

HOUSING LIST

How to register

To apply for housing, you must complete a housing application form. You can find these at a neighbourhood housing office or the Housing Needs Unit. Your completed application form will be registered on computer.

There may be a need to complete further assessments before confirming your housing needs. If you are homeless or about to be you will want the situation to be resolved as quickly as possible – it is suggested you visit the Housing Needs Unit in person.

How do I register for a council home?

If you wish to put your name down for a council home or want to be re-housed but have somewhere to live in the meantime, you should still register with the local council. You will be advised on the forms you need to fill in and be assessed on your eligibility

What happens next?

If you qualify to be included on the register, you will be notified of your housing prospects. If you do not qualify to be included on the register, there will be an explanation why and how to appeal if you do not agree.

If at any time your circumstances have changed, your application will be reassessed and notified if this changes your re-housing prospects.

Your application will be reviewed every year and you will be contacted about this.

Please note:

This information may not be relevant to those who are homeless.

What documents do I need to register for housing?

Take as many of the following documents as possible. Not all the documents will apply to your situation, but the more you can provide, the easier it will be to make a decision on your application. You need to take documents for all members of your household.

Discharge papers	Written notice from landlord, friends or relatives
Birth certificates	Notice to quit, court order or bailiff's warrant
Medical cards	Solicitor or legal adviser's letters
Doctors details	Building society statements
Hospital details	Wage slips: five if paid weekly, two if paid monthly
School details	Income support book
Marriage certificates	Child benefit book
Custody documents	Other benefit books
Divorce paperwork	Supporting statements from other agencies
Building society letters	Ante natal card
Rent book or receipts	Proof of all your addresses over the past five years
Bank statements	Immigration documents

If you or any member of your family has any medical problems that may affect your case, this should be discussed with an assessment officer. If necessary your doctor will be contacted, with your consent, for confirmation of any medical condition.

USEFUL WEBSITES & CONTACTS

www.housing.org.uk

www.housingcorp.gov.uk

Joint Service Housing Advice Office, HQ LAND, Erskine Barracks, Wilton, Salisbury, Wiltshire SP2 0AG. Tel: 01722 436575 Fax: 01722 436577

Email: jshao@hqland.army.mod.uk

SPACES (Single Persons Accommodation Centre for the Ex Services) - Catterick.

SPACES are an accommodation placement centre designed specifically to provide help to single Service leavers seeking appropriate civilian housing. The agency works in close collaboration with the JSHAO, Catterick Regional Resettlement and Welfare Centre, and local Service Welfare agencies. **For further information contact them at:**

SPACES
Regional and Welfare Centre
St Aidans Road
Catterick Garrison
North Yorkshire DL9 3AX
Tel: 01748 833 797 Catterick Mil (94731) Ext 2940
Fax: 01748 835 774
Email: spaces@ECHG.org.uk

Community Housing and Therapy

CHT is a service for people who are facing homelessness as they leave the Services. It aims to help clients integrate successfully into civilian life.

For further details contact CHT at:

24/ 5-6 The Coda Centre
189 Munster Road
London SW6 6AW
Tel: 020 7381 5888
Fax: 020 7610 0608
Email: co@cht.org.uk
Free phone: 0800 018 1261

Emergency Advice.

Emergency advice 24 hours a day for anyone in housing difficulty is provided by **Shelterline** - telephone no. **0808 800 4444**.

In addition your local Citizen's Advice Bureau (CAB) will be able to provide specialist housing advice through the National Homelessness Advice Service Association (run by Shelter). Call the National Association of CABx on **020 7833 2181** to find your nearest CAB or visit the website at www.adviceguide.org.uk.

SSAFA Forces Help Housing Advisory Service - 0845 1300 975.

Shelterline - emergency housing advice 24 hours a day:

Telephone: 0808 800 4444

Veterans' Aid - hostel accommodation for ex-Service homeless in London

40 Buckingham Palace Road
London
SW1W 0RE
Tel: 0800 0126867
Fax: 020 7630 6784