

LIST OF ITEMS WHICH ARE ACCEPTABLE AS PROOF FOR YOU AND YOUR HOUSEHOLD – to be included with all applications and re-registrations.

PLEASE SEND THE FOLLOWING PROOFS WHICH APPLY TO YOU. WE NEED PROOF FOR EVERY MEMBER OF YOUR HOUSEHOLD.

The following list shows the *only* items that we will accept.

PROOF OF ADDRESS, of all applicants over the age of 16 (unless in full time education – see below *). This must be dated in the last 4 weeks. Send one item from this list.

- Utility Bill OR Council Tax bill
- Bank/Building Society Statement
- College/School letter
- Payslip with address
- Letter from Dept. Work & Pensions (benefit/pensions)
- Tenancy agreement (if you signed it within the last 4 weeks)
- Mobile telephone account
- Letter from Housing Benefit which confirms Benefit at your current address

PROOF OF CHILDREN * under the age of 16, OR under 19 in full time education. This must be dated in the last 4 weeks. Send one item from this list.

- Child Benefit letter, with address as on the application and dated within the last 4 weeks, OR an old Child Benefit letter together with your most recent Bank Statement showing the credit and your current address.
- Child Tax Credit letter with address as on the application and dated within the last 4 weeks, OR an old Tax Credit letter together with your most recent Bank Statement showing the credit and your current address.

Proof that you have STAYING ACCESS to a child/children. This must be dated in the last 4 weeks. Send one item from this list.

- Residence Order. If this is not dated within the last 4 weeks then please provide the proof below.
- Letter from the child's full time carer detailing the access arrangements, including the frequency, the length of time they have been in place, and any future arrangements. We also need proof that the child is living with that person. Please refer to the section above *.

NO FIXED ABODE

If you have no fixed address please provide a contact address and a letter from the person at that address giving their consent for correspondence to be sent there.

Please also visit this office to see a Housing Advisor:

Mon, Tues, Thurs, Fri, 9.00 – 12.30 and 1.30 – 4.00 or
Wed 1.00 – 4.00.

TRANSLATION OF INFORMATION

If you would like any of our documents translated into your own language please contact the following number giving your full contact details: Tel: 08000 929 710

Caso deseje receber o presente documento traduzido em seu próprio idioma, queira por favor ligar para o número abaixo dando seus dados completos de contacto.

যদি আপনি আপনার নিজের ভাষায় এই তথ্য অনুবাদ করতে চান, দয়া করে নিম্ন লিখিত নাম্বারে ফোন করে আপনার যোগাযোগের ঠিকানা দিন।

如欲要求把本文件翻譯成中文，請撥以下電話，向我們提供你的詳細聯絡資料。

YOUR ETHNIC ORIGIN

The purpose of this is to help us ensure that everyone who applies to us for housing is treated fairly, whatever their race, colour or ethnic origin. This information is **CONFIDENTIAL** and used for statistical purposes only.

Please choose from the list below what best describes the ethnicity of your household. Please note that we want to know about your ethnic origin and not your nationality or citizenship. Your answer will not be used as part of your application.

WHITE

British

Irish

Gypsy/Roma

Traveller of Irish Heritage

Any other White background

MIXED BACKGROUND

White & Black African

White & Asian

White and Black Caribbean

Any other mixed background

BLACK OR BLACK BRITISH

Caribbean

African

Any other Black background

ASIAN OR ASIAN BRITISH

Indian

Pakistani

Bangladeshi

Any other Asian background

CHINESE

Chinese

Any other ethnic Group