



Discounted Market Value Scheme
Application Form

Property Details

Address:

Number of Bedrooms:

Please tick this box if you are happy for the outcome of our assessment to be shared with the Estate Agent / Seller

First Applicant		
Full Name and Title:		
Date of Birth: Marital Status:		
Full Address:		
Post Code:		
National Insurance Number:		
Telephone:	Mobile:	Email:
Type of Tenure:	<input type="checkbox"/> Owner occupier	<input type="checkbox"/> Social rented
	<input type="checkbox"/> Private Rented	<input type="checkbox"/> Lodging/Living with family

Second Applicant (if applicable)		
Full Name and Title:		
Date of Birth: Marital Status:		
Full Address:		
Post Code:		
National Insurance Number:		
Telephone:	Mobile:	Email:
Type of Tenure:	<input type="checkbox"/> Owner occupier	<input type="checkbox"/> Social rented
	<input type="checkbox"/> Private Rented	<input type="checkbox"/> Lodging/Living with family

Current Home	
First Applicant	
Address:	
How long have you lived at this address:	
If less than 3 years please provide addresses:	
Second Applicant	
Address:	
How long have you lived at this address:	
If less than 3 years please provide addresses:	

Who else will be moving to the property?			
Full name	Gender	Date of birth	Relationship to applicant

Gross Income	
First Applicant	£
Other income details:	£
Second Applicant	£
Other income details:	£
Total Annual Income	£
Note: Joint income must not exceed £60K	

Total Amount of Savings

First Applicant	£
Second Applicant	£

Mortgage	
Deposit	£
Amount of Loan Required	£

Occupation
First Applicant:
Name and address of employer:
Full-Time or Part-Time:
Length of service:
If less than a year previous employer:
Second Applicant:
Name and address of employer:
Full-Time or Part-time
Length of service:
If less than a year previous employer:

Local Connection
Please provide details of your local connection as applicable below:

First Applicant
How long have you lived in Preston?
Do you have family living in Preston? (Please state relationship and address)
Have you been offered permanent employment within Preston?
If so please provide company name and address:
Second Applicant
How long have you lived in Preston?
Do you have family living in Preston? (Please state relationship and address)
Have you been offered permanent employment within Preston?
If so please provide company name and address:

Any Other Information

Declaration

Please note you cannot own 2 properties under the affordable housing scheme.

- I/We attach latest 3 payslips.

- I/We attach the most recent profit/loss accounts for my/our business if self-employed.
- I/We attach 3 months bank and/or building society statements. **Please include statements from all your bank accounts.**
- I/We attach proof of ID (passport, driving licence, birth certificate).
- I/We certify that we do not already own or have a mortgage on a residential property.
- I/We certify that we will purchase a residential property and live in it as my/our principal home.
- I/We understand that in the event in change of circumstances during the course of the purchase of the property, I/we will notify the Council immediately.
- I/We certify that to the best of my/our knowledge the information given is correct and understand that giving false information is an offence and will result in approval being withdrawn.

Signed:	Date:
Signed:	Date:

Please return your completed form to:

Shannon Farnworth
 Affordable Homes Officer
 Housing Advice
 Town Hall
 Preston
 PR1 2RL

affordablehomes@preston.gov.uk

Data Protection Act

Information provided on this application will be used to enable Preston City Council to determine your eligibility for the affordable homes scheme. Data contained in the form may be used for statistical purposes by Preston Council to research current and future housing needs. Although individuals will not be identified you

have a right to ask for information which is being held about you and to correct any inaccuracies, with certain limited exceptions, i.e. information provided by other professionals which is exempt from disclosure. Statistical data that does not identify the applicant is not subject to Data Protection.

You should ask a member of the Housing Services team if you wish to exercise this right, for which there may be a potential charge. We will treat your information with the highest level of security and confidentiality.

If you provide information about another person, you confirm that they have appointed you to act for them, to consent to the processing of their personal data including sensitive personal data and that you have informed them of our identity and the purposes for which their personal data will be used.

Some of the information you have provided is regarded as sensitive personal data by the Data Protection Act 2018. By law, you must give us your explicit consent to use this information. The reason we request this information from you is to provide us with a clear understanding of all your needs so that we can ensure our service caters for any special requirements you may have and to help maintain your wellbeing, for administrating services and providing customer services such as keeping our databases up to date and providing information on local services. We may disclose personal data in order to comply with a legal or regulatory obligation. By providing us with your personal data you consent to our processing your sensitive data.

Any processing will be carried out in line with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation.

Signed:

Date:

Signed:

Date:

Privacy Policy

Additional privacy information

Who we are

We are Preston City Council and your privacy is important to us. We aim for full transparency on how we gather, use, and share your personal information in accordance with the General Data Protection Regulation.

This Notice provides privacy information for:

Customers / households who apply to join the Council's Affordable Housing scheme and those who buy, part buy or rent a property on the scheme.

It applies to any personal/sensitive data which you may provide to us in person, over the telephone, by e-mail, when you access our web pages and/or by post. This Notice also applies to any personal/sensitive data which we may collect from other parties about you / your household.

By using our web pages or accessing any services we offer, you agree to be bound by this notice in respect of any information we collect about you / your household.

This notice sets out the basis on which any personal/sensitive data about you/your household will be processed by us.

Why do we need personal information?

- To enable us to process your Affordable Housing application and carry out checks to ensure that you are eligible to join the Affordable Housing Scheme in accordance with procedures, local Planning Policy and Section 106 of the Town and Country Planning Act 1990 and, to ensure you meet the required occupancy and financial criteria when you find a property on the scheme that you want to buy, part buy or rent.
- To prevent fraud, protect public funds and ensure the information you have given us is correct.
- To obtain statistical information to help us make decisions about future affordable housing development.
- To maintain accurate and up to date records, including those on the Affordable Housing Database and those who have purchased properties, part purchased properties and/or rented properties on the Scheme.
- To ensure that our services are fair and equal to all and, to improve the service we provide to you.

We will only use your information in ways which are permitted by the General Data Protection Regulation (GDPR) and Data Protection Act 2018(DPA).

What types of personal information do we handle?

- Contact details such as names, addresses, e-mail addresses and telephone numbers;
- Personal demographics including birth and gender;
- Sensitive data such as annual household income, savings, capital investments, financial gifts and equity from the sale of an existing property;
- Characteristics such as ethnicity, religion, language and disability.

How do we collect personal information?

- When an Affordable Housing application form is completed and submitted to us. We do not collect and store any personal/sensitive information about individuals who access our web pages, except where

they voluntarily choose to give us their personal details via e-mail or, by completing the electronic Affordable Housing application form;

- When you apply to and/or buy, part buy or rent a property on the scheme;
- When another party/third party sends us relevant information in connection with your Affordable Housing application or sales/rental transaction.

Most of the information we collect is electronic data which is stored securely on our system. Hard copy data is stored in a locked filing cabinet.

We only process and store adequate, relevant information and, as such, we regularly review the information we collect to ensure it is accurate and still needed.

Legal basis for processing personal information

Generally we collect personal information:

- where you have given consent;
- to enable us to determine whether you are eligible to join our Affordable Housing Scheme and/or buy, part buy or rent a property on the Scheme, in accordance with procedures, local Planning Policy and Section 106 of the Town and Country Planning Act 1990;
- to prevent and detect crime including fraud and money laundering;
- to protect public funds.

If the required information is not provided

If you fail to provide certain information when requested, we may be unable to comply with our obligations. This may prevent you from joining the Affordable Housing scheme and/or buying, part buying or renting a property on the Scheme.

Information sharing / recipients

Your personal information will be treated as confidential but, it may be shared with other sources across the Council such as the Elections & Land Charges, to verify the details on your application form and enable you to apply to and/or buy, part buy or rent a property on the Scheme.

We may also obtain information about you and share relevant personal information with third parties including, private developers, registered providers, solicitors, financial advisors and sales and letting agents in order to process your application and/or facilitate a sales/rental transaction.

The Council has a duty to protect the public funds it administers and may use information held about you for lawful purposes, including but not limited to the prevention and detection of crime, including fraud and money laundering.

We will not share information without your consent, unless permitted by law. Consent is gained when you complete an Affordable Housing Application Form and submit it to us. In other cases we may have to contact you directly to ask for permission.

We will not disclose your personal information to third parties for marketing purposes.

Automated decisions

All decisions we make about you involve human intervention.

Data retention

We will retain your information in accordance with statutory retention periods, in order to comply with legal and regulatory requirements or, for other operational reasons. In most cases this will be a minimum of seven years. More information about our retention schedules can be found online.

Rights of individuals

You have the right to:

- request a copy of your information (known as a subject access request);
- request rectification or erasure of your information;
- request a restriction on the processing of your information and, object to processing of your information;
- complain to the Information Commissioner's Office about the way the Council processes your information.

If you have any concerns about how the Council is handling your personal data, these can be raised with the Council's Data Protection Officer:

Preston City Council
Lancaster Road
Preston
PR1 2RL

Email: info@preston.gov.uk