Communicating Clearly

We are happy to translate on request and provide information and publications in other formats, including Braille, tape or large print.

Contact 0131 270 7500 or email: housing.enquiries@midlothian.gov.uk

Office use only

Applicant name
Received on:
Application No

If you need help filling this form in please contact the Housing Services Team
Tel: 0131 271 3394

For information about Midlothian Council visit our website at:
www.midlothian.gov.uk
Tel: 0131 270 7500

For information about Melville Housing visit:
www.melville.org.uk

When completed please return to: Housing Services Team, Buccleuch House, 1 White Hart Street, Dalkeith, EH22 1AE
Guidance notes to help you fill in this form are shown on the left hand pages. Please complete all the sections of the form that apply to you in CAPITAL LETTERS using a PEN. The information you provide us will help us to assess your need for housing.

In certain places in the form you will see this symbol P. It means that you will have to supply us with proof of some of your circumstances. There is a checklist at the end of the form of all the pieces of information you need to supply us.

If you need help to complete the form, we will be happy to provide it. If your form has pieces of information missing on it, we will contact you, initially by telephone, to ask you to provide them. Once we have received all the information we need, we will contact you in writing to let you know that your name is now on our waiting list. We will ask you to check over the information we have about you just to see that it is correct.

About your present housing

Please look at the list opposite and tick as many boxes as apply to you and any joint applicant, if there is one.

Note that some circumstances are marked with an asterisk*. If this applies to you, please answer 1.2.

‘Tied’ accommodation is where your housing is provided with your job.
# 1. About your present housing

Only tick the boxes that apply to you.

1.1 Are you

<table>
<thead>
<tr>
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<th>You</th>
<th>Joint Applicant</th>
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<tbody>
<tr>
<td>1. A council tenant</td>
<td>☐</td>
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<td>2. A housing association tenant</td>
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<td>3. A tenant of a private landlord</td>
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<td>4. An owner occupier</td>
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<tr>
<td>5. Living in family home/with parents/relatives/friends</td>
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<td>6. Living in temporary accommodation (including adult residential accommodation, hostels, etc)</td>
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<td>7. Living in a caravan or mobile home</td>
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<td>8. Living in bed and breakfast accommodation</td>
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<td>9. Sleeping rough/roofless</td>
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<td>10. Living in tied accommodation*</td>
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<td>11. Living in armed services accommodation*</td>
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<td>☐</td>
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<tr>
<td>12. In hospital*</td>
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<td>☐</td>
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<td>13. In prison*</td>
<td>☐</td>
<td>☐</td>
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<td>14. Living in children’s residential accommodation*</td>
<td>☐</td>
<td>☐</td>
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<td>15. Other</td>
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1.2 If you have ticked any of the boxes marked with a *, state when you require housing. (give exact date if known).

<table>
<thead>
<tr>
<th></th>
<th>You</th>
<th>Joint Applicant</th>
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<td>Date:</td>
<td>Date:</td>
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</table>

1.3 Under the Housing (Scotland) Act 2001 and the Asylum and Immigration Act 1999, local authorities must establish whether a person qualifies for public assistance including housing.

Are you a UK citizen   Yes ☐   No ☐
About you and your joint applicant

Please fill in the details opposite with as much information as possible.

Your National Insurance number will be used to confirm your identity when processing your form and when you contact us about your application.

Please provide as many means of contacting you as possible – we may need to contact you at short notice.

Please include as much detail as possible about your house, its number or name, postcode, etc.

**Joint applicant**

If you want to apply with another person please complete the joint applicant details on the opposite page. They don’t have to live with you just now, but we need to know both your circumstances to assess your needs.

We will contact you to discuss your joint applicant’s circumstances.

**Special communication needs**

Please let us know if there are any particular ways we should communicate with you. For example, do you require an interpreter, use of a text phone or large print? If you tick the box at 1.9 we will contact you to offer assistance.

**Assistance with your application for housing**

You may find dealing with applications difficult. If you want another person to deal with the application for you, such as a member of your family, a friend or a legal adviser, please fill in their contact details at Number 1.11 at the bottom of the opposite page. Members of staff will also be able to assist you with completing the form.

**Providing identification and proof of residency**

You will be required to provide identification in addition to your National Insurance number. This can include your birth or marriage certificate, driving licence or passport. If you are not a UK citizen, we will need to see your passport in order to be satisfied that you are entitled to apply for social rented housing. We will retain a copy of your passport. Useful information about immigration, asylum and refugees is available at the Shelter Scotland web-site:

[www.scotland.shelter.org.uk](http://www.scotland.shelter.org.uk)

UK Government’s Visa and Immigration website:

### About you

1.4 Title: [ ] First name:  
Surname/ Family name:  

1.5 Date of birth (DD/MM/YY):  
National insurance no:  
Nationality:  

1.6 Present address and postcode:  
Date you moved in here:  

1.7 If you are a tenant, please give landlord details  
Name:  
Address and postcode:  
Phone no.  

1.8 If you want mail to go to a different address state here  
Address and postcode:  

1.9 Details of how we can contact you  
Phone no 1:  
Phone no 2:  
E-mail:  
Do you have any special communication needs? [ ]  

1.10 What is your relationship to the other applicant?  

1.11 Representative contact details  
Name:  
Tel no:  
Address:  
Postcode:  

### About joint applicant

1.4 Title: [ ] First name:  
Surname/ Family name:  

1.5 Date of birth (DD/MM/YY):  
National insurance no:  
Nationality:  

1.6 Present address and postcode:  
Date you moved in here:  

1.7 If you are a tenant, please give landlord details  
Name:  
Address and postcode:  
Phone no.  

1.8 If you want mail to go to a different address state here  
Address and postcode:  

1.9 Details of how we can contact you  
Phone no 1:  
Phone no 2:  
E-mail:  
Do you have any special communication needs? [ ]  

1.10 What is your relationship to the other applicant?  

1.11 Representative contact details  
Name:  
Tel no:  
Address:  
Postcode:
2. Previous addresses (not your present address)

If you have lived in your present accommodation for more than 5 years please go to Section 3.

We only need to know about the last 5 years.
However, we will need details of the full five years before you can be added to the list.

If it is less than 5 years, please give us information about where else you have been the tenant or owner, starting with the most recent address. If you are applying with a joint applicant and they have lived somewhere different for the past 5 years, you will need to give us this information also. You can use a separate sheet to give us additional addresses if required. Please include as much information as possible, eg flat number, postcode, etc.

Serving members of **HM Armed Forces** who lived in the Midlothian Council area prior to joining the forces, or who have a spouse or partner who lived in the Midlothian Council area, or where the applicant or family have been resident in Midlothian Council area for at least 3 years while on service will receive Forces points from the date of enlistment.

Please provide written proof of enlistment.

Do you live in forces accommodation?  Yes ☐  No ☐

Where did you live before you joined the forces?
Your previous addresses

2.1 Address (most recent first)

Postcode: 
From  To

2.2 Reason for leaving

2.3 If tenant: Name and address of landlord

2.4 Address

Postcode: 
From  To

2.5 Reason for leaving

2.6 If tenant: Name and address of landlord

Joint applicant previous addresses

2.1 Address (most recent first)

Postcode: 
From  To

2.2 Reason for leaving

2.3 If tenant: Name and address of landlord

2.4 Address

Postcode: 
From  To

2.5 Reason for leaving

2.6 If tenant: Name and address of landlord
2.10 Have you **ever** held a Midlothian Council or Melville Housing Association tenancy? If so please provide address and dates of your tenancy.

Address:

Postcode: ____________________________

From ________ To ________

2.7 Address

Postcode: ____________________________

From ________ To ________

2.8 Reason for leaving

2.9 If tenant: Name and address of landlord

2.10 Have you **ever** held a Midlothian Council or Melville Housing Association tenancy? If so please provide address and dates of your tenancy.

Address:

Postcode: ____________________________

From ________ To ________

2.7 Address

Postcode: ____________________________

From ________ To ________

2.8 Reason for leaving

2.9 If tenant: Name and address of landlord
3. About your household/family

**People covered by this section** – please include all members of your current household and new household if these differ. Please provide details of anyone who does not live in your house now but who will be moving in with you when you are rehoused. Include any children who do not permanently live with you, but that you have regular overnight access to.

**NB:** Please provide a copy of each child’s FULL birth certificate or a letter confirming you receive Child Benefit.
A) if you are the main carer please provide a copy of each child’s FULL birth certificate or a letter confirming you receive Child Benefit/Tax Credit.
B) if you have access to your child or children please provide a copy of the FULL birth certificate.

**Number of Bedrooms** – For each bedroom in your house tell us if it is double or single. Tell us who sleeps in which bedroom. This will help us assess if you are overcrowding or under occupying your present home. Generally, a double bedroom has enough room for a double bed or two single beds. Single rooms generally can only take one single bed or bunk beds.

**Requirements for additional rooms** – Your circumstances may mean that you need an additional room, for example, to provide care, for medical reasons, for foster children or where a member of your household is pregnant and intends to stay as part of your household once the baby is born. Please give us details about these circumstances in questions 3.10 – 3.12.

Who else do you live with?

Are you living with people who will not be moving with you?  
Yes ☐  No ☐

If yes, who are they?

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<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Male or Female</th>
<th>Relationship to you</th>
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</table>

How many bedrooms are in your house?  
Double  ☐  Single  ☐
Other household / family members who will be moving with you

NOTE: You have already provided your own details

1. First Name  
Surname/family name  
Date of Birth (DD/MM/YY)  
Gender  Male □ Female □  
Relationship to you  
Relationship to joint applicant  
Are they part of your current household?  Yes □ No □  
How many nights a week do they stay with you?  

2. First Name  
Surname/family name  
Date of Birth (DD/MM/YY)  
Gender  Male □ Female □  
Relationship to you  
Relationship to joint applicant  
Are they part of your current household?  Yes □ No □  
How many nights a week do they stay with you?  

3. First Name  
Surname/family name  
Date of Birth (DD/MM/YY)  
Gender  Male □ Female □  
Relationship to you  
Relationship to joint applicant  
Are they part of your current household?  Yes □ No □  
How many nights a week do they stay with you?  

4. First Name  
Surname/family name  
Date of Birth (DD/MM/YY)  
Gender  Male □ Female □  
Relationship to you  
Relationship to joint applicant  
Are they part of your current household?  Yes □ No □  
How many nights a week do they stay with you?  
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<th>First Name</th>
<th>Surname/family name</th>
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<td>Date of Birth (DD/MM/YY)</td>
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<td>Gender</td>
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<td>Relationship to joint applicant</td>
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<td></td>
<td>Are they part of your current household?</td>
<td>Yes □ No □</td>
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<td>How many nights a week do they stay with you?</td>
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<td>Gender</td>
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<td>Relationship to joint applicant</td>
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<td></td>
<td>Are they part of your current household?</td>
<td>Yes □ No □</td>
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<td>How many nights a week do they stay with you?</td>
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<td>Date of Birth (DD/MM/YY)</td>
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<td>Gender</td>
<td>Male □ Female □</td>
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<td>Relationship to you</td>
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<td>Are they part of your current household?</td>
<td>Yes □ No □</td>
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<td>How many nights a week do they stay with you?</td>
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<td></td>
<td>Are they part of your current household?</td>
<td>Yes □ No □</td>
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<tr>
<td></td>
<td>How many nights a week do they stay with you?</td>
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</table>
3.10 Is additional room needed to provide regular overnight access to children or for medical or other reasons?

If YES, give details of the arrangement:

3.11 Is additional room needed to provide foster care or do you expect to adopt any children in the future?

(You will need to provide a copy of your approval letter from Social Work).

3.12 Are you or a member of the family moving with you pregnant?

If so, what is their name?

When is their due date?

DD/MM/YYYY

Have they applied for housing?

(P (Written confirmation eg MATB1 Form, a letter from the hospital or midwife or a scan photo is required.).
4. About your household’s health and wellbeing

Please complete all sections that apply to you.

4.1 Do you or someone moving with you, have a medical problem that means your current accommodation is unsuitable?

Yes ☐ No ☐

If no, go to section 5

Medical priorities

If you are awarded a medical priority, then any offer of housing we make must meet the medical criteria. For example, if your medical specifies ‘ground floor only’ you will not be offered housing on any other floor.

If yes, please complete the following:

About your health

4.2 Which member(s) of your household is affected?

4.3 Does the medical condition make it difficult for you to continue living in your current accommodation? (For example, a member of your family is housebound and cannot get out or uses a wheelchair and the property is not suitable.)

Yes ☐ No ☐

4.4 Is the medical condition or illness made worse by your current accommodation and a move would help?

Yes ☐ No ☐

4.5 Please give details of the medical condition?
4.6 If you were to describe the condition briefly, what would it be? Please tick all that apply.

- [ ] A physical disability
- [ ] A sight problem
- [ ] Is elderly of frail
- [ ] Terminally ill
- [ ] A learning disability
- [ ] A hearing problem
- [ ] A drug/alcohol problem
- [ ] A mental health problem

4.7 Please give the name and address of health care professional involved (ie GP, any hospital consultant, social worker, occupational therapist).

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Role (GP etc)</th>
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Please note that the applicant will be responsible for any costs incurred if a letter of support is needed from any medical practitioner.

4.8 Please tick the type of property you live in

<table>
<thead>
<tr>
<th>House</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Detached</td>
<td>Semi detached</td>
</tr>
<tr>
<td>Bungalow</td>
<td></td>
<td>Detached</td>
<td>Semi detached</td>
</tr>
<tr>
<td>Four in block flat</td>
<td></td>
<td>Upper</td>
<td>Lower</td>
</tr>
<tr>
<td>Tenement flat or maisonette</td>
<td></td>
<td></td>
<td>What floor is your flat on?</td>
</tr>
</tbody>
</table>
4.9 How many stairs are in the house where you live?
Inside
Outside
How many stairs can be easily managed?

4.10 If you use a wheelchair is it for?
Indoors □ Outdoors □ Both □

4.11 Have you had any adaptations carried out at your present home? Yes □ No □
If yes, what are they?

4.12 Are the following within walking distance of your home? Please tick all that apply.
Bus stop □ General shop □ Post Office □
If not, does the household member need to move to be nearer to them? Yes □ No □

4.13 Does your household require car parking? Yes □ No □

4.14 Does the household member have contact with other people?
Everyday □ Most but not all days □ At least once a week □ Never □
4.15 Do you feel isolated, insecure or lonely for any other reason? Please give details.

4.16 Please state how rehousing will allow you to cope with your illness or disability?

4.17 Does any member of your household have a medical or health problem which requires you to be housed in a particular type of accommodation?

Yes ☐ No ☐

If YES, is it:

A property with no stairs? ☐
A property with particular bathing facilities?

Bath ☐ Shower ☐ Either ☐

A property with an additional bedroom? ☐

If you have ticked any of the above, please give details.
4.18 Have you applied for housing because you wish to move nearer to a family member in order to give or receive support?

Yes ☐ No ☐

If yes, is it to

Give ☐ Receive ☐

How often is the support needed?

Daily ☐ Once a week ☐ 2 or 3 times a week ☐ Other (please specify) ☐

Please give details of who provides/receives this support, name, address and telephone number.

Points will only be given if there is no-one living locally who could reasonably provide such support.
5. Tenant conduct and household behaviour

5.1 Give details below if any person covered by this application has been the subject of an Antisocial Behaviour Order (ASBO).

Yes ☐  No ☐

First name __________________________ Surname __________________________ Date of birth

Landlord's name __________________________ Landlord's phone number __________________________

Landlords address __________________________

5.2 Give details below if you or any of your household have been evicted for antisocial behaviour in the past 3 years.

Yes ☐  No ☐

First name __________________________ Surname __________________________ Date of birth

Landlord's name __________________________ Landlord's phone number __________________________

Landlords address __________________________
5.3 Give details below if you, or the joint applicant, owes arrears of rent or any other tenancy related debt to any private landlord, housing association or any local authority.

Yes [ ] No [ ]

Landlord’s name

Landlord’s phone number

Landlord’s address

Name of tenant and address of property

5.4 Give details below if you, or anyone in your household, is required to register with the Police under the Sex Offenders Act 1997.

Yes [ ] No [ ]

First name

Surname

Date of birth

Violence and harassment

If you suffer from violence and harassment linked to where you live, then please use this section to tell us about your situation. If you have been getting support or have needed assistance from any organisation, please give contact details in the space provided.

If you want to be considered for harassment points, please provide written evidence to support your request.
6. Your home

These questions tell us more about where you live. Please tell us if you have any problems with the condition of your home by ticking all of the boxes that apply to your situation.

You will need to include copies of any notifications you have received. Where you cannot provide evidence, we may carry out checks.

6.1 Does your home have:
(Tick all that apply).

- A kitchen sink with hot and cold water supply? Yes □ No □
- A fixed bath or shower? Yes □ No □
- An inside toilet? Yes □ No □
- Full central heating? Yes □ No □
- Partial central heating? Yes □ No □

6.2 Has an Architect, Engineer or Environmental Health Officer tested the following and found:
(Tick all that apply).

- Water supply unsafe P
- Drainage inadequate P
- Rising or penetrating damp P
- Structural instability P
- Other serious disrepair P

6.3 If you are not a Midlothian Council or Melville Housing tenant, have you officially been informed that your present house is going to be demolished?

Yes □ No □ P

If Yes please provide proof.
7. About the home you need

Please refer to Midlothian Council and Melville Housing Association’s allocation policy on how many bedrooms you will be allocated.

**One room each for:**
- Single person
- Couple
- Single parent
- Pregnant woman, single or part of a couple
- Two children of different sexes under 10
- Two children same sex under 16

Please note that single applicants with children on access qualify for a 2 bedroom property.

**Types of house**

**House** – self contained accommodation on one or two levels, usually with own front and back doors.

**Tenement flat** – accommodation either on all one level internally or maisonette with internal stairs, but can be on any floor within a block of flats with a shared stairwell.

**4 in a block** – flatted accommodation where you have your own front door, which may be on the ground floor or one floor up.

**Wheelchair housing** – Specially adapted housing for people who require wheelchair accessible accommodation.

**Amenity housing** – accommodation which may have some basic adaptations for people who are aged 55+

**Retirement housing** - Self contained flats with housing support from staff during office hours and 24 hour community alarm service, all at an additional small cost relative to an individual’s specific needs.

**Sheltered housing** – designed with the needs of older people in mind. Self contained accommodation with additional common areas and on-site warden. You should be mobile and capable of self support with or without home help. Most developments are managed by Housing Associations.

**Very sheltered housing** – similar to Sheltered Housing but will include a care package and meals

**Extra care** – Housing with Care and Extra Care Housing in Midlothian is provided to enable people with care and support needs to live independently in the community for as long as possible.
Mid market rented housing – accommodation which is available from some housing associations, where you are able to rent property at less than the average cost on the open market.

Low cost home ownership – schemes, such as Shared Equity, which enable people to buy a home in partnership with a housing association. An owner generally pays between 60 and 80 per cent of the price of a home – with the remainder held by a Registered Social Landlord.

Mutual exchange

If you are a Midlothian Council or Melville Housing tenant you can apply to exchange with another tenant so long as they are a Scottish Secure Tenant whose landlord is a local authority, housing association, water or sewage authority.

To view Midlothian Council and Melville Housing properties available for a mutual exchange, view www.homeswapper.co.uk and www.melville.org.uk/moving-home/property-swaps or for further information, please contact the Housing Services Team on 0131 271 3394

7.1 What size(s) of house would you like to be considered for? (please select one only).

- Bedsit/Studio Flat/1 Bedroom
- 1 Bedroom
- 2 Bedroom
- 3 Bedroom
- 4 Bedroom

7.2 What types of property would you like to be considered for? (Tick all that apply)

- House
- Tenement flat
- 4 in a block flat

Note: If you are awarded a medical priority for housing, this may affect the type of house you are offered. Please note you will wait longer if you choose house only.

Please tick all landlords you wish to be considered for

- Midlothian Council
- Melville Housing Association
- Both

7.3 Please tick the types of housing you would like: (Tick all that apply)

- Mainstream housing
- Wheelchair housing
- Amenity housing
- Retirement housing
- Sheltered housing
- Very sheltered housing
- Extra care housing
- Mid market rent
- Low cost home ownership
Homelessness

You may be homeless if:

- you have no home in the UK where you and your family can live together, or
- you have no rights to live in the place you are currently staying, or
- the place where you are currently living is unsuitable or unsafe.

This means that even if you have got somewhere to stay, you may still be regarded as homeless by the council.

‘Tied’ employment means that your accommodation is provided with your work – if your job ends, you will lose your accommodation as well as your job.

If you are homeless or are likely to become homeless and need further advice, then please contact the Housing Options Team, Buccleuch House, Dalkeith 0131 271 3397

Email: homelessness.enquiries@midlothian.gov.uk

Web: www.midlothian.gov.uk
The following pages contain information about rented property which is available in Midlothian and contains information about the areas which have rented housing in them and which landlord has property in the various areas.

Please tick which landlords you would like to be considered for.

Please note that all housing associations apart from Melville Housing, Trust and Viewpoint operate their own lists and you will need to contact them for an application form.

We have agreements with housing associations to nominate applicants for some of their empty properties.

We have agreements with Melville, Trust and Viewpoint to nominate applicants for ALL their vacant properties.

---

**Ark Housing Association**

The Priory  
Canaan Lane  
Edinburgh EH10 4SG  
Tel: 0131 447 9027  
E mail: admin@arkha.org.uk  
Website: www.arkha.org.uk  
**Properties:** Supported accommodation for people with learning difficulties.

---

**Bield Housing Association**

79 Hopetoun Street  
Edinburgh EH7 4QF  
Tel: 0131 273 4000  
E mail: info@bield.co.uk  
Website: www.bield.co.uk  
**Properties:** Sheltered and very sheltered housing in Bonnyrigg, Dalkeith, Gorebridge and Penicuik.

---

**Castle Rock/Edinvar Housing Association**

1 Hay Avenue  
Edinburgh EH16 4RW  
Tel: 0131 657 0676  
E mail: customer@castlerockedinvar.co.uk  
Website: www.castlerockedinvar.co.uk  
**Properties:** General needs housing for families, couples and single person households, sheltered and very sheltered housing for the elderly and some wheelchair adapted homes.

---

**Dunedin Canmore Housing Association**

8 New Mart Road  
Edinburgh EH14 1RL  
Tel: 0131 478 8888  
E mail: customer.service@dunedincanmore.org.uk  
Website: www.canmore-housing.org.uk  
**Properties:** The Association has a range of single person and family housing in Penicuik and Newtonrange.
Link Housing Association
2C New Mart Road
Edinburgh EH14 1RL
Tel: 0845 155 0019
E mail: csc@linkhaltd.co.uk
Website: www.linkhousing.org.uk
Properties: 1 bedroom properties in Penicuik.

Blackwood Housing Association
77 Craigmount Brae
Edinburgh EH12 8XF
Tel: 0131 317 7227
E mail: info@mbha.org.uk
Website: www.mbha.org.uk
Properties: Amenity & wheelchair housing in Penicuik.

Melville Housing
The Corn Exchange, 200 High Street
Dalkeith EH22 1AZ
Tel: 0131 654 2733
E mail: info@melville.org.uk
Website: www.melville.org.uk
Properties: The Association has a range of single person and family housing with a few special needs/disabled properties.

Midlothian Council
Housing Services
Buccleuch House
1 White Hart Street
Dalkeith EH22 1DE
Tel: 0131 271 3394
E mail: housing.enquiries@midlothian.gov.uk
Properties: The Council has a range of single person, family, extra care, wheelchair and sheltered housing.

Trust Housing Association
12 New Mart Road
Edinburgh EH14 1RL
Tel: 0131 444 1200
E mail: info@trustha.org.uk
Website: www.trustha.org.uk
Properties: Extra care housing in Loanhead for applicants who require a care package.

Viewpoint Housing Association
4 South Oswald Road
Edinburgh Lothian
EH9 2HG
Tel: 0131 668 4247
E mail: admin@viewpoint.org.uk
Website: www.viewpoint.org.uk
Properties: Sheltered and amenity housing.
Where would you like to live?

8.1 Please choose carefully as you will only be considered for accommodation in the areas you request. Refer to the map to give you some idea about where the areas are located in Midlothian. The diamond logo on the table below indicates where there is stock available (please tick all that apply).

<table>
<thead>
<tr>
<th>Letting Area</th>
<th>Tick Please</th>
<th>MC</th>
<th>Melville</th>
<th>CRE</th>
<th>Bield</th>
<th>Viewpoint</th>
<th>Dunedin/Canmore</th>
<th>Link</th>
<th>Margaret Blackwood</th>
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<td>Penicuik West inc Loanstone &amp; Silverburn</td>
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* Midlothian Council let Easthouses and Mayfield as one combined area, you cannot choose Easthouses only.
## Specialist Housing Options

### Wheelchair Housing

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<thead>
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<th>Tick Choice</th>
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<tbody>
<tr>
<td>Angres Court, Danderhall</td>
<td></td>
</tr>
<tr>
<td>Chesters View, Bonnyrigg</td>
<td></td>
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<tr>
<td>Deanpark Court, Newtongrange</td>
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<tr>
<td>Easthouses Court, Easthouses</td>
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### Amenity Housing

<table>
<thead>
<tr>
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<th>Tick Choice</th>
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<tbody>
<tr>
<td>Avenue Road, Dalkeith</td>
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<tr>
<td>Deanpark, Newtongrange</td>
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<tr>
<td>Harnes Court, Loanhead</td>
<td></td>
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<tr>
<td>Hunterfield Terrace, Gorebridge</td>
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<tr>
<td>Regal Lodge, Bonnyrigg</td>
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<tr>
<td>Roman Camp Way, Pathhead</td>
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<tr>
<td>Ross Glen Court, Roslin</td>
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<tr>
<td>St. Annes, Newtongrange</td>
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</tbody>
</table>

### Retirement Housing

<table>
<thead>
<tr>
<th>Provider</th>
<th>Tick Choice</th>
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</thead>
<tbody>
<tr>
<td>Baldwin Court, Penicuik</td>
<td></td>
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<tr>
<td>Emily Court, Gorebridge</td>
<td></td>
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<tr>
<td>Moorfoot Court, Bonnyrigg</td>
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</tr>
<tr>
<td>Whitehill Lodge, Dalkeith</td>
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<tr>
<td>Esk Place, Dalkeith</td>
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</table>

### Sheltered Housing

<table>
<thead>
<tr>
<th>Provider</th>
<th>Tick Choice</th>
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</thead>
<tbody>
<tr>
<td>Crystalmount, Dalkeith</td>
<td></td>
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<tr>
<td>Heinsberg House, Penicuik</td>
<td></td>
</tr>
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</table>

### Very Sheltered Housing

<table>
<thead>
<tr>
<th>Provider</th>
<th>Tick Choice</th>
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</thead>
<tbody>
<tr>
<td>Glenesk House, Dalkeith</td>
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</table>

### Extra Care Housing

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<tbody>
<tr>
<td>Cowan Court, Penicuik</td>
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<tr>
<td>Hawthorn Gardens, Loanhead</td>
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<tr>
<td>Salisbury View, Mayfield</td>
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</tbody>
</table>
Please use the checklist below to ensure you have completed all relevant parts of the application form. This will help prevent any delay in your form being processed.

- Have you read, understood and signed the declaration?
- Have you supplied all of the information that we have asked for?
- Have you told us all that we have asked for about your present accommodation and supplied all proof requested?
- Have you completed this form fully?
- If someone is authorised to make enquiries about your application, have you given us their name?

<table>
<thead>
<tr>
<th>Page Number</th>
<th>Confirmation for</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Immigration status</td>
<td>Official document.</td>
</tr>
<tr>
<td>4</td>
<td>Proof of identification</td>
<td>Birth or marriage certificate, driving licence, passport, National Insurance number.</td>
</tr>
<tr>
<td>12</td>
<td>Adoption/Fostering</td>
<td>Letter from Social Work.</td>
</tr>
<tr>
<td>12</td>
<td>Pregnancy</td>
<td>MATB1, Letter from Doctor, scan picture.</td>
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<tr>
<td>19</td>
<td>Harassment</td>
<td>Police, landlord or ASB report.</td>
</tr>
<tr>
<td>20</td>
<td>Property</td>
<td>Closure Order, Letter from Environmental Health.</td>
</tr>
<tr>
<td>20</td>
<td>Demolition</td>
<td>Letter from landlord.</td>
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<tr>
<td>23</td>
<td>Link to the Area</td>
<td>Letter from Employer.</td>
</tr>
<tr>
<td>23</td>
<td>Work/Education</td>
<td>Letter from Employer/place of education.</td>
</tr>
</tbody>
</table>

Send us copies of your documents NOT originals.
9. Declaration

9.1 Are you or any of your household related to a member of Housing staff, a Housing Association or Committee Member or a local Councillor?

If NO, please write “no” in the box.

If YES, please complete the details below.

Name of household member

Name of councillor/employee/staff member/committee member

Relationship

9.2 If you do not complete and sign the section below it may mean that your application cannot be processed or will take longer.

- The details on this form are true.
- I have included the proofs needed.
- I understand that my application will be registered with all landlords I have chosen unless I have stated otherwise in this form.
- I understand that if I have given false information, or withheld any relevant information, my application will be cancelled.
- I understand that I should tell you immediately about any changes in my circumstances that may affect my application for housing.
- I understand that if I get a tenancy using false or incomplete information then the relevant landlord can end the tenancy and repossess the property.

Date of Application

Signature (Applicant)                                    Signature (Joint Applicant/Spouse/Partner)

Please ensure this form is signed before submitting.
Section 1: Our contact details.
Your personal information is being collected by: Midlothian Council, Housing Service, Buccleuch House, Dalkeith, EH22 1AE, 0131 270 5700.

Section 2: Why we need your personal information?
The personal information we need to collect is required for the purpose of processing and assessing your application for housing.

Midlothian Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information please visit: www.midlothian.gov.uk/NFI

Should we need to use your personal information for a purpose not named above we will contact you prior to using your information.

Section 3: Legal information
The legal basis for processing the personal information collected in this form is that it is necessary: (1) for the exercise of the Council’s Housing function under the Housing (Scotland) Act 1987 and 2001 and related legislation and (2) to comply with the Council’s legal obligation to safeguard public funds and to prevent or detect fraud.

This includes the following categories of information:

- Name
- Present and previous address
- Date of birth
- National identifiers such as National Insurance Number
- Details of household members, joint housing applicant, representatives and family members who you will receive support from / provide support to: name; date of birth; address

When we ask you for a special category or sensitive personal information the legal basis for processing is that it is necessary: (1) for the exercise of the Council’s Housing function under the Housing (Scotland) Act 1987 and 2001 and related legislation and (2) to prevent or detect fraud.

This includes the following categories of information:

- sexual life, sex or gender
- race or ethnic origin

continued over leaf…
• the commission or alleged commission of any offence, or
• any proceedings for any offence committed or alleged to have been committed, the
disposal of such proceedings or the sentence of any court in such proceedings
• physical or mental health or condition
• religion or other beliefs of a similar nature
• history anti-social behaviour / conduct
• housing debt
• name and address of employer and / or further education provider
• adoption and fostering arrangements
• medical information

Section 4: Sharing and transfer
To provide the required service we may need to share your personal information with the
following internal services and external bodies;
• Internal Council services including Housing Revenues, Social Work (including Children’s
Services, Adult Services, Criminal Justice and Occupational Therapy), Environmental
Health
• Police: where appropriate and associated with assessing application for housing
• Housing Associations and other Registered Social Landlords: where appropriate and
associated with assessing application for housing
• As indicated in section 2 above, the Council may also share your personal information
internally and externally with other bodies responsible for auditing or administering public
funds for the prevention and detection of fraud.

Section 5: Transfers outside of the UK
Your personal information will not be transferred outside of the UK.

Section 6: How long will we keep your personal information? (Re-
cords retention)
This information will be kept in accordance with the Council’s retention schedule that can be
found at www.midlothian.gov.uk
Section 7: Your rights under the Data Protection Act 1998.

You can find more information on the Data Protection Act and the rights which you have under that Act on the web site of the Office of the Information Commissioner (ICO) at www.ico.gov.uk.

It is important to be aware that from 25th May 2018 the General Data Protection Regulation (GDPR) creates some new rights for individuals and strengthens some of the rights that currently exist under the DPA.

The GDPR provides the following rights for individuals under certain circumstances. Please note that not all of these rights apply for Housing Applications:

1. The right of access
2. The right to rectification
3. The right to erasure
4. The right to restrict processing
5. The right to data portability
6. The right to object
7. Rights in relation to automated decision making and
8. The right to be informed

If you are unhappy with the way we have processed your personal data you have the right to complain to the ICO but you should raise the issue with us first by contacting us as follows:

By email: DPO@midlothian.gov.uk or by phoning us on 0131 561 5444 we also have a freepost address:

Freepost SC05613
Dalkeith
Midlothian
EH22 0BR
# Equality Monitoring Form

You can choose to answer all or just some of the questions. No names or addresses are required on this form.

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub Division</th>
<th>Please Tick</th>
<th>You</th>
<th>Joint Applicant</th>
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<td><strong>Gender</strong></td>
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