

Change of Circumstance Form

This form is used to inform the housing department that your housing situation has changed, for example, you have moved home. Please use capital letters.

1.

About You

Application No.

Name:

Date of Birth:/...../.....

National Insurance No.

2.

Where you used to live (if you have moved)

Address:

Reason for Leaving:

3.

Where you live now

Current Address:

Date you moved into the property/...../.....

Contact Numbers.

Email:

Type of property (Please tick one)
 House Flat Maisonette Bungalow Caravan
Other (please state):

Type of your tenure (Please tick one)
 Owned Privately Rented Council Tenant Housing Association Tenant
 Living with Parents Other Please State:

How many of the following rooms are in your property?

Bedrooms	Living/Dining Rooms
Kitchens	Bathrooms
Internal Toilets	External Toilets

Do you have a hot water system? Yes / No

What form of heating do you have?

If you live in a caravan how many rooms does it have?

4. Details of people to be housed with you. If you are adding anyone to your application please supply a copy of their birth certificate(s) or passport(s)

Title	Surname	First Name	Gender M/F	Relationship to applicant	Date of Birth	Address if different to applicant

5. Details of anyone living at your address and is not to be housed with you

Name	Gender M/F	Relationship to applicant	Age

6. Are you or anyone included in part 3 of this application pregnant? Yes / No

If Yes, who is pregnant and what is their expected delivery date?

7. Have you or anyone included in Part 3 of this application ever owned a property? Yes / No

If so, please give details,

8. Have you or anyone included in Part 3 of this application ever held a Council or Housing Association tenancy? Yes / No

If so, please give details of Landlord, Tenancy Dates and Property Address.

9. Have you or anyone included in Part 3 of this application ever been known by any other name(s)? Yes / No

If so, please give details.

10. Are you or anyone in Part 3 of this application subject to immigration control? Yes/No

If so, please give details

11. Sex Offenders Act:

Have you or anyone included in Part 3 of this application, been convicted under the Sex Offences act 1997 and placed on the sex offenders register? Yes/No

If so, please give details and dates:

12.

Anti Social Behaviour Order:

Do you or any person included in part 3 of this application have a current Anti Social Behaviour Order against them? Yes/No

If so, please give details and dates:

13.

Other forms that you may ask for, please phone the number below:

Medical Form - *If you have medical circumstances that are made worse by your current accommodation, and not already informed us, and wish to have your application assessed on medical grounds.*

Advocacy Form – *To give someone else, such as a friend or family member the ability to talk to us regarding your application.*

14.

Is there any other information you would like to be taken in to consideration? Yes / No

If so, please give details.

15.

DECLARATION

I am aware that the Council will create and maintain computer and paper records on this application and that these records will be processed in accordance with the Data Protection Act 1998 and may be used for the purposes detailed on the following page, both internally within the Council and to external organisations/bodies.

Signed (Applicant):	Signed (Spouse / Partner):
Date:	Date:

Once every question has been completed, please send back to:

Dartford Borough Council
Civic Centre, Home Gardens, Dartford, Kent, DA1 1DR
01322 34 34 34
www.dartfordhomeseecker.co.uk www.dartford.gov.uk

Data Protection Act 1998 Notification Clause

The information you have provided on this form will be used to assess your application for housing. It will be held securely and used in connection with Dartford Borough Council's Housing Register.

All or part of the information provided may be disclosed or supplied to external organisations or bodies e.g. Courts, Bailiffs, Government Departments, Inland Revenue and any other charging authority that are legally entitled to the information and may also be disclosed to the Council's external auditors for the following purposes;

- the prevention or detection of crime;
- the apprehension or prosecution of offenders;
- the assessment or collection of any tax or duty in any case where failure to disclose would be likely to prejudice any of those matters;
- data matching initiatives with other statutory bodies for the purposes of fraud prevention and detection.

All or part of the information you have provided may also be used for electoral registration purposes and by other Departments of the Council for purposes connected with the collection of Council debts or to assist in other statutory functions such as Environmental Health or Planning.

All personal data is kept accurate, up to date and secure to prevent accidental loss, destruction or damage. The extent of the measures taken by the Council will depend upon the sensitivity of the information. Personal data will not be kept for longer than is necessary for their purpose.

You have a right of access to your personal data and the right to check and correct the information and may pursue a query or complaint on matters related to your personal data. Further information on your rights may be obtained by contacting The Data Protection Officer, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent, DA1 1DR.
tel: 01322 343634: fax 01322 343422 Email: dataprotection@dartford.gov.uk; Website <http://www.dartford.gov.uk>

The Council may check information provided by you or information about you provided by a third party against other information held by the Council. The Council may also obtain information from third parties or provide information to them to check the accuracy of information supplied by you to the Council.

The Council may make a search (including making enquiries about principal directors) with a Credit Reference Agency. The Credit Reference Agency will keep a record of that search and may share the information with other businesses.