

## **Guidance Notes for Applicants Extra Care Housing**

These notes are intended to help you fill in the application form for Extra Care Housing. The notes are numbered in the same order as the form. They also tell you what will happen to your application form once it is sent to us.

- If you have any difficulty completing the form, please contact Bridgewater on 0141 812 2237 where a member of staff will give you advice and assistance.
- Please complete all sections of the form. If some sections are not filled in, we may have to return the form to you. This could mean a delay in your application being assessed.
- Bridgewater allocates housing on the basis of need and takes no account of time on our housing list. Therefore, there is no advantage in applying for housing before you actually want to be considered.
- You must normally be aged 60 years or over to apply for an extra care property with Bridgewater. Exceptions can be made where:
  - the house is specially designed for a wheelchair user, and there are no older applicants who need this type of house. In these cases, applications from younger wheelchair users will be considered;
  - there is low demand for a particular Development or house type within a Development. In these cases, younger applicants (normally 55 years of age or over) will be considered.

In both of the above cases, applicants will only be considered where they require the type of housing and the care & support services provided.

- You should not submit a medical report with your application. If we need any form of medical report, we will write directly to your doctor.
- We aim to give equality of opportunity in all areas of our activities to all people irrespective of sex or marital status, race, disability, age, sexual orientation, language or social origin, or other personal attributes, including beliefs or opinions such as religious beliefs or political opinions.
- Applications are considered on the basis of the applicant's need for housing and care & support. All applications are assessed by a panel comprising Bridgewater, Renfrewshire Council Social Work Department, and NHS Glasgow & Clyde.
- We recommend that you let us know about any changes in your circumstances as these may affect your application.

## 1. Personal Details

- Details are required for all people applying to us for housing, and who would occupy the property, if a tenancy were to be granted.
- If you wish to name another person who will help with your application, please give their details here.
- There are regulations about Bridgewater offering housing to its Committee members or employees, or to the relatives of these individuals.

This applies to all members and employees, irrespective of whether they are full-time or part-time, and regardless of their position or the location of their work.

We may still be able to house such applicants, but must follow different procedures to do so. This means we must be aware of any such relationship.

- We aim to operate a non-discriminatory housing policy. We record the ethnic origins of applicants to ensure that our equal opportunities policy is working. This information

will not affect your prospects of being offered housing.

## **2. Where You Would Like to Move to**

- This part of the form asks you to select the Development you would like to live in. You can choose either or both Developments. It is important that you let us know the floor level you prefer and the size of property you would like. This is so that we can match your application against the property type which most suits your needs.

## **3. Where You Live Now**

- We require to know the type and size of accommodation you currently live in to help us assess your application for housing.

## **4. Previous Addresses**

- We require to know where you have been staying over the past 10 years. This is so that we can take up tenancy references, if required.

## **5. Your Housing Needs**

- **Sharing**

We need to know if you are sharing accommodation with anyone other than the people named on your application.

- **Amenities**

We need to know if your current home has adequate facilities such as an inside toilet, a hot water supply and so on.

- You should tick the “YES” box against the question about dampness/disrepair if
  - one or more room in your home is unusable because of dampness, or
  - if your home is affected by disrepair to the extent that your health or safety may be at risk, or
  - your home is subject to wind or water penetration.

Examples of serious repair problems are dry rot, old lead pipes, old electrical wiring and serious roof problems.

- **Stairs**

This question asks about any difficulty which applicants experience in negotiating stairs in their current home. If you have no internal or external stairs in your current home, then you should ignore this

question. If you do have stairs, tick the box which best describes your situation.

- **Garden**

If your home does not have a garden, please ignore this question. If your house does have a garden you should tick the box which best describes your circumstances.

## 6. Daily Living

Each applicant requires to tick the appropriate boxes from the list given. A little help would be considered to be where assistance is required occasionally or only to a limited extent. A lot of help would be where assistance is usually required or is quite extensive. Full help would be where you are entirely dependent on another person for carrying out the task concerned. The source of the assistance is not relevant.

- **Walking Aids**

Each applicant requires to tick the appropriate boxes from the list given.

- **Other Services**

This section allows us to identify the extent of any services you are currently receiving.

- **Health**

It is helpful for you to tell us about any health issues which affect your ability to live in your present home.

## 7. Reasons for Applying

In giving your reasons for applying for housing, please tell us what benefits you feel you would gain by moving to one of our extra care properties.

## 8. How Did You Hear About Our Extra Care Housing?

- Please tick the box that best describes how you came to find out about our Developments. This helps us to know how best to reach potential new applicants.

## 9. Declaration

If there are 2 people making an application, both should sign the form.

Our Tenancy Agreement allows for a tenancy to be ended if we gave the tenancy as a result of false information being given by an applicant in his/her application for a house. In such cases, the Sheriff must be satisfied that it is reasonable to make an order for eviction.

## What happens to my application?

- Once your application is returned to us, it will be assessed to ensure that extra care housing is suitable for your needs.
- The Council's Social Work Department will then arrange an assessment of your needs which will identify areas where you require support and care services.

This will help us to ensure that properties are allocated to those who most need extra care housing.

- Our aim is to offer accommodation that best suits applicants' needs, taking into account their preferences and choices.
- Refusal of an offer of housing does not mean you will not be considered again in the future. However, as the turnover of properties may be low, we suggest that you visit the property and discuss the offer with our staff before making a decision.

- **Appeals**

If you disagree with any decision about your

application, or wish to appeal against a suspension, you should write to the Director, stating clearly the reasons for asking the decision to be reviewed. Once the decision has been reviewed, if you remain dissatisfied, you can ask for your case to be considered by the Management Committee. The final right of appeal lies with the Management Committee.