

How to complete an online application form for social rented housing

The online application form for social rented housing consists of 15 pages. This guide will take you through the form stage by stage.

Go to www.gatewaytohomechoice.org.uk

Click the link **Application form**

Login

Click on the link that says...[If you don't have a login, click here to register](#)

New household registration

Enter the relevant details into the fields on this page. These include:

- Your name
- Your address
- Your date of birth
- Your telephone number(s)
- Your email address
- Your national insurance number
- Equal opportunities questions
- Employment and income details
- Which council you want to deal with your application

Please note that fields marked with an asterisk (*) are required and you must complete them before you can continue

When completed, click [Create login>>](#) to get your log in details

Registration complete

Make a note of your allocated reference number, as you will need this to log into your application in future.

Click on the link that says... **To apply for CBL please click here**

My homepage

Click on the link that says...[Click here to complete a new CBL application](#)

Eligibility (stage 1 of 15)

Applying to Gateway to Homechoice

Read through the text and, if you agree with the statement, click in the box next to I/We agree (if you do not agree you will not be able to continue with the application).

Residency

Answer the two questions about your residency in the UK

If you have not been resident in the UK continuously for the last 5 years, or you are subject to immigration control, you will not be able to continue with the application. In this instance, please call 01473 433123.

Click [Next Section>>](#)

Your details (stage 2 of 15)

This page pulls through the information you entered in the New household registration page. Check through this information, amending as necessary.

Click [Next Section>>](#)

Second Applicant (stage 3 of 15)

If you have a partner who you wish to include on your application as a joint applicant, enter their details into the relevant fields. The same information is required for them as was required for you.

If you do not have a second applicant, leave all the fields blank.

Click [Next Section>>](#)

Household Members (stage 4 of 15)

In this section you can add details of anyone else who would be moving with you, e.g. children.

The details you will need include:

- Name
- Address
- National insurance number (if they are aged 16 or over)
- Date of birth
- Their relationship to you (ie son/daughter/partner etc)
- If they are pregnant – their expected due date

When you have completed this for the first additional household member, click [Add household member](#).

Repeat this process for each additional member of your household. If you make a mistake after you have added someone, you can edit or delete their details by clicking on the applicable option at the top of the form.


When complete, click [Next Section>>](#).

Housing History (stage 5 of 15)

Rent/Mortgage arrears

Complete this section if you have an outstanding debt on your rent or mortgage.

Housing History

If you are currently privately renting your home, we need to know who your landlord is. To complete this information click on the small red icon below your current address [] to open up the address details. Enter your landlord's name and address in the boxes. Click [Save](#).

We need to know every address that you and each member of your household, have lived at for the last 6 years. To add another address click [Add new address history](#). Enter the address; dates of residence and landlord details (if applicable) into the fields and click [Save](#). Repeat for each address you and your family have lived at for the last 6 years. When you have added the address history for all household members, click [Next Section>>](#).

Homeless (stage 6 of 15)

If you are currently in temporary accommodation provided by Ipswich Borough Council and have an open homeless application, you can complete the details in this section.

If you have been asked to leave your home; your landlord has issued you with a notice to quit; or your home is being repossessed and you have yet to secure alternative accommodation, place a tick in the box where you are asked if you are currently threatened with homelessness. If you are threatened with homelessness, and currently living in Ipswich, we recommend that you speak with a housing advisor – please call 01473 433033 (if you do not currently reside in Ipswich, contact the housing advice team at your local council).

Local Connection (stage 7 of 15)

In this section you need to select up to 5 areas within the Greater Haven Gateway (the area that is covered by the 8 partner councils) that you have a local connection to. *To have a qualifying connection, you must either live in the town/village; work in the town/village; or a parent, sibling or child (over 18) lives in the town/village and has done so for at least 5 years.*

Local Authority: Select the local authority in which the town/village is situated, click [List>>](#)

Region: Select the region in this box, click [List>>](#)

Area: Select the town/village/area that you have a qualifying connection to (to select multiple villages in the same region, hold down CTRL whilst selecting the village), click [>>](#)

Selected Areas: This is where the villages you have chosen will appear

NB: IF YOU DO NOT HAVE A QUALIFYING CONNECTION TO IPSWICH LEAVE THIS SECTION BLANK

Now scroll down and click [Next Section>>](#).

Local connection details (stage 8 of 15)

For each village/town/area you have selected you now need to qualify your connection.

Select your connection from the drop-down box next to the first village/town.

Type in the details of your connection in the second box (if your connection is family living there type in the name, relationship and address of that family member).

Enter the date that your connection to that village/town started in the 'From date' box. If the connection is current, leave the 'To date' blank.

Repeat for each village/town you have selected.

Once completed, click [Next Section>>](#).

Current accommodation (stage 9 of 15)

Current Accommodation

Property type: Enter the details of your current property, tenure and landlord (if social rented)

Current Tenure: If you currently live in a council or housing association property within one of the partner council areas, select 'Housing Ass/CT in GHG'.

Downsizing: If you are a current social rented tenant and want to downsize, tick the box to indicate that you would be willing to move to a smaller property, then select the number of bedrooms you would be willing to have.

In sheltered: If you are currently in sheltered accommodation, tick the box to indicate this.

Why do you want to move?: Type the reason that you wish to move in this box, please give as much detail as possible.

Security of Current Tenure

If you have been asked to leave your home or have been served with a valid notice to quit by your landlord (Section 21 or Section 8), complete the details in this section.

Housing Condition

Structure: If you are renting your current home and the condition is unsatisfactory (ie the property is in a state of disrepair that is your landlord's responsibility), tick the boxes that apply. If you complete this section, we will request that an Environmental Health Officer visit your property, if you have not already contacted our Private Sector Housing team.

Lacking facilities: If your home is lacking bathroom, heating or kitchen facilities, highlight the applicable facility from the list. Please note that if you select any of these, we will contact your landlord to confirm this and/or request that Private Sector Housing make an appointment to visit you.

Sharing facilities: If you currently live in a property where you are sharing a bathroom and/or kitchen with people that would not be moving with you (ie living with family, living in a hostel or living in a shared house), tick the box where it asks this.

Home-owner: If you currently own, or have owned a property in the last 10 years, complete the current value of the property and the amount of mortgage outstanding.

In prison: If you are currently in prison, complete this section with relevant details

Housing Options

Select the type of tenancy you would ideally like to have.

Click [Next Section>>](#).

Connection to Greater Haven Gateway (stage 10 of 15)

Complete this section if you have previously completed the local connection section (stages 7 and 8).

Click [Next Section>>](#).

Criminal activity or antisocial behaviour (stage 11 of 15)

If you, or anyone in your household, have any convictions (current or pending) or have had action taken against you/them for anti-social behaviour, details need to be disclosed in this section. We will follow up any disclosure with Probation Services and/or Public Protection.

If you, or anyone in your household, do not have any criminal convictions, leave blank and scroll to the bottom.

Click [Next Section>>](#).

Support and Welfare (stage 12 of 15)

Complete this section if any of the following relate to you or anyone in your household:

- You require 24 hour support of a carer to remain in your home
- Any special housing requirements relating to medical conditions
- Suffering from harassment
- Have/Had any mental health issues
- Alcohol and/or drug dependant
- Moving to be closer to a family member to receive or provide support/care
- Would like to remain in your current home with support

If none of the above apply, leave all sections blank and scroll to the bottom of the page.

Click [Next Section>>](#).

Medical Needs (stage 13 of 15)

If you are finding it difficult to live in your current accommodation because of medical problems, complete this section to indicate how severely your living arrangements are effected by each of the options.

If you have no medical needs, leave everything blank and scroll to the bottom of the page – do not use this section to indicate that you need a larger property because you are overcrowded or for any other reason to move that is not medical.

If you feel that you need an adapted property, choose the relevant option from the drop down box towards the bottom of the page. The options are:

- I am a full time wheelchair user and need a home that is suitable for wheelchair use both indoors and outdoors.
- I need a home with a level access shower
- I need ground floor accommodation because I cannot manage stairs

Please note that if you indicate that you have physical medical needs and require adapted accommodation, we will request that you complete a medical assessment form so we may assess your application based on your medical needs.

If you do not need any special adaptations, choose

- I have no accessibility needs

Click [Next Section>>](#).

Confirmation (stage 14 of 15)

Personal Interest

Indicate here if you or any member of your household are employed by or are related to a member of staff at any of the partner councils or housing associations covered by the Greater Haven Gateway.

Indicate also if you or any member of your household are, or related to, a councillor of a partner council or board member of a partner housing association.

Confirmation

Read through the confirmation statement and confirm that you have provided accurate information throughout the application form.

If you have completed the application on behalf of someone, enter your name and relationship to the applicant here.

Finish (section 15 of 15)

You have completed your application for social rented housing. You now have the option to print off a copy of your application.

Now that you have completed your form, it will be assessed by our Accommodation Team, who will contact you either by phone/text/email/post to request any further information and/or clarification in relation to your application before it can be activated.