



APPLICATION FOR A COTTAGE IN WHITELEY VILLAGE

BACKGROUND INFORMATION

Whiteley Village was founded in the early 1910 as a result of a £1 million legacy left by William Whiteley, the owner of the Whiteley Department Store in Bayswater, on his death in 1907. The cottages are run by the Whiteley Homes Trust, which is a registered charity, and provide accommodation for members of the “older generations” (those who have reached state pension age) who are of limited financial means, in accordance with criteria laid down in the will of William Whiteley.

The cottages are intended for persons who wish to and who are able to live independently or as independent as they can with some support. The support that the Trust can offer includes personal care, home help and general support and advice that are aimed at promoting and prolonging independence. The amenity charge applied to Cottages does not include the provision of any personal care, so residents need to be independent or have a care package arranged either by themselves or through Social Services.

If you are in need of more specific and regular care, you can apply for a placement at our residential or nursing home (Whiteley House or Ingram House) which provide around the clock care. Alternatively, if you still want to live independently, but need a certain amount of personal care in order to do so, you may apply to Huntley House, which has 51 self-contained flats with additional communal facilities and carers on site. These options are available to cottage residents once they develop care needs, subject to vacancies and funding approval by Social Services, you individually or your representative where necessary.

You can find further information about the Village on our websites at:

www.whiteleyvillage.org.uk

COTTAGE APPLICATION PROCESS

If you would like to live in one of our cottages, the application process is set out below. **However, please note that the Trust receives far more applications for accommodation than it can grant. The Trust finds it a difficult task to decide on who will benefit most from being accepted into the Village, and some applicants will be disappointed to have their application turned down. The Trust reserves the right to give no explanations of any decision reached.**

Step 1: Complete this form and send it to us. Please note that the information requested in the form is necessary to help us assess whether or not you meet the main criteria laid down in the will of William Whiteley for admission to the Village. So please take the time to answer each one – **as we may have to return the form to you if it is not complete.** We understand that it can sometimes be difficult to understand questions on a form, so if you are unsure about what is being asked, please do not hesitate to contact us on 01932 842360 and we will do our best to explain.

Step 2: Your application undergoes an initial screening by the Trust, and we aim to respond to all applicants within 21 days. If the information on your application appears to meet the Trust's basic criteria, we will send you a letter, inviting you to visit the Village for an official tour given by a member of the Support Service Team. During this tour you will be shown most of the facilities available in the Village and be provided with more information. You will also have an opportunity to ask questions and to speak to villagers. This should help you to decide whether you would like to live here. The official tour is an important part in the application process, so may not be by-passed, even if you have already visited the Village informally.

Step 3: After you have completed your official visit to the Village, we will give you a medical report form for your doctor to complete and then return to the Trust. You will be responsible for paying any fee charged by your doctor for completing our medical report form, so we do not ask for this until you have completed your official visit to the Village and are sure that you wish to proceed with your application. Please do not ask your doctor for a medical report before then.

Step 4: Once you have completed the official tour of the Village and obtained a completed medical report from your doctor, you will need to make an appointment to see the Support Services Manager for an interview, if you wish to proceed with your application. However, please note that it is not usually possible to have an interview in the same week as your initial tour.

Step 5: Your application is considered further by the Trust.

Step 6: You will be sent a letter notifying you of the Trust's decision. If your application has been successful your name will be placed on our waiting list of approved applicants and you will be asked to contact us to make arrangements regarding the allocation of a cottage. This will entail another visit to the Village, so that we can show you the available cottage that we feel will meet your needs. We will also assist you in applying for any housing or council tax benefit for which you may be eligible.

APPLICATION FORM FOR A COTTAGE IN WHITELEY VILLAGE

	Your details	Your Partner's details (if he/she will be living with you)
PERSONAL DETAILS		
SURNAME	<input type="text"/>	<input type="text"/>
FORENAME(S)	<input type="text"/>	<input type="text"/>
TITLE (Mr, Mrs, Ms etc)	<input type="text"/>	<input type="text"/>
Maiden Name/Other surnames used	<input type="text"/>	<input type="text"/>
CURRENT ADDRESS	<input type="text"/>	<input type="text"/>
How long have you lived at this address?	<input type="text"/>	<input type="text"/>
PHONE NO.	<input type="text"/>	<input type="text"/>
NATIONAL INSURANCE NO.	<input type="text"/>	<input type="text"/>
DATE OF BIRTH	<input type="text"/>	<input type="text"/>
PLACE OF BIRTH	<input type="text"/>	<input type="text"/>
Have you ever been convicted of a criminal offence? If so, please give brief details.	<input type="text"/>	<input type="text"/>
RIGHTS TO UK RESIDENCE & BENEFITS		
What is your nationality/citizenship?	<input type="text"/>	<input type="text"/>
Have you lived in the UK for the whole of the last year:	<input type="text"/>	<input type="text"/>
Are you eligible to claim benefits in the UK?	<input type="text"/>	<input type="text"/>

NEXT OF KIN DETAILS

(please state name, address, telephone number and relationship)

Your details	Your partner's details

LINKS TO WHITELEY VILLAGE

Have you ever lived or worked in Whiteley Village or had any other prior links with the Village? If so, please give brief details.

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Do you have any family or friends who live in or near Whiteley Village? If so, please give brief details.

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CURRENT ACCOMMODATION

DO YOU OWN, PART-OWN OR HAVE ANY OTHER FINANCIAL INTEREST IN THE HOME WHERE YOU LIVE AT PRESENT?

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If so, please provide details of:

- the current value of your home
- the amount still owing on the mortgage
- what your share of the proceeds would be if you sold your home
- any other information relevant to the basis or value of your ownership or interest in the property.

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£	£
£	£

IF NOT, ARE YOU:

- (a) A Council tenant
- (b) A Housing Association Tenant
- (c) Renting privately
- (d) Staying with family or friends
- (e) In tied accommodation
- (f) Homeless

WHY DO YOU WANT OR NEED TO MOVE FROM YOUR CURRENT ACCOMMODATION?

Please list any concerns or issues you may have that make your present living arrangements unsuitable for your present or future needs. Use a separate sheet if necessary.

EMPLOYMENT RECORD

ARE YOU CURRENTLY SELF-EMPLOYED OR IN PAID EMPLOYMENT?

If so, please provide details of:

- weekly hours of work
- type of work or job title

Your details	Your partner's details
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WHAT HAS BEEN YOUR MAIN OCCUPATION?

HEALTH RECORD

Do you have any health or mobility issues that need to be considered when inviting you to visit Whiteley Village? If so, please give brief details. Use a separate sheet if necessary.

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Please note that we will ask for a more detailed medical report at a later stage of the application process.

FINANCIAL STATUS

An important criterion for admission to the Village is that you must have "limited financial means". In order for us to assess your position, we need to ask for a lot of financial details. Depending on how much/little you have financially, you may be eligible for housing benefit, in which case the Trust would assist you in applying for this if you move into the Village.

PROPERTY

Have you owned, part-owned or had any financial interest in any property/properties in the past 5 years?

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Have you sold or disposed of any such property in the past 5 years? If so, please give details of:

- Date of Sale
- Sale price of property
- LESS amount of mortgage outstanding
- What your share of the proceeds was
- Any other information relevant to the basis or value of your ownership or interest in the property.

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INCOME, AND CAPITAL

Please include the **amounts** of your **income** and **capital**. In the case of your income, please indicate the **frequency of the payment**, e.g. do you receive this every week, 4 weeks, month, quarter or year.

	Your details	Your partner's details
INCOME		
Earnings (if you are still working)	£ every	£ every
Pensions		
State Pension	£ every	£ every
Occupational Pensions	£ every	£ every
Personal Pensions/Annuities	£ every	£ every
War Widow's Pension	£ every	£ every
War Disablement Pension	£ every	£ every
Benefits		
Pension Credit - Guarantee Credit	£ every	£ every
Pension Credit - Savings Credit	£ every	£ every
Attendance Allowance	£ every	£ every
Disability Living Allowance		
- for care	£ every	£ every
- for mobility	£ every	£ every
Carer's Allowance	£ every	£ every
Other Income	£ every	£ every

CURRENT CAPITAL

Bank/Building Society Accounts

- Current Accounts

- Savings Accounts

Post Office Accounts

Premium Bonds

Stocks & Shares

Other

If there has been a significant change in your financial situation in the past 5 years, please provide brief details.

Is there anything else relating to your current financial situation that may be relevant to your application.

I/We hereby apply for a cottage and I/we declare that to the best of my/our knowledge and belief the answers I/we have given to the foregoing questions are accurate and complete. I/we also agree to abide by the decision reached by the Whiteley Homes Trust on my/our application for a cottage. I/we also understand that the information provided may be shared, in confidence, with other Statutory Organisations (e.g. Social Services, Department of Works and Pensions and other Benefits Agencies).

Signature

Date

Please submit your completed application form to:
Whiteley Homes Trust
Octagon Road
Whiteley Village
Walton on Thames
Surrey
KT12 4EH

Tel: 01932 842360

Please tell us where you heard about Whiteley Village

We would appreciate it if you would also complete the Equality monitoring form attached to this application form.

EQUALITY MONITORING FORM

Date: _____

	Your details	Your Partner's details
SURNAME	<input type="text"/>	<input type="text"/>
FIRST NAMES	<input type="text"/>	<input type="text"/>

The Whiteley Homes Trust believes in equality and diversity and is genuinely opposed to any form of unfair discrimination. In order to assist us in monitoring and assuring ourselves that these views are upheld by all involved in our admissions process, we would greatly appreciate it if you would also complete the following questions – but if you would prefer not to do so, please simply tick the following box.

	You	Your Partner
I would prefer not to complete the following questions.	<input type="checkbox"/>	<input type="checkbox"/>

COMPLETION OF THE FOLLOWING SECTION OF THE FORM IS ENTIRELY VOLUNTARY

	Your details	Your Partner's details
What is your ethnic group? E.g. White Black Asian – Indian Chinese Mixed White and Black Mixed White and Asian Mixed Black and Asian	<input type="text"/>	<input type="text"/>
What is your religion?	<input type="text"/>	<input type="text"/>
Do you consider yourself to have any disability? If so, please specify what it is.	<input type="text"/>	<input type="text"/>