

## Appendix 8: Proving a housing need

### Sample Parish Housing Needs Survey

This survey collects information about you and the people that live with you. The information collected will identify whether or not there is a need for affordable housing in the parish, and if there is a need, the type of homes required.

The survey comes in two parts:

- Part 1 is for every household in the parish to complete.
- Part 2 is for households that need housing in the parish now or within the next five years. Please only complete part 2 of the form if you are in housing need.

For more information about the survey or for more forms please contact Adele Metcalfe on 01629 816375 [adele.metcalfe@peakdistrict.gov.uk](mailto:adele.metcalfe@peakdistrict.gov.uk) or Ian Fullilove on 01629 816374 [Ian.Fullilove@peakdistrict.gov.uk](mailto:Ian.Fullilove@peakdistrict.gov.uk)

### PART 1 – For all households to complete

1. You and your parish – Please tick all that apply & give details on length of time:	
<input type="checkbox"/> Currently live in the parish	Yrs
<input type="checkbox"/> Have immediate family (parents, siblings, adult children) living in the parish	Yrs
<input type="checkbox"/> Have employment in the parish	Yrs
<input type="checkbox"/> Don't live in the parish now, but have done so previously (please state when)	Yrs

2. How many people in each of these age groups live in your home?										
0–15		16–24		25–44		45–59		60–74		75+

3. How old are your children that live with you?

4. What kind of property do you live in?			
<input type="checkbox"/> House	<input type="checkbox"/> Bungalow	<input type="checkbox"/> Flat	<input type="checkbox"/> Other (please state)
Tenure of property			
<input type="checkbox"/> Council House tenancy	<input type="checkbox"/> Private Rent	<input type="checkbox"/> Other Housing Association tenant	
<input type="checkbox"/> Own with a mortgage	<input type="checkbox"/> Own no mortgage	<input type="checkbox"/> Live with parents / other family	
<input type="checkbox"/> Tied accommodation	<input type="checkbox"/> Other (please state)		
Number of bedrooms in the property			

**Part One of the survey continues overleaf**

<b>5. Would you be in favour of a SMALL development of affordable homes for local people in the parish?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>6. Do you know of anyone who has had to leave the Parish in the last 10 years due to lack of housing that may want to return? If YES, please give their contact details below so that we can send them a form.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Thank you for completing this part of the survey.

If no-one in your household is in housing need, please detach **Part One** and return in the pre-paid envelope provided.

If someone in your household needs housing in the parish now, or will do so within the next five years, please also complete **Part Two**.

## PART 2 – For applicants in housing need

Please only complete the rest of this form if you or a member of your household is in housing need now or is likely to need housing within the next 5 years and you/they have a strong local connection to the Parish.

1. How many people in each of these age groups need housing?										
0–15		16–24		25–44		45–59		60–74		75+

2. How old are your children that live with you?
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3. What is your household type:		
<input type="checkbox"/> Single Person (under 55)	<input type="checkbox"/> Couple (under 55)	<input type="checkbox"/> Single parent with children
<input type="checkbox"/> Single Person (over 55)	<input type="checkbox"/> Couple (over 55)	<input type="checkbox"/> Two parent family with children
<input type="checkbox"/> Other please state		

4. When is this housing going to be needed?		
<input type="checkbox"/> Now	<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 years

5. Why is your current home unsuitable? (please tick all that apply)		
<input type="checkbox"/> It is too small	<input type="checkbox"/> It is too big	<input type="checkbox"/> It is too expensive
<input type="checkbox"/> Need to be closer to family	<input type="checkbox"/> Health or mobility problems	<input type="checkbox"/> Need to live independently
<input type="checkbox"/> Other (please give details)		

6. You and your parish – Please tick all that apply & give details on length of time:	
<input type="checkbox"/> Currently live in the parish	Yrs
<input type="checkbox"/> Have immediate family (parents, siblings, adult children) living in the parish	Yrs
<input type="checkbox"/> Have employment in the parish	Yrs
<input type="checkbox"/> Don't live in the parish now, but have done so previously	Yrs

7. Are you a former resident of the parish who wishes to return? If Yes, please tell us why you originally left		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Lack of affordable housing	<input type="checkbox"/> Lack of employment opportunities	
<input type="checkbox"/> To take up further/higher education	<input type="checkbox"/> Lack of effective public transport	
<input type="checkbox"/> Other (please give details)		

8. What kind of tenure would be most suitable for you?		
<input type="checkbox"/> Rented	<input type="checkbox"/> Shared Ownership	<input type="checkbox"/> Private Ownership
If you are interested in ownership, what is the maximum mortgage you could afford? (assume no more than three times your sole or joint income)		£
If you are interested in rented, how much rent can you afford to pay per month?		£

<b>9. What type of property would be most suitable?</b>	<input type="checkbox"/> Flat	<input type="checkbox"/> House	<input type="checkbox"/> Bungalow
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<b>10. How many bedrooms would your home need?</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4+
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<b>11. Does anyone in your household require any of the following?</b>			
<input type="checkbox"/> Level access accommodation	<input type="checkbox"/> Sheltered accommodation	<input type="checkbox"/> Care within the home	
<input type="checkbox"/> Residential Care	<input type="checkbox"/> Other housing with support services		

<b>12. Please state if you or anyone in your household has any specific housing need (e.g. mobility difficulties, disability requirements etc):</b>

<b>13. Your household income, please tick all that apply. By filling in this section, we are better able to plan for the needs of people who cannot afford to buy on the open market.</b>		
<input type="checkbox"/> Working full-time (30+ hours)	<input type="checkbox"/> Working part-time (Under 30hrs)	<input type="checkbox"/> Retired
<input type="checkbox"/> Unable to work sickness/disability	<input type="checkbox"/> Government Training	<input type="checkbox"/> Job seeker
<input type="checkbox"/> Other (please state)		
What is your household's weekly income? Please include wages after tax and all benefits, pensions etc except housing benefit	£	
Do you have any savings or equity, which could contribute towards a house purchase? If YES please give the amount.	£	

All information provided is treated in the strictest confidence. Only a summary of results, which describes the community's need for housing, will be published. You can view previous completed reports produced for other areas at:

<http://www.highpeak.gov.uk/hp/council-services/affordable-housing/affordable-housing-in-rural-areas>

This survey may result in new homes being built in the Parish, because of this we are unable to use any information that is provided anonymously. To ensure your information counts, please give your details below.

<b>Name</b>		<b>Contact N°:</b>	
<b>Address</b>			

<b>Are you happy for us to contact you with further information in relation to this survey and possible housing schemes?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Are you registered on Home-Options*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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\*[High Peak Borough](http://www.highpeak.gov.uk) Council now operates a choice-based lettings scheme that allows home-seekers to 'bid' for properties available. You can access the Home Options scheme and register at [www.home-options.org](http://www.home-options.org) or contact us on [08451 297777](tel:08451297777).

Thank you for taking the time to complete this form. Please return the form in the FREEPOST envelope provided. For any further information about this form, or to request further copies or other formats, please contact Adele Metcalfe on 01629 816375 [adele.metcalfe@peakdistrict.gov.uk](mailto:adele.metcalfe@peakdistrict.gov.uk) or Ian Fullilove on 01629 816374 [ian.Fullilove@peakdistrict.gov.uk](mailto:ian.Fullilove@peakdistrict.gov.uk)

<b>Please give any other information or comments regarding this survey, or provide further information on your housing need</b>

<b>Additional comments</b>

## Home Options

If you register with Home Options you would be required to provide the following information in order that the housing authority can assess whether you are in housing need for the purposes of allocating social housing.

### Establishing housing need:

When housing needs surveys are commissioned the assessment of a person's housing need is made on the response to the following questions:

1. In which borough or district do you want to live?
2. Are you (and your joint applicant/partner if you have one) UK citizens?
3. Have you lived in the UK all of your life?

You need to be 16 and over and your current address is your only home, or sole residence. You can only be registered once on Home-Options. If you are already registered as part of someone else's household, you will need to remove your name from their application before you can register in your own name.

Are you:

4. Currently serving in HM armed forces or have done so in the last five years
5. A bereaved spouse or civil partner of someone in the armed forces whose death was attributed to their service and you now need to leave MOD accommodation
6. Seriously ill, injured or disabled as a result of your service with HM armed forces
7. Have you lived or worked in the Home-Option area for more than six months?

People who own their own home will only qualify to join Home-Option in exceptional circumstances

8. Do you own your own home?

People re-housed by Home-Options in the last five years

9. Are you a social housing tenant i.e. a tenant of a council, housing association or housing co-operative?
10. What is your current economic status?
  - Working full-time (30 hrs+)
  - Working part-time (less than 30 hrs)
  - Government training scheme/New Deal
  - Job seeker
  - Not seeking work
  - Unable to work due to sickness/disability
  - Retired
  - Other

11. Are you currently known by any other name?

12. Were you ever known by another name i.e. a maiden name before you were married or if you have changed your name by deed poll?

We ask the following questions to make sure we provide equality of opportunity and ensure discrimination does not occur. Any information you provide is voluntary and will be used to monitor the way we deliver our services to make sure everyone is treated fairly.

13. How would you describe your ethnic origin?

14. What is your spoken language?

15. Do you need an interpreter?

16. What language do you prefer for written correspondence?

17. How would you describe your sexuality?

18. How would you describe your religion?

19. Is your current gender identity different from your gender at birth?

20. Is your home in serious disrepair?

21. Are you unable to access parts of your home due to age or long-term illness or disability?

22. Are you at risk of losing your home due to a change of circumstances i.e. loss of employment, illness, disability or relationship breakdown?

#### Where you live now

23. What is your present address

24. What date did you move to this address?

25. Can we contact you at this address?

#### Your support needs

We ask you about your support needs so that we can help you to get support if you need it.

26. Do you or anyone in your household have any of the following support needs?

- I have a permanent physical disability
- I am in receipt of High Rate Disability Living Allowance or Attendance Allowance
- I have a learning disability
- I have a visual impairment
- I have a hearing impairment
- I am a young person leaving care and require help in finding a home
- I am an ex-offender and require help in finding a home

- I have an issue with alcohol and require help finding a home
- I have an issue with drugs and require help finding a home
- I have a mental health problem
- I am over 60 and require help in finding a home
- I am experiencing domestic abuse
- I am experiencing anti-social behaviour/harassment
- I am isolated and have no support
- I have a problem with reading and writing
- I may need help with bidding and have no-one to help me
- I am experiencing difficulties with debt and need help
- None of the above

### Household members

Please ensure that only the people you wish to be re-housed with are listed. Only your own children will be considered as part of the application. Exceptions may be made where there are reasonable grounds.

Adult relatives are expected to make their own application unless they are need in of support and cannot live independently. If you require a full-time carer, you may include them on your application if it is essential that they live with you on a full-time basis.

### Your current accommodation

27. How many bedrooms do you have in your current home? Include all bedrooms, even if used for other purposes (e.g. office, study, etc.)

28. Which of these best applies to where you live now?

- Bed and Breakfast
- Buying your own
- homeBuying - rent to HomeBuyBuying –
- shared ownership
- Caravan/mobile home
- Children's home/foster care
- Direct access hostel
- Foyer
- Home Office asylum support accommodation
- Hospital or Institution
- Living with family
- Living with friends
- Living with a private landlord
- Living with relatives
- Other temporary accommodation
- Prison
- Probation hostel
- Renting from a council
- Renting from a housing association
- Renting from a housing co-operative
- Renting from a private landlord
- Residential care home
- Retirement housing
- Sleeping rough



- Supported housing/hostel Tied home or renting with job Women's refuge
- Bedsit/apartment
- Bungalow
- Caravan/mobile home
- Flat
- House
- Maisonette
- Room only
- Temporary homeless
- Other

29. Why do you need to move? (please tick all that apply)

- I rent my home from a Home-Options partner and my home is in a regeneration scheme
- I have to leave because my home is subject to a demolition order
- My local environmental health department have said my home is statutorily overcrowded
- I live in private rented accommodation and my landlord has been served an 'Unresolvable Category 1 Hazard' notification under the Housing Act 2004, because the house presents an imminent risk of serious harm to me and the people I live with
- I live in a home I rent from a Home-Options partner and I need to move out while major renovation works are carried out
- I rent from a Home-Options partner and I cannot live in my home because it needs extensive repairs
- I rent from a Home-Options partner and I cannot live in my home due to fire or flood
- I live with people who are not my family, my friends or my relatives, and I lack or share bathroom facilities, an electricity supply, hot water, an inside toilet or kitchen facilities in my home
- I live with my family, friends or an ex-partner, and I share a bathroom, kitchen or living room and I want to live on my own
- None of these apply - I would just like to live somewhere different
- I rent from a Home-Options partner and I want to move to a smaller home (other council or housing association tenants may also qualify)
- My housing benefit has been reduced by the welfare reforms (the 'bedroom tax'). I need to give up one bedroom but stay in family accommodation
- I am living in supported accommodation and will need somewhere to live when I am ready to move on
- I do not have enough bedrooms for my family
- I live in a two bedroom house I rent from a council or housing association and I do not have enough bedrooms for my family
- I can no longer remain in my home due to domestic abuse
- I have to leave my home as I am suffering from harassment, threats or violence from a person not living with me
- I am homeless or will be in the next 28 days
- I do not get on with my neighbours and would like to move
- None of these apply - I would just like to live somewhere different
- I, or someone included on my application, have a permanent (life-long) medical condition, illness or disability and as a result I am unable to continue living in my current home

- I, or someone included on my application, have a medical condition, illness or disability which is made worse by my/our current home and need to move to improve my/our illness or disability
- I, or someone included on my application, have a medical condition, illness or disability which is not affected by my/our current home but I/we would like to move
- No-one on my application has a medical condition, illness or disability
- Any other reason – please specify

#### Your local connection - living in the Home-Options area

You may have a local connection if you (or your partner/joint applicant if you have one) has a 10 in 20 years connection with the National Park. We ask about this because we give more priority to people who have a connection to the local area.

You can have a local connection to more than one of the Home-Options areas, based upon where you currently live and work, and where you have lived over the past five years.

Please note: If you do not have a local connection to the National Park, you are very unlikely to be offered accommodation. You should consider buying, renting privately or, if you are already a social housing tenant, seeking a mutual exchange.

#### Current residence

30. Do you currently live in the Home-Options areas and have done so continuously for the last 6 months?

#### Previous residence

31. Have you previously lived in the Home-Options areas for a continuous period of three years out of the last five years?

#### Your local connection - working in the Home-Options area

32. Do you currently have permanent employment of 16 hours or more in the Home-Options areas and have done so for the last 6 months? If so please specify your job title, your employer's name: your employer's address and postcode, and the date you started working for your employer

#### Local connection - Moving to give support

33. Do you need to move to be closer to a relative who needs your support because of their age, disability or illness? (The person you are moving closer to must have lived within the National Park for a minimum of 10 years).

#### Moving to receive support

34. Do you need to move to be closer to a relative or carer who provides support to you because of your age, illness or disability? (The person you are moving closer to must have lived within the National Park for a minimum of 10 years)

### Rural local connection

Some properties we let through Home-Options have strict local connection criteria and therefore you will need to show that you are eligible if you wish to be considered for them. Due to planning conditions when homes are built in the National park, this will be a minimum of 10 years local connection with the parish or village in which you wish to live. If you wish to live in a rural parish or village you may be asked to provide evidence of your connection. Please note: If you do not have a local connection to the National Park, you are very unlikely to be offered accommodation. You should consider buying, renting privately or, if you are already a social housing tenant, seeking a mutual exchange.

Connection reasons are:

- You and/or your joint applicant/partner currently live in the parish or village.
- You and/or your joint applicant/partner have immediate family (parents, brother or sister, adult children) who currently live in the parish or village.
- You and/or your joint applicant/partner have immediate family (parents, brother or sister, adult children) who don't live in the parish or village but have previously.
- You and/or your joint applicant/partner don't live in the parish or village now but you have previously.
- You and/or your joint applicant/partner have had and continue to have permanent full-time employment in the parish or village.

35. Do you or your joint applicant/partner (if applicable) have a connection with any parish in the National Park?

### **Additional questions**

#### Your support needs

36. Are you currently being supported by anyone? This could include a GP, support worker, social worker, probation officer, drugs worker, etc.

#### Mobility

37. Do you or anyone in your household:

- use a wheelchair indoors and outdoors all of the time?
- need a wheelchair outdoors because you cannot manage steps, stairs or steep gradients?
- have restricted mobility and can only manage one or two steps or stairs?
- have no mobility problems?

#### Convictions and cautions

38. Please give details of any criminal convictions or cautions you, or any person included in your application, have had (other than convictions that are spent under the Rehabilitation of Offenders Act 1974 - for advice about when a conviction or caution is treated as spent, please visit the GOV.UK website by clicking here).

### Anti-social behaviour

39. Please give details of any Anti-social Behaviour Orders (ASBOs) or Acceptable Behaviour Contracts (ABCs), Behaviour Orders, Injunctions or similar that you, or any person included in your application, have been subject to over the past five years.

### Your tenancy history

40. Have you been evicted by a local authority, housing association or private landlord for rent arrears, anti-social behaviour or other breaches of tenancy agreement within the last five years?
41. Do you or your partner/joint applicant owe rent arrears or former rent arrears at your current address or any previous address?

### Where you lived before

42. Please provide details of where you have lived over the past five years. We use this information to find out with which areas you have a local connection. If you rented your home, please provide details of your landlord. We may ask you to provide proof of where you have lived.

### People who currently live with you who won't be moving

43. How many other people are living in your current accommodation that won't be moving with you?

### Where you live now

44. If your accommodation is an apartment, bedsit, flat or maisonette, what floor is it on?
- Basement
  - Ground floor
  - First floor
  - Second floor
  - Third floor or higher
45. If your accommodation is an apartment, bedsit, flat or maisonette, do you have access to a lift?
46. Has your home been adapted for a disabled person i.e. a shower or stairlift?

### Renting your home

47. Please give your landlord's details.
48. What type of tenancy agreement do you have?
- Affordable rent (fixed-term) tenancy
  - Assured Assured shorthold
  - Secure (council)
  - Starter tenancy (housing association)
  - Temporary homeless/non-secure

- Tied to your job
- Other

49. How much is your current weekly rent?

50. Are you in receipt of housing benefit/local housing allowance?

#### Property you own

51. Do you or your joint applicant/partner own, part-own or lease any property in the UK or abroad?

#### Savings and equity

52. Do you or your joint applicant/partner have any bank or building society accounts, savings, shares or investments in the UK or abroad?

#### Your economic status

53. If you are working, what is your monthly income?

54. If you are working, which of the following best describes your current situation?

- In full-time permanent work
- In full-time permanent work but uncertain about how secure your job is
- In full-time temporary work
- In part-time permanent work
- In part-time permanent work but uncertain about how secure your job is
- In part-time temporary work
- In more than one part-time job

#### Some final questions

55. Is anyone in your household pregnant?

56. Do you volunteer for 16 hours or more per week?

57. Do you provide care for someone for 16 hours or more per week?

58. Are you an approved adopter or foster carer?

59. Are you currently or have you ever been a member of the "regular forces" of HM Armed Forces?

60. Are you the spouse or civil partner of a member of HM Armed Forces who has to leave armed forces accommodation because your spouse or partner has died as a result of their service?

61. Do you have any pets?

62. Is there anything else you would like to tell us about your housing situation?

### Planning for future housing needs

We collect this information to help us plan for future developments. You do not have to answer these questions, but they will help us to try to make sure there is enough housing for everyone, in the areas where they want to live.

63. What type of property would you like to live in? Please tick all that apply.

- Bedsit/Apartment
- Bungalow
- Flat
- House
- Maisonette

64. Which area(s) do you want to live in? specify up to 3 town villages or parishes

### Relationship to Directors, Members or Employees

65. Are you related to any Director, Member of the housing authority or housing associations operating in the area

66. Are you filling in this form on behalf of someone else?

