

For office use only:

HIGHLAND HOUSING REGISTER HOUSING APPLICATION FORM

Provides access to rented accommodation in the Highlands
from Housing Associations and The Highland Council


This form can be made available in:
large print, on tape or in an alternative language or format on request.

Please read the enclosed guidance notes **before** you complete this form. Please answer all questions using **black ink** and **BLOCK CAPITALS**. If you need any help with filling in the form please contact any of the HHR Partner's offices on **pages 21 & 22** where staff will be pleased to help you.

Do you require the services of a translator in order to complete this application form? Yes No

If you have answered **yes**, what is your 1st language?

Table 1: HIGHLAND HOUSING REGISTER PARTNERS

Partners	Type of Housing (see guidance notes on page 2)	Areas of Operation
 Albyn Housing Society Ltd	General Needs Amenity Supported Very Sheltered Wheelchair Adapted	Caithness, Sutherland, Ross-shire, Inverness, Nairn and Badenoch & Strathspey.
 Cairn Housing Association Ltd	General Needs Amenity Sheltered Supported Wheelchair Adapted	Caithness, Sutherland, Ross-shire, Inverness, Nairn, Badenoch & Strathspey.
 Lochaber Housing Association Ltd	General Needs Wheelchair Adapted	Lochaber
 Lochalsh & Skye Housing Association Ltd	General Needs Supported Wheelchair Adapted	Skye & Lochalsh
 Pentland Housing Association Ltd	General Needs Wheelchair Adapted	Caithness
 The Highland Council Comhairle na Gaidhealtachd SERVING The Highland Community	General Needs Amenity Sheltered Very Sheltered Wheelchair Adapted	Caithness, Sutherland & Easter Ross, Ross, Skye, Lochaber & Inverness, Nairn, Badenoch & Strathspey.






HIGHLAND HOUSING REGISTER

How do I apply?

You can use this single application form to apply for housing from any of the six partners listed on page 1. This form should be completed by any person(s) seeking housing within the Highland area.

The landlords in Table 2 are social housing providers whose housing is mostly for people with special needs. You can agree to be nominated for any suitable vacancies by ticking the appropriate boxes on page 3. Because of the specialist nature of their housing, these landlords may require applications to be made separately to them as not all of their vacancies will be let from the Highland Housing Register.

Table 2: HIGHLAND HOUSING REGISTER PARTICIPANTS

Partners	Type of Housing <i>(see guidance notes on page 2)</i>	Areas of Operation
 <p>Hanover Housing Association Ltd <i>(apply direct)</i></p>	<p>General Needs Amenity Sheltered</p>	<p>Inverness, Badenoch & Strathspey, Lochaber.</p>
 <p>Key Housing Association Ltd <i>(apply direct)</i></p>	<p>General Needs Supported</p>	<p>Caithness, Sutherland, Ross-shire, Inverness, Nairn, Lochaber.</p>
 <p>Link Housing Association Ltd <i>(apply direct)</i></p>	<p>General Needs</p>	<p>Lochaber, Skye & Lochalsh.</p>
 <p>Margaret Blackwood Housing Association Ltd <i>(apply direct)</i></p>	<p>General Needs Amenity Wheelchair Adapted</p>	<p>Caithness, Ross-shire, Inverness, Badenoch & Strathspey, Lochaber.</p>
 <p>Trust Housing Association Ltd <i>(apply direct)</i></p>	<p>Amenity Sheltered Very Sheltered</p>	<p>Caithness, Sutherland, Ross-shire, Inverness, Nairn, Skye & Lochalsh.</p>

Anyone aged 16 years or over can apply for a house from any of the Highland Housing Register Partners.

If you are homeless or threatened with homelessness and you live in the Highland Area you **must** contact the nearest Highland Council Area Housing and Property Office or Service Point where you will be assessed by the Homeless Accommodation Officer who will advise you of your housing options. If you do not live in the Highland area and are homeless or threatened with homelessness please contact your nearest local authority, where you will be assessed by the Homeless Accommodation Officer and advised of your housing options.

Please note that the information contained in this form will be available (through the shared computer system) to all of the Highland Housing Register Partners listed on page 1 whether or not you wish to be housed by them. If you feel that this puts you or your household at risk you should contact one of the Partner's Offices for further advice.

Please read the enclosed guidance notes **before** you complete this form. Please answer all questions using **black ink** and **BLOCK CAPITALS**. If you need any help with filling in the form please contact any of the HHR Partner's offices on [pages 21 & 22](#) where staff will be pleased to help you.

1. Which Highland Housing Register Partner(s) would you like to be housed by?

1.1 I wish to be considered by the following landlords who have housing in the **Areas of Operation** I have chosen - [see Table 1, page 1](#).

(tick box):

- Albyn Housing Society
- Cairn Housing Association
- Lochaber Housing Association
- Lochalsh & Skye Housing Association
- Pentland Housing Association
- The Highland Council

1.2 I wish to be considered by the following Participating landlords who have appropriate housing in the **Areas of Operation** I have chosen - [see Table 2, page 2](#).

(tick box):

- Hanover Housing Association
- Key Housing Association
- Link Housing Association
- Margaret Blackwood Housing Association
- Trust Housing Association

2. Your Personal Details

To help us find you a suitable house, we need to know your details and the details of anyone else living with you.

2.1 Please fill in your current address details below under **Applicant 1**. If you wish to apply for a joint tenancy with someone else, you must give their details as **Applicant 2**.

Applicant 1 (you)	
Title	First Name
Middle Names	
Surname	
Date of Birth	
Address	
Post Code	
Daytime Phone No	
Evening Phone No	
Mobile Phone No	
Email Address	

Applicant 2	
Title	First Name
Middle Names	
Surname	
Date of Birth	
Address	
Post Code	
Daytime Phone No	
Evening Phone No	
Mobile Phone No	
Email Address	

2.2 Please fill in this box if you want us to write to you at a different address to the one you gave in 2.1. If you or your joint applicant is of no fixed abode you **must** complete this section.

Applicant 1 - Correspondence Address
Address..... Post Code.....

Applicant 2 - Correspondence Address
Address..... Post Code.....

2.3 If you have given permission for a relative or friend to discuss your application on your behalf, please tell us about it here. When they contact us on your behalf we need to be able to verify that they are who they say they are. Therefore we need to know their date of birth or a password selected by you.

Name.....	Daytime Phone No.....
Address..... Post Code.....	Evening Phone No.....
Email Address.....	Mobile Phone No.....
	Date of Birth or Password..... <i>(for verification purposes)</i>

2.4 **Household Details**

- Beginning with yourself, please list below everyone who is living with you now and tell us if they are going to be moving with you.
- Please tell us about people who do not live with you now, but who will be moving in with you when you are re-housed.
- If there is a baby due, give the expected date of birth and provide us with confirmation of pregnancy.

First Name(s)	Surname	Date of Birth/ Expected DOB	Sex M/F	Relationship To You?	Currently Living With You?	Will Be Living With You?
				Myself		
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

(please continue on a separate sheet if necessary and attach to this page)

2.5 Is anyone named in 2.4 a child that you have access to? If so, does this arrangement cause overcrowding in your present home?

Yes No

If you have answered **yes** above, written confirmation of the access arrangement from a solicitor, health worker, family mediation worker, social worker or other relevant source is required. Is this enclosed with the form?

Yes No

2.6 In the list at 2.4, how many couples are there to be housed? We need this information to make sure you receive any overcrowding or under-occupation points you may be entitled to.

Number of couples

2.7 **Previous Addresses**

Please list all the addresses where you have lived for the last **5 years** giving details of dates and landlords. **We are unable to process your application without this information.**

Address of APPLICANT 1 (you)	Date From	Date To	Name & Address of Landlord OR Owner Occupier	Reason For Leaving
<i>Current Address</i>		Present		

Address of APPLICANT 2	Date From	Date To	Name & Address of Landlord OR Owner Occupier	Reason For Leaving
		Present		

(please continue on a separate sheet if necessary and attach to this page)

2.8 Do you or your joint applicant have rent arrears or any other tenancy related debt with your current or any previous landlord?

Yes No

If **yes**, please give details below and refer to **2.8 (on page 4)** of the Guidance Notes.

Name of Landlord	Address of Landlord	Amount	Give Dates When You Were Tenant	
			From	To

2.9 Have you or any person who will be living with you ever had legal action taken against you for anti-social behaviour?

Yes No

If **yes**, please give details below and refer to **2.9 (on page 4)** of the Guidance Notes.

Name of Landlord	Address of Landlord	When

2.10 The law says that if you do not live in the UK or you are subject to immigration control you can apply for housing in certain circumstances. Please tick **one** of the following statements so that we can decide whether you can apply for housing. (see guidance notes on page 5)

I am:

- | | Applicant 1 | Applicant 2 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <ul style="list-style-type: none"> ● A British citizen
or national of one of the EEA countries, pre EU expansion in 2004, or Switzerland. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ● A national of one of the A8 countries (which joined the EU in 2004) or other countries to have joined the EU since. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ● A national of a country that is not included in the categories above, but I am lawfully present in the UK (e.g. because you have been granted refugee status or leave to remain) and meet the criteria for eligibility. | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ● None of the above. | <input type="checkbox"/> | <input type="checkbox"/> |

2.11 Are you leaving your home because of a relationship breakdown with your partner?

Yes No

2.12 If you have recently moved into the Highland area have you had any difficulties registering with a doctor (GP)?

Yes No

3. Your Accommodation Details

To help us assess the priority of your application, we need details of your present accommodation.

3.1 Which of the following best describes your present circumstances? (*tick one box only*)

	Applicant 1 (you)	Applicant 2
Highland HHR Partner tenant	<input type="checkbox"/>	<input type="checkbox"/>
Highland HHR Partner "Leasing Scheme" tenant	<input type="checkbox"/>	<input type="checkbox"/>
Other Council tenant	<input type="checkbox"/>	<input type="checkbox"/>
Other Housing Association tenant	<input type="checkbox"/>	<input type="checkbox"/>
Private landlord tenant	<input type="checkbox"/>	<input type="checkbox"/>
Hostel resident	<input type="checkbox"/>	<input type="checkbox"/>
Living with parents/relatives	<input type="checkbox"/>	<input type="checkbox"/>
Living with friends/other lodgings	<input type="checkbox"/>	<input type="checkbox"/>
Owner occupier/Sharing owner	<input type="checkbox"/>	<input type="checkbox"/>
Living in a caravan	<input type="checkbox"/>	<input type="checkbox"/>
Tied tenant (including Forces accommodation)	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Homeless Accommodation	<input type="checkbox"/>	<input type="checkbox"/>
Long-term stay in hospital	<input type="checkbox"/>	<input type="checkbox"/>
Residential care	<input type="checkbox"/>	<input type="checkbox"/>
Prison	<input type="checkbox"/>	<input type="checkbox"/>
Other supported accommodation	<input type="checkbox"/>	<input type="checkbox"/>

If none of the above applies, please describe your present accommodation by writing in the box(s) below.

Applicant 1 - (you)

Applicant 2

If you are a "Leasing Scheme" tenant, please tell us (if you know) when you will have to leave.

Applicant 1

Applicant 2

3.2 Are there significant problems with the condition of the place where you live? (please put a tick against **any** of the following that apply)

- A** It is not structurally safe.....
- It does not have electricity which is safe.....
- It does not have reliable supply of piped water.....
- B1** It does not have an effective system for taking away waste water.....
- It has significant rising or penetrating damp.....
- B2** It does not have sink or wash hand basin with hot and cold water.....
- It does not have fixed bath or shower with hot and cold water.....
- It does not have a toilet inside the home.....
- It does not have satisfactory facilities for cooking food.....
- It does not have **any** central heating.....
- It does not have access to an external door from the public road.....
- C** It has significant water penetration.....
- D1** It does not have satisfactory natural or artificial lighting.....
- It does not have central heating **in every room**.....
- D2** It does not have loft insulation.....

If you have ticked any of the above, please give further details below:

3.3 How many bedrooms are there where you live now?
(applicant 2 should also answer this question if they do not live with you now)

	Applicant 1 (you)	Applicant 2
Double Bedrooms	<input type="checkbox"/>	<input type="checkbox"/>
Single Bedrooms	<input type="checkbox"/>	<input type="checkbox"/>

How many of these bedrooms do you and your household (that is people who will move with you) have **sole use of**?

	Applicant 1 (you)	Applicant 2
Double Bedrooms	<input type="checkbox"/>	<input type="checkbox"/>
Single Bedrooms	<input type="checkbox"/>	<input type="checkbox"/>

4. Homelessness

4.1 Have you (or anyone who is being housed with you) been asked to leave your present accommodation?

Yes No

If **yes**, by what date do you have to leave (if known)?

4.2 Can you tell us why you have to leave (e.g. end of tenancy, mortgage arrears, no longer employed by landlord etc)?

4.3 Do you have anything in writing (e.g. Court Order, Notice to Quit)?

Yes No

If **yes**, please enclose a copy with your application. However, do not delay sending in your application while waiting to receive confirmation that you have been asked to leave.

If you are homeless or threatened with homelessness and you live in the Highland Area you **must** contact the nearest Highland Council Area Housing and Property Office or Service Point where you will be assessed by the Homeless Accommodation Officer who will advise you of your housing options. If you do not live in the Highland area and are homeless or threatened with homelessness please contact your nearest local authority, where you will be assessed by the Homeless Accommodation Officer and advised of your housing options.

4.4 Are you at risk if you remain in your current accommodation?

Yes No

If **yes**, please contact the nearest Highland Council Area Housing & Property Office to discuss your situation.

5. Social Factors

5.1 Please tell us if any of the following apply to you (*tick **any** boxes which apply*)

- (a) I am living in residential care/nursing home/hospital or other supported accommodation and would like my own accommodation.
- (b) I need to move to get access to specialist support.
- (c) I have to move to comply with a Community Care Order.
(see Guidance notes page 7)
- (d) I need to move so that I can have full/part-time carer to live with me; or I need to move to receive or to provide care to a relative or friend. (see 5.3 below)
- (e) I have to move to improve/maintain activities or social contact or to be nearer to facilities or services that will preserve/improve my wellbeing.

Please give details and enclose proof of your circumstances if it is available.

5.2 If you have ticked (a), (b) or (c) above, please tell us the names and telephone numbers of the following people if you know them:

Name of your (or your relative's) **Social Worker/Support Worker**
Telephone Number

Name of your (or your relative's) **Care Manager**
Telephone Number

Name of your (or your relative's) **Carer**
Telephone Number

Name of your (or your relative's) **Community Psychiatric Nurse (CPN)**
Telephone Number

Name of your (or your relative's) **Doctor/Consultant**
Telephone Number

5.3 If you need to move because you need to receive care from or give care to a relative or friend (see question 5.1 (d) above), please tell us:

Name of your relative/friend.....

Address of your relative/friend.....

..... Postcode.....

Relationship to you?.....

Who needs care?.....

Reason for needing care?.....

6. Ill Health / Disability

6.1 Do you (or anyone who is going to be housed with you) suffer from ill health or have a disability which is being affected by your present accommodation?

Yes No

If **yes**, please contact one of our Partners as you may be required to complete a medical assessment form. (see pages 21 & 22 for contact details)

6.2 Have you (or anyone who is going to be housed with you) previously applied for a Medical Assessment in connection with housing in the Highland area?

Yes No

If **yes**, tell us if you know what grade was awarded

7. Your Requirements

We need to know what types of property you **will** accept. When you answer this question, please bear in mind that not all types of property are available in all areas and that **you will reduce your chance of getting an offer of housing by restricting the types of property you are willing to consider.**

7.1 Tick below the property types you will accept:

PROPERTY TYPE

House

Bungalow

Maisonette

(see guidance notes on page 7 for description)

Flat - Ground Floor

Flat - Upper Floor

Bed-sit type accommodation

7.2 Do you have special housing requirements as a result of ill health or disability?

Yes No

If **yes**, please tick any below that apply:

Level access property

Ground floor bedroom

Ground floor toilet

Ground floor bathroom

Walk in shower

Wheelchair accessible

Other (please state)

7.3 Do you need Sheltered Housing? (see description in guidance notes page 2)

Yes No

7.4 Do you need Supported Accommodation? (see description in guidance notes page 2)

Yes No

8. Choice of Town / Village

The following is a list of towns and villages where the Highland Housing Register Partners have houses. These towns and villages have been set within 'zones'. You can select up to 10 towns/villages where you wish to be considered for housing.

If you have a connection or need to live in a zone (for example you live there, work there or have a medical or social reason for living there) **and** have provided written confirmation of your connection, you will be awarded points to reflect this. If you have a connection to more than one zone, points will only apply once.

Please tick up to 10 towns/villages that you wish to be considered for.

If you tick more than 10 your form will be returned to you for clarification of your selected 10. This will cause a delay in your application being processed.

CAITHNESS, SUTHERLAND & EASTER ROSS

WEST CAITHNESS ZONE

- | | | | | |
|-------------------------------------|-----------------------------------|-------------------------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Barrock | <input type="checkbox"/> Bower | <input type="checkbox"/> Castletown | <input type="checkbox"/> Dunnet | <input type="checkbox"/> Durran |
| <input type="checkbox"/> Forss | <input type="checkbox"/> Geise | <input type="checkbox"/> Glengolly | <input type="checkbox"/> Gillock | <input type="checkbox"/> Halkirk |
| <input type="checkbox"/> Janetstown | <input type="checkbox"/> Mey | <input type="checkbox"/> Murkle | <input type="checkbox"/> Reay | <input type="checkbox"/> Scarfskerry |
| <input type="checkbox"/> Scrabster | <input type="checkbox"/> Shebster | <input type="checkbox"/> Spittal | <input type="checkbox"/> Thurso | <input type="checkbox"/> Westfield |
| <input type="checkbox"/> Weydale | | | | |

EAST CAITHNESS ZONE

- | | | | | |
|----------------------------------------|-----------------------------------------|------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Ackergill | <input type="checkbox"/> Auckengill | <input type="checkbox"/> Canisbay | <input type="checkbox"/> Clyth | <input type="checkbox"/> Dunbeath |
| <input type="checkbox"/> Haster | <input type="checkbox"/> John O' Groats | <input type="checkbox"/> Keiss | <input type="checkbox"/> Latheron | <input type="checkbox"/> Lyth |
| <input type="checkbox"/> Latheronwheel | <input type="checkbox"/> Lybster | <input type="checkbox"/> Milton | <input type="checkbox"/> Occumster | <input type="checkbox"/> Papigoe |
| <input type="checkbox"/> Reiss | <input type="checkbox"/> Staxigoe | <input type="checkbox"/> Thrumster | <input type="checkbox"/> Ulbster | <input type="checkbox"/> Watten |
| <input type="checkbox"/> Wick | <input type="checkbox"/> Wick-Pulteney | | | |

NORTH WEST SUTHERLAND ZONE

- | | | | | |
|-------------------------------------|------------------------------------|----------------------------------|----------------------------------|----------------------------------------|
| <input type="checkbox"/> Altnaharra | <input type="checkbox"/> Bettyhill | <input type="checkbox"/> Drumbeg | <input type="checkbox"/> Durness | <input type="checkbox"/> Kinlochbervie |
| <input type="checkbox"/> Kylesku | <input type="checkbox"/> Lochinver | <input type="checkbox"/> Melness | <input type="checkbox"/> Melvich | <input type="checkbox"/> Portskerra |
| <input type="checkbox"/> Rhiconich | <input type="checkbox"/> Scourie | <input type="checkbox"/> Skerray | <input type="checkbox"/> Stoer | <input type="checkbox"/> Strathy |
| <input type="checkbox"/> Tongue | | | | |

EAST SUTHERLAND ZONE

- | | | | | |
|-----------------------------------|---------------------------------------|----------------------------------|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Ardgay | <input type="checkbox"/> Bonar Bridge | <input type="checkbox"/> Brora | <input type="checkbox"/> Camore | <input type="checkbox"/> Dornoch |
| <input type="checkbox"/> Edderton | <input type="checkbox"/> Embo | <input type="checkbox"/> Golspie | <input type="checkbox"/> Helmsdale | <input type="checkbox"/> Inveran |
| <input type="checkbox"/> Kinbrace | <input type="checkbox"/> Lairg | <input type="checkbox"/> Loth | <input type="checkbox"/> Oykel Bridge | <input type="checkbox"/> Portgower |
| <input type="checkbox"/> Rogart | <input type="checkbox"/> Rosehall | | | |

TAIN & SURROUNDING AREA ZONE

- | | | |
|-------------------------------------------|-------------------------------|--------------------------------------------|
| <input type="checkbox"/> Balintore/Hilton | <input type="checkbox"/> Tain | <input type="checkbox"/> Seaboard villages |
|-------------------------------------------|-------------------------------|--------------------------------------------|

ALNESS/INVERGORDON & SURROUNDING AREA ZONE

- | | | | | |
|---------------------------------|----------------------------------|----------------------------------|--------------------------------------|---------------------------------|
| <input type="checkbox"/> Alness | <input type="checkbox"/> Ardross | <input type="checkbox"/> Evanton | <input type="checkbox"/> Invergordon | <input type="checkbox"/> Milton |
|---------------------------------|----------------------------------|----------------------------------|--------------------------------------|---------------------------------|

ROSS, SKYE & LOCHABER

MID ROSS ZONE

- | | | | | |
|---------------------------------------|--------------------------------------|---------------------------------------|--------------------------------|-----------------------------------|
| <input type="checkbox"/> Conon Bridge | <input type="checkbox"/> Contin | <input type="checkbox"/> Dingwall | <input type="checkbox"/> Garve | <input type="checkbox"/> Marybank |
| <input type="checkbox"/> Maryburgh | <input type="checkbox"/> Muir of Ord | <input type="checkbox"/> Strathpeffer | | |

BLACK ISLE ZONE

- | | | |
|-------------------------------------|-----------------------------------|----------------------------------------|
| <input type="checkbox"/> Black Isle | <input type="checkbox"/> Cromarty | <input type="checkbox"/> North Kessock |
|-------------------------------------|-----------------------------------|----------------------------------------|

ULLAPOOL ZONE

- | | | |
|--------------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Achiltibuie | <input type="checkbox"/> Badcaul | <input type="checkbox"/> Ullapool |
|--------------------------------------|----------------------------------|-----------------------------------|

GAIRLOCH AND SURROUNDING AREA ZONE

- | | | | |
|----------------------------------|-----------------------------------|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Aultbea | <input type="checkbox"/> Gairloch | <input type="checkbox"/> Inverasdale | <input type="checkbox"/> Poolewe |
|----------------------------------|-----------------------------------|--------------------------------------|----------------------------------|

LOCHCARRON AND SURROUNDING AREA ZONE

- | | | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Achnasheen | <input type="checkbox"/> Applecross | <input type="checkbox"/> Kinlochewe | <input type="checkbox"/> Lochcarron | <input type="checkbox"/> Shieldaig |
| <input type="checkbox"/> Torridon | | | | |

NORTH SKYE AND RAASAY ZONE

- | | | | | |
|----------------------------------|-----------------------------------|-------------------------------------|------------------------------------|------------------------------------------|
| <input type="checkbox"/> Carbost | <input type="checkbox"/> Dunvegan | <input type="checkbox"/> Edinbane | <input type="checkbox"/> Glendale | <input type="checkbox"/> Isle of Raasay |
| <input type="checkbox"/> Kilmuir | <input type="checkbox"/> Orbst | <input type="checkbox"/> Portnalong | <input type="checkbox"/> Portree | <input type="checkbox"/> Skeabost Bridge |
| <input type="checkbox"/> Staffin | <input type="checkbox"/> Struan | <input type="checkbox"/> Uig | <input type="checkbox"/> Waternish | |

SOUTH SKYE ZONE

- | | | | | |
|------------------------------------|-----------------------------------|------------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Ardvassar | <input type="checkbox"/> Armadale | <input type="checkbox"/> Broadford | <input type="checkbox"/> Ferrindonald | <input type="checkbox"/> Kyleakin |
| <input type="checkbox"/> Teangue | | | | |

LOCHALSH ZONE

- | | | | | |
|----------------------------------|--------------------------------------|-------------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> Achmore | <input type="checkbox"/> Auchtertyre | <input type="checkbox"/> Balmacara | <input type="checkbox"/> Dornie | <input type="checkbox"/> Duirinish |
| <input type="checkbox"/> Glenelg | <input type="checkbox"/> Glenshiel | <input type="checkbox"/> Inverinate | <input type="checkbox"/> Kyle | <input type="checkbox"/> Plockton |
| <input type="checkbox"/> Ratagan | | | | |

'WEST' LOCHABER ZONE

- | | | | | |
|-------------------------------------|----------------------------------|-------------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Arisaig | <input type="checkbox"/> Eigg | <input type="checkbox"/> Glenfinnan | <input type="checkbox"/> Kinlochiel | <input type="checkbox"/> Knoydart |
| <input type="checkbox"/> Lochailort | <input type="checkbox"/> Mallaig | <input type="checkbox"/> Morar | | |

'NORTH EAST' LOCHABER ZONE

- | | | |
|-------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Invergarry | <input type="checkbox"/> Roy Bridge | <input type="checkbox"/> Spean Bridge |
|-------------------------------------|-------------------------------------|---------------------------------------|

'PENINSULA' LOCHABER ZONE

- | | | | | |
|--------------------------------------|------------------------------------|------------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Achaphubuil | <input type="checkbox"/> Acharacle | <input type="checkbox"/> Ardgour | <input type="checkbox"/> Drimnin | <input type="checkbox"/> Glenuig |
| <input type="checkbox"/> Kilchoan | <input type="checkbox"/> Lochaline | <input type="checkbox"/> Strontian | | |

'SOUTH' LOCHABER ZONE

- | | | | | |
|---------------------------------------------|--------------------------------|----------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Ballachulish | <input type="checkbox"/> Duror | <input type="checkbox"/> Glencoe | <input type="checkbox"/> Kentallen | <input type="checkbox"/> Kinlochleven |
| <input type="checkbox"/> North Ballachulish | | <input type="checkbox"/> Onich | | |

'CENTRAL' LOCHABER ZONE

- | | | | | |
|--------------------------------------|------------------------------------|-------------------------------------|-----------------------------------|------------------------------------------|
| <input type="checkbox"/> Banavie | <input type="checkbox"/> Caol | <input type="checkbox"/> Claggan | <input type="checkbox"/> Corpach | <input type="checkbox"/> Fort William |
| <input type="checkbox"/> Inverlochry | <input type="checkbox"/> Lochyside | <input type="checkbox"/> Plantation | <input type="checkbox"/> Torlundy | <input type="checkbox"/> Upper Achintore |

INVERNESS, NAIRN AND BADENOCH & STRATHSPEY

ARDERSIER AND SURROUNDING AREA ZONE

- Ardersier Croy Culloden Inshes Milton of Leys
 Smithton Tornagrain

BEAULY ZONE

- Beauly Cannich Kiltarlity Kirkhill

LOCH NESS AND SURROUNDING AREA ZONE

- Fort Augustus Loch Ness North (excl Cannich) Loch Ness South

TOMATIN ZONE

- Tomatin Farr

INVERNESS CITY ZONE

- Carse Merkinch Central/Crown/Raigmore
 Dalneigh/Springfield Hilton Kinmylies/Muirtown
 Milton of Culcabock South Kessock Wester Inshes

AVIEMORE ZONE

- Aviemore Boat of Garten Carrbridge Kincaig

KINGUSSIE ZONE

- Dalwhinnie Kingussie Laggan Newtonmore

GRANTOWN ZONE

- Cromdale Dulnain Bridge Grantown on Spey Nethybridge

NAIRN ZONE

- Achareidh Boathpark Broadhill Cranloch Fraserpark
 Ordview Queenspark Tradespark Nairn Central

RURAL ZONE

- Auldearn Rural

For the purpose of building houses in the future, please tell us what your first, preference of town or village would be. This information is not relevant to where you will be offered housing. (See Guidance Notes Page 8).

First town/village preference

9. Reasons for Applying

9.1 You must tell us by ticking the appropriate boxes below which letting zones you wish to apply for and why.

LETTING ZONE (Write in name of Letting Zone)	REASON FOR CHOICE			
	Live There Now	Work Reasons	Medical or Social Reasons	Other Reasons
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9.2 If you have chosen a zone because you or anyone in your household works or has been offered work there, please tell us the name/address of the employer/prospective employer and place of work. We will need you to give written confirmation from the employer.

Employer.....

Place of Work.....

9.3 If you have chosen a zone because you or anyone in your household is looking for work there, please tell us what type of work you/they are looking for, what your/their experience/qualifications for that type of work are and about the jobs you/they have applied for so far.

Type of Work.....

.....

.....

Experience/Qualifications.....

.....

.....

Jobs applied for so far.....

.....

.....

11. Declaration - Personal Connections

We are required to declare if we re-house our employees, committee members, elected members (councillors) or a close relative of any of these involved (now or in the past year) in any Partner housing organisations in Highland.

A **close relative** is defined as a direct relative by blood or marriage (including step-relatives) for example, your son/daughter (including adopted children), brother/sister, mother/father, grandparent/grandchild, partner (either sex) husband/wife.

Please tell us if any person included in this application

- Has ever worked for any of the Partners
- Has ever been a Committee/Board member of any of the Partners or in the case of
The Highland Council (a Councillor)
- Is related to any Committee/Board member, Councillor or staff

Name of the person with whom you have connection.....
Address of the organisation they are/were connected to.....
Postcode.....
Their relationship to you.....

12. Declaration - Sex Offenders Act (1997)

Are you (or any person who will be living with you) required to register with the Police under Schedule 2 of the Sex Offenders Act (1997)?

- Yes No

If **yes**, please give the full name of the person on the Register

--

If **yes**, please return your form in a sealed envelope marked "**Private & Confidential, For the Attention of a Senior Housing Officer**".

Data Protection Act 1998

The landlords included in this form are registered under the Data Protection Act 1998 and are duty bound to comply with the conditions set out in this Act.

The landlords will share the information contained in this form (through the shared computer system) with all of the Highland Housing Register Partners listed in Table 1 of page 1 whether you wish to be housed by them or not. The landlords will process the information contained in this application form and any other relevant information they obtain in connection with the application in a number of ways. They will process the information for the purposes of your application for housing. They may also use this information to provide anonymous statistical data to their Management Committee, Communities Scotland and other interested parties. In addition if you are successful in obtaining accommodation with one of the Highland Housing Register landlords, that landlord will use your information to create your tenancy file. You have the right to see any details held in your personal files on request (there may be a charge for this).

By signing this application form you give consent to the landlords sharing and processing the information in the above way.

13. Declaration - Your Signature(s)

Please check that you have completed all the relevant questions and make sure that you are happy that the form is properly completed.

Please read carefully and only sign if you agree with all the aspects of the following declaration:

- I/we confirm that to the best of my/our knowledge the details I/we have given on this application form are true and accurate.
- I/we understand that if my/our circumstances change I/we must notify the landlord that accepted my/our application.
- I/we understand that supplying any false or misleading information or withholding relevant information, now and at any time, may result in my/our application being suspended.
- If I/we obtain a tenancy based on false or misleading information I/we understand that this can be grounds for eviction.
- I/we give permission to the landlord that accepts this application to make any necessary enquiries in connection with my/our application for housing to verify the circumstances stated on the form or to obtain details relating to former tenancies.
- I/we agree that any information given by me/us will be made available to all of the Partner landlords of the Highland Housing Register, now or in the future.
- I/we understand and agree to the conditions noted in this declaration.

Signatures

If more than one applicant then both applicants must sign or the form will not be processed:

Applicant 1 (you)
Name in BLOCK CAPITALS
.....
Signature
.....
Date
...../...../.....

Applicant 2
Name in BLOCK CAPITALS
.....
Signature
.....
Date
...../...../.....

14. Information for Monitoring and Research

We are committed to making sure that all applications for housing in Highland are dealt with fairly, consistently and equally. To help us do this, please answer the following questions. The information will be used to ensure that all applicants for housing are treated fairly, consistently and equally, no matter what their race, colour, nationality or ethnic or national origins may be. The information will also help us improve the way we deliver our housing information and advice service. You are not obliged to complete this section and, if you choose not to, it will in no way affect your application.

14.1 Please tick which box best describes your ethnic origin

Applicant 1 (you)	
● WHITE	
Scottish.....	<input type="checkbox"/>
Other British.....	<input type="checkbox"/>
Irish.....	<input type="checkbox"/>
Any other White background (Please write in)	
.....	
● Gypsy/Traveller.....	<input type="checkbox"/>
● MIXED	
Any Mixed background (Please write in)	
.....	
● ASIAN, ASIAN SCOTTISH OR OTHER ASIAN BRITISH	
Indian.....	<input type="checkbox"/>
Pakistani.....	<input type="checkbox"/>
Bangladeshi.....	<input type="checkbox"/>
Chinese.....	<input type="checkbox"/>
Any other Asian background (Please write in)	
.....	
● BLACK, BLACK SCOTTISH OR BLACK BRITISH	
Caribbean.....	<input type="checkbox"/>
African.....	<input type="checkbox"/>
Any other Black background (Please write in)	
.....	
● OTHER ETHNIC BACKGROUND	
Any other background (Please write in)	
.....	
● Not Known.....	<input type="checkbox"/>
● Refused.....	<input type="checkbox"/>

Applicant 2	
● WHITE	
Scottish.....	<input type="checkbox"/>
Other British.....	<input type="checkbox"/>
Irish.....	<input type="checkbox"/>
Any other White background (Please write in)	
.....	
● Gypsy/Traveller.....	<input type="checkbox"/>
● MIXED	
Any Mixed background (Please write in)	
.....	
● ASIAN, ASIAN SCOTTISH OR OTHER ASIAN BRITISH	
Indian.....	<input type="checkbox"/>
Pakistani.....	<input type="checkbox"/>
Bangladeshi.....	<input type="checkbox"/>
Chinese.....	<input type="checkbox"/>
Any other Asian background (Please write in)	
.....	
● BLACK, BLACK SCOTTISH OR BLACK BRITISH	
Caribbean.....	<input type="checkbox"/>
African.....	<input type="checkbox"/>
Any other Black background (Please write in)	
.....	
● OTHER ETHNIC BACKGROUND	
Any other background (Please write in)	
.....	
● Not Known.....	<input type="checkbox"/>
● Refused.....	<input type="checkbox"/>

14.2 Are you:

Male Female

Male Female

14.3 Do you consider yourself to have a disability? (By this we mean a condition which has a long term and substantial effect on your ability to carry out normal day to day activities.)

Yes No If **yes**, please tick those below that apply.

Applicant 1 (you)	
Physical.....	<input type="checkbox"/>
Visual impairment.....	<input type="checkbox"/>
Hearing impairment.....	<input type="checkbox"/>
Learning Disability.....	<input type="checkbox"/>
Mental ill health.....	<input type="checkbox"/>
Other (Please write in)	
.....	

Applicant 2	
Physical.....	<input type="checkbox"/>
Visual impairment.....	<input type="checkbox"/>
Hearing impairment.....	<input type="checkbox"/>
Learning Disability.....	<input type="checkbox"/>
Mental ill health.....	<input type="checkbox"/>
Other (Please write in)	
.....	

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CONTACT THE PARTNERS

Once you have completed your Housing Application, please hand in or post it to any of the Partners or to your nearest Highland Council Area Housing & Property Office or Service Point listed below:

ALBYN HOUSING SOCIETY LTD

(Charity No SC027123)

Head Office: 98-100 High Street, Invergordon, IV18 0DL Phone: 01349 852978

Local Office: 68 Maclennan Crescent, Inverness, IV3 8DN Phone: 01463 712516

CAIRN HOUSING ASSOCIATION LTD

(Charity No SC016647)

Cairn House, 30 Waterloo Place, Inverness, IV1 1NB Phone: 01463 220666

12-14 Dunnet Road, Thurso, KW14 8HY Phone: 01847 894483

LOCHABER HOUSING ASSOCIATION LTD

(Charity no SC030951)

30 Fassifern Road, Fort William, PH33 6XQ Phone: 01397 702530

LOCHALSH & SKYE HOUSING ASSOCIATION LTD

(Charity No SC038019)

Morrison House, Bayfield, Portree, Isle of Skye, IV51 9EW Phone: 01478 612035

PENTLAND HOUSING ASSOCIATION LTD

(Charity No SC037286)

37/39 Traill Street, Thurso, KW14 8EG Phone: 01847 892507

THE HIGHLAND COUNCIL AREA HOUSING AND PROPERTY OFFICES

Caithness, Sutherland & Easter Ross

Caithness

Market Square, Wick, Caithness, KW1 4AB Phone: 01955 607712

Rotterdam Street, Thurso, Caithness, KW14 8AB Phone: 01847 805505

Sutherland

The Meadows, Dornoch, Sutherland, IV25 3SG Phone: 01862 812010

*NOTE : The details for Caithness & Sutherland will change during March/April 2008;
please contact another Housing & Property Office for updated details during these months.*

Easter Ross

3/5 Obsdale Road, Alness, IV17 0TY Phone: 01349 886617 and 886618

THE HIGHLAND COUNCIL SERVICE POINTS

Caithness, Sutherland & Easter Ross

Alness 3/5 Obsdale Road, Alness, IV17 0TY Phone: 01349 882366

Bettyhill Telecottage, Bettyhill, KW14 7SS Phone: 01641 521242

Bonar Bridge Carnegie Building, Lairg Road, Bonar Bridge, IV24 3EA Phone: 01863 766848

Brora Gower Street, Brora, KW9 6PD Phone: 01408 622644

Dornoch Sheriff Court House, Castle Street, Dornoch, IV25 3FD Phone: 01862 812000

Durness Durine, Durness, IV27 4PN Phone: 01971 511750

Golspie Main Street, Golspie, KW10 6RB Phone: 01408 635200

Helmsdale Library & Community Centre, Dunrobin Street, Helmsdale, KW8 6JX Phone: 01431 821742

Invergordon 62 High Street, Invergordon, IV18 0DH Phone: 01349 852472

Lairg New Buildings, Main Street, Lairg, IV27 4DB Phone: 01549 402588

Lochinver Culag Buildings, Lochinver, IV27 4LE Phone: 01571 844777

Tain 24 High Street, Tain, IV19 1AE Phone: 01862 892122

Thurso Rotterdam Street, Thurso, KW14 8AB Phone: 01847 805500

Wick Market Square, Wick, KW1 4AB Phone: 01955 607719

THE HIGHLAND COUNCIL AREA HOUSING AND PROPERTY OFFICES
Inverness, Nairn and Badenoch & Strathspey

Inverness

21-23 Church Street, Inverness, IV1 1DY Phone: 01463 703800
Community House, 31-35 Craigton Avenue, Inverness, IV3 8AZ Phone: 01463 718848

Nairn

The Court House, Nairn, IV12 4AU Phone: 01667 458510

Badenoch & Strathspey

Ruthven Road, Kingussie, Inverness-shire, PH21 1EJ Phone: 01540 664510

THE HIGHLAND COUNCIL SERVICE POINTS
Inverness, Nairn and Badenoch & Strathspey

Ardersier Old School House, Station Road, Ardersier, IV2 7SU Phone: 01667 462658

Aviemore The School House, Milton Park, Aviemore, PH22 1RR Phone: 01479 811990

Drumnadrochit The Car Park, Drumnadrochit, IV63 6TX Phone: 01456 459356

Fort Augustus Memorial Hall, Fort Augustus, PH32 4DJ Phone: 01320 366733

Grantown on Spey The Square, Grantown-on Spey, PH26 3HF Phone: 01479 872539

Hilton Hilton Village, Inverness, IV2 4HT Phone: 01463 246007

Inverness 23 Church Street, Inverness, IV1 1DY Phone: 01463 703999

Nairn The Court House, Nairn, IV12 4AU Phone: 01667 458500

THE HIGHLAND COUNCIL AREA HOUSING AND PROPERTY OFFICES
Ross, Skye & Lochaber

Ross

Ross House, High Street, Dingwall, Ross-shire, IV15 9RY Phone: 01349 868511

Skye

Tigh-na-Sgire, Park Lane, Portree, Isle of Skye, IV51 9GP Phone: 01478 613806

Lochaber

Lochaber House, High Street, Fort William, PH33 6EL Phone: 01397 707299

THE HIGHLAND COUNCIL SERVICE POINTS
Ross, Skye & Lochaber

Acharacle Acharacle Centre, Morrison Place, Acharacle, PH36 4JT Phone: 01967 431487

Broadford Old Corry Industrial Estate, Broadford, Isle of Skye, IV49 9AB Phone: 01471 820394

Dunvegan 22 Lochside, Dunvegan, Isle of Skye, IV55 8WB Phone: 01470 521581

Fort William Lochaber House, Fort William, PH33 6EL Phone: 01397 707256

Fortrose Leisure Centre, Fortrose, IV10 8TJ Phone: 01381 620797

Gairloch Achtercairn, Gairloch, IV21 2BP Phone: 01445 712572

Kinlochleven Library & Visitor Centre, Linnhe Road, Kinlochleven, PH50 4SJ Phone: 01855 831663

Kyle of Lochalsh Kintail House, Main Street, Kyle IV40 8AB Phone: 01599 534270

Lochcarron Main Street, Lochcarron, IV54 8YD Phone: 01520 722241

Mallaig Mallaig & Morar Community Centre, West Bay, Mallaig, PH41 4PQ Phone: 01687 460027

Muir of Ord Seaforth Road, Muir-of-Ord, IV6 7TA Phone: 01463 870201

Ullapool North Road Ullapool IV26 2XL Phone: 01854 612426

PARTICIPANTS

HHR application forms should NOT be returned to these addresses, but these Landlords will be able to advise you if you are required to complete application forms to be considered for their properties.

HANOVER (SCOTLAND) HOUSING ASSOCIATION LTD (Charity no SC014738)

95 McDonald Road, Edinburgh EH7 4NS Phone: 0131 557 0598

KEY HOUSING ASSOCIATION LTD (Charity No SC006652)

Savoy Tower, 77 Renfrew Street, Glasgow G2 3BZ Phone: 0141 332 6672

LINK HOUSING ASSOCIATION LTD (Charity No SC216300)

Watling House, Callender Business Park, Falkirk FK1 XR Phone: 0845 140 0100

MARGARET BLACKWOOD HOUSING ASSOCIATION LTD (Charity No SC007658)

Craigievar House, 77 Craigmount Brae, Edinburgh EH12 8XF Phone: 0131 317 7227

TRUST HOUSING ASSOCIATION LTD (Charity No SC009086)

12 New Mart Road, Edinburgh EH14 1RL Phone: 0131 444 1200

