



**GWYNEDD
HOUSING
OPTIONS**

INFORMATION FOR APPLICANTS

APPLYING FOR SOCIAL
HOUSING IN GWYNEDD



GWYNEDD COMMON HOUSING REGISTER PARTNERHIP



Grŵp
Cynefin

Adra



Social housing in Gwynedd is allocated to applicants who are on the Common Housing Register. The Register is managed by Gwynedd Housing Options. Contact us if you have an enquiry about your application.

Gwynedd Housing Options • 01286 685100 • housingoptions@gwynedd.llyw.cymru

The full Common Housing Allocation Policy can be found at: www.gwynedd.llyw.cymru/socialhousing



WHO CAN APPLY FOR SOCIAL HOUSING?

Generally the following can apply for social housing:

- Residents of the UK who are over 16 years of age
- British nationals
- Citizens of the European Economic Area
- Certain people who are citizens of the Commonwealth, asylum seekers and persons from abroad who have certain rights to stay in the UK

However, there may be valid reasons why some people will not be eligible for social housing. Reasons may include:

- Persons from abroad (subject to the above)
- People subject to immigration control
- People, or family members of people who are deemed ineligible for an allocation because of their past unacceptable behaviour



MAKING AN APPLICATION FOR SOCIAL HOUSING

What you need to do:

Complete and sign the application form* – 1 application form exists for housing associations

Provide copies of the necessary information, for example proof of address, nationality etc.

Provide additional information in support of your application, e.g. medical letter, homeless status

* An on-line application will be available soon

What Gwynedd Housing Options will do:

Check if you are eligible to apply

Process your application within 10 working days (if you have included everything)

If you haven't provided sufficient information, your application will not be registered

Contact you to discuss your application and confirm which band it will appear in



PRIORITISING APPLICATIONS – THE BANDING SCHEME

Applications will be placed in one of 4 bands depending on housing need and the connection with Gwynedd or not.

Band 1

1a – Urgent housing need with a Gwynedd connection
1b – Urgent housing need with no Gwynedd connection

Band 2

Housing need with a Gwynedd connection

Band 3

Applicants with reduced priority
Housing need with no Gwynedd connection

Band 4

No housing need with a Gwynedd connection

Within each band applications will appear in the following order:

1. Applicants with a community connection with the area where the property is located, in application date order.
2. Applicants without a community connection with the area where the property is located, in application date order.



HOUSING NEED

Below are circumstances that would be considered **urgent housing need** and **housing need**.

Urgent Housing Need	Housing Need
<ul style="list-style-type: none"> • Homeless due to abuse or probable abuse requiring urgent re-housing • Urgent medical, welfare or disability related need • Leaving the Armed Forces • Living in supported accommodation by an accredited provider where the applicant is able to sustain a tenancy independently (ready to move on) • Young people leaving the care of the Local Authority • Urgent cases where the household needs access to social housing to prevent a child from being taken into/remaining in care • Existing social tenants in Gwynedd who are either under occupying or who are occupying an adapted property which they do not need • Loss of home as a result of a disaster • Some applicants who are owed a homeless duty • Exceptional cases of urgent housing need 	<ul style="list-style-type: none"> • Applicants who are homeless within the meaning of the Housing (Wales) Act 2014 • People who are owed a duty by a local housing authority under sections 66, 73 or 75 of the Housing (Wales) Act 2014 • Applicants occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions • Applicants who need to move on medical or welfare grounds (including grounds relating to disability) • Private sector housing affordability • Existing social housing tenants in Gwynedd who are under-occupying by one or more bedroom and wish to transfer to a smaller property • People who need to move to a particular locality in the district, where failure to meet that need will cause hardship (to themselves or to others) • Displaced agricultural workers • Exceptional case of housing need



GWYNEDD CONNECTION AND COMMUNITY CONNECTION

This is what is regarded as **Gwynedd Connection**:

- Live in Gwynedd for **5 years**
- Family association in Gwynedd for over **10 years**
- Provides or receives support from a person or specialist provision in Gwynedd
- Employed in Gwynedd for the last **5 years**
- Has been offered a job in Gwynedd but has a disability and is unable to take up the job offer because of the difficulty of finding adequate accessible housing
- Needs to move to Gwynedd so that a member of their household with a disability can attend a school or receive specialist support but is unable to do so because of the difficulty in finding adequate accessible housing
- Serving in the Armed Forces in Gwynedd
- A former member of the Armed Forces, not currently employed or resident in Gwynedd who served in Gwynedd whilst in the Forces



Community Connection is defined as:

- **5 years** residency in the community in which the property to be let is located

Applicants without a Gwynedd Connection or housing need will not be registered.



GWYNEDD HOUSING STOCK AND CHOICE OF ACCOMMODATION

There are different types of accommodation of different sizes across the county. Visit the web page for further details of which properties are located in the areas you wish to live in.

www.gwynedd.llyw.cymru/socialhousing.

You can choose the property type you require, number of bedrooms and location. Be sure only to choose a location that you are ready to live in. Should you refuse an offer of the type of accommodation and in a location chosen by you then your application may be moved to a lower band.

This is what you will be considered for. Note that this is **only a guide** and it's possible that your ideal choice may not be available and you may be offered accommodation which we think is reasonable and suitable for your needs.

	Property size				
	1 bedroom	2 bedroom	3 bedroom	4 bedroom	5+ bedroom
Family household					
Single person					
Couple					
Family with 1 child					
Family with 2 children					
Family with 3 children					
Family with 4 children					
Family with 5 or more children					



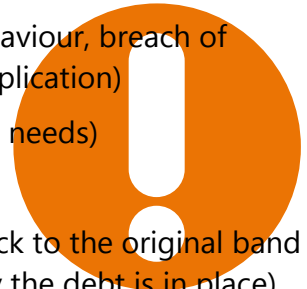
REDUCING PRIORITY

It is possible for applications to receive reduced priority under some circumstances. Here are some examples:

- ✓ Behaviour which effects suitability to be a tenant (includes anti-social behaviour, breach of tenancy, rent arrears, providing false or misleading information on the application)
- ✓ Financial resources (people with financial resources to meet their housing needs)
- ✓ Refuse a reasonable offer of accommodation

Applications with reduced priority will be in band 3. It's possible to move back to the original band once the behaviour has improved the debt repayed (or an agreement to pay the debt is in place).

The date of returning to the band and not the application registration date will then be used.



COMPLETING THE APPLICATION

Your application will not be registered if it is completed incorrectly. Here are some suggestions:

- ✓ Answer **each question** on the application form. If a question is not applicable to your circumstances, write "not applicable" (N/A) or similar as your answer.
- ✓ Read the guidance on the application form.
- ✓ If you're not sure what documents you need to enclose as part of the application then contact us: 01286 685100 or housingoptions@gwynedd.llyw.cymru. Send copies only. Please do not send original documents as we cannot guarantee their safe return to you.
- ✓ Make sure each applicant signs and dates the application form.
- ✓ Remember, **once your application is registered you do not need to contact us unless there is a major change in your circumstances (including moving home) or your contact details**
- ✓ Your application will be considered for properties that match the choices on your application (property type, size and location) subject to any conditions imposed by the housing association, for example family size or specific facilities in the property.
- ✓ Should you be offered a tenancy the housing association will be in touch with you to discuss what will happen next. You do not need to contact Gwynedd Housing Options.
- ✓ Remember to register your application early. It will be too late when you see a vacant home.



CONTACT DETAILS

If you have an enquiry regarding your application for social housing then contact Gwynedd Housing Options. Here are also our partners' contact details:



01286 685100
housingoptions@gwynedd.llyw.cymru
www.gwynedd.llyw.cymru/socialhousing



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