

For Office Use Only

Main Applicant

Joint Applicant

Address

Date issued

LCCR Ref No.

Local Connection

Close Relative Living in the Bassetlaw District Council Area



Providing Quality Homes & Neighbourhoods

Local Connection Verification Form

This form must be completed to claim local connection because you have a close relative, who has lived in the Bassetlaw area for a continuous period of 5 years. A close relative is a Spouse, Parent, Child or Sibling.

1. Your details

Title ☐ Mr ☐ Miss ☐ Mrs ☐ Ms ☐ Other

Surname

First names

Present address

Postcode

Phone/Mobile

Email

2. Close relative details

What is the name of your close relative who has lived in the Bassetlaw area for a continuous period of 5 years?

Title ☐ Mr ☐ Miss ☐ Mrs ☐ Ms ☐ Other

Surname

First names

Relationship to you:

Spouse ☐ Child ☐ Parent ☐ Sibling ☐

Present address

Postcode

Telephone

Mobile

When did your close relative move to their present address?

If your close relative has lived at their current address for less than 5 years, please give previous addresse(s) in the Bassetlaw area.

Full address

Postcode

Date from Date to

Full address

Postcode

Date from Date to

Full address

Postcode

Date from Date to

3. Proof of relationship

You will need to provide proof of your relationship with the person you have named as a close relative.

Please provide:

- **Full Birth Certificate and/or**
- **Marriage Certificate**

The documentary evidence provided must clearly show that you are the spouse, parent, child or sibling of the person residing in the Bassetlaw area for a continuous period of 5 years.

4. Proof of Address – Close Relative Local Connection

You will need to provide proof of the addresses your close relative has lived at for the past 5 years in the Bassetlaw area.

Your close relative must provide one of the following:

- Letter from their employer confirming they have been employed for 5 years and the address(es) throughout that period of employment
- Letter from their Bank confirming their last 5 years address(es)
- Letter from the Department of Work and Pensions confirming their last 5 years address(es)
- Utility bills/Mobile Phone bills showing their last 5 years address(es)
- Doctor's letter confirming their last 5 years address(es)
- Letter from their current landlord and/or previous landlord confirming the period they have lived at the address. The letter must contain the name, address and contact details of the landlord.
- Council Tax bills showing their last 5 years address(es)

You must provide all the information requested with this application form. If you do not provide the information requested, the application form will **not** be processed and will be returned to you.

5. Applicant(s) Declaration

I hereby give my consent to:

- The Police, Social Services, Probation Service, other Local Authorities, Housing Associations and other appropriate agencies or persons who may process that data and provide more detailed personal data about me.
- Bassetlaw District Council and A1 Housing disclosing the information on this form to the Police, Social Services, Probation Service, other Local Authorities, Housing Associations and other appropriate agencies or persons who may process that data and provide more detailed personal data about me.
- Bassetlaw District Council's Housing Benefit Unit disclosing information to A1 Housing once I am a tenant with regard to any future Housing Benefit claims I may make.

I understand that this personal data processed, obtained and given may be used so that my application can be properly investigated and assessed.

All details provided are strictly confidential. The Data Protection Act and the Access to Personal Files (Housing Regulations) 1989 give you the right to look at information.

The personal information you have supplied on this form will be used for your application for rehousing and may be shared with other areas of A1 Housing, Bassetlaw District Council, the Police and other public bodies for the recovery of debt, prevention or detection of fraud or the detection or prevention of crime as permitted under the Data Protection Act 1998. We advise applicants that the data held by the authority in respect of your housing application will be used for cross-system and cross-authority comparison purposes for the prevention and detection of fraud.

I confirm that the details given on this form are correct.

I understand that it is an offence to knowingly or recklessly make a statement which is false in material particular or knowingly withhold information which A1 Housing has reasonably requested in the completion of this form as this form supports the Housing Application Form.

I understand that the penalty for an offence of fraud is a fine up to level 5 (£5000) and a maximum penalty of up to six months in prison.

I understand that if false information is found to have been given, A1 Housing may exclude me from registration on the housing register or remove me from the housing register

I understand that if a tenancy is allocated on the basis of a false statement this may result in A1 Housing regaining possession of the property.

Signature Applicant One

Signature Applicant Two

.....

Dated..... Dated.....

6. Close Relative(s) Declaration

I hereby give my consent to:

- The Police, other Local Authorities, Housing Associations and other appropriate agencies or persons who may process that data and provide more detailed personal data about me.
- Bassetlaw District Council and A1 Housing Bassetlaw Limited disclosing the information on this form to the Police, other Local Authorities, Housing Associations and other appropriate agencies or persons who may process that data and provide more detailed personal data about me.

I understand that my personal data processed, obtained and given may be used so that an application for entry on to Bassetlaw District Council's Housing Register can be properly investigated and assessed.

All details provided are strictly confidential. The Data Protection Act 1998 gives you the right to look at information.

The personal information you have supplied on this form will be used in support of the Applicant(s) application for rehousing. The information may be shared with other areas of A1 Housing, Bassetlaw District Council, the Police and other public bodies for the recovery of debt, prevention or detection of fraud or the detection or prevention of crime as permitted under the Data Protection Act 1998.

I confirm that the details given on this form are correct.

I understand that it is an offence to knowingly or recklessly make a statement which is false in material particular or knowingly withhold information which A1 Housing has reasonably requested in the completion of this form.

I understand that the penalty for an offence of fraud is a fine up to level 5 (£5000) and a maximum penalty of up to six months imprisonment.

I understand that if false information is found to have been given, A1 Housing may exclude the Applicant(s) from registration on the housing register or remove the Applicant(s) from the housing register

I understand that if a tenancy is allocated to the Applicant(s) on the basis of a false statement this may result in A1 Housing regaining possession of the property.

Signed.....

Dated.....

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	Date	Information	Initials
Proof of Relationship			
Identification Verified			
Address Verified			
Eligibility			

Has Close Relative Connection? Yes/No ☐

Date Form Sent

Contact us



0800 590 542



www.a1housing.co.uk



customer.services@a1housing.co.uk



Text us on 07860 021 511



Visit us at:

Retford Property Shop

Town Hall, 17B The Square, Retford DN22 6DB

Worksop Property Shop

Queens Buildings, Potter Street, Worksop S80 2AH

Head Office - Carlton Forest House

Hundred Acre Lane, Worksop S81 0TS

All offices are open Monday to Friday 9am to 5pm

If you need any help communicating with us or understanding any of our documents, please contact us on **0800 590 542**.

We can arrange for a copy of this document in large print, audiotape, Braille or for a Language Line interpreter to help you.



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