**Supporting Evidence – Please make sure you read this page carefully**

Please ensure that all supporting evidence, if applicable, is attached with your application form. If we do not receive the supporting evidence, your application will not be processed and will be returned to you.

**ADULTS**

**Identity**

Please provide 1 form of identity for each adult (over 18)

**Photo Identification**

Passport, Driving Licence

**Birth Certificate –** Either British or non British (non-British must be accompanied

by a copy of settlement/immigration document), or

Work Registration documents/If self employed you must provide Inland Revenue

tax return details

Residence Permit

Current Passport **and** Immigration Documents

Non-EU passports must show immigration visa stamp

**Residence**

Please provide **2 different proofs** from the following list of your current address for each adult (over 18).

Full driving licence Pension Details

Confirmation of benefits from DWP Confirmation from employer

Rent Book/Card Tenancy Agreement

Recent Bank Statement Recent bill for telephone/mobile

Recent bill for Council Tax Recent bill for Gas/Electricity/Water Supply

Electoral Register Entry

Payslip showing name and current address

College/University details showing name and current address

**CHILDREN**

**Identity**

For each child under 18 years, please provide either

British full birth certificate

British Short birth certificate – you must also provide child benefit details

giving child/childrens name(s)

Non British birth certificate must be accompanied by a copy of settlement/immigration

document and Child Benefit details – giving child/children name(s), Child Tax Credit –

details giving child/children name(s)

**PREGNANCY**

Please provide one of the following showing Expected Due Date (EDD)

Anti-Natal card/book/scan report

Certificate of Confinement/MATB1

GP Confirmation

Hospital Book

**PLEASE TURN OVER**

**Verifying an applicant’s circumstances**

To enable the correct housing need assessment to be made, we generally require applicants to provide information to verify their circumstances. Examples of the verification required include the following, however this list is not exhaustive.

|  |  |
| --- | --- |
| All applicants  | Proof of identity* Proof of current address (2 items)
* Photographic ID
 |
| All household members | Proof of current address (if over 16)Proof of ID (passport, driving licence, birth certificate) |
| Asked to leave current accommodation | Notice to quit |
| In need of housing for health reasons affected by current housing circumstance | Completed medical formUp to date relevant medical informationOther supporting information ( if available) |
| Residency | Bank statementDriving licenceTenancy agreement |
| Access to children where additional bedrooms are required for overnight residence.  | Letter from parentLegal confirmation |
| Experiencing harassment | Corroborating evidence from * Police
* Landlord
* Other agency
 |
| Pregnancy | MAT B1 form or similar confirming due date |
| Owners | Proof of intent to sellConfirmation that applicant cannot return to the property |
| People from Abroad | Immigration Status |

**It is the responsibility of the applicant to supply the relevant documents to support their application and update their details if there is a change in circumstance.**