

Warwick District HomeChoice Change in Circumstances Form



Please note that if you have changed your address, you will need to complete a new application form and provide proof of your new address. If you have been placed in temporary interim accommodation by Warwick District Council, you can use this form to tell us your change of address.

Title (Mr/Mrs/Ms):	First Name(s):
Surname (Family Name):	
Date of Birth:	
Current Address:	
Postcode:	
Telephone Number:	
Email address:	
HomeChoice Ref No: (if known)	

The following circumstances have changed since my application was made and I would like the details to be amended: - *(Complete where applicable)*

CHANGE OF NAME:
New Name: <i>(Please provide Marriage Certificate/Deed Poll document)</i>
Date Tenancy Ended/Property Sold:
Gross yearly income:
Details of any convictions or pending prosecutions:
Expected date of birth if you are pregnant: <i>(Please provide confirmation from a medical health professional if you have it.)</i>
NEW MEMBER OF THE HOUSEHOLD MOVES IN:
Full name:
Date of Birth:
Is this a temporary or permanent arrangement? <i>(If the arrangement is permanent, we will write to you for further information)</i>
MEMBER OF HOUSEHOLD MOVED OUT:

Full Name:
Date of Birth:
Date Left:
Forwarding Address including postcode. (If the person who has left was a joint applicant, they will need to notify us whether they still wish to remain on the HomeChoice Register)
OTHER CHANGES: (Please give details)

Your Declaration.

I/We confirm that the details in the attached Change of Circumstances form are true. I/We understand that any false or misleading statement or withholding any relevant information, now or in the future, may result in my application being cancelled or any tenancy granted to me ending, or may lead to a prosecution for criminal offences. I/We understand that it is an offence under Section 171 of Part 6 of The Housing Act 1996 to give false statements, withhold information or fail to disclose a change of circumstances in relation to any application processed by Warwick District Council. A person guilty of an offence under this section is liable on conviction to a fine of up to £5,000.

Why do we collect this information?

We need the personal information you supply so that we can check if you are eligible to be housed. HomeChoice is a partnership between Warwick District Council and Registered Providers (Housing Associations) who work together for the purpose of prioritising the allocation of social housing. The legal basis for processing your information is under the Councils public duties as set out in part 6 and part 7 of the Housing Act 1996, as amended.

What information is collected?

- Name
- Address
- Household details
- Financial circumstances
- Employment details
- Housing circumstances
- Health details

Who has access to the information?

The information you provide will be accessible by Local Authority staff working in the Housing Advice and Allocations Teams. It is shared with other social housing landlords so they can allocate their properties appropriately. The information may also be shared with other organisations for example, other Local Authority departments, medical practitioners and advisers, Government Departments and Agencies.

How long is the information kept?

The information will be kept electronically for six years after the date of our last contact with you.

Further details on your statutory rights, and other privacy information can be found on our website at: - <https://www.warwickdc.gov.uk/privacy>

I authorise Warwick District Council Housing Advice and Allocations Team to make enquiries regarding my housing issues in order to process my change of circumstances and amend my housing application. I give consent for Warwick District Council to share any information or data relating to this HomeChoice application to the third parties mentioned below and authorise those third parties to provide information (including sensitive information) to Warwick District Council for the purposes of assisting me with housing. I understand that the following authorisation (consent) is being given by myself on behalf of all relevant members of my household.

Express confirmation of third parties

1. Landlord
2. Land Registry
3. Housing Benefit and Council Tax Records
4. Joint Applicant

- 5. Partner/ex-partner
- 6. Absent parent

Applicant Full Name: (Print)

Signature

Date

Age.....

Joint Applicant Full Name: (print)

Signature

Date

Age.....

Any Other Person (aged 16 or over) Full Name: (Print)

Signature

Date

Age.....