

Application for assignment

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

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

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

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

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

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

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

1. Tenant Details (Assignor)

Name of tenant	
Address of tenant	

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

Yes ☐

No ☐

If no, please provide new address details here:

2. Assignee's details (Person you wish to assign your tenancy to)

Title	
First name	
Surname	
If you are known by any other names, please state	
Gender	
Date of birth	
Email	
Mobile telephone number	
Home telephone number	
Work telephone number	
Relationship to Tenant	

Assignee's present address	
Date assignee's moved to present address	
Previous address(es) within the last 5 years	
Employment status	
Name and address of employer	
National Insurance Number	

Please tick the box that applies to you:

- ☐ Single
- ☐ Married
- ☐ Widowed
- ☐ Living together
- ☐ Civil Partnership
- ☐ Separated
- ☐ Divorced

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

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3. Household composition

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

Title	First name	Surname	Gender	Date of birth	Relationship to assignee

4. Assignee's immigration status

Are you a UK citizen? ☐ Yes ☐ No

Are you a EU citizen? ☐ Yes ☐ No

If 'Yes', please state country: _____

If you answered 'No' to both the above, what is your nationality?

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

☐ Yes ☐ No

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

Please state your Home Office Reference Number: _____

5. Property Type

Please tick the box that describes the property:

☐ House ☐ Maisonette ☐ Flat ☐ Bedsit

☐ Bungalow ☐ Mobile home ☐ Caravan

☐ Other (please state): _____

How many bedrooms does the property have?

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

☐ Ground ☐ First

☐ Other (please state): _____

Are there any disabled adaptations or support in your home?

☐ Yes ☐ No

If 'Yes', please give details:

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Has the tenant made any improvements to the property?

☐ Yes ☐ No

If 'Yes', please give details:

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

☐ Yes ☐ No

6. Medical factors

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

☐ Physical Disability

☐ Learning Disability

☐ Mental Health Factors

☐ Other

If other, please give details:

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

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7. Support needs

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

☐ Yes

☐ No

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

Name, address, telephone number: _____

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Please give details of the help you receive:

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

- | | |
|---|---|
| ☐ Disabled | ☐ Permanent physical disability |
| ☐ Isolated - no support | ☐ Learning disability |
| ☐ Issue with literacy | ☐ May need help Bidding and has no-one to help |
| ☐ Visual impairment | ☐ Hearing impairment |
| ☐ Mental health issues | ☐ Age related physical infirmity |
| ☐ Ex offender check box | ☐ Hearing impairment |
| ☐ Issue with drug misuse | ☐ Experiencing domestic violence |
| ☐ English is not my first language | ☐ Any other |

8. Property / Ownership – UK & abroad

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

- ☐ Yes ☐ No

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

- ☐ Yes ☐ No

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

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

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Date of purchase: _____ Date of sale or date given up (if applicable): _____

Type of property (house, flat, bungalow etc.): _____

How many bedrooms does the property have? _____

Is the property your only home?

- Yes ☐ No ☐

If 'No', please explain:

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

☐ Yes ☐ No

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

Names	Relationship to you

If there is a mortgage outstanding, how much is this? _____

If the property has not been sold, what is its current value? _____

If the property has been sold, how much did you personally receive from the sale after the mortgage and fees had been paid? _____

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

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Other comments.

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

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

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9. Declaration

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

☐ Yes

☐ No

If 'Yes', please give details below

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10. Are you or is anyone on your application a Local Authority Councillor or Council / Housing Association employee or member of a Tenants’ Panel? Or, are you or anyone on your application related to or have a close connection to a Local Authority Councillor, Council / Housing Association employee or a Tenants’ Panel member?

☐ Yes ☐ No

If 'Yes', please give details below

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

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

Tenants Signature: Date

Proposed Assignee Signature: Date:

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

Name	
Address	
Telephone number	
Relationship to you	

13. Equal Opportunities

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

	Applicant	Joint Applicant
A White		
British	☐	☐
Irish	☐	☐
Any other White background	☐	☐
B Mixed		
White and Black Caribbean	☐	☐
White and Black African	☐	☐
White and Asian	☐	☐
Any other Mixed background	☐	☐
C Asian or Asian British		
Indian	☐	☐
Pakistani	☐	☐
Bangladeshi	☐	☐
Any other Asian background	☐	☐
D Black or Black British		
Caribbean	☐	☐
African	☐	☐
Any other Black background	☐	☐
E Gypsy / Romany / Irish Traveller	☐	☐
F Chinese or other ethnic group		
Chinese	☐	☐
Any other	☐	☐

Equal Opportunities - continued

	Applicant	Joint Applicant
Sexual Orientation		
Bisexual	☐	☐
Heterosexual	☐	☐
Homosexual	☐	☐
Do not wish to answer	☐	☐
Religion		
Baha'i	☐	☐
Buddhist	☐	☐
Christian	☐	☐
Hindu	☐	☐
Jain	☐	☐
Jewish	☐	☐
Muslim	☐	☐
Sikh	☐	☐
Zoroastrian	☐	☐
Other	☐	☐
None	☐	☐
Do not wish to answer	☐	☐

Privacy Notice

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

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

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

Please read the privacy notice for more details.

What information do we collect about you?

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

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

How will we use the information about you?

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

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

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

How long will we keep this information?

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

Individuals' Rights

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

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

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

Cookies

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

Changes to our Data Protection Policy

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

Data Protection Officer

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

How to contact us

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

Complaints

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