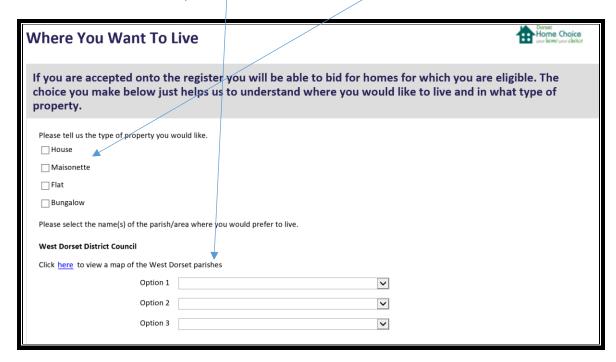
#### Complete the Pink box with:-

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



# WHICH COMMUNITY LAND TRUST DO YOU WISH TO BE COINSIDERED 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



Complete the rest of the form with your details

#### **FORM COMPLETED**

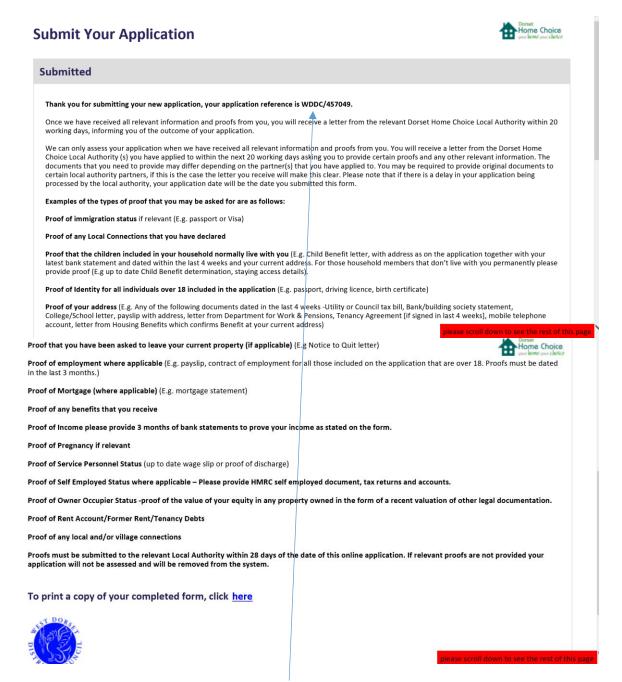
You will now need to submit the completed form... please read all the information below and confirm by checking the declaration box

#### **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 Provide Choice-Based Lettings Scheme for the purposes of assessing your eligibility for accommodation and where appropriate providing 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. Home Choice • 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 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 O No partner landlords to contact you about housing services that may be of interest to you 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"



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!**