

St Albans City & District Council

Housing Management

Civic Centre

St Albans

Hertfordshire

AL1 3JE

Application for assignment

Please fill this form if you want to apply for an assignment of your existing council tenancy.

This application form will not be processed until you have submitted all the supporting documentation listed below. **You must provide original documents within 14 days of your application** otherwise we will cancel your application and you will need to re-submit.

Please submit your documents via your MyStAlbans account. Alternatively, if you are unable to do any of the above, you can make an appointment with Customer Services by calling 01727 819450.

If we have any questions about the information you send us, we will contact you.

**Both the current tenant (Assignor) and the family member you wish to assign your tenancy to (Assignee) are required to provide the following documents:**

* 1 passport size photo for each applicant, please print name and address on reverse (this must have been taken in the last three months).
* Birth certificates or valid passport.
* 1 form of identification showing your National Insurance Numbers
* Evidence of family relationship to current tenant.
* 3 forms of recent identification from your current address which should include a minimum of 3 of the following: driving licence, DWP benefit letter, utility bill, insurance certificate, council tax bill medical card.
* Birth Certificate for each child / proof of child benefit

***Please note that you may be asked to provide the original documents at a later stage***

1. **Tenant Details (Assignor)**

|  |  |
| --- | --- |
| Name of tenant |  |
| Address of tenant |  |

Do you intend to continue living at the property if the assignment is approved?

 Yes □ No □

If no, please provide new address details here:

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1. **Assignee’s details (Person you wish to assign your tenancy to)**

|  |  |
| --- | --- |
| Title |  |
| First name |  |
| Surname |  |
| If you are known by any other names, please state |  |
| Gender |  |
| Date of birth |  |
| EmailMobile telephone numberHome telephone numberWork telephone number |  |
|  |
|  |
|  |
| Relationship to Tenant |  |
| Assignee’s present address |  |
| Date assignee’s moved to present address |  |
| Previous address(es) within the last 5 years  |  |
|  |
|  |
|  |
|  |
| Employment status |  |
| Name and address of employer |  |
| National Insurance Number |  |

Please tick the box that applies to you:

* Single □ Married □ Widowed
* Living together □ Civil Partnership □ Separated
* Divorced

Please tell us all the names you have previously been known by (including your maiden name if you are married):

1. **Household composition**

Please tell us about all the people who are currently living with you.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title | First name | Surname | Gender | Date of birth | Relationship to assignee |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**4. Assignee’s immigration status**

|  |  |  |
| --- | --- | --- |
| Are you a UK citizen? | □ Yes | □ No |
| Are you a EU citizen? | □ Yes | □ No |

If ‘Yes’, please state country: If you answered ‘No’ to both the above, what is your nationality?

Are you or anyone on your application subject to immigration control as a result of the Asylum and Immigration Act 1996?

* Yes □ No

If ‘Yes’, please give details below and provide a copy of your passport and any other relevant documentation.

Please state your Home Office Reference Number:

1. **Property Type**

Please tick the box that describes the property:

* House □ Maisonette □ Flat □ Bedsit
* Bungalow □ Mobile home □ Caravan
* Other (please state):

 How many bedrooms does the property have?

If you live in a flat, maisonette or bedsit, which floor is it on?

* Ground □ First
* Other (please state):

Are there any disabled adaptations or support in your home?

* Yes □ No

If ‘Yes’, please give details:

Has the tenant made any improvements to the property?

* Yes □ No

If ‘Yes’, please give details:

Did the tenant seek written permission from the Council for all improvement works?

* Yes □ No
1. **Medical factors**

If you or any member(s) of your household have a special housing need or medical condition, please tick the appropriate box which best describes it (you may tick more than one box).

* Physical Disability □ Learning Disability
* Mental Health Factors □ Other

If other, please give details:



* Name of Social Health Worker, if you have one:

1. **Support needs**

Do you receive any help from Social Services or Health Services, for example social worker, hospital worker, district nurse, therapist, drug and alcohol services?

* Yes □ No

If you have a named support worker, please give their details

Name, address, telephone number:

Please give details of the help you receive:

Please tick any of the boxes below if you need help or support because of any of the following issues:

* Disabled □ Permanent physical disability
* Isolated - no support □ Learning disability
* Issue with literacy □ May need help Bidding and has no-one to help
* Visual impairment □ Hearing impairment
* Mental health issues □ Age related physical infirmity
* Ex offender check box □ Hearing impairment
* Issue with drug misuse □ Experiencing domestic violence
* English is not my first language □ Any other
1. **Property / Ownership – UK & abroad**

Do you or anybody included in your application currently own or have shared-ownership of a property?

* Yes □ No

Have you or anybody included in your application ever owned or had shared-ownership of a property?

* Yes □ No

If you answered ‘Yes’ to either of these questions, please complete the following questions. If you answered ‘No’, please go to Section 9.

Address of last property wholly or partly owned in the UK or abroad, by either yourself or anybody included in your application.

Date of purchase: Date of sale or date given up (if applicable): Type of property (house, flat, bungalow etc.): How many bedrooms does the property have? Is the property your only home?

Yes□ No □

If ‘No’, please explain:

If the property is / was being purchased on a mortgage, is / was it in your sole name?

* Yes □ No

In ‘No’, please give the name(s) of the other purchasers and their relationship to you:

|  |  |
| --- | --- |
| Names | Relationship to you |
|  |  |
|  |  |
|  |  |
|  |  |

If there is a mortgage outstanding, how much is this? If the property has not been sold, what is its current value? If the property has been sold, how much did you personally

receive from the sale after the mortgage and fees had been paid?

Please provide written evidence of this (such as a copy of the completion statement from your solicitor)

Other comments.

Please include here any circumstances you consider to be relevant, for example if the sale was a result of relationship breakdown or a Court Order or if you have owned more than one property in the past, please give details including address:

Please use this space to tell us anything else you think might be relevant

1. **Declaration**

Have you or a member of your household been convicted of a criminal offence?

* Yes □ No

If ‘Yes’, please give details below

1. **Are you or is anyone on your application a Local Authority Councillor or Council / Housing Association employee or member of a Tenants’ Panel? Or, are you or anyone on your application related to or have a close connection to a Local Authority Councillor, Council / Housing Association employee or a Tenants’ Panel member?**
* Yes □ No

If ‘Yes’, please give details below

1. **I agree to keep you informed of any change of circumstances in relation to my situation, household and housing.**

*Tenant and proposed Assignee must sign below to confirm the information provided in this application is true:*

Tenants Signature: Date

Proposed Assignee Signature: Date:

1. **Should you wish to give permission for someone else to discuss your application please give details below.**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone number |  |
| Relationship to you |  |

1. **Equal Opportunities**

We want to make sure our services are available to the people that need them, whatever their race, colour or national origin. The information you give here will help us do this. What you tell us will not affect your housing application and you do not have to give us this information.

|  |  |  |
| --- | --- | --- |
|  | Applicant | Joint Applicant |
| A White |  |  |
| British | **□** | **□** |
| Irish | **□** | **□** |
| Any other White background | **□** | **□** |
| B Mixed |  |  |
| White and Black Carribbean | **□** | **□** |
| White and Black African | **□** | **□** |
| White and Asian | **□** | **□** |
| Any other Mixed background | **□** | **□** |
| C Asian or Asian British |  |  |
| Indian | **□** | **□** |
| Pakistani | **□** | **□** |
| Bangladeshi | **□** | **□** |
| Any other Asian background | **□** | **□** |
| D Black or Black British |  |  |
| Carribean | **□** | **□** |
| African | **□** | **□** |
| Any other Black backgoround | **□** | **□** |
| E Gypsy / Romany / Irish Traveller | **□** | **□** |
| F Chinese or other ethnic group |  |  |
| Chinese | **□** | **□** |
| Any other | **□** | **□** |

**Equal Opportunities - continued**

|  |  |  |
| --- | --- | --- |
|  | Applicant | Joint Applicant |
| Sexual Orientation |  |  |
| Bisexual | **□** | **□** |
| Heterosexual | **□** | **□** |
| Homosexual | **□** | **□** |
| Do not wish to answer | **□** | **□** |
| Religion |  |  |
| Baha’i | **□** | **□** |
| Buddhist | **□** | **□** |
| Christian | **□** | **□** |
| Hindu | **□** | **□** |
| Jain | **□** | **□** |
| Jewish | **□** | **□** |
| Muslim | **□** | **□** |
| Sikh | **□** | **□** |
| Zoroastrian | **□** | **□** |
| Other | **□** | **□** |
| None | **□** | **□** |
| Do not wish to answer | **□** | **□** |

**Privacy Notice**

The privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.

All this information is set out in full on the privacy notice with this form.

Please read the privacy notice for more details.

**What information do we collect about you?**

The information that the Council will collect varies depending on how you use the Council’s Services. We are using the information provided in this case because we have a legal obligation (Art. 6(1)(c)). This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information so that we can process your information for the purposes of assessing your succession application.

*If you’re providing us with special category personal information (such as details about your health) we will be processing this under Art. 9(2). If you’re providing us with criminal conviction personal information we will be processing this under Art.10.*

**How will we use the information about you?**

We use the information to process your succession application. We may share the information with other departments at the Council to enable us to deal with your application. We will only share the information to enable us to deal with this matter.

*We may share the information with Housing Benefit, Council Tax, Electoral Services, Internal Audit Department.*

*We will not share the personal information we hold with any external organisations except for partner organisations.* We may be required to share your personal information with the Police, Internal Audit or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

**How long will we keep this information?**

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact GDPR@stalbans.gov.uk

**Individuals’ Rights**

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@stalbans.gov.uk and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact GDPR@stalbans.gov.uk.

You can find out more about your rights on our website: <http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/>

**Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit <http://www.stalbans.gov.uk/about-this-site/legal-notices/cookies.aspx>

**Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be found here: <http://www.stalbans.gov.uk/Images/GDPR%20Personal%20Data%20Policy%20Version%201%20-%202.3.18_tcm15-63804.pdf> We review this policy annually.

**Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing GDPR@stalbans.gov.uk or calling 01727 819209 for our Complaints Team.

**How to contact us**

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing foi@stalbans.gov.uk or write to us at: FOI Team, St Albans City & District Council, St Peter’s Street, St Albans, AL1 3JE.

**Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: casework@ico.org.uk or calling their helpline on 0303 123 1113.

GDPR Privacy Notice Statutory Fns – legal obligation – 25.4.18