

**THE REGULATORY REFORM (HOUSING ASSISTANCE) (ENGLAND AND WALES)  
ORDER 2002:  
Application for Healthy Homes / Small Works / Emergency hot water & heating /  
Security Assistance.**

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Eastbourne Borough Council  
Town Hall, Grove Road  
Eastbourne  
East Sussex  
BN21 4UG

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*PLEASE COMPLETE THIS FORM (Please tick boxes as appropriate)*

**Part I**

1. Please give the following details:

Applicant's Full Name: \_\_\_\_\_

Title: Mr/Mrs/Miss/Ms \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

2. Applicant's date of birth: \_\_\_\_\_ Partner's date of birth: \_\_\_\_\_

3. Please give the following details of the property to which the application relates:

Address: \_\_\_\_\_

4. Do you live in the property as your only or main residence?  Yes  No

5. a. Do you have an owner's interest in the property?  Yes  No

b. Are you a tenant?  Yes  No

6. Nature of proposed works (or *attach estimates*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Are you or your partner in receipt of:

	You		Your Partner	
Disability Living Allowance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Incapacity Benefit	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Income Related Employment Support Allowance ( <b>not</b> contribution based ESA).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Income Support	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Income based jobseekers allowance ( <b>not</b> contribution-based JSA).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Guarantee Pensions Credit ( <b>not</b> savings pension credit).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Housing Benefit	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Working tax credit / Child tax credit (Providing annual assessable income is LESS THAN £15050)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Universal Credit	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

8. National Insurance Number

Applicant	Partner
<input type="text"/>	<input type="text"/>

9. Please give details of the amount of any assistance given for the property during the 10 years preceding the date of this application. (Assistance is limited to £30,000 over any 10 year period.)

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10. Please give details of any balances you have with the following.

11. Bank Accounts

Building Society Accounts

12. £ \_\_\_\_\_

£ \_\_\_\_\_

13. £ \_\_\_\_\_

£ \_\_\_\_\_

14. £ \_\_\_\_\_

£ \_\_\_\_\_

15. Post Office Accounts

16. £ \_\_\_\_\_

£ \_\_\_\_\_

17. £ \_\_\_\_\_

£ \_\_\_\_\_

18. £ \_\_\_\_\_

£ \_\_\_\_\_

19. Others accounts etc, Estimated value

20. £ \_\_\_\_\_

£ \_\_\_\_\_

21. Shares (estimated value)

22. £ \_\_\_\_\_

£ \_\_\_\_\_

23. £ \_\_\_\_\_

£ \_\_\_\_\_

Please continue to the declaration on the last page

**Part II**

(to be completed by all applicants)

**Declaration**

I declare that to the best of my knowledge the details I have provided, and the reasons for the works listed in the enclosed cost estimate are correct.

I confirm that the works are not works, for which a grant has been approved or for which an application for a grant is pending, under any other legislation.

I confirm that I agree for any grant approved to be paid to my contractor.

I confirm that I am entitled to disclose information about my partner or spouse named in this application.

I understand that any information Eastbourne Borough Council obtains in connection with this application may be shared with and used by other departments or sections of the Council, the Home Loans Officer from Parity Trust, or my agent for administration purposes.

I understand that Eastbourne Borough Council may make any enquiries considered necessary to assess this application e.g. other section of the Council, Benefits Agency or other statutory authorities.

Details about this application (whether or not it will lead to conclusion) will be retained on a computer record retained by Eastbourne Borough Council. I understand that the Council will retain the information provided by me for a period of up to 10 years and such information will be retained as either hard copy or computerised record. I understand that I have the right to see certain records held about me on payment of an appropriate fee in connection with the Data Protection Act provisions.

I/we have completed the form and signed the declaration and authorisation.

*WARNING: If you knowingly make a false statement you may be liable to prosecution*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Eastbourne Borough Council takes its obligations under the Data Protection Act 1998 seriously and will not disclose personal information to any unauthorised person. The authority is under a duty to protect the public funds it administers and will not disclose personal information to any organization outside the council except where necessary for the prevention and detection of fraud or if required to do so by law.

The Council will use the personal information it collects to populate our Customer Relationship Management System (CRM). This system enables the council to provide a more efficient and streamlined service to you.

The Council may share your information with, and obtain information about you from, other organisations to make sure the information is accurate, to prevent or detect crime; and/or to protect public funds. These other organisations may include other departments within the Council, Government departments and/or other local authorities.