

## Housing Waiting List

**For Office use only**

Application Number:

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### Application Form and Guidance Notes

#### Housing Application Part 1 - Guidance Notes

Douglas City Council offers the following as guidance only in completion of the waiting list application form.

You may also qualify to be included on The First Time Buyers List. Inclusion on this list will not prevent you from being on our Public Sector Housing waiting list. Call the Housing Office for more information (01624) 685955.

Douglas City Council  
Housing Office  
Town Hall  
Ridgeway Street  
Douglas  
IM99 1AD

Please read these notes prior to completing the application form.

## 1. Acceptance Criteria

- The normal residential qualifications for acceptance on the waiting list and/or allocation of accommodation are:-
  - Minimum of 10 years residence in the Isle of Man; and
  - 3 years residence in Douglas Housing Authority.
- The residential qualifications do not need to be continuous or immediately prior to the application. (but you will be required to provide proof of residence)
- Your gross annual income must not exceed the amounts specified in the following table

Number of dependent children*	Maximum gross annual income	
	Single applicant	Joint applicant
None	£34,500	£38,000
1 child	£40,000	£43,500
2 children	£43,500	£47,000
3 or more children	£47,000	£50,500

\*dependent children whose place of ordinary residence is with the applicant.

- Applications from single/couples under the age of 18 will not be considered.

## 2. Allocation Criteria

- With regard to the allocation of properties a points system is applied to every housing application.
- The aim of the points system is to assess each applicant by a common set of standards to prioritise their housing needs.

## 3. Application Form

- The application form should be completed in block capital letters.
- All questions **must** be answered. (If the answer is "none" state "none" or if not applicable state "n/a"). Or enclose relevant supporting documentation. Please enclose all supporting documents – refer to the check list on page 18.
- If you do not** complete any part of the application form **will** result in the form being returned to the applicant without consideration.

## Question 1 – Applicant Details

- In order to be considered, the full name of all applicants must be given.

## Question 2 – Current Address

- You must provide a current utilities bill, bank statement, or similar documentation showing your present address when submitting your application.

## Question 3

- You must provide original or certified copies of birth certificates for each applicant and any other persons requiring housing with you.

## Questions 4 and 5 – Number Of Years Resident On The Island

- Details must include all addresses, and whenever possible the dates of residency should include month and year (e.g. May 2005).
- You will be asked to supply some proof of your previous addresses. Provide supporting documents from Income Tax, School or Doctors stating time in the Isle of Man.

## Question 6 – Number of Years Resident in Douglas Housing Area

- The total time residing in Douglas areas need not be continuous or immediately prior to the application but must total three years or more and supporting documentation is required.

## Questions 7, 8 and 9 – Occupation and Employer

- You will be required to submit a minimum of three most recent payslips to support your application.
- If you are self-employed you should note that it is not permitted to carry on any trade, profession or business from a public sector property without written approval of Douglas City Council.

## Question 10 – Income

- Income is based on all gross annual income (this is before tax and deductions). The applicant(s) must submit at least three recent wage/salary slips, in respect of each of the applicants, as evidence of income, plus proof of any benefits, including child benefits, and/or pensions.
- If you are self-employed you will need to show your previous two years' audited accounts. If audited accounts are unavailable, please submit copies of your income tax assessment(s). You may be required to provide authority to approach the tax office for confirmation of proof of income.
- Where an applicant is in receipt of benefits, a copy of the most recent award letter must be provided. Submission of the application form implies approval for Douglas City Council to approach Social Security to verify details of any benefits received by the applicant(s).

## Question 11 – Savings

- You must provide details of all your savings, capital assets and any investments which you or your partner may have.
- This should include the proceeds of sale of a current or previous property whether solely or jointly owned.

## Questions 12 and 13 – Other Persons Requiring Accommodation/Housing

- You must provide original or certified copies of birth certificates for each applicant and any other persons requiring housing with you. Children aged between 18 and 21 who are in full time education may be considered as part of the household.

## Question 14 – Accommodation Required (Refer to enclosed map)

- It is important you think carefully about where you would like to live, as unjustified refusal of a property offered will result in a deduction of housing points.
- Please indicate clearly the areas you wish to be considered for on the maps on page 13.

### **Question 15 – Present Accommodation**

- You must produce your rent book or copy of tenancy agreement if you are currently in, or have recently left rented accommodation. If you do not have a rent book, then please provide the name and address of your landlord.
- As part of the assessment process Environmental Health, may be required to carry out an inspection of your present accommodation to evaluate any particular difficulties.
- The submission of the application form will imply approval to such an inspection which, if necessary, will be arranged at a mutually convenient time.

### **Question 16 – Details of Property Ownership**

- Owners/occupiers (existing or recent) are not automatically barred from applying for public sector housing; however, the applicant(s) will need to satisfy Douglas City Council that they have an urgent and compelling need to be rehoused and are not in a financial position to provide their own private accommodation.
- If you are still living in the property or still co-own the property but are not living in it, you must provide a recent valuation of the property, along with proof of any mortgages and/or charges against the property.
- An applicant shall not be selected by a housing authority for allocation of general needs public sector housing if the applicant or either of the joint applicants owns residential accommodation in any jurisdiction.
- If the applicant, or either of the joint applicants, owns residential accommodation in any jurisdiction, the applicant may nevertheless be accepted for inclusion on the relevant housing authority's housing waiting list for general needs public sector housing providing all of the following conditions are satisfied prior to allocation
- If the premises are unsuitable for occupation by the applicant, the premises are being actively marketed with a view to disposal, disposal is expected within six months of allocation (further information will be required).
- The sum of any savings or assets available to the applicant, along with the outstanding value after deductions of any financial charges held against the premises and/or any reasonable fees incurred in connection with the disposal and does not exceed the financial condition of £30,000.
- Where the property is the subject of a divorce or legal separation, upon completion of divorce/legal separation proceedings, it will be necessary to show the legal documentation in relation to the settlement.
- The acceptance of an owner/occupier (existing or recent) is subject to special conditions laid down by Douglas City Council.

### **Question 17 – Family Members Living Separately**

- Proof of members of immediate family living separately due to lack of suitable accommodation, etc, can include separate rent books, and proof of address details as for question 3.

### **Question 18 – Medical Conditions/Special Needs**

- You must provide us with a 'Priority for Housing Need' form from a health/welfare professional (e.g., Social Worker, Health Visitor, etc) to support any claim that your health or any member of your family's health or welfare is affected by your current accommodation, or if a particular type or location of accommodation is required on health grounds.
- You may be required to fill in a more detailed form in relation to your disability/problem in order that Douglas City Council can fully assess your housing needs.

### **Questions 19 And 20 – Notice to Quit/Possession Orders**

- You should provide, if applicable, a copy of any Court Order for possession (excluding rent arrears), to leave your present accommodation. (This is not just a simple letter from your landlord requesting that you leave the property).

### **Question 21 – Other Housing Authorities**

- Applicants may not be on more than one public sector waiting list at the same time. Where applicants are residentially qualified in more than one housing authority area, they must decide to which authority they prefer to apply.

## General Information

- You should read the declaration carefully at the end of the form before signing.
- Any information given in the application form may require verification and may require the submission of further supporting evidence.
- It is the responsibility of the applicant to notify Douglas City Council of any change in circumstances which may affect their application.
- Your housing application will be reviewed on an annual basis and you will be required to submit current payslips and to notify Douglas City Council of any change in circumstances. It is the applicant's responsibility to keep Douglas City Council up to date with any changes which may affect your application, particularly with regards to change of address.
- If Douglas City Council are unable to contact you at the address given, you may miss an opportunity for housing and your name will be removed from the housing waiting list.
- The application form must be signed by the applicant, or in the case of a joint application, by both parties, on pages 14, 15 and 16.
- Your completed housing application form should be returned to:

**Douglas City Council, Housing Office, Town Hall, Ridgeway Street, Douglas, IM99 1AD**

- Any questions in relation to the completion of the form may also be addressed to the Housing Office either by post, by telephone (telephone: (01624) 696435), or by prior appointment.

Please note that its offence under paragraph 3A of the Housing (miscellaneous provisions) act 1976 to provide a false or misleading statement, which is subject to a £5000 fine and/or 6 months in prison or both.

## Difficulty with forms or just want advice?

### The Housing Office will help in private – just ask

- A. Please make an appointment with a Housing Officer, ask at our Public Counter at Town Hall or telephone the Housing Office on (01624) 696435.
- B. If you have difficulty communicating with us in any way, please contact us (or ask a friend or helper to contact us) for alternative arrangements to be made. Please call the Housing Office on (01624) 696435 or email [housing@douglas.gov.im](mailto:housing@douglas.gov.im)

## Please read these notes before completing the application form

1. Complete in block capitals
2. All questions must be answered.
3. You or your spouse/partner/fiancé(e) must have resided in the Isle of Man for a period of at least ten years, three of which must have been spent in Douglas.
4. If you are married your application will be joint, and any tenancy offered will be joint (if both parties have a residency of 10 years which includes at least three years local residency).
5. If you have a partner or fiancé(e) your application will be joint (if both parties are residentially qualified). If you fail to declare a partnership in which you intend to live together then you will knowingly be committing a criminal offence.
6. Your gross income must not exceed the values shown in the table on page 2.
7. You should include with this application form any information in support of your application, (such as a Court Order for Possession etc) or provide a written account of your circumstances at section 22.
8. No applications will be considered from single people under the age of 18. Single applicants accepted onto the waiting list should be aware that suitable accommodation may be in short supply.
9. If you are self employed you should note that it is not permitted to carry on any trade, profession or business from a Public Sector Property without written approval of the Housing Authority.

**HOUSING APPLICATION FORM (The Housing Acts 1955 To 1976)**

Please read the Housing Application Guidance Notes at the front of this form before completing it.

The form should be completed in **BLOCK capitals**

Please answer **ALL** questions. Failure to complete any part of the application may result in the form being returned without consideration.

**SECTION 1 - APPLICANT(S) DETAILS**

**APPLICANT**

**SPOUSE/PARTNER/FIANCÉ(E)**

**1 Title** (please circle as appropriate)

Mr / Mrs / Miss / Ms / Other (please specify) :

Mr / Mrs / Miss / Ms / Other (please specify) :

**Surname**

**Forename(s)**

**Previous Names**  
(If applicable)

First Name

Surname

First Name

Surname

**Telephone No.**

**Email**

**2 Current Address**

**3 Date of Birth**

/ /

/ /

**4 Number of years resident on IOM**

Years

Years

5 Please list the address(es) where you have lived on IOM and dates

APPLICANT

From ..... To .....

SPOUSE/PARTNER/FIANCÉ(E)

From ..... To .....

6 Number of years resident in Douglas

Years

Years

Have you previously been a tenant of Douglas City Council?

YES  NO

YES  NO

**APPLICANT****SPOUSE/PARTNER/FIANCÉ(E)****7 Occupation****8 Nat Ins No****9 Employer**

(if applicable)

**10 Weekly income at the time of the application**

(you will be required to produce three recent payslips to show your weekly or monthly income or other confirmation as requested. If you are self-employed you will need to show your previous two years' audited accounts)

**Basic Wage****Regular Overtime****All Pensions****Taxable Benefits**Carer's, Adoption, or Paternity Allowance**Income Support**(depending on circumstances)**Child Benefit****In receipt of Employed Person's Allowance** (not taxable)(Please tick)

YES

NO

(Please tick)

YES

NO

**Other taxable income****Maintenance****Other Income**(Please specify)**11 Savings****Do you or your partner have any savings?**(Delete as necessary) please refer to question 11 of the guidance notes.

YES

NO

YES

NO

**Do you have any assets / savings in excess of £30,000?** (Delete as necessary)

YES

NO

YES

NO

This should include the net result of the sale of a previous property whether solely or jointly owned. If 'yes' please forward bank statements and/or disbursements of sale of property.

SECTION 2 - OTHER PERSONS REQUIRING ACCOMMODATION

12 Number of children in the family (pre-school and in full time education) Confirmation of children aged between 18-21 in full time education is required.

Surname	First Name(s)	Age	Date of Birth	Male/ Female	Joint Custody Y/N State %
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>

13 Names of any other person requiring housing with you. Please specify the relationship with the applicant i.e. son / daughter /in employment / relative / lodger etc. (Continue on a separate sheet if necessary).

	Full Name	Relationship
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Basic Wage	£ <input type="text"/>	£ <input type="text"/>
Regular Overtime	£ <input type="text"/>	£ <input type="text"/>
All Pensions	£ <input type="text"/>	£ <input type="text"/>
Taxable Benefits	£ <input type="text"/>	£ <input type="text"/>
Other Income	£ <input type="text"/>	£ <input type="text"/>

**Section 3 - ACCOMMODATION REQUIRED**

**14** Area in which accommodation is required (please refer to map on page 13) Please note that you will more likely be allocated a property sooner if you are prepared to accept any location.

First choice

Second choice

Third choice

No preference   
(please tick)

Type of accommodation requested  (Please circle)

Number of bedrooms requested  (Please circle)

Please state if you have any special housing needs  YES  NO if yes, please complete and enclose the priority for housing need form

**DETAILS OF PRESENT ACCOMMODATION**

**15** Do you live in rented accommodation  YES  NO

If no, give details of your present circumstances (such as living with parents, living with friends etc)  
Use a separate piece of paper if necessary.

Is the tenancy in your name?  YES  NO

What is your weekly rent including rates/charges?

Please provide details of any pets

**DETAILS OF PROPERTY OWNERSHIP (if applicable)**

16 Do you or your spouse/partner/fiancé(e) own a property? Yes  No

If yes, is it owned Soley  Jointly

Address of Property:

Amount of mortgage/loan outstanding on the property £

Value of Property £

Is the property in good condition? Yes  No

Have you or your spouse/partner/fiancé(e) previously owned a property? Yes  No

If yes please provide, under separate cover, details of the sale showing the address of the property, name of vendor or vendors, date of sale, net sum after repayment of mortgage, charges or loans.

**SPECIAL CIRCUMSTANCES RELATING TO APPLICATION**

17 Are any members of your immediate family separated from you because of lack of suitable accommodation? Yes  No

If yes, please give details:

**18 Do you or any member of your family suffer from a medical condition or special needs which are affected by your present accommodation or which necessitates a particular type or location of accommodation?**

Yes  No

If yes, please ask your Health or Social Worker to complete the form 'Support for Rehousing' with you. The Special Housing Needs Self-Assessment form is also available – please ask for more details.

**19 Are you under written Notice to Quit?**  
(state the reason for the notice)

Yes  No

**20** Has an application been made to the courts for a Possession Order against you? If **yes** you must supply a copy of the Possession Order with this application.

Yes  No

**21** Have you or your spouse/partner applied to any other housing authority for accommodation?

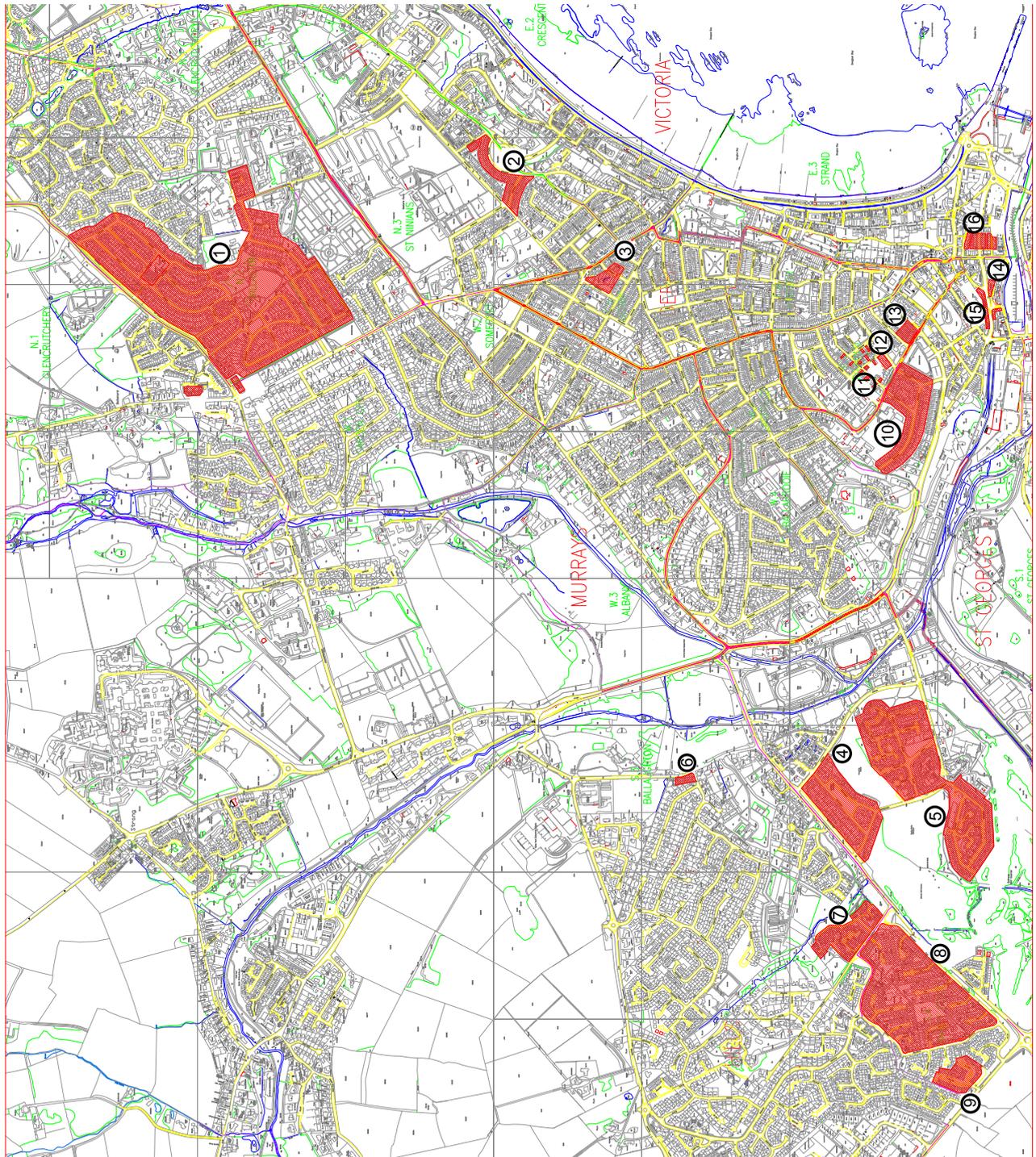
Yes  No

**If yes, what was the outcome of that application**

### ADDITIONAL INFORMATION

**22 Please provide any additional information which you think may support your application.**  
(Continue on Additional Notes sheets provided if necessary)

Map of Douglas Estates



**Council Estates References**

1. Willaston, Reayrty Sheear and Ballanard Court (Sheltered Accommodation)
2. Olympia
3. Waverley Court (Sheltered Accommodation)
4. Spring Valley
5. Pulrose including Hazel Court (Sheltered Accommodation)
6. Saddle Road
7. Lheannag Park
8. Anagh Coar
9. Ballavagher
10. Hillside
11. Allan Street
12. Tynwald Court
13. Westmoreland Road and Princes Street
14. Hanover House
15. Lord Street
16. James Street/King Street/Coronation Terrace

## PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THE DECLARATION

This form fully completed should be taken to or posted to the address shown below. If you are unable to complete the form or provide any necessary enclosure you should seek the advice of the housing office. Receipt of this form does not imply acceptance onto the housing waiting list. You will be notified of the decision in writing.

If your application is refused you should write to the housing office seeking a review of the decision to refuse. If that decision is upheld by the housing committee you may then seek an appeal against that decision by writing to the Director of Housing, Douglas City Council, Housing Office, Town Hall, Ridgeway Street, Douglas IM99 1AD. Your appeal will be heard by the Director of Housing.

Allocation of properties is undertaken using a points system common to all housing authorities on the island. You will be awarded points based upon your length of residency, time on the waiting list and number of children, income and adequacy of your current accommodation. Unjustified refusal of a tenancy and previous accumulative rent arrears may result in deduction of points awarded. You must let us know of any changes of address and significant change in your circumstances immediately as this may affect your point allocation

I/we have no objection to Douglas Housing Office and Property Department, to whom this application is made, making any necessary enquiries to check that any information contained in this application is correct and in accordance with the agreed criteria for access to public sector housing.

Douglas City Council collects and processes personal data in accordance with the relevant data protection legislation and its Privacy Policy. This includes collecting and processing personal data for the purpose of carrying out checks for the purposes of administration, assessment, analysis, and also for assessing tenant (and prospective tenant) suitability for housing and/or general housing management. Personal data collected may include details of any criminal convictions, on-going investigations, health data, family background data and to make any necessary enquiries to check that information contained in the Tenancy Agreement/ Housing Application Form is correct and for the purposes described above.

Douglas City Council may, in accordance with the relevant data protection legislation and its Privacy Policy, share this personal information with law enforcement, government agencies, government departments, local authorities, contracted third-party service providers, financial companies and/or financial organisations.

Should you wish to learn more about this please read our Privacy Policy which clearly sets out in full what personal information is collected, why, who it may be shared with, for how long it is retained and also what rights you have under the data protection legislation and how to exercise them. The Privacy Policy can be located at [www.douglas.gov.im/data protection](http://www.douglas.gov.im/data%20protection), and can also be requested in person at Douglas Town Hall. Further, should you have any specific questions please do not hesitate to contact our Data Protection Officer at [dataprotection@douglas.gov.im](mailto:dataprotection@douglas.gov.im) or phone 01624 696410.

When you provide us with information about another person in your Housing application/change form our lawful basis for processing this personal information is that it is necessary for compliance with a contract and/or legal obligation, that it is necessary for the performance of a task carried out in the public interest and/or necessary in the exercise of official authority vested in Douglas City Council.

**Signature of Applicant**

**Date**

**Signature of Joint Applicant (if applicable)**

**Date**

**Please take or post this form to:**

**Douglas City Council, Housing Office, Town Hall, Ridgeway Street, Douglas IM99 1AD**

**Declaration**

To the best of my knowledge and belief the information provided in this application is correct and complete. I understand that if any information provided is found to be deliberately or carelessly misleading or false it will prejudice the granting and retention of any tenancy. All the information provided to us must be correct. **Misleading or falsified information could result in prosecution and jeopardise any future tenancy.** I would draw your attention to the following section of the current Housing (Miscellaneous Provisions) Act 1976 which states:

3A. (1) A person commits an offence if, for the purpose of obtaining the provision of housing under this Schedule, whether for that person or another, that person –

(a) makes a statement or representation knowing it to false; or

(b) produces or furnishes, or knowingly allows to be produced or furnished, any document or information knowing it to be false in a material particular.

(2) A person guilty of an offence under subsection (1) shall be liable on summary conviction to a fine not exceeding £5000 or to custody for a term not exceeding 6 months, or both.

(3) If a person is convicted of an offence under sub-paragraph (1) in connection with housing for himself or herself, the court may, in addition to any other penalty, make an order depriving that person of the estate or interest obtained as a result of the statement or representation or the production or furnishing of the document or information.

I have no objection to Douglas City Council, to whom this application is made, may ask any of the people or places mentioned on this form for any information which is required to process this application and that the information may be given to Douglas City Council.

**Signature of Applicant**

**Date**

**Signature of Joint Applicant (if applicable)**

**Date**

I/We authorise the Treasury to disclose particulars of any benefits I/We receive to the Housing Providers.

**Signature of Applicant**

**Date**

**Signature of Joint Applicant (if applicable)**

**Date**

Date of Application:

Please provide photographic identification for each person requiring housing: Acceptable forms of identification are: Passport, Current Driving Licence, Current Employment I.D.

## HOUSING WAITING LIST – INCOME TAX AUTHORISATION

To be completed by the applicant(s)

Full name of Applicant

Date of birth

Full name of Spouse/Partner

Date of Birth

Address

Tax reference no

I hereby authorise you to approach the Income Tax Division for verification of my/our income.

Date

Signature

Signature

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### TO BE COMPLETED BY DOUGLAS CITY COUNCIL

The above named person has applied for Public Sector Housing and I should be grateful if you would provide me with the relevant details overleaf in respect of the applicants Income Tax status.

Date

Signature

DOUGLAS CITY COUNCIL HOUSING OFFICE

Tax Ref no  Name(s)

1. Total Gross Income in year ended 5th April 20.....  
(including where relevant the gross income of his/her spouse/ partner in the above year)

Applicant £  Spouse £

2. Date first registered residentially for Tax purposes

Applicant £  Spouse £

3. ANY OTHER RELEVANT INFORMATION

Date

Signature

Income Tax Division

## Housing Application Checklist

Please check that you have included all the necessary documentation to support your application by ticking the boxes below.

Please supply original or certified copies of all documents. Wherever possible these items will be photocopied and returned to you while you wait.

	Have you included	Office use only
1. Evidence of divorce or legal separation (Q2)	<input type="checkbox"/>	<input type="checkbox"/>
2. Current utilities bill or bank statement, or similar showing your present address (Q3)	<input type="checkbox"/>	<input type="checkbox"/>
3. Birth Certificates for each person to be housed (Q4, 5, 12 & 13)	<input type="checkbox"/>	<input type="checkbox"/>
4. Proof of income (min 3 recent payslips inc. benefits) (Q10 & 13)	<input type="checkbox"/>	<input type="checkbox"/>
5. Proof of savings and investments (Q11 & 13)	<input type="checkbox"/>	<input type="checkbox"/>
6. Rent book or name & address of landlord (Q15)	<input type="checkbox"/>	<input type="checkbox"/>
7. Details of ownership/co-ownership of any property (Q16)	<input type="checkbox"/>	<input type="checkbox"/>
8. Details of previously owned properties (Q16)	<input type="checkbox"/>	<input type="checkbox"/>
9. Evidence of immediate family living separately (Q17)	<input type="checkbox"/>	<input type="checkbox"/>
10. Supporting form from a health professional (Q18)	<input type="checkbox"/>	<input type="checkbox"/>
11. Court Possession Order (Q19 & 20)	<input type="checkbox"/>	<input type="checkbox"/>
12. Completed Income Tax authorisation form (pages 13 & 14)	<input type="checkbox"/>	<input type="checkbox"/>
13. Other evidence/supporting information (please list below)	<input type="checkbox"/>	<input type="checkbox"/>
14. Photographic I.D. for each member of the household	<input type="checkbox"/>	<input type="checkbox"/>

Checked by

Date

Acknowledgement Letter sent

Date

For Office Use Only

	Yes	No	Points
Resident in Douglas			
Resident on IOM			
Income Calculation Applicant 1			
Applicant 2			
Total			
Private Rental			
Property Ownership			
Savings			
Dependent Children			
Court possession order			
Priority for Housing Need			
Emergency			
Other			
Sub total			
Arrears			Deduct
Total			

Points calculated by ..... On date .....

Approved /Refused ..... Date .....

Reason for Refusal .....

By (Housing Manager/Asst Housing Manager) .....

Applicant advised of outcome by ..... Date.....

Other information/comments/notes .....

.....



Douglas City Council,  
Housing Office,  
Town Hall,  
Ridgeway Street,  
Douglas  
IM99 1AD