

Common Housing Register Change of Circumstances



Application Number		Date of Birth:-		Surname:		First name(s)	
Home Address				Mobile No#		Home Number	

Adding someone to your application

First Name	Surname	Date of Birth	Relationship to you.	National Insurance Number	Please state if to be added or removed from your application.	Nationality.
<i>Please attach 2 forms of ID per person and any children 16 and under please provide Child Benefit. Nationality out with UK please provide Right to Reside by providing 3 months payslips etc.</i>						

Change of Address

House no#	Street	Town	Postcode	Date Moved In	Please state if accommodation is:- Home Owner / Moved in with Friends and Family or Private Landlord . If private please supply landlords name and address.

If accommodation is Private please attach your Lease and AT5.

Please give reason to why you left your previous accommodation:

Property Information

How many Single bedrooms are there in your home:		How many Double bedrooms are there in your home:	
What type of property have you moved in to? Flat/House/Maisonette:		What level of floor are you located on, e.g. ground floor, 1 st floor etc.	
Do you have stairs within your home:	Y / N		

Please provide any additional information which may be relevant to your application for housing e.g. medical/ homelessness / move closer to family etc.

Data Protection Act:-The information you have provided on this form will be used by Angus Council (the "data Controller" for the purpose of the Data Protection Act 1998) in order to process your application for housing and for the management of any subsequent tenancy. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed. The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law. In order to carry out processing referred to above we routinely exchange information with other divisions within the Council, including Finance, Law & Administration, Education and Social Work & Health, NHS Tayside, other Local Authorities and Registered Social Landlords. These other organisations will use your information for the same purposes as the Council. Please note that information you have provided in relation to children in your household may be passed to the Council's Education Department for use in the provision of services to children.

Declaration: I can confirm that the information that I have provided is correct to the best of my knowledge and authorise Angus Council to use my information for the above purposes.

Name:	Signature:	Date:
Name:	Signature	Date: