



Information for **HOUSING APPLICANTS**

CHESHIRE PEAKS & PLAINS HOUSING TRUST



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INTRODUCTION

About Cheshire Peaks & Plains Housing Trust

Cheshire Peaks & Plains Housing Trust (the Trust) is a registered social landlord formed in July 2006, following a successful ballot of tenants who voted in favour of transfer of around 5000 properties from Macclesfield Borough Council to the Trust. As part of the transfer it was agreed that Cheshire Peaks & Plains Housing Trust would manage the Council's Housing Register on its behalf.

Although Macclesfield Borough council no longer own any properties, it will still be able to nominate applicants to 75% of Cheshire Peaks & Plains Housing Trust's vacancies. It will also nominate up to 50% of the vacancies of other housing associations in the Macclesfield Borough.

The Trust provides homes for rent throughout the Borough of Macclesfield, but our property is concentrated mainly in Macclesfield, Wilmslow and Knutsford.

Applying for a Home

Who is Eligible?

The Trust has an open Housing Register. This means that the Trust will accept applications from persons aged 16 or over. However applicants aged 16-17 will only be considered with a suitable guarantor who is aged 18 or over and a close family member or is an appropriate statutory body.

Applications must be made by completing the standard application form.

Advice and information about the right to make an application for housing is available free of charge from the Trust's offices or its website.

All applications will be acknowledged within 14 days with an acknowledgement letter detailing the points awarded and application number.

Who is Not Eligible?

- The applicant is an asylum seeker who has not been awarded refugee status.
- The applicant is subject to immigration control (Housing Act 1998)
- The applicant has a debt with Cheshire Peaks & Plains Housing Trust or any other Landlord.
- The applicant has been convicted for using their home for illegal or immoral purposes.
- The applicant has been evicted by Cheshire Peaks & Plains Housing Trust, a RSL or other Landlord due to breaching a condition of tenancy.
- Making a false statement to obtain a tenancy.
- Any other persons as specified by the Secretary of State.

Any person that is deemed ineligible will be notified of this by means of a letter giving full reasons for the decision, along with the right to appeal the exclusion.

1. Previous application

Please complete if you have previously registered for housing with Macclesfield Borough Council or The Trust.

2. Present Address

For your application to be processed you must provide us with a current address, or if you are currently without fixed abode you must provide us with a care of address where all post can be sent.

2.1 Please complete the details of the main or sole applicant.

2.2 Complete the details of the joint applicant if two adults, who are living together or plan to live together as a couple, are making a joint application.

3. Family Details

3.1 Fully complete this section with the full details of you and all members of your household that **currently** live with you. Please indicate whether they are to be re-housed with you in the relevant box. Please ensure that you include your own and the joint applicant's National Insurance numbers.

3.2 Fully complete this section if anyone who is to be re-housed with you, currently lives at a different address.

3.3 Please complete this section if you or any of your family members are pregnant. Please ensure that you enclose a copy of your certificate of maternity, this states the expected date of delivery of your expected child.

3.4 It is important that you inform the Trust of any animals that are to be kept in your house. Please complete this section if you have any pets, giving details of what type of pet/domestic animal will be moving with you.

4. Eligibility

4.1 to 4.3 Please fully complete this section

5. Present Accommodation

This section will provide us with details on you and the joint applicants current living situation. To allocate points fairly it is essential that we are aware of both your living arrangements and the amenities that are available to you. The following information will also determine the number of points you are allocated.

5.1 Please indicate the tenure type of the main applicant and joint applicant (if necessary)

5.2 Please indicate here what type of property the main applicant lives in.

5.3 Please indicate the accommodation details of the main applicants property.

5.4 Please fully complete the present and previous accommodation details of both the main applicant and the joint applicant. Please continue on a separate sheet if necessary.

6. Accommodation required

6.1 and 6.2 Using the information below please indicate what type of accommodation you wish to be re-housed in.

A Guide To The Homes We Provide

The information below details the different types and sizes that Cheshire Peaks & Plains Housing Trust have and the areas that they may be available in. Please note that we have a very small number of certain types of property in specific areas, particularly many rural areas that tend not to become available very often. You should also ensure that you meet the criteria for each property type, as we allocate properties according to applicants' needs and family size.

Flats

1 bedroom flats - Single people and childless couples, under 55 years of age will usually only be considered for 1 bedroom flats, unless they have a disability or vulnerability which requires different accommodation.

Hurdsfield	Knutsford	Wilmslow	Moss Estate
Weston	Westminster	Bollington	Bank Street
Alderley Edge	Handforth	Poynton	Disley
Chelford	Buxton Road	Macclesfield Misc	Sutton
Higher Hurdsfield	Lime Grove	Prestbury	Kettleshulme
Gawsworth			

2 or 3 bedroom flats - Applicants with children, under 55 years of age will usually only be considered for 2 or 3 bedroom flats, unless they have a disability or vulnerability which requires different accommodation.

Knutsford	Hurdsfield	Weston	Disley
Wilmslow	Alderley Edge	Handforth	Poynton
Moss Estate	Buxton Road	Bank Street	

Houses

Priority for houses will be given to families with or imminently expecting children.

1 bedroom houses

Macclesfield Miscellaneous Poynton

2 bedroom houses

Moss Rose	Weston	Hurdsfield	Wilmslow
Poynton	Upton Priory	Knutsford	Bollington
Buxton Road	Macclesfield Misc	Disley	Bank Street
Mobberley	Sutton	Chelford	Handforth
Rainow	Adlington	Alderley Edge	Gawsworth
Lower Withington	Nether Alderley	Snelson	Tabley Superior

3 bedroom houses

Knutsford	Weston	Wilmslow	Moss Rose
Bollington	Hurdsfield	Upton Priory	Poynton
Buxton Road	Alderley Edge	Westminster Road	Mobberley
Plumley	Handforth	Bank Street	Disley
Millington	Sutton	Prestbury	Ashley
High Leigh	Macclesfield Misc	Tabley Superior	Whirley
Little Bollington	Lower Withington	Gawsworth	Nether Alderley
Over Alderley	Adlington	Aston by Budworth	Chelford
Eaton	Higher Hurdsfield	Mottram St Andrew	Bosley
Chorley	Siddington	Henbury	Kettlethulme
Marton	Mere	Ollerton	Peover Superior
Pickmere	Poynton	Rainow	

Bungalows

Only people over 55 years of age or disabled as defined in the Disability Discrimination Act 1995 will be considered for purpose built bungalows. These properties are connected to the Community Support control centre by a two-way communication link.

Studio bungalows

Knutsford Weston Hurdsfield

1 bedroom bungalows

Moss Rose	Weston	Hurdsfield	Poynton
Bollington	Sutton	Chelford	Gawsworth
Prestbury	Knutsford	Buxton Road	Disley
Higher Hurdsfield	Pickmere	Mottram St Andrew	Wilmslow
Macclesfield Misc	Siddington	Lower Withington	Marton
Nether Alderley	Upton Priory	Rainow	Mobberley
High Leigh	Alderley Edge	Over Alderley	Ashley

2 bedroom bungalows - Priority for two bedroom bungalows will normally be given to households of two or more people and those who use a wheelchair or who have a medical reason for requiring an additional bedroom.

Weston	Poynton	Hurdsfield	Moss Estate
Sutton	Gawsworth	Buxton Road	Chelford
Prestbury	Mobberley	Bosley	Tabley Superior
Plumley	High Leigh	Adlington	Ollerton
Rainow	Nether Alderley	Lower Withington	Marton
Knutsford	Ashley	Peover Superior	

3 bedroom bungalows

Upton Priory Wilmslow Weston Hurdsfield

Supported Housing Schemes

Only people over 55 years of age or disabled as defined in the Disability Discrimination Act 1995 will be considered for vacancies in our supported housing schemes. Properties in these schemes are connected to the Community Support control centre by a two-way communication link. Further information on each of the supported schemes is available upon request.

Macclesfield Harry Lawson Court, Nicholson Close, Hurdsfield.
Numerous 1 bedroom flats.

Macclesfield Ivy House, Ivy Road, Weston Estate
Numerous studio apartments and several
1 bedroom flats.

Macclesfield Ryles House, Moss Estate
Numerous 1 bedroom flats.

Macclesfield Winlowe, Knight Street, Off Bank Street
Numerous Studio apartments and several
1 bedroom flats.

Bollington Shrigley Court, Church Street
Numerous 1 bedroom flats.

Poynton Vernon Lodge, Copperfield Road
Numerous 1 bedroom flats and several
studio apartments.

Wilmslow Chapel Court, Hawthorn Street
Numerous 1 bedroom flats.

Alderley Edge Holmfield, Off Carlisle Street
Numerous studio apartments, several 1 bedroom
flats and some 2 bedroom flats.

Handforth	Honford Court, South Acre Drive Numerous studio apartments.
Disley	Dysteleggh Court, Buxton Road Several studio apartments.
Knutsford	Winstanley House, Northwich Road Numerous studio apartments and several 1 bedroom flats.

Housing in rural areas

In order to maintain a balance between ensuring properties in rural areas are made available, meet local rural housing needs and sustain local communities, additional consideration will be given to applicants with a rural connection with the Parish.

A rural connection is one of the below:

- At least 5 years' previous residence in the Parish
- Employment in the Parish
- Close family connections (relative or step-relative up to and including 1st cousins) living in the Parish.

The local Parish Council for the area will be contacted at the earliest stage of the allocation procedure to allow for two weeks to invite applications from local people in housing need for consideration and to confirm the rural connection of applicants claiming to have one. The final decision on the allocation of a property still rests with the Trust.

If there are no applicants in housing need with a rural connection with the parish, applicants will be considered from the general Housing Register.



7. Medical and Support Details

Please complete this section in full, providing all relevant information.

8. Financial Details

Please complete once you have read the guidance at the beginning of the section.

9. Other Information

This section gives you the opportunity to provide us with any information that hasn't been covered by the previous questions. Here you can include details of why you need re-housing and any special circumstances or requirements that you think we should be aware of.

10. Relationships

It is essential that we are aware of any relationships that you have with any staff or Board Members of Cheshire Peaks & Plains Housing Trust, please respond to these questions to provide us with this information.

11. Declaration and signatures

For Cheshire Peaks & Plains Housing Trust to process your application we need signed permission. Your own and the joint applicant's signature here indicates that you are happy for us to carry out checks and confirms that the information you have provided us with is correct to your knowledge.

12. Equality & Diversity Monitoring

Cheshire Peaks & Plains Housing Trust is committed to the elimination of all forms of discrimination. The questions in this section are asked of all applicants wishing to be included on the Housing/Transfer Register to ensure that we are providing fair and equal opportunities for all.

WHAT HAPPENS TO YOUR APPLICATION NOW?

Once you have returned your form to Cheshire Peaks & Plains Housing Trust your application will be registered from the date it is received.

On assessing an application form, each identified need will be allocated a set of points. This assessment may also involve a visit to your home in order to confirm the details given on your application form and obtain any additional information. In order to gain points in certain categories, it will be necessary for you to provide supporting evidence, for example by completing a medical questionnaire or by sending in a letter from a landlord.

Please see details of the points system below:

Overcrowding

When assessing the level of overcrowding in a property, the Trust will use the following criteria:

For each bedroom lacking, 12 points will be awarded. One bedroom is required for the following.

Single adult in the household aged over 18

Single adult in the household (if not the family home) aged over 16

Each couple (unless there is medical evidence to confirm that an additional bedroom is required)

Two children of either sex aged under 7

Each child of opposite sex aged 7 or over

Two children of the same sex who are aged 7 or over, and under 18

Where there is only 1 child a separate bedroom is required once the child is over 12 months.

Sharing Amenities

For all applicants the following points will be awarded only when they are sharing amenities with people that will not be moving with them. Single applicants who are still living at home will only be awarded these points when they are 18 or over.

Lounge and Kitchen	10
Lounge	6
Kitchen	4
WC and bathroom combined	4
Separate WC and bathroom	2

Lack of Amenities

The following points will only be awarded to applicants who are not Trust tenants, or who do not own their own property. Disrepair points will only be awarded once Environmental Health Officers from Macclesfield Borough Council have visited the property.

Moderate disrepair	12
No bath or shower	12
Outside WC only	8
No hot water	8
No water supply	8
No facilities for the storage, preparation and cooking of food	12
Deficient natural light and ventilation	4
Inadequate facilities for the storage, preparation and cooking of food	8

Homeless Applicants

Applicants found to be homeless, in priority need, having a local connection and not intentionally homeless by the Trust acting on behalf of Macclesfield Borough Council. 20

Local Connection

In order to best meet local housing needs, preference will also be given to applicant who have a local connection with the Borough. Local connection means meeting one or more of the following conditions: 50

- Permanently living in the Borough and have continually lived in the Borough for the preceding six months.
- Permanently working in the Borough for at least 16 hours per week. (Please provide written evidence of your employment from your employer)
- Having been an assured tenant of the Trust for a minimum of 6 months.
- Having previously lived in the Borough for a minimum of 5 years preceding the application and whose employment (including serving members of HM Forces) has required them to live in tied accommodation outside of the Borough and who still live in tied accommodation.

Family Separation

Husband and wife living separately (if previously lived together as a couple for 6 months or more) if they are forced to do so because of the housing circumstances. 8

Parent living separately from child or children and partner if they are forced to do so because of their housing circumstances. 8

Children in Upper Flats

Households with children living above the ground floor 12

Difficult Access to Home

Applicants unable to easily access their property because of mobility problems. (Awarded after home visit) Up to 16

Medical Factors

Points will be awarded to applicants for the degree to which the medical condition affects their ability to live in their current accommodation, or where their accommodation is having a detrimental effect on their health, which would be improved by a move to new accommodation. The Trust's independent Medical Advisor will award points within the following categories:

Exceptional priority	40
High priority	20-30
Moderate	15-20
Mild	5-10

Under-occupation

Points will be awarded to the Trust tenants only who have an excess of bedrooms in their present accommodation. Points will only be awarded if applicants are moving to a smaller property, which will release family accommodation.

For each bedroom under-occupied 8

Insecure Accommodation (Private Sector)

Awarded when a private sector tenancy is brought to an end by the appropriate valid notice, provided that it has been conducted in a satisfactory manner. 8

Social Points

Awarded only in exceptional circumstances at the discretion of a Senior Officer maintaining consistency with the priority category.

Up to 40 can be awarded.

Housing For Disabled People

Homes that are suitable for disabled applicants through their design or adaptation will be allocated to the applicant who will make the best use of them.

Low Cost And Shared Ownership Housing

The Trust is involved, in conjunction with Macclesfield Borough Council and other Housing Associations, in various initiatives to promote Home Ownership within the Borough.

The Low-Cost Housing Schemes offer properties to buy at a reduced price on the market value. The Shared-Ownership Schemes are on a part-rental/ part-ownership basis with the option to increase the ownership share as the occupant's financial position improves. For more details contact Cheshire Peaks & Plains Housing Trust on Freephone 0800 012 1311.

Other Housing Options

When applying to the Trust you will be advised to apply to other housing organisations as well. The Housing Options Team will be able to provide a comprehensive list of all the other Housing Associations operating within the borough. You can also apply to join Housing Registers of our neighbouring local authorities.

Equality and Diversity

The operation of the Housing Register adheres to the Trust's Equality and Diversity Policy and has regard to the need to eliminate unlawful racial, disability, sex and age discrimination and to promote equality of opportunity and good relations between persons of different racial groups within the Trust's communities.

Applications and allocations will be monitored by the Trust to ensure fairness and equality of access to housing services and statistical information will be reported regularly to the Board of the Trust.

Access to Information

The information that you provide to us is held in a confidential file and is not disclosed to anyone outside the Trust. You have the right to see this information and we will gladly provide it, if given reasonable notice—a charge will be made for this service. The only information we cannot show you is information provided by a third party in confidence.

Right of Review

All applicants have a right to a review of any decisions made by the Trust about their application, with the exception of a decision regarding the offer of an individual property which is dealt with under the refusals procedures.

Applicants should address their request for a review in writing to the Housing Options Manager.

A senior member of staff not involved in the original decision will conduct the review.

An applicant may seek assistance in their review, in which case he must sign any written information that he/she provides.

Tenant Selection, Allocation and Transfer Policy

A full copy of the Trust's Tenant Selection, Allocation and Transfer Policy is available on request.

If you or someone you know would like help translating this information into another language, or you would like this information in Braille, large print or audio format, please call us on 0800 012 1311.

Si usted o alguien a quien conoce desea que se traduzca esta información a otro idioma, tenga la bondad de llamarnos al 0800 012 1311.

Jestliže vy nebo někdo, koho znáte, potřebuje přeložit tyto informace do jiného jazyka, zavolejte nám laskavě na 0800 012 1311.

Informacje dostępne są również w innych językach. Osoby zainteresowane prosimy o kontakt telefoniczny pod numerem 0800 012 1311.

यदि आप अथवा किसी अन्य व्यक्ति जिसे आप जानते हैं, को इस जानकारी को दूसरी भाषा में अनवादु करने के लिए सहायता की आवश्यकता है तो कृपया 0800 012 1311 पर हम से सम्पर्क करें।

ในกรณีที่คุณหรือคนรู้จักมีความประสงค์ที่จะรับความช่วยเหลือในการแปลข้อมูลเหล่านี้เป็นภาษาอื่นๆ กรุณาติดต่อเราที่ 0800 012 1311

November 2007

CHESHIRE PEAKS & PLAINS HOUSING TRUST
FREEPHONE 0800 012 1311

