



Housing Association Number: 5086
Registered Charity Number: 1183388
Charitable Incorporated Organisation

Peter Birtwistle Trust

Supported Housing for Older People in Colne

Office: 14 Keighley Road
Colne
Lancashire
BB8 0JL

Tel: (01282) 864233
Email: peterbirtwistletrust@btconnect.com

Notes for Applicants

Eligibility criteria

To be eligible for accommodation applicants should satisfy all three conditions below:

1. <i>Age</i>	Aged 60 years or over.
2. <i>Residency Qualification</i>	Were born in the area of benefit* or Have resided in the area* for not less than 10 years.
3. <i>Personal Circumstances</i>	Have a concern about finances or be inappropriately housed.

*
The area of benefit is the former Borough of Colne as it existed in 1918. This includes the properties within the town boundaries and parts of Laneshawbridge. The rural area beyond Laneshawbridge was added to the former Borough after 1918

The application form

This can be broken down in to seven main sections which are as follows:

Personal Details	In this section we ask for information about you and any partner/spouse who will be moving with you. We also need to know if you were born or currently reside in the area covered by the scheme. The address and phone numbers given in this section should be where you are staying at the time of completing the form and will be used when contacting you.
Housing History	Your housing history is important in establishing where you have lived. It is of particular importance where you are relying on a period of residency within the area of benefit to fulfil the residency criterion (i.e. where you or any partner were not born within the area).
Property Details	In this section we look at aspects of your current accommodation in order that its suitability in terms of your needs can be assessed.
Medical Circumstances	This section helps to highlight if there are medical or support needs which a move to Trust accommodation may alleviate.
Financial Circumstances	The aim of this section is to assess your weekly income and housing costs. Please put down the name of any benefits you are receiving (PIP, Housing Benefit, ESA etc)
Social Need	This section gives you the opportunity to highlight the main reasons why you would like to be rehoused and to elaborate on any problems you may be experiencing with your current accommodation.
Housing Choices	You can select the area and type of accommodation you wish to be considered for. You may choose as many sites as you wish.

Assessment of Priority

To assess the priority that should be given to your application, the Trustees will look at a range of factors including; property details, medical circumstances, financial circumstances and social need.

Please fill the application form in fully. This is to ensure that all the relevant circumstances are considered.

The Trust can only assess applications on the information provided. If you do not fill the form in fully the Trust cannot accurately assess the priority that should be given to your application.

You may be asked to provide evidence of your circumstances for your application to be fully assessed.

You should also advise the Trust of any changes in your circumstances that may affect the assessment. If you have any difficulty in completing the application form or would like clarification about the process, please contact the Trust office for further guidance.

Housing Needs List

All applications received will be acknowledged. Applicants who have not fully completed the application form will be assisted in doing so and those who do not meet the required qualification will be notified as to why this is the case.

Successful applications will be considered at a meeting of the Trustees when the degree of priority will be determined. The Administrator and a Trustee will visit applicants as required by the Trust. Applicants will not be informed of their relative position on the housing list as this will change from time to time depending on the changing needs of themselves and others.

Notification of Vacancy

Person(s) next on the waiting list may be informed that they will be granted the occupancy of the next dwelling to become vacant at the location of their choice. When a dwelling becomes vacant the person(s) notified above will be informed and will be expected to take up occupation as soon as is practical.

Equal Opportunities

The Trust operates an equal opportunities policy and undertakes to provide its service on a fair basis to all, so that no one receives less favourable treatment because of their sex, race or colour, marital status or personal beliefs.

Applications when completed should be sent to:

***The Peter Birtwistle Trust,
14 Keighley Road,
Colne
Lancashire
BB8 0JL***