



APPLICATION FOR TRANSFER

This form is available in large print

*Please complete this form and sign the declaration before sending to our office.
Please use block capitals.*

Part 1: Personal Details

A. About you

Title _____ First name _____ Surname _____

Date of Birth _____ National Insurance No. _____

Address _____

E-mail _____

Telephone Number (Daytime) _____ (Mobile) _____

B. About your partner

Title _____ First name _____ Surname _____

Date of Birth _____ National Insurance No. _____

Address (if different from above) _____

Telephone Number (Daytime) _____ (Mobile) _____

How long have they lived at this address? _____ Years _____ Months

C. Your next of kin details (not the person detailed above in B)

Name _____

Address _____

Telephone Number _____ **Relationship to you** _____

D. Your partner's next of kin details (not the person detailed above in A)

Name _____

Address (if different from above) _____

Telephone Number _____ **Relationship to your partner** _____

E. Please list below all other people who will be living with you

Full name	Date of birth	Sex (M/F)	Their relationship to you (for example, husband, partner, son/daughter)	Do they live with you all the time (Yes/No)

If you have children who do not live with you all the time, please enclose details of any shared care arrangements. These arrangements must be confirmed by a Solicitor or other appropriate source.

F. Are you, or is anyone applying for housing with you, pregnant?

Yes No If yes what date is the baby due? _____ / _____ / _____

(NB – If you are pregnant, we will not take this into account until your baby is born and we receive a copy of the birth certificate.)

Part 2: Your Current Home

A. Do you live in a:

House Bungalow Flat

B. If you live in a flat, which floor is it on?

Ground First Second

C. How many bedrooms do you have?

One Two Three Four

D. Do you have a garden for your exclusive use?

Yes No

E. What is the minimum number of bedrooms you feel you require?

One Two Three Four Five

Please Note – the Society only has three properties with five bedrooms, one in the Heybridge area and two in the Clacton area. If you require a property of this size and in the areas indicated, we will accept you onto our Transfer List, but we are very unlikely to be able to re-house you.

Part 3: Your Income

What is your total income?

£ _____ per week

Do you have any savings?

Yes No

If Yes please state how much

£ _____

A. Please give details of any of the following benefits received by your household.

	Amount per week		Amount per week
Child benefit	£ _____	Private pension	£ _____
Income support/ Job Seekers Allowance	£ _____	Working families tax credit	£ _____
State pension/ Pension Credits	£ _____	Disability living allowance	£ _____
Attendance allowance	£ _____		
Other (please state)	_____		

B. Are you or your partner working?

Yes No

If yes, please tell us the following:

Your Occupation _____ Employer's Name _____
Employer's Address _____

Your Partner's Occupation _____ Employer's Name _____
Employer's Address _____

C. Do you wish to receive information about the Homebuy scheme?

Yes No

D. Do you wish to receive information about shared ownership schemes?

Yes No

Part 4: Special Needs/Medical Needs

A. Do you, or does anyone applying for housing with you, have a medical condition which is being made worse because of where you currently live?

Yes No

**IF YOU HAVE ANSWERED YES PLEASE COMPLETE THIS SECTION .
IF NO PLEASE GO TO PART 5.**

DESCRIBE THE NATURE OF YOUR MEDICAL CONDITION

DESCRIBE HOW YOUR MEDICAL CONDITION IS AFFECTED BY YOUR PRESENT HOUSING CIRCUMSTANCES

- Do you, or does anyone in your household need to use a wheelchair indoors? Yes No
- Do you, or does anyone in your household need to use a wheelchair outside? Yes No
- Do you, or does anyone in your household need to use walking sticks or a frame? Yes No
- Can you climb stairs? With difficulty Not at all Easily
- Do you have to climb stairs to the bathroom/toilet in your present accommodation? Yes No
- Do you need help with day to day needs such as dressing, bathing or cooking? Yes No

If yes, state what help is required. _____

Do you have regular carers to help you with this? Yes No

If yes, please detail who provides this. _____

Part 5. Where Do You Want To Live

PLEASE TICK AS MANY AREAS AS POSSIBLE
THIS GIVES US THE GREATEST CHANCE OF BEING ABLE TO HELP YOU.

GENERAL NEEDS HOUSING

Colchester District

Greenstead	1, 2 & 3 bed flats, 1, 2, 3 & 4 bed houses	<input type="checkbox"/>
Harwich Road	2 & 3 bed houses	<input type="checkbox"/>
New Town	1 & 2 bed flats, 1, 2, 3 & 4 bed houses	<input type="checkbox"/>
The Hythe	1 & 2 bed flats, 1, 2, 3 & 4 bed houses, adapted bungalows	<input type="checkbox"/>
Monkwick	2 & 3 bed houses, adapted bungalows	<input type="checkbox"/>
Berechurch	1 bed flats	<input type="checkbox"/>
Stanway	1 & 2 bed flats, 2 bed houses	<input type="checkbox"/>
Colchester Town	1 & 2 bed flats, 2, 3 & 4 bed houses	<input type="checkbox"/>
West Mersea	1 & 2 bed flats, 2 & 3 bed houses	<input type="checkbox"/>
West Bergholt	2, 3 & 4 bed houses	<input type="checkbox"/>

Tendring District

Clacton on Sea	1 & 2 bed flats, 1, 2, 3, 4 & 5 bed houses	<input type="checkbox"/>
Parkeston/Harwich	2 & 3 bed houses	<input type="checkbox"/>
Dovercourt	1 bed flats, 2 & 3 bed houses	<input type="checkbox"/>

Maldon District

Maldon	1 & 2 bed flats, 2, 3 & 4 bed house	<input type="checkbox"/>
Heybridge	2 bed flats, 2, 3, 4, & 5 bed houses	<input type="checkbox"/>
Gt Totham	2 & 3 bed houses	<input type="checkbox"/>
Tollesbury	2 & 3 bed houses	<input type="checkbox"/>

Chelmsford District

South Woodham Ferrers	1 & 2 bed flats, 1 bed maisonettes	<input type="checkbox"/>
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SUPPORTED HOUSING SCHEMES FOR PEOPLE WITH LEARNING DISABILITIES

Maldon Area	Heybridge 1 bedroom flats	<input type="checkbox"/>
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RURAL HOUSING SCHEMES

We have a very small number of properties in the villages list below. These properties are often let after consultation with the local Parish Council. To be considered for vacancies you must usually, but not always, have a strong local connection with the village by way of residence, employment or close family.

If you wish to be considered for housing in one or more of these villages, please tick the relevant box and provide details of any local connection you have with the village. You should also apply to the Parish Council if you wish to be re-housed to these areas.

Layer de la Haye	1 & 2 bed flats for those over 50 years of age only	<input type="checkbox"/>
Dedham	2 & 3 bed houses	<input type="checkbox"/>
Langham	2 & 3 bed houses	<input type="checkbox"/>
Ardleigh	2 & 3 bed houses	<input type="checkbox"/>
Bradfield	1 & 2 bed flats, bungalows for the elderly	<input type="checkbox"/>
St Osyth	2 & 3 bed houses	<input type="checkbox"/>

Please give details of local connection. If your connection is a relative, please give their name and address and their relationship to you.

SHELTERED HOUSING SCHEMES

Colchester Area	Alderman Howe Lodge, Highwoods 1 & 2 bed flats	<input type="checkbox"/>
	New Farm Lodge, Stanway 1 bed flats, 2 bed bungalows	<input type="checkbox"/>
	Orchard Lodge, Tiptree 1 bed flats	<input type="checkbox"/>
Maldon Area	Knights Close, Tolleshunt Knights 1 & 2 bed bungalows	<input type="checkbox"/>
	Colne House, Heybridge 1 bed flats	<input type="checkbox"/>
	Priors Way, Southminster 1 bed bungalows	<input type="checkbox"/>
Tendring Area	John King Court, Brightlingsea 1 bed flats	<input type="checkbox"/>
	Coppins Road, Clacton 1 bed bungalows	<input type="checkbox"/>
	Ironside Walk, Manningtree 1 bed flats,	<input type="checkbox"/>
	Ironside Walk Extra Care, Manningtree* *NB – Please complete part 6 if you would like to be considered for the extra care scheme.	<input type="checkbox"/>

Part 6. Personal Care

You should complete this section if you are applying for the Society's Extra-Care Sheltered Scheme at 26 – 41 Ironside Walk, Manningtree (formerly known as Foundry Court). It will help us decide whether we can provide an appropriate level of care for you.

*Note – **Personal Care** is assistance with personal tasks, for example bathing, washing, dressing, help getting in/out of bed. You will need to have at least 4 hours personal care per week to qualify for this scheme.*

A. Please answer these questions.

1. Do you have a Social Worker? YES / NO

If so, what is their name? _____

Where do they work? _____

What is their telephone number? _____

2. Do you currently receive any personal care?

This can be from professional carers or family or friends. YES / NO

If YES, please go to PART TWO.

If NO, please go to PART THREE.

B. If you are already receiving some personal care, please answer these questions.

3. Who provides your care? _____

4. How many hours of personal care do you receive each week? _____

5. How many times per day do they come? _____

6. What do they do for you? _____

7. Do you receive Direct Payments from Social Services to pay for this care? YES / NO / NOT SURE

Part 8. Ethnic Monitoring

Colne Housing Society is committed to a policy of treating all applicants for housing equally and considers applications for accommodation from any person(s) in the community irrespective of their race, colour, ethnic or national origin, religion, gender, sexual orientation, physical disability, appearance or marital status.

The purpose of this section is to help us to discover the extent to which racial discrimination prevents households gaining equal access to housing association accommodation. The statistical evidence gathered from this section will be used to help us to combat racial discrimination by improving the equality of our services.

If you do not wish to answer these questions, you have the option to refuse. If so, please tick the appropriate box.

HOW WOULD YOU DESCRIBE YOUR ETHNIC ORIGIN

PLEASE TICK

White British	<input type="checkbox"/>
White Irish	<input type="checkbox"/>
White Other	<input type="checkbox"/>
Mixed White & Black Caribbean	<input type="checkbox"/>
Mixed White & Black African	<input type="checkbox"/>
Mixed White & Asian	<input type="checkbox"/>
Mixed Other	<input type="checkbox"/>
Asian/British Indian	<input type="checkbox"/>
Asian/British Pakistani	<input type="checkbox"/>
Asian/British Bangladeshi	<input type="checkbox"/>
Asian/British Other	<input type="checkbox"/>
Black British Caribbean	<input type="checkbox"/>
Black British African	<input type="checkbox"/>
Black British Other	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Other Ethnic Group	<input type="checkbox"/>
Refused	<input type="checkbox"/>

Part 9. Declarations

Are you related to any member of the Society's staff or committee?

Yes

No

If yes, please state name of person and your relationship to them.

I/WE HEREBY DECLARE THAT ALL THE INFORMATION GIVEN ON THIS FORM IS TRUE AND I/WE WILL NOTIFY COLNE HOUSING SOCIETY OF ANY CHANGE IN MY/OUR CIRCUMSTANCES, WHICH MAY AFFECT MY/OUR APPLICATION. I/WE ALSO UNDERSTAND THAT IF I/WE GIVE FALSE INFORMATION OR FAIL TO DISCLOSE INFORMATION RELEVANT TO MY/OUR HOUSING APPLICATION I/WE MAY DISQUALIFY MYSELF/OURSELVES FROM BEING CONSIDERED FOR HOUSING.

I/WE HERBY GIVE COLNE HOUSING PERMISSION TO DISCLOSE ANY NECESSARY INFORMATION TO OTHER HOUSING PROVIDERS OR RELEVANT ORGANISATIONS IN SUPPORT OF MY APPLICATION FOR ALTERNATIVE ACCOMODATION.

Applicant's Signature _____

Partner's Signature _____

Date _____

Part 9. When You Have Completed This Form

Remember we can deal with your application more quickly if we get all the information we ask for. Please remember, it your responsibility to provide the information requested. We will not do this for you. Use the tick boxes below to check that you have enclosed all required documentary evidence.

	Enclosed	To Follow
Shared Care Arrangements for Children	<input type="checkbox"/>	<input type="checkbox"/>
Doctor/Specialist/Health Professional Reports	<input type="checkbox"/>	<input type="checkbox"/>
Police Reports	<input type="checkbox"/>	<input type="checkbox"/>

**Please return this form to: Colne Housing Society Limited
Digby House
Riverside Office Centre
Causton Road
Colchester
Essex CO1 1RJ**

Useful Contacts

Colchester Borough Council	Housing Division PO Box 887 Town Hall Colchester Essex CO1 1ZG	01206 282565 01206 282569 www.colchester.gov.uk
Tendering District Council	Housing Services Department Town Hall Station Rd Clacton On Sea Essex CO15 1SE	01255 425501 www.tendringdc.gov.uk
Maldon District Council	Princes Road Maldon Essex CM9 5DL	01621 854477 www.maldon.gov.uk
Chelmsford Borough Council	Civic Centre Duke Street Chelmsford Essex CM1 1JE	01245 606606 www.chelmsfordbc.gov.uk
Colchester Housing Advice	Housing Advice Centre Angel Court High Street Colchester	01206 282560
Colchester Money Advice Helpline	Winsleys House High Street Colchester	01206 369215
Shelter Essex & Suffolk	Visits by appointment: 7 St Botolphs Street Colchester	0808 800 4444
Citizens Advice Bureaux:		
Colchester	Winsleys House High Street Colchester	01206 765331
Maldon	St Cedds House Princes Road Maldon	01621 841195
Clacton-On-Sea	Beechcroft 18 Canarvon Road Clacton-on-Sea	0870 751 0952

Transfer Application

FOR OFFICE USE ONLY

Name	Applicant key
Points award	Accepted on list (date)
No. of bedrooms	No. in household
Pets?	YES/NO	Ground floor property only?	YES/NO
Adapted property only?	YES/NO	Walking sticks?	YES/NO
Wheelchair user?	YES/NO	Needs assessment completed?	YES/NO
Full or partial use?	FULL/PARTIAL		

Areas Selected

SINGLE PERSON AND FAMILY HOUSING

Colchester District

Greenstead	<input type="checkbox"/>	Harwich Rd	<input type="checkbox"/>	New Town	<input type="checkbox"/>
The Hythe	<input type="checkbox"/>	Monkwick	<input type="checkbox"/>	Berechurch	<input type="checkbox"/>
Stanway	<input type="checkbox"/>	Colchester Town	<input type="checkbox"/>	West Mersea	<input type="checkbox"/>
West Bergholt	<input type="checkbox"/>	All Colchester	<input type="checkbox"/>		

Tendring District

Clacton on Sea	<input type="checkbox"/>	Dovercourt	<input type="checkbox"/>	Parkeston/Harwich	<input type="checkbox"/>
All Tendring Areas	<input type="checkbox"/>				

Maldon District

Maldon	<input type="checkbox"/>	Tollesbury	<input type="checkbox"/>	Heybridge	<input type="checkbox"/>
Gt Totham	<input type="checkbox"/>	All Maldon	<input type="checkbox"/>		

Chelmsford District

South Woodham Ferrers	<input type="checkbox"/>
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RURAL HOUSING

Layer de la Haye	<input type="checkbox"/>	Ardleigh	<input type="checkbox"/>	Dedham	<input type="checkbox"/>
Bradfield	<input type="checkbox"/>	Langham	<input type="checkbox"/>	St Osyth	<input type="checkbox"/>

SUPPORTED HOUSING SCHEMES FOR PEOPLE WITH LEARNING DISABILITIES

Heybridge	<input type="checkbox"/>
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SHELTERED HOUSING SCHEMES FOR RETIRED PERSONS AGED 55+

Colchester District

Alderman Howe Lodge	<input type="checkbox"/>
New Farm Lodge	<input type="checkbox"/>
Orchard Lodge	<input type="checkbox"/>

Tendring District

Ironside Walk	<input type="checkbox"/>
Ironside Walk Extra Care	<input type="checkbox"/>
Coppins Road	<input type="checkbox"/>
John King Court	<input type="checkbox"/>

Maldon District

Colne House	<input type="checkbox"/>
Priors Court	<input type="checkbox"/>
Knights Close	<input type="checkbox"/>



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E-mail : info@colnehousing.co.uk

Website: www.colnehousing.co.uk

Chief Executive: Mark Powell Davies BA FCIH

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