

Change of address (proof for all applicants required)
 Adding an adult (proof required for additional adults only)
 Removing person from application

Change of name for existing applicant (proof required)
 Adding a child (proof required for child)

CHANGE OF CIRCUMSTANCES FORM

GR TL

App. No.

Please complete the names of all people (adults and children) that you are applying to be re-housed with – proof required, refer to enclosed sheet, the notes overleaf and sign the declaration also on the back of this form.

Applicants and Other Adults – proof required.

Surname	Forenames	Mr / Mrs / Miss / Ms	Date of Birth	Are you expecting a baby? Please give due date	Are you living at the same address?	Ethnic Origin (see enclosed and refer to note 1 overleaf)

Children – proof required.

Surname	Forenames	Date of Birth	Male or Female	School attended	Are you living at the same address?	Relationship to applicant	Ethnic Origin (see enclosed and refer to note 1 overleaf)

Address

House or Flat Number:	Street Name:		
Area:	Date moved in and why:		
Town:			
Postcode:	Telephone No.		

• Who is your Landlord?

• How many bedrooms do you and your family currently occupy at the above address?

Please give the floor measurements of each bedroom:

• How many living rooms do you have?

• Do you share any part of your accommodation in your home with people not on this application? Yes No

If 'Yes', please state which:

• Do you lack facilities in your home (e.g. cooking facilities, hot water, lounge etc.)? Yes No

If 'Yes', please state which:

PLEASE ENSURE THE DECLARATION OVERLEAF IS SIGNED

- What type of property do you live in (e.g. house, flat, bungalow etc.)?
- If you live in a flat, what floor is it on?
- Do you have use of a lift? Yes No
- Are any of the people on your application from abroad (non-UK citizens)? Yes No
Refer to note 1 below.
If 'Yes', what is your country of origin?
- Are any of the people on your application UK citizens that have returned from living abroad in the last 2 years? Refer to note 2 below. Yes No
- Are you or your partner in paid employment in Bournemouth? Yes No
How many hours per week do you work? hours
- Is your current accommodation currently having a negative impact upon your household on any of the following grounds? Refer to note 3 below.
Medical Overcrowding/Insanitary Welfare Needing to move to a specific area to avoid hardship
- Have any of the people included on your application received a Civil Order or Criminal Conviction for anti-social or criminal behaviour or been a perpetrator of domestic violence? Refer to note 4 below. Yes No
- Have any of the people included on your application received a written warning or notice to leave a property? Refer to note 4 below. Yes No
- Do you feel that you will be unable to 'bid' for the properties we advertise by reason of disability or age? Refer to note 5 below. Yes No
- Do you have a pet? Yes No What animal is it?

DECLARATION – to be signed by both applicants

I/We certify that the information given on this form is correct, and understand that, should it prove that a false statement has been made, the Council may take court action to repossess any tenancy granted.

**Please ensure that you have provided proof, where required.
All proofs must be dated within the last 4 weeks.**

Signature:

Date:

Signature:

Date:

NOTES

NOTE 1: Only certain people from abroad are eligible for council housing. The rules are very complicated if you are not a UK citizen and your rights will depend on your immigration status, so get advice before you apply if you are not sure of your status.

NOTE 2: You may not be eligible to apply for council housing immediately if you have been living outside the UK, Eire, the Channel Islands and the Isle of Man for a lengthy period. This is because we can only provide housing for people who are classed as 'habitually resident'. We will assess your application and make a decision about your status.

NOTE 3: Applicants will need to provide written evidence from relevant professionals to support a need to move for any of reasons specified. Applicants will be placed

in a band that reflects their housing need. In exceptional circumstances applicants will be placed in the Priority Band on the Housing Register where the need to move is very urgent. Please request a copy of the 'Your Housing Need' booklet or speak to a member of the Housing Solutions team for more information on (01202) 451467.

NOTE 4: Applicants who have been responsible for unacceptable behaviour and deemed unsuitable as a tenant will be excluded from the Housing Register. Assessment will be carried out in accordance with Section 160A of the Housing Act 1996 (as amended by the Homelessness Act 2002) and the prevailing Code of Guidance.

NOTE 5: If you are unable to 'bid' for properties due to disability or old age please contact us about what is called the 'Assisted Bidding List' and we give you further information about this service.