

For office use only:

# HIGHLAND HOUSING REGISTER HOUSING APPLICATION FORM

Provides access to rented accommodation in the Highlands  
from Housing Associations and The Highland Council







This form can be made available in:  
**large print, on tape or in an alternative language or format on request.**

Please read the enclosed guidance notes **before** you complete this form. Please answer all questions using **black ink** and **BLOCK CAPITALS**. If you need any help with filling in the form please contact any of the HHR Partner's offices on **pages 21 & 22** where staff will be pleased to help you.

Do you require the services of a translator in order to complete this application form?  Yes  No

If you have answered **yes**, what is your 1st language?

**Table 1: HIGHLAND HOUSING REGISTER PARTNERS**

Partners	Type of Housing <i>(see guidance notes on page 2)</i>	Areas of Operation
 Albyn Housing Society Ltd	General Needs Amenity Supported Very Sheltered Wheelchair Adapted	Caithness, Sutherland, Ross-shire, Inverness, Nairn and Badenoch & Strathspey.
 Cairn Housing Association Ltd	General Needs Amenity Sheltered Supported Wheelchair Adapted	Caithness, Sutherland, Ross-shire, Inverness, Nairn, Badenoch & Strathspey.
 Lochaber Housing Association Ltd	General Needs Wheelchair Adapted	Lochaber
 Lochalsh & Skye Housing Association Ltd	General Needs Supported Wheelchair Adapted	Skye & Lochalsh
 Pentland Housing Association Ltd	General Needs Wheelchair Adapted	Caithness
 The Highland Council Comhairle na Gàidhealtachd	General Needs Amenity Sheltered Very Sheltered Wheelchair Adapted	Caithness, Sutherland & Easter Ross, Ross, Skye, Lochaber & Inverness, Nairn, Badenoch & Strathspey.




# HIGHLAND HOUSING REGISTER

## How do I apply?

You can use this single application form to apply for housing from any of the six partners listed on page 1. This form should be completed by any person(s) seeking housing within the Highland area.

The landlords in Table 2 are social housing providers whose housing is mostly for people with special needs. You can agree to be nominated for any suitable vacancies by ticking the appropriate boxes on page 3. Because of the specialist nature of their housing, these landlords may require applications to be made separately to them as not all of their vacancies will be let from the Highland Housing Register.

**Table 2: HIGHLAND HOUSING REGISTER PARTICIPANTS**

Partners	Type of Housing <i>(see guidance notes on page 2)</i>	Areas of Operation
 <p>Hanover Housing Association Ltd <i>(apply direct)</i></p>	General Needs Amenity Sheltered	Inverness, Badenoch & Strathspey, Lochaber.
 <p>Key Housing Association Ltd <i>(apply direct)</i></p>	General Needs Supported	Caithness, Sutherland, Ross-shire, Inverness, Nairn, Lochaber.
 <p>Link Housing Association Ltd <i>(apply direct)</i></p>	General Needs	Lochaber, Skye & Lochalsh.
 <p>Margaret Blackwood Housing Association Ltd <i>(apply direct)</i></p>	General Needs Amenity Wheelchair Adapted	Caithness, Ross-shire, Inverness, Badenoch & Strathspey, Lochaber.
 <p>Trust Housing Association Ltd <i>(apply direct)</i></p>	Amenity Sheltered Very Sheltered	Caithness, Sutherland, Ross-shire, Inverness, Nairn, Skye & Lochalsh.

Anyone aged 16 years or over can apply for a house from any of the Highland Housing Register Partners.

If you are homeless or threatened with homelessness and you live in the Highland Area you **must** contact the nearest Highland Council Area Housing and Property Office or Service Point where you will be assessed by the Homeless Accommodation Officer who will advise you of your housing options. If you do not live in the Highland area and are homeless or threatened with homelessness please contact your nearest local authority, where you will be assessed by the Homeless Accommodation Officer and advised of your housing options.

Please note that the information contained in this form will be available (through the shared computer system) to all of the Highland Housing Register Partners listed on page 1 whether or not you wish to be housed by them. If you feel that this puts you or your household at risk you should contact one of the Partner's Offices for further advice.

Please read the enclosed guidance notes **before** you complete this form. Please answer all questions using **black ink** and **BLOCK CAPITALS**. If you need any help with filling in the form please contact any of the HHR Partner's offices on [pages 21 & 22](#) where staff will be pleased to help you.

# 1. Which Highland Housing Register Partner(s) would you like to be housed by?

1.1 I wish to be considered by the following landlords who have housing in the **Areas of Operation** I have chosen - [see Table 1, page 1](#).

(tick box):

- Albyn Housing Society
- Cairn Housing Association
- Lochaber Housing Association
- Lochalsh & Skye Housing Association
- Pentland Housing Association
- The Highland Council

1.2 I wish to be considered by the following Participating landlords who have appropriate housing in the **Areas of Operation** I have chosen - [see Table 2, page 2](#).

(tick box):

- Hanover Housing Association
- Key Housing Association
- Link Housing Association
- Margaret Blackwood Housing Association
- Trust Housing Association

## 2. Your Personal Details

To help us find you a suitable house, we need to know your details and the details of anyone else living with you.

2.1 Please fill in your current address details below under **Applicant 1**. If you wish to apply for a joint tenancy with someone else, you must give their details as **Applicant 2**.

Applicant 1 (you)	
Title.....	First Name.....
Middle Names.....	
Surname.....	
Date of Birth.....	
Address.....	
..... Post Code.....	
Daytime Phone No.....	
Evening Phone No.....	
Mobile Phone No.....	
Email Address.....	

Applicant 2	
Title.....	First Name.....
Middle Names.....	
Surname.....	
Date of Birth.....	
Address.....	
..... Post Code.....	
Daytime Phone No.....	
Evening Phone No.....	
Mobile Phone No.....	
Email Address.....	

2.2 Please fill in this box if you want us to write to you at a different address to the one you gave in 2.1. If you or your joint applicant is of no fixed abode you **must** complete this section.

Applicant 1 - Correspondence Address	
Address.....	
..... Post Code.....	

Applicant 2 - Correspondence Address	
Address.....	
..... Post Code.....	

2.3 If you have given permission for a relative or friend to discuss your application on your behalf, please tell us about it here. When they contact us on your behalf we need to be able to verify that they are who they say they are. Therefore we need to know their date of birth or a password selected by you.

Name.....	Daytime Phone No.....
Address.....	Evening Phone No.....
..... Post Code.....	Mobile Phone No.....
Email Address.....	Date of Birth or Password.....

*(for verification purposes)*

2.4 **Household Details**

- Beginning with yourself, please list below everyone who is living with you now and tell us if they are going to be moving with you.
- Please tell us about people who do not live with you now, but who will be moving in with you when you are re-housed.
- If there is a baby due, give the expected date of birth and provide us with the written confirmation of pregnancy from the appropriate professional.

First Name(s)	Surname	Date of Birth/ Expected DOB	Sex M/F	Relationship To You?	Currently Living With You?	Will Be Living With You?
				Myself		
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

*(please continue on a separate sheet if necessary and attach to this page)*

2.5 Is anyone named in 2.4 a child that you have access to? If so, does this arrangement cause overcrowding in your present home? Ensure their names and addresses are included in Other Information - Section 10.

Yes  No

If you have answered **yes** above, written confirmation of the access arrangement from a solicitor, health worker, family mediation worker, social worker or other relevant source is required. Is this enclosed with the form?

Yes  No

2.6 In the list at 2.4, how many couples are there to be housed? We need this information to make sure you receive any overcrowding or under-occupation points you may be entitled to.

Number of couples

2.7 **Previous Addresses**

Please list all the addresses where you have lived for the last **5 years** giving details of dates and landlords. **We are unable to process your application without this information.**

Address of APPLICANT 1 (you)	Date From	Date To	Name & Address of Landlord OR Owner Occupier	Reason For Leaving
<i>Current Address</i>		Present		

Address of APPLICANT 2	Date From	Date To	Name & Address of Landlord OR Owner Occupier	Reason For Leaving
		Present		

(please continue on a separate sheet if necessary and attach to this page)

2.8 Do you or your joint applicant have rent arrears or any other tenancy related debt with your current or any previous landlord?

Yes  No

If **yes**, please give details below and refer to [2.8 \(on page 4\)](#) of the Guidance Notes.

Name of Landlord	Address of Landlord	Amount	Give Dates When You Were Tenant	
			From	To

2.9 Have you or any person who will be living with you ever had legal action taken against you for anti-social behaviour?

Yes  No

If **yes**, please give details below and refer to [2.9 \(on page 4\)](#) of the Guidance Notes.

Name of Landlord	Address of Landlord	When

2.10 The law says that if you do not live in the UK or you are subject to immigration control you can apply for housing in certain circumstances. Please tick **one** of the following statements so that we can decide whether you can apply for housing. ([see guidance notes on page 5](#))

I am:	Applicant 1	Applicant 2
<ul style="list-style-type: none"> <li>● A British citizen  <b>or</b> national of one of the EEA countries, pre EU expansion in 2004, or Switzerland.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● A national of one of the A8 countries (which joined the EU in 2004) or other countries to have joined the EU since.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● A national of a country that is not included in the categories above, but I am lawfully present in the UK (e.g. because you have been granted refugee status or leave to remain) and meet the criteria for eligibility.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>● None of the above.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

2.11 Are you leaving your home because of a relationship breakdown with your partner?

Yes  No

2.12 If you have recently moved into the Highland area have you had any difficulties registering with a doctor (GP)?

Yes  No

### 3. Your Accommodation Details

To help us assess the priority of your application, we need details of your present accommodation.

3.1 Which of the following best describes your present circumstances? (*tick one box only*)

	<b>Applicant 1 (you)</b>	<b>Applicant 2</b>
Highland HHR Partner tenant <b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>
Highland HHR Partner "Leasing Scheme" tenant <b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>
Other Council tenant <b>C</b>	<input type="checkbox"/>	<input type="checkbox"/>
Other Housing Association tenant <b>D</b>	<input type="checkbox"/>	<input type="checkbox"/>
Private landlord tenant <b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
Hostel resident <b>F</b>	<input type="checkbox"/>	<input type="checkbox"/>
Living with parents/relatives <b>G</b>	<input type="checkbox"/>	<input type="checkbox"/>
Living with friends/other lodgings <b>H</b>	<input type="checkbox"/>	<input type="checkbox"/>
Owner occupier/Sharing owner <b>I</b>	<input type="checkbox"/>	<input type="checkbox"/>
Living in a caravan <b>J</b>	<input type="checkbox"/>	<input type="checkbox"/>
Tied tenant (including Forces accommodation) <b>K</b>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Homeless Accommodation <b>L</b>	<input type="checkbox"/>	<input type="checkbox"/>
Long-term stay in hospital <b>M</b>	<input type="checkbox"/>	<input type="checkbox"/>
Residential care <b>N</b>	<input type="checkbox"/>	<input type="checkbox"/>
Prison <b>O</b>	<input type="checkbox"/>	<input type="checkbox"/>
Other supported accommodation <b>P</b>	<input type="checkbox"/>	<input type="checkbox"/>

If none of the above applies, please describe your present accommodation by writing in the box(s) below.

<b>Applicant 1 - (you)</b>

<b>Applicant 2</b>

If you are a "Leasing Scheme" tenant, please tell us (if you know) when you will have to leave.

Applicant 1

Applicant 2

3.2 Are there significant problems with the condition of the place where you live? (please put a tick against **any** of the following that apply)

- A It is not structurally safe .....
- It does not have electricity which is safe .....
- It does not have reliable supply of piped water .....
- B1 It does not have an effective system for taking away waste water .....
- It has significant rising or penetrating damp .....
- B2 It does not have sink or wash hand basin with hot and cold water .....
- It does not have fixed bath or shower with hot and cold water .....
- It does not have a toilet inside the home .....
- It does not have satisfactory facilities for cooking food .....
- It does not have **any** central heating .....
- It does not have access to an external door from the public road .....
- C It has significant water penetration .....
- D1 It does not have satisfactory natural or artificial lighting .....
- It does not have central heating **in every room** .....
- D2 It does not have loft insulation .....

If you have ticked any of the above, please give further details below:

3.3 How many bedrooms are there where you live now?  
(applicant 2 should also answer this question if they do not live with you now)

	<b>Applicant 1 (you)</b>	<b>Applicant 2</b>
Double Bedrooms	<input type="checkbox"/>	<input type="checkbox"/>
Single Bedrooms	<input type="checkbox"/>	<input type="checkbox"/>

How many of these bedrooms do you and your household (that is people who will move with you) have **sole use of**?

	<b>Applicant 1 (you)</b>	<b>Applicant 2</b>
Double Bedrooms	<input type="checkbox"/>	<input type="checkbox"/>
Single Bedrooms	<input type="checkbox"/>	<input type="checkbox"/>

## 4. Homelessness

4.1 Have you (or anyone who is being housed with you) been asked to leave your present accommodation?

Yes  No

If **yes**, by what date do you have to leave (if known)?

...../...../.....

4.2 Can you tell us why you have to leave (e.g. end of tenancy, mortgage arrears, no longer employed by landlord etc)?

4.3 Do you have anything in writing (e.g. Court Order, Notice to Quit)?

Yes  No

If **yes**, please enclose a copy with your application. However, do not delay sending in your application while waiting to receive confirmation that you have been asked to leave.

If you are homeless or threatened with homelessness and you live in the Highland Area you **must** contact the nearest Highland Council Area Housing and Property Office or Service Point where you will be assessed by the Homeless Accommodation Officer who will advise you of your housing options. If you do not live in the Highland area and are homeless or threatened with homelessness please contact your nearest local authority, where you will be assessed by the Homeless Accommodation Officer and advised of your housing options.

4.4 Are you at risk if you remain in your current accommodation?

Yes  No

If **yes**, please contact the nearest Council Area Housing Office to discuss your situation.

## 5. Social Factors

5.1 Please tell us if any of the following apply to you (*tick **any** boxes which apply*)

- (a) I am living in residential care/nursing home/hospital or other supported accommodation and would like my own accommodation.
- (b) I need to move to get access to specialist support.
- (c) I have to move to comply with a Community Care Order.   
(see Guidance notes page 7)
- (d) I need to move so that I can have full/part-time carer to live with me; or I need to move to receive or to provide care to a relative or friend. (see 5.3 below)

If there are any other social reasons for your application which are not covered by the above can you give details in the box below and provide proof of this.

5.2 If you have ticked (a), (b) or (c) above, please tell us the names and telephone numbers of the following people if you know them:

Name of your (or your relative's) **Social Worker/Support Worker** .....  
 Telephone Number .....

Name of your (or your relative's) **Care Manager** .....  
 Telephone Number .....

Name of your (or your relative's) **Carer** .....  
 Telephone Number .....

Name of your (or your relative's) **Community Psychiatric Nurse (CPN)** .....  
 Telephone Number .....

Name of your (or your relative's) **Doctor/Consultant** .....  
 Telephone Number .....

5.3 If you need to move because you need to receive care from or give care to a relative or friend (see question 5.1 (d) above), please tell us:

Name of your relative/friend .....

Address of your relative/friend .....  
 ..... Postcode .....

Relationship to you? .....

Who needs care? .....

Reason for needing care? .....

## 6. Ill Health / Disability

6.1 Do you (or anyone who is going to be housed with you) suffer from ill health or have a disability which is being affected by your present accommodation?

Yes  No

If **yes**, please contact one of our Partners as you may be required to complete a medical assessment form. (see pages 21 & 22 for contact details)

6.2 Have you (or anyone who is going to be housed with you) previously applied for a Medical Assessment in connection with housing in the Highland area?

Yes  No

If **yes**, tell us if you know what grade was awarded

## 7. Your Requirements

We need to know what types of property you **will** accept. When you answer this question, please bear in mind that not all types of property are available in all areas and that **you will reduce your chance of getting an offer of housing by restricting the types of property you are willing to consider.**

7.1 Tick below the property types you will accept:

### PROPERTY TYPE

House

Bungalow

Maisonette

(see guidance notes on page 7 for description)

Flat - Ground Floor

Flat - Upper Floor

Bed-sit type accommodation

7.2 Do you have special housing requirements as a result of ill health or disability?

Yes  No

If **yes**, please tick any below that apply:

Level access property

Ground floor bedroom

Ground floor toilet

Ground floor bathroom

Walk in shower

Wheelchair accessible

Other (please state)

7.3 Do you need Sheltered Housing? (see description in guidance notes page 2)

Yes  No

7.4 Do you need Supported Accommodation? (see description in guidance notes page 2)

Yes  No

## 8. Choice of Town / Village

For the purpose of building houses in the future, please tell us what your first, preference of town or village would be. This information is not relevant to where you will be offered housing. (See Guidance Notes Page 8). Write in name of **one** town/village i.e. Barrock

First town/village preference

The following is a list of towns and villages where the Highland Housing Register Partners have houses. These towns and villages have been set within 'zones'. You can select up to 10 towns/villages where you wish to be considered for housing.

If you have a connection or need to live in a zone (for example you live there, work there or have a medical or social reason for living there) **and** have provided written confirmation of your connection, you will be awarded points to reflect this. If you have a connection to more than one zone, points will only apply once.

Please tick up to 10 boxes that you wish to be considered for.

**If you tick more than 10 your form will be returned to you for amending. This will cause a delay in your application being processed.**

### CAITHNESS, SUTHERLAND & EASTER ROSS

#### LETTING ZONE - WEST CAITHNESS - ZCA10

- |   |                                       |   |                                      |  |
|---|---------------------------------------|---|--------------------------------------|--|
| <input type="checkbox"/> Barrock B06    | <input type="checkbox"/> Bower B13    | <input type="checkbox"/> Castletown C09 | <input type="checkbox"/> Dunnet D12  | <input type="checkbox"/> Durran D16      |
| <input type="checkbox"/> Forss F03      | <input type="checkbox"/> Geise G03    | <input type="checkbox"/> Glengolly G09  | <input type="checkbox"/> Gillock G04 | <input type="checkbox"/> Halkirk H01     |
| <input type="checkbox"/> Janetstown J01 | <input type="checkbox"/> Mey M06      | <input type="checkbox"/> Murkle M11     | <input type="checkbox"/> Reay R03    | <input type="checkbox"/> Scarfskerry S01 |
| <input type="checkbox"/> Scrabster S02  | <input type="checkbox"/> Shebster S04 | <input type="checkbox"/> Spittal S12    | <input type="checkbox"/> Thurso T04  | <input type="checkbox"/> Westfield W03   |
| <input type="checkbox"/> Weydale W04    |                                       |   |                                      |  |

#### LETTING ZONE - EAST CAITHNESS - ZCA20

- |  |  |  |  |                                       |
|--|--|--|--|---------------------------------------|
| <input type="checkbox"/> Ackergill A07     | <input type="checkbox"/> Auckengill A18    | <input type="checkbox"/> Canisbay C02  | <input type="checkbox"/> Clyth C11     | <input type="checkbox"/> Dunbeath D11 |
| <input type="checkbox"/> Haster H02        | <input type="checkbox"/> John O'Groats J02 | <input type="checkbox"/> Keiss K01     | <input type="checkbox"/> Latheron L03  | <input type="checkbox"/> Lyth L14     |
| <input type="checkbox"/> Latheronwheel L04 | <input type="checkbox"/> Lybster L13       | <input type="checkbox"/> Milton M07    | <input type="checkbox"/> Occumster O01 | <input type="checkbox"/> Papigoe P01  |
| <input type="checkbox"/> Reiss R04         | <input type="checkbox"/> Staxigoe S14      | <input type="checkbox"/> Thrumster T03 | <input type="checkbox"/> Ulbster U02   | <input type="checkbox"/> Watten W02   |
| <input type="checkbox"/> Wick W06          | <input type="checkbox"/> Wick-Pulteney W07 |  |  |                                       |

#### LETTING ZONE - NORTH WEST SUTHERLAND - ZSU10

- |   |  |                                      |                                      |  |
|---|--|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Altnaharra A09 | <input type="checkbox"/> Bettyhill B08 | <input type="checkbox"/> Drumbeg D08 | <input type="checkbox"/> Durness D14 | <input type="checkbox"/> Kinlochbervie K08 |
| <input type="checkbox"/> Kylesku K17    | <input type="checkbox"/> Lochinver L10 | <input type="checkbox"/> Melness M04 | <input type="checkbox"/> Melvich M05 | <input type="checkbox"/> Portskerra P08    |
| <input type="checkbox"/> Rhiconich R05  | <input type="checkbox"/> Scourie S03   | <input type="checkbox"/> Skerray S08 | <input type="checkbox"/> Stoer S16   | <input type="checkbox"/> Strathie S18      |
| <input type="checkbox"/> Tongue T06     |  |                                      |                                      |  |

#### LETTING ZONE - EAST SUTHERLAND - ZSU20

- |                                       |   |                                      |   |  |
|---------------------------------------|---|--------------------------------------|---|--|
| <input type="checkbox"/> Ardgay A12   | <input type="checkbox"/> Bonar Bridge B12 | <input type="checkbox"/> Brora B16   | <input type="checkbox"/> Camore C01       | <input type="checkbox"/> Dornoch D05   |
| <input type="checkbox"/> Edderton E01 | <input type="checkbox"/> Embo E04         | <input type="checkbox"/> Golspie G12 | <input type="checkbox"/> Helmsdale H03    | <input type="checkbox"/> Inveran I02   |
| <input type="checkbox"/> Kinbrace K00 | <input type="checkbox"/> Lairg L02        | <input type="checkbox"/> Loth L12    | <input type="checkbox"/> Oykel Bridge O05 | <input type="checkbox"/> Portgower P05 |
| <input type="checkbox"/> Rogart R06   | <input type="checkbox"/> Rosehall R07     |                                      |   |  |

#### LETTING ZONE - TAIN & SURROUNDING AREA - ZRC10

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Balintore/Hilton B02                   | <input type="checkbox"/> Tain T01 |
| <input type="checkbox"/> Portmahomack/Inver/Fearn/Pitcalnie S05 |                                   |

#### LETTING ZONE - ALNESS/INVERGORDON & SURROUNDING AREA - ZRC20

- |                                     |                                       |                                      |  |   |
|-------------------------------------|---------------------------------------|--------------------------------------|--|---|
| <input type="checkbox"/> Alness A08 | <input type="checkbox"/> Ardrross A14 | <input type="checkbox"/> Evanton E05 | <input type="checkbox"/> Invergordon I06 | <input type="checkbox"/> Milton/Kildary M08 |
|-------------------------------------|---------------------------------------|--------------------------------------|--|---|

# ROSS, SKYE & LOCHABER

## LETTING ZONE - MID ROSS - ZRC30

- Conon Bridge c12  Contin c13  Dingwall D03  Garve G02  Marybank M02  
 Maryburgh M03  Muir of Ord M10  Strathpeffer S17

## LETTING ZONE - BLACK ISLE - ZRC40

- Black Isle B09  Cromarty C16  North Kessock N04

## LETTING ZONE - ULLAPOOL - ZRC50

- Achiltibuie A04  Badcaul B01  Ullapool U03

## LETTING ZONE - GAIRLOCH AND SURROUNDING AREA - ZRC60

- Aultbea A21  Gairloch G01  Inverasdale I03  Poolewe P04

## LETTING ZONE - LOCHCARRON AND SURROUNDING AREA - ZRC70

- Achnasheen A06  Applecross A10  Kinlochewe K09  Lochcarron L09  Shieldaig S06  
 Torridon T09

## LETTING ZONE - NORTH SKYE AND RAASAY - ZLS10

- Carbost C05  Dunvegan D13  Edinbane E02  Glendale G06  Isle of Raasay I09  
 Kilmuir K04  Orbst O03  Portnalong P06  Portree P07  Skeabost Bridge S07  
 Staffin S15  Struan S20  Uig U01  Waternish W01

## LETTING ZONE - SOUTH SKYE - ZLS20

- Ardsvar A15  Armadale A17  Broadford B14  Ferrindonald F02  Kyleakin K16  
 Teangue T02

## LETTING ZONE - LOCHALSH - ZLS30

- Achmore A05  Auchtertyre A19  Balmacara B04  Dornie D04  Duirinish D09  
 Glenelg G07  Glenshiel G10  Inverinate I07  Kyle K15  Plockton P03  
 Ratagan R01

## LETTING ZONE - 'WEST' LOCHABER - ZLO10

- Arisaig A16  Eigg E03  Glenfinnan G08  Kinlochiel K10  Knoydart K14  
 Lochailort L07  Mallaig M01  Morar M09

## LETTING ZONE - 'NORTH EAST' LOCHABER - ZLO20

- Invergarry I05  Roy Bridge R08  Spean Bridge S13

## LETTING ZONE - 'PENINSULA' LOCHABER - ZLO30

- Achaphubuil A01  Acharacle A02  Ardgour A13  Drimnin D07  Glenuig G11  
 Kilchoan K03  Lochaline L08  Strontian S19

## LETTING ZONE - 'SOUTH' LOCHABER - ZLO40

- Ballachulish B03  Duror D15  Glencoe G05  Kentallen K02  Kinlochleven K11  
 North Ballachulish N03  Onich O02

## LETTING ZONE - 'CENTRAL' LOCHABER - ZLO50

- Banavie B05  Caol C04  Claggan C10  Corpach C14  Fort William F05  
 Inverlochry I08  Lochyside L11  Plantation P02  Torlundy T07  Upper Achintore U05

# INVERNESS, NAIRN AND BADENOCH & STRATHSPEY

## LETTING ZONE - ARDERSIER AND SURROUNDING AREA - ZIN10

- Ardersier A11    Croy C18    Culloden C19    Inshes I01    Milton of Leys M13  
 Smithton S09    Tornagrain T08

## LETTING ZONE - BEAULY - ZIN20

- Beaully B07    Cannich C03    Kiltarlity K05    Kirkhill K13

## LETTING ZONE - LOCH NESS AND SURROUNDING AREA - ZIN30

- Fort Augustus F04    Loch Ness North (excl Cannich) L05    Loch Ness South L06

## LETTING ZONE - TOMATIN - ZIN40

- Tomatin T05    Farr F01

## LETTING ZONE - INVERNESS CITY - ZIN50

- Carse C07    Merkinch M14    Central/Crown/Raigmore C08  
 Dalneigh/Springfield D01    Hilton H04    Kinmylies/Muirtown K12  
 Milton of Culcabock M12    South Kessock S10    Wester Inshes W08

## LETTING ZONE - AVIEMORE - ZBC10

- Aviemore A22    Boat of Garten B10    Carrbridge C06    Kincaig K06

## LETTING ZONE - KINGUSSIE - ZBC20

- Dalwhinnie D02    Kingussie K07    Laggan L01    Newtonmore N02

## LETTING ZONE - GRANTOWN - ZBC30

- Cromdale C17    Dulnain Bridge D10    Grantown on Spey G13    Nethybridge N01

## LETTING ZONE - NAIRN - ZNA10

- Achareidh A03    Boathpark B11    Broadhill B15    Cranloch C15    Fraserpark F06  
 Ordview O04    Queenspark Q01    Tradespark T10    Nairn Central N00

## LETTING ZONE - RURAL - ZNA20

- Auldearn A20    Rural Nairn R09

# 9. Reasons for Applying

9.1 You must tell us by ticking the appropriate boxes below which letting zones you wish to apply for and why.

LETTING ZONE (Write in name of Letting Zone i.e. Inverness City Zone)	REASON FOR CHOICE			
	Live There Now	Work Reasons	Medical or Social Reasons	Other Reasons
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9.2 If you have chosen a zone because you or anyone in your household works or has been offered work there, please tell us the name/address of the employer/prospective employer and place of work. We will need you to give written confirmation from the employer.

Employer.....

Place of Work.....

9.3 If you have chosen a zone because you or anyone in your household is looking for work there, please tell us what type of work you/they are looking for, what your/their experience/qualifications for that type of work are and about the jobs you/they have applied for so far.

Type of Work.....

.....

.....

Experience/Qualifications.....

.....

.....

Jobs applied for so far.....

.....

.....

# 10. Other Information

Please tell us by writing in this box why you are applying for housing, or give any information you feel might be helpful. We may ask you for additional information or proof of your situation depending on the circumstances. Please continue on a separate sheet if necessary and attach to this page.

A large rectangular box with a solid black border, containing numerous horizontal dotted lines for writing.

# 11. Declaration - Personal Connections

We are required to declare if we re-house our employees, committee members, elected members (councillors) or a close relative of any of these involved (now or in the past year) in any Partner housing organisations in Highland.

A **close relative** is defined as a direct relative by blood or marriage (including step-relatives) for example, your son/daughter (including adopted children), brother/sister, mother/father, grandparent/grandchild, partner (either sex) husband/wife.

Please tell us if any person included in this application

- Has ever been employed by any of the Partners
- Has ever been a Committee/Board member of any of the Partners or in the case of The Highland Council (a Councillor)
- Is related to any Committee/Board member, Councillor or staff

Name of the person with whom you have connection.....
Address of the organisation they are/were connected to.....
..... Postcode.....
Their relationship to you.....

# 12. Declaration - Sex Offenders Act (1997)

Are you (or any person who will be living with you) required to register with the Police under Schedule 2 of the Sex Offenders Act (1997)?

- Yes
- No

If **yes**, please give the full name of the person on the Register

--

If **yes**, please return your form in a sealed envelope marked “**Private & Confidential, For the Attention of a Senior Housing Officer**”.

## Data Protection Act 1998

The landlords included in this form are registered under the Data Protection Act 1998 and are duty bound to comply with the conditions set out in this Act.

The landlords will share the information contained in this form (through the shared computer system) with all of the Highland Housing Register Partners listed in Table 1 of page 1 whether you wish to be housed by them or not. The landlords will process the information contained in this application form and any other relevant information they obtain in connection with the application in a number of ways. They will process the information for the purposes of your application for housing. They may also use this information to provide anonymous statistical data to their Management Committee, Communities Scotland and other interested parties. In addition if you are successful in obtaining accommodation with one of the Highland Housing Register landlords, that landlord will use your information to create your tenancy file. You have the right to see any details held in your personal files on request (there may be a charge for this).

**By signing this application form you give consent to the landlords sharing and processing the information in the above way.**

# 13. Declaration - Your Signature(s)

Please check that you have completed all the relevant questions and make sure that you are happy that the form is properly completed.

Please read carefully and only sign if you agree with all the aspects of the following declaration:

- I/we confirm that to the best of my/our knowledge the details I/we have given on this application form are true and accurate.
- I/we understand that if my/our circumstances change I/we must notify the landlord that accepted my/our application.
- I/we understand that supplying any false or misleading information or withholding relevant information, now and at any time, may result in my/our application being suspended.
- If I/we obtain a tenancy based on false or misleading information I/we understand that this can be grounds for eviction.
- I/we give permission to the landlord that accepts this application to make any necessary enquiries in connection with my/our application for housing to verify the circumstances stated on the form or to obtain details relating to former tenancies.
- I/we agree that any information given by me/us will be made available to all of the Partner landlords of the Highland Housing Register, now or in the future.
- We may check the information you have provided, or information provided about you by someone else, against other information we already have. We may also ask other Council services, agencies, organisations, local authorities or government departments to give us any information they have about you to:
  - make sure the information is accurate;
  - prevent or detect crime;
  - protect public funds.
- I/we understand and agree to the conditions noted in this declaration.

## Signatures

If more than one applicant then both applicants must sign or the form will not be processed:

Applicant 1 (you)
Name in BLOCK CAPITALS
.....
Signature
.....
Date
...../...../.....

Applicant 2
Name in BLOCK CAPITALS
.....
Signature
.....
Date
...../...../.....

# 14. Information for Monitoring and Research

We are committed to making sure that all applications for housing in Highland are dealt with fairly, consistently and equally. To help us do this, please answer the following questions. The information will be used to ensure that all applicants for housing are treated fairly, consistently and equally, no matter what their race, colour, nationality or ethnic or national origins may be. The information will also help us improve the way we deliver our housing information and advice service. You are not obliged to complete this section and, if you choose not to, it will in no way affect your application.

14.1 Please tick which box best describes your ethnic origin

Applicant 1 (you)	
● <b>WHITE</b>	
Scottish.....	<input type="checkbox"/>
Other British.....	<input type="checkbox"/>
Irish.....	<input type="checkbox"/>
Any other White background <i>(Please write in)</i>	
.....	
● Gypsy/Traveller.....	<input type="checkbox"/>
● <b>MIXED</b>	
Any Mixed background <i>(Please write in)</i>	
.....	
● <b>ASIAN, ASIAN SCOTTISH OR OTHER ASIAN BRITISH</b>	
Indian.....	<input type="checkbox"/>
Pakistani.....	<input type="checkbox"/>
Bangladeshi.....	<input type="checkbox"/>
Chinese.....	<input type="checkbox"/>
Any other Asian background <i>(Please write in)</i>	
.....	
● <b>BLACK, BLACK SCOTTISH OR BLACK BRITISH</b>	
Caribbean.....	<input type="checkbox"/>
African.....	<input type="checkbox"/>
Any other Black background <i>(Please write in)</i>	
.....	
● <b>OTHER ETHNIC BACKGROUND</b>	
Any other background <i>(Please write in)</i>	
.....	
● Not Known.....	<input type="checkbox"/>
● Refused.....	<input type="checkbox"/>

Applicant 2	
● <b>WHITE</b>	
Scottish.....	<input type="checkbox"/>
Other British.....	<input type="checkbox"/>
Irish.....	<input type="checkbox"/>
Any other White background <i>(Please write in)</i>	
.....	
● Gypsy/Traveller.....	<input type="checkbox"/>
● <b>MIXED</b>	
Any Mixed background <i>(Please write in)</i>	
.....	
● <b>ASIAN, ASIAN SCOTTISH OR OTHER ASIAN BRITISH</b>	
Indian.....	<input type="checkbox"/>
Pakistani.....	<input type="checkbox"/>
Bangladeshi.....	<input type="checkbox"/>
Chinese.....	<input type="checkbox"/>
Any other Asian background <i>(Please write in)</i>	
.....	
● <b>BLACK, BLACK SCOTTISH OR BLACK BRITISH</b>	
Caribbean.....	<input type="checkbox"/>
African.....	<input type="checkbox"/>
Any other Black background <i>(Please write in)</i>	
.....	
● <b>OTHER ETHNIC BACKGROUND</b>	
Any other background <i>(Please write in)</i>	
.....	
● Not Known.....	<input type="checkbox"/>
● Refused.....	<input type="checkbox"/>

14.2 Are you:

Male     Female

Male     Female

14.3 Do you consider yourself to have a disability? (By this we mean a condition which has a long term and substantial effect on your ability to carry out normal day to day activities.)

**Applicant 1**  Yes     No

If **yes**, please tick those below that apply.

**Applicant 2**  Yes     No

If **yes**, please tick those below that apply.

Applicant 1 (you)	
Physical.....	<input type="checkbox"/>
Visual impairment.....	<input type="checkbox"/>
Hearing impairment.....	<input type="checkbox"/>
Learning Disability.....	<input type="checkbox"/>
Mental ill health.....	<input type="checkbox"/>
Other <i>(Please write in)</i>	<input type="checkbox"/>

Applicant 2	
Physical.....	<input type="checkbox"/>
Visual impairment.....	<input type="checkbox"/>
Hearing impairment.....	<input type="checkbox"/>
Learning Disability.....	<input type="checkbox"/>
Mental ill health.....	<input type="checkbox"/>
Other <i>(Please write in)</i>	<input type="checkbox"/>



# CONTACT THE PARTNERS

Once you have completed your Housing Application, please hand in or post it to any of the Partners or to your nearest Highland Council Area Housing & Property Office or Service Point listed below:

## ALBYN HOUSING SOCIETY LTD

(Charity No SC027123)

**Head Office:** 98-100 High Street, Invergordon, IV18 0DL ..... Phone: 01349 852978

**Local Office:** 68 Maclennan Crescent, Inverness, IV3 8DN ..... Phone: 01463 712516

## CAIRN HOUSING ASSOCIATION LTD

(Charity No SC016647)

Cairn House, 30 Waterloo Place, Inverness, IV1 1NB ..... Phone: 01463 220666

Tom Matheson Court, Robert Dick Place, Thurso, Caithness, KW14 8BY ..... Phone: 01847 894483

Caberfeidh Court, Wellington Avenue, Wick, Caithness, KW1 5HN ..... Phone: 01955 606025

## LOCHABER HOUSING ASSOCIATION LTD

(Charity no SC030951)

101 High Street, Fort William, PH33 6DG ..... Phone: 01397 702530

## LOCHALSH & SKYE HOUSING ASSOCIATION LTD

(Charity No SC038019)

Morrison House, Bayfield, Portree, Isle of Skye, IV51 9EW ..... Phone: 01478 612035

## PENTLAND HOUSING ASSOCIATION LTD

(Charity No SC037286)

37/39 Traill Street, Thurso, KW14 8EG ..... Phone: 01847 892507

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## THE HIGHLAND COUNCIL AREA HOUSING AND PROPERTY OFFICES Caithness, Sutherland & Easter Ross

### Caithness

Market Square, Wick, Caithness, KW1 4AB ..... Phone: 01955 607712

Rotterdam Street, Thurso, Caithness, KW14 8AB ..... Phone: 01847 805505

### Sutherland

Drummuie, Golspie, KW10 6TA ..... Phone: 01408 635387

### Easter Ross

3/5 Obsdale Road, Alness, IV17 0TY ..... Phone: 01349 886617 and 886618

## THE HIGHLAND COUNCIL SERVICE POINTS Caithness, Sutherland & Easter Ross

**Alness** 3/5 Obsdale Road, Alness, IV17 0TY ..... Phone: 01349 882366

**Bettyhill** Telecottage, Bettyhill, KW14 7SS ..... Phone: 01641 521242

**Bonar Bridge** Carnegie Building, Lairg Road, Bonar Bridge, IV24 3EA ..... Phone: 01863 766838

**Brora** Gower Street, Brora, KW9 6PD ..... Phone: 01408 622644

**Dornoch** Sheriff Court House, Castle Street, Dornoch, IV25 3FD ..... Phone: 01862 812000

**Durness** Durine, Durness, IV27 4PN ..... Phone: 01971 511750

**Golspie** Main Street, Golspie, KW10 6RB ..... Phone: 01408 635200

**Helmsdale** Library & Community Centre, Dunrobin Street, Helmsdale, KW8 6JX ..... Phone: 01431 821742

**Invergordon** 62 High Street, Invergordon, IV18 0DH ..... Phone: 01349 852472

**Lairg** New Buildings, Main Street, Lairg, IV27 4DB ..... Phone: 01549 402588

**Lochinver** Culag Buildings, Lochinver, IV27 4LE ..... Phone: 01571 844777

**Tain** 24 High Street, Tain, IV19 1AE ..... Phone: 01862 892122

**Thurso** Rotterdam Street, Thurso, KW14 8AB ..... Phone: 01847 805500

**Wick** Market Square, Wick, KW1 4AB ..... Phone: 01955 607719

**THE HIGHLAND COUNCIL AREA HOUSING AND PROPERTY OFFICES**  
**Inverness, Nairn and Badenoch & Strathspey**

**Inverness**

21-23 Church Street, Inverness, IV1 1DY ..... Phone: 01463 703800  
Community House, 31-35 Craigton Avenue, Inverness, IV3 8AZ ..... Phone: 01463 718848

**Nairn**

The Court House, Nairn, IV12 4AU ..... Phone: 01667 458510

**Badenoch & Strathspey**

Ruthven Road, Kingussie, Inverness-shire, PH21 1EJ ..... Phone: 01540 664510

**THE HIGHLAND COUNCIL SERVICE POINTS**  
**Inverness, Nairn and Badenoch & Strathspey**

**Ardersier** Old School House, Station Road, Ardersier, IV2 7SU ..... Phone: 01667 462658

**Aviemore** The School House, Milton Park, Aviemore, PH22 1RR ..... Phone: 01479 811990

**Drumnadrochit** The Car Park, Drumnadrochit, IV63 6TX ..... Phone: 01456 459356

**Fort Augustus** Memorial Hall, Fort Augustus, PH32 4DJ ..... Phone: 01320 366733

**Granttown on Spey** The Square, Granttown-on Spey, PH26 3HF ..... Phone: 01479 872539

**Hilton** Hilton Village, Inverness, IV2 4HT ..... Phone: 01463 246007

**Inverness** 23 Church Street, Inverness, IV1 1DY ..... Phone: 01463 703999

**Nairn** The Court House, Nairn, IV12 4AU ..... Phone: 01667 458500

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**THE HIGHLAND COUNCIL AREA HOUSING AND PROPERTY OFFICES**  
**Ross, Skye & Lochaber**

**Ross**

Ross House, High Street, Dingwall, Ross-shire, IV15 9RY ..... Phone: 01349 868511

**Skye**

Tigh-na-Sgìre, Park Lane, Portree, Isle of Skye, IV51 9GP ..... Phone: 01478 613806

**Lochaber**

Lochaber House, High Street, Fort William, PH33 6EL ..... Phone: 01397 707299

**THE HIGHLAND COUNCIL SERVICE POINTS**  
**Ross, Skye & Lochaber**

**Acharacle** Acharacle Centre, Morrison Place, Acharacle, PH36 4JT ..... Phone: 01967 431487

**Broadford** Old Corry Industrial Estate, Broadford, Isle of Skye, IV49 9AB ..... Phone: 01471 820394

**Dunvegan** 22 Lochside, Dunvegan, Isle of Skye, IV55 8WB ..... Phone: 01470 521581

**Fort William** Lochaber House, Fort William, PH33 6EL ..... Phone: 01397 707278

**Fortrose** Leisure Centre, Fortrose, IV10 8TJ ..... Phone: 01381 620797

**Gairloch** Achtercairn, Gairloch, IV21 2BP ..... Phone: 01445 712572

**Kinlochleven** Library & Visitor Centre, Linnhe Road, Kinlochleven, PH50 4SJ ..... Phone: 01855 831663

**Kyle of Lochalsh** Kintail House, Main Street, Kyle IV40 8AB ..... Phone: 01599 534270

**Lochcarron** Main Street, Lochcarron, IV54 8YD ..... Phone: 01520 722241

**Mallaig** Mallaig & Morar Community Centre, West Bay, Mallaig, PH41 4PQ ..... Phone: 01687 460027

**Muir of Ord** Seaforth Road, Muir-of-Ord, IV6 7TA ..... Phone: 01463 870201

**Ullapool** North Road Ullapool IV26 2XL ..... Phone: 01854 612426

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**PARTICIPANTS**

HHR application forms should NOT be returned to these addresses, but these Landlords will be able to advise you if you are required to complete application forms to be considered for their properties.

**HANOVER (SCOTLAND) HOUSING ASSOCIATION LTD** (Charity no SC014738)

95 McDonald Road, Edinburgh EH7 4NS ..... Phone: 0131 557 0598

**KEY HOUSING ASSOCIATION LTD** (Charity No SC006652)

Savoy Tower, 77 Renfrew Street, Glasgow G2 3BZ ..... Phone: 0141 332 6672

**LINK HOUSING ASSOCIATION LTD** (Charity No SC216300)

Watling House, Callender Business Park, Falkirk FK1 XR ..... Phone: 0845 140 0100

**MARGARET BLACKWOOD HOUSING ASSOCIATION LTD** (Charity No SC007658)

Craigievar House, 77 Craigmount Brae, Edinburgh EH12 8XF ..... Phone: 0131 317 7227

**TRUST HOUSING ASSOCIATION LTD** (Charity No SC009086)

12 New Mart Road, Edinburgh EH14 1RL ..... Phone: 0131 444 1200



