

Surname:

Reference No:

Date stamp:

A *new* home

The choice is yours

➔ Housing Application Form



We advertise most of our empty properties in various ways, such as in the local papers and through the Property Shops at Area Housing Offices, libraries and on our website. You will have to tell us you are interested in a property that we advertise before we can consider you for it. This is called bidding.





Completing this form

We have tried to make this form as easy as possible to fill in. You should read our booklet 'A New Home – The Choice is Yours' before you fill it in. You should have received this booklet with this application form. The booklet is also available at any of our offices, from the Property Shops, or on the website.

Property Shop contact details

Wigan Property Shop

1-3 Library Street
Wigan, WN1 1NN
Tel: (01942) 404128
Fax: (01942) 404129
Email: wiganpropertyshop@walh.co.uk
Website: propertyshop.walh.co.uk

Leigh Property Shop

4-6 Market Street
Leigh, WN7 1DS
Tel: (01942) 404091
Fax: (01942) 404092
Email: leighpropertyshop@walh.co.uk
Website: propertyshop.walh.co.uk

If you need any help filling in the form please contact the Property Shops or any Area Housing Office.

What happens next?

You can hand your completed housing application form in at any of our offices or return it in the freepost envelope enclosed.

We will check your application form and write to you within 10 working days, telling you your band, registration date, application reference number and let you know if you have been accepted onto the register.

If we do not accept your application, we will write to you and let you know why.

If we accept your application, you can tell us you are interested in properties that we advertise by 'bidding' for them. You can bid for as many properties as you want, but you will only be offered one at a time.

Please tick to show you have sent us all the information that we need to register your application. If you don't it will delay your application being registered.

- 2 references per applicant (non Wigan & Leigh Housing tenants) unless you have been living together for 12 months or more
- Written details of custody/access arrangements for children
- Written property valuation and details of any outstanding mortgage (owner occupiers only)
- Proof of date baby is due

1 You and the people who live with you

Please list below everyone who is living with you at your current address.

a	Title	Last name	First name (s)	Date of Birth	Age	Relationship to you	Will they be moving with you? Y/N
						Self	

b Are you a British Citizen? Yes No Is your partner a British Citizen? Yes No

c Have you been resident in the UK for the last 2 years? Yes No

Has your partner been resident in the UK for the last 2 years? Yes No

d National Insurance Number:
 You Your partner's if moving with you

e Is anybody moving with you pregnant? Yes No

Name Expected date of birth

Please provide proof of date baby is due

f If you have access to children please give their details and provide proof of access – for example, joint residency order, letter from solicitor or letter from ex partner.

Child's name	Sex m/f	Date of Birth	Number of days access each week

g Your current address:

	Postcode

If you are a Wigan & Leigh Housing tenant please tell us the date your tenancy started:

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h If you do not want letters going to your home address, or you are of no fixed abode, please write an address below where we can write to you:

	Postcode

i Telephone contact details:

Mobile		Day time	
Evening		e-mail	

j If your partner or friend intends to live with you and currently lives at a different address, please write their address below:

	Postcode

k Do you or anyone who will be moving with you suffer from a chronic illness or permanent disability that makes your current home unsuitable? Yes No

Please describe the disability	
Name of person with disability	

l Does anyone moving with you use a wheelchair? Yes No

If you have answered yes to either K or L we will send you a Medical Application Form to get more details and may visit you at your home.

2 About your housing circumstances

a Are you currently:

- | | |
|---|--|
| <input type="checkbox"/> Renting from Wigan & Leigh Housing | <input type="checkbox"/> Lodging |
| <input type="checkbox"/> Renting from another Council | <input type="checkbox"/> Living with parents |
| <input type="checkbox"/> Renting from a housing association | <input type="checkbox"/> *Young person in local authority care |
| <input type="checkbox"/> Renting from a private landlord | <input type="checkbox"/> *Living in hospital |
| <input type="checkbox"/> An owner occupier | <input type="checkbox"/> *Living in prison |
| <input type="checkbox"/> Of no fixed abode | <input type="checkbox"/> *In HM Forces |
| <input type="checkbox"/> In hostel/supported accommodation | |

If you ticked a box with * next to it please give details of when you will need accommodation:

If you are an owner occupier please provide an estate agents valuation of your property and details of any outstanding mortgage.

b If you and your partner are currently renting or have rented a home in the past, please write the details below.

Address of property renting/rented	Name and address of landlord	Date you left	Last name (if different at the time)

c Are you homeless? Yes No

d Are you likely to become homeless in the next 4 weeks? Yes No

e Do you have to leave your home because of domestic violence? Yes No

f Are you living with your ex-partner in your current home? Yes No

g Do you have to leave your home because it is in a clearance area or is your home going to be demolished? Yes No

h Do you have to leave your home temporarily because major works are due to be carried out on your home? Yes No

If you have answered yes to any of the questions C to H please give more details on page 7.

i What type of property are you living in now?

House

Bungalow

Bedsit

Other, please
detail here for
example hostel:

Flat

Caravan

Sheltered Housing

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

Ground floor

First floor

Second floor or above

Is there a lift?

Yes

No

k How many bedrooms are there in the property you are living in?

l How many bedrooms are available to you and the people who will be moving with you at your current address?

m Do you have access to all basic facilities for example an inside toilet, hot water supply, kitchen and bathroom?

Yes

No

3 About the home you would like to live in

a What types of properties are you interested in? (please tick all that apply)

House

Flat

Bedsit flat

Bungalow

Sheltered Housing

Multi-storey flat

b If you are interested in a flat, which level would you consider? (please tick all that apply)

Any

Ground floor

First floor

Second floor or above

c Which areas would you like to live in within the Wigan Borough? There is a list of estates at the back of this form to help you

d Would you consider a housing association property?

Yes

No

e If you are a secure or assured tenant, would you consider exchanging homes with another tenant? (if you answer yes to this question, we will send you a Mutual Exchange Application Form and information about the Mutual Exchange Scheme).

Yes

No

f Are you interested in furnished accommodation?

Yes

No

4 Extra help and information

- a** Is there anything else you think we should know to help us assess your application?
If so please write details below.

- b** We have a Homefinder Scheme – This is to help people who have difficulty using the service because of their personal circumstances. To find out more contact the Property Shops or any Area Housing Office.

- c** You can ask another person to contact us on your behalf to tell us about properties you may be interested in, for example a relative, friend, carer or support worker. If you would like someone to do this, please write his or her details below.

Name

Address

Telephone Number

Relationship to you, for example daughter, son, social worker

d Do you, or does anyone in your household, have a support worker, for example a Social Worker, Housing/Hostel Support Worker, or Probation Officer? Yes No

If yes, please write details below:

Name of person who receives support

Please give details of reasons for support

Name of Support Worker

Address of Support Worker

Telephone Number

e Please tell us how you found out about our housing service (please tick one only).

- | | | |
|--|--|---|
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Internet | <input type="checkbox"/> Housing Association |
| <input type="checkbox"/> Advert/poster | <input type="checkbox"/> Area Housing Office | <input type="checkbox"/> Relative |
| <input type="checkbox"/> Local paper | <input type="checkbox"/> Property Shop | <input type="checkbox"/> Board Member /councillor |

Other (please write below):

f Do you work for Wigan and Leigh Housing or are you related to a Councillor, Board Member or an employee of Wigan & Leigh Housing? Yes No

If yes, please give details below:

5 A fair housing service for all

We will treat all applicants equally regardless of their race, ethnic or national origin, sexuality or religion. Please give us the following information so we can be sure that we do this. We will keep this information strictly confidential and will not use it for any other purpose.

Your background

Please tell us your ethnic background by ticking the appropriate box from sections A to E below.

a	White	You	Joint App
	English		
	Irish		
	Scottish		
	Welsh		
	Any other White background		
	Please state – You		
	Please state – Joint App		

b	Mixed	You	Joint App
	White & Asian		
	White & Black African		
	White & Black Caribbean		
	Any other Mixed background		
	Please state – You		
	Please state – Joint App		

c	Black or Black British	You	Joint App
	African		
	Caribbean		
	Any other Black background		
	Please state – You		
	Please state – Joint App		

d	Asian	You	Joint App
	Bangladeshi		
	Indian		
	Pakistani		
	Any other Asian background		
	Please state – You		
	Please state – Joint App		

e	Chinese	You	Joint App

f	Other Ethnic group	You	Joint App
	Please state – You		
	Please state – Joint App		

Sexuality

Please tick the appropriate box below to indicate your sexuality. If you do not want to answer this question, you can leave it blank. But if you do answer it we will be able to check more accurately that we are not discriminating against anyone because of their sexuality. Remember that all this information will be kept confidential.

	You	Joint App
Heterosexual		
Bisexual		
Transgendered		

	You	Joint App
Gay Man		
Gay Woman/Lesbian		
Other		

Religion

Please tick the appropriate box below to indicate your religion. Our research shows that some people are uncomfortable answering this question. You can of course leave it blank. But if you do answer it we will be able to check more accurately that we are not discriminating against anyone on religious grounds. Remember that all this information will be kept confidential.

	You	Joint App
None		
Buddhist		
Christian**		
Hindu		
Jewish		

	You	Joint App
Muslim		
Sikh		
Other religious belief		
Please state – You		
Please state – Joint App		

** Includes Church of England, Catholic, Protestant and all other Christian organisations.

If English is not your main language, which language would you like us to:

a Speak to you in

b Write to you in

Can we contact you to make sure our equal opportunities policy is working Yes No

6 Declaration and authority to obtain details from another agency

Signing the declaration below means that you agree to the terms and conditions listed in Sections 1 and 2.

Section 1

I understand that Wigan & Leigh Housing, on behalf of Wigan Council, will decide whether to give me a tenancy based on the information that I have given on this form. The information that I have given is true and correct to the best of my knowledge. I understand that if I give false information or do not provide relevant information, Wigan & Leigh Housing may suspend or exclude me from the housing register. This means I will not be allowed a Wigan Council Tenancy.

I understand that Wigan & Leigh Housing, on behalf of Wigan Council, can take back any tenancy they have given me if I have provided false information. I will tell Wigan & Leigh Housing if my circumstances change.

I understand that I may need to provide two satisfactory references as part of this application. I give my permission for Wigan & Leigh Housing to contact any person who has given me a reference to check them.

Section 2

We may need to contact other agencies for information about you so that we can process your application. We need your permission before we can do this. This could include Housing Benefits and Council Tax, other landlords, the Benefits Agency, Probation Service, the Police and Social Services. We may not be able to process your application without this information.

I give permission for Wigan & Leigh Housing to contact any relevant agencies, including my present and/or former landlord. I give these agencies permission to share any information they hold on me with Wigan & Leigh Housing so that they can deal with my housing application. I understand that Wigan & Leigh Housing will only use any information they get from other agencies to deal with my application. I understand that Wigan & Leigh Housing may share any information they hold on me with various Council departments and other organisations that deal with public funds to prevent and detect fraud.

Signed

Your signature

Date

Your partners'/joint applicants' signature

Date



Area Housing Office contact details:

Wigan Homes Offices:

Wigan Area Housing Office

Address: School Lane
Scholes
Wigan
WN1 3QX

Phone: (01942) 404170

Estates Managed

Estate Number & Name
521 Spring Gardens
522 Wigan Lane
523 Scholes General
524 Scholes Cambridge
525 Scholes Lower Longshoot
526 Scholes Multi-Storeys
527 Scholes Platt Lane
528 Whelley
529 Bottling Wood
530 New Springs
531 Top Lock
541 Aspull Crawford
542 Aspull Hilton
543 Aspull Scot Lane
544 Hampson Green
545 Standish Larkhill
546 Standish Avondale
547 Standish Fairhurst
548 Standish Almond Brook

Beech Hill Area Housing Office (Part-time)

Address: 97 Beech Hill Avenue
Beech Hill
Wigan
WN6 7RP

Phone: (01942) 705040
Open: Tuesday & Thursday

Estates Managed

Estate Number & Name
501 Shevington/Appley Bridge
502 Standish Lower Ground
503 Dumbarton Green
504 Pagefield/Springfield
505 Beech Hill West
506 Beech Hill South
507 Beech Hill Central
508 Beech Hill East

Ashton Area Housing Office

Address: Town Hall
Bryn Street
Ashton in Makerfield
Wigan
WN4 9AY

Phone: (01942) 404921

Estates Managed

Estate Number & Name
301 Landgate
302 Brocstedes
303 Bryn
304 Nicolmere
305 Cansfield
306 Wentworth
307 Legh Street, Ashton
308 Stubshaw Cross

Ince Area Housing Office (Part-time)

Address: Town Hall
Ince Green Lane
Ince
Wigan
WN3 4QX

Phone: (01942) 705040
Open: Tuesday & Thursday

Worsley Hall Area Housing Office (Part-time)

Address: 101-107 Ridyard Street
Worsley Hall
Wigan
WN5 9RQ

Phone: (01942) 705040
Open: Monday & Thursday

Pemberton Area Housing Office

Address: 3 Orrell Road
Orrell
Wigan
WN5 8EW

Phone: (01942) 709111

Worsley Mesnes Area Housing Office (Part-time)

Address: 73-89 Blake Close
Worsley Mesnes
Wigan
WN3 5TH

Phone: (01942) 705040
Open: Monday & Wednesday

Marsh Green Area Housing Office (Part-time)

Address: Harrow Road
Marsh Green
Wigan
WN5 OQL

Phone: (01942) 705040
Open: Tuesday & Friday

Estates Managed

Estate Number & Name
441 Spring View
442 Lower Ince
443 Ince Central
444 Careless Lane
445 Pennington Lane
446 Busy Bee / Petticoat Lane

Estates Managed

Estate Number & Name
641 Newtown
642 Logwood House Place
643 Laithwaite / Matheson
644 Plane Avenue
645 Worsley Hall South
646 Worsley Hall Central
647 Sherwood

Estates Managed

Estate Number & Name
621 Kitt Green/Green Hey
622 Norley Quarry
623 Norley Hall East
624 Norley Hall West
625 Norley Hall Avenue
626 Pemberton
627 Redwood
628 Orrell Post
629 Orrell Village
630 Billinge

Estates Managed

Estate Number & Name
341 Poolstock
342 Keats
343 Eliot
344 Worsley Mesnes Drive
345 Cornwallis
346 St. Pauls Avenue
347 Goose Green

Estates Managed

Estate Number & Name
601 City Road
602 Marsh Green Central
603 Scot Lane

Leigh Homes Offices:

Atherton Area Housing Office

Address: Atherton Town Hall
Bolton Road
Atherton
Manchester
M46 9JP

Phone: (01942) 404828

Tyldesley Area Housing Office (Part-time)

Address: Tyldesley Town Hall
Elliot Street
Tyldesley
Manchester
M29 8EH

Phone: (01942) 705040

Open: Monday & Wednesday

Hag Fold North Area Housing Office (Part-time)

Address: 49-51 Spa Road
Atherton
Manchester
M46 9AR

Phone: (01942) 705040

Open: Tuesday & Friday

Platt Bridge Area Housing Office

Address: Templeton Road
Platt Bridge
Wigan
WN2 5PD

Phone: (01942) 767503

Hindley Area Housing Office (Part-time)

Address: Hindley Town Hall
Wigan Road
Hindley
Wigan
WN2 3AX

Phone: (01942) 705040

Open: Tuesday & Friday

Estates Managed

Estate Number & Name
101 Formby Avenue East
102 Car Bank North
103 Car Bank South
104 Collier Brook
105 Atherton Town Centre
106 Howe Bridge
107 Wigan Road, Atherton

Estates Managed

Estate Number & Name
141 Hindsford
142 Shakerley
143 Tyldesley Town Centre
144 Astley
145 Sale Lane
146 Mosley Common

Estates Managed

Estate Number & Name
121 Poets Corner
122 Everest Road
123 Windermere Road

Estates Managed

Estate Number & Name
421 Woodcock Drive
422 Bickershaw
423 Lee Lane
424 Kingsdown Road
425 Bamfurlong
426 Millers Lane

Estates Managed

Estate Number & Name
401 Ladies Lane
402 Castle Hill
403 The Hollins
404 Chapelfields
405 Hindley Green
407 Hindley Town Centre

Golborne Area Housing Office (Part-time)

Address: Queen Street
Golborne
Warrington
WA3 3RB

Phone: (01942) 705040
Open: Monday & Thursday

Leigh Area Housing Office

Address: Leigh Town Hall
Market Place
Leigh
WN7 1DY

Phone: (01942) 404457

Westleigh Area Housing Office (Part-time)

Address: 1-3 Westwell Street
Leigh
WN7 5ND

Phone: (01942) 705040
Open: Monday & Wednesday

Higher Folds Area Housing Office (Part-time)

Address: 6 The Centre
Higher Folds
Leigh
WN7 2XY

Phone: (01942) 705040
Open: Tuesday & Thursday

Estates Managed

Estate Number & Name
321 Edge Green Lane
322 Queen Anne Estate
323 Derby Road
324 Pennine Lane
325 Slag Lane
326 Church Lane
327 New Meadows
328 Oaklands
329 Kings Avenue

Estates Managed

Estate Number & Name
202 Crankwood Road
203 Charity Farm
204 Plank Lane
205 Siddow Common
206 Diamond / Etherstone
207 Butts Bridge
208 Manchester Road
209 Leigh Town Centre

Estates Managed

Estate Number & Name
241 Abbey Lane East
242 Abbey Lane West
243 Westleigh
244 Bright Street
245 Tamar
246 Wigan Road, Leigh

Estates Managed

Estate Number & Name
231 Higher Folds North
232 Higher Folds South

This form can be made available in large print

Please telephone 01942 486500 for more information.

People with hearing difficulties who have a Minicom can contact us through the typetalk operator by putting 18001 01942 in front of any of our telephone numbers. We can also be contacted by sending a mobile phone text to our contact centre on 07797 806546.

01942 488430 لمساعدة فى اللغة العربية اتصل على الرقم:

用廣東話取得幫助，請打01942 488431

تماس بگيريد 01942 488432 برائى دريافت كمك و راهنمايى به زبان فارسى با شماره

Pour obtenir de l'aide en Français, veuillez contacter le 01942 488433

ગુજરાતી ભાષામાં સહાયતા જોતી હોય તો: 01942 488434

01942 488435 اردو ميں مدد كے ليے ٹيلىفون كرىں:



Chief Executive: Peter Gee FCIH

Wigan & Leigh Housing Company Ltd
Unity House
Westwood Park Drive
Wigan
WN3 4HE

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