

## APPENDIX 3 – QUALIFYING PERSON INFORMATION

### Dartmoor National Park Authority Affordable Housing Application Form for Qualifying Persons

This form can be completed by prospective occupants who wish to establish whether he/she satisfies the Affordable Housing Criteria and constitutes a “Qualifying Person” as set out in the Section 106 legal agreement restricting occupancy.

**Please complete and return this questionnaire to Dartmoor National Park Authority, Forward Planning: [forwardplanning@dartmoor.gov.uk](mailto:forwardplanning@dartmoor.gov.uk)**

I/We can confirm that our household income is under £80,000	Yes / No
If applying to buy, I/we can raise at least £2,500 to cover fees and understand mortgage lenders may require a deposit	Yes / No

#### 1.0 DETAILS OF THE QUALIFYING PERSON

1.1 Please complete your details:

	Applicant 1	Applicant 2
Title:	Mr / Mrs / Miss / Ms	Mr / Mrs / Miss / Ms
First name:		
Last name:		
Date of Birth: DD/MM/YYYY		
National Insurance number:		
Home telephone number:		
Work telephone number:		
Mobile telephone number:		
Email address		
Relationship between 1 <sup>st</sup> and 2 <sup>nd</sup> application (e.g. partner, friend, co-habitee etc.)		

	Applicant 1	Applicant 2
Your current address:		
Postcode:		
Date you moved into this property: DD/MM/YYYY		
Your previous address:		
Postcode:		
Date you moved into this property: DD/MM/YYYY		

Who else will be living with you?				
Name	Sex	Date of Birth DD/MM/YYYY	In work?	Relationship to applicant 1
	M / F		Yes / No	
	M / F		Yes / No	
	M / F		Yes / No	
	M / F		Yes / No	

**2.0 PROPERTY DETAILS**

2.1 Please provide details of the property to which this application relates:

Address	
Planning Application ref	
Owner	
Address of owner	
Telephone no. of owner	
Email address of owner	

**3.0 HOUSING NEED**

This section seeks to establish whether you are in housing need, through assessing whether you are in need of suitable permanent housing and unable to satisfy your accommodation needs on the open market.

3.1 Please specify the proposed sale value or monthly/weekly rent

3.2 Please provide a simple financial statement to illustrate why you are unable to afford to pay open market prices/ rents.

Reference should be made if purchasing the property to the gap between household income and the open market house price. In the case of a rental arrangement a straightforward financial assessment relating to the breakdown of income and expenditure should be detailed. In both cases reference should also be made to existing savings and any property currently owned or occupied.

3.3 Are you on the housing needs register for the Local Housing Authority?

Yes/ No (delete as appropriate)

If yes please state for which Local Housing Authority:

3.4 Please indicate your reason for moving – you can give more than one reason. (Please provide further detail if relevant to your housing circumstances), this might include one or more of the following:

- a) New household formation
- b) Inappropriately housed: present home is overcrowded, in disrepair or lacks self contained facilities (e.g. kitchen or bathroom): is inappropriate in terms of household requirements (e.g. for people with very young children or mobility problems more than one flight of stairs in existing accommodation)
- c) Relationship break up
- d) Homelessness or insecure tenancy: living in temporary accommodation, or informal accommodation coming to an end (e.g. living with friends), mortgage/rent too expensive:

Please give details:

#### 4.0 LOCAL CONNECTION

This section seeks to establish your local connection to a parish wholly or partly within the National Park.

4.1 In what way do you consider you have a local connection, please state which of the following circumstances would apply to you

- a) Do you live in the National Park? If yes please give details of your current address and past addresses together with the period of residency for the past five years (please continue on another sheet if necessary)
- b) Have you lived in the National Park for a period of at least five years but moved away in the last three? If yes please give details of past addresses and period of residency for the past eight years prior to the date of completing this questionnaire
- c) Do you consider yourself to have a strong local connection with a parish wholly or partly within the National Park, for reasons other than those detailed above? If yes please specify and give full details of the nature of the connection with the parish within the Dartmoor National Park. Common examples include strong family connections, upbringing, or employment.

Please provide details below, and attach evidence wherever possible.

	Applicant 1	Applicant 2
Where do you currently live? Name of local authority: Name of parish or ward:		
Where do you currently work? Name of local authority: Name of parish or ward:		
Other local connection? Do you have a local connection to any other area? If so please complete the following:		
Name of local authority:		
Name of parish or ward		
Nature of local connection: (e.g. previously lived or worked in area)		

Employment details

	Applicant 1	Applicant 2
Are you working?	Yes / No	Yes / No
Do you work for the Ministry of Defence?	Yes / No	Yes / No
Job title/occupation:		
Employer's name:		
Employer's address:		
Postcode		
Employer's telephone number:		
Are you permanently employed?	Yes / No	Yes / No
Are you self-employed?	Yes / No	Yes / No
Are you on a fixed term contract?	Yes / No	Yes / No
How many hours a week do you work here?		
How long have you worked for you current employer?		

Annual income details (£ only)

	Applicant 1	Applicant 2
Total gross income from employment before tax and deductions (not including overtime and bonuses)	£	£
Total amount of savings and capital (not including overtime and bonuses)	£	£
Total gross amount of any overtime, bonuses or commission (please state amount)	£	£

Calendar monthly income (£ only)

	Applicant 1	Applicant 2
Total net pay (take home pay) or pension after tax & deductions	£	£
Working Tax Credits	£	£
Child Tax Credits	£	£
Child Benefit	£	£
Disability Allowance	£	£
Guaranteed Child Maintenance	£	£
Other Income	£	£

Outgoings (£ only)

	Applicant 1	Applicant 2
Total balance of all outstanding loans which have more than 6 months to run	£	£
Total monthly payment on outstanding loans (only include student loan if you have started making payments)	£	£
Total outstanding balance on all store/credit cards	£	£
Total rent or mortgage payments each calendar month	£	£
Total of any other calendar monthly outgoings	£	£
Have you had a County Court Judgement (CCJ) registered against you in the last 3 years	Yes / No	Yes / No

Other housing circumstances

Are you currently (please tick)	Applicant 1	Applicant 2
A council tenant		
A housing association tenant		
Renting from your employer		
Living with family or friends		
Renting privately		
A current home owner		
Existing shared owner		
Homeless or temporary accommodation provided by the council		
Other		

	Applicant 1	Applicant 2
Are you on a council housing or housing association waiting list?		
If you are on a council waiting list, please say where:		

And give your reference number:		
Only complete this section if you are a current home owner (included caravans, mobile homes, houseboats etc.)		
What is the reason for your application? (e.g. relationship breakdown)		
How much equity do you estimate you have available?	£	£
Is your property on the market?	Yes / No	Yes / No
Has your property been sold?	Yes / No	Yes / No

**5.0 STATEMENTS AND SIGNATURE**

I declare that all information in this statement is true, correct and complete. I understand, agree and consent to the Dartmoor National Park Authority making their own inquiries and checks regarding the contents of this application.

<p>Please sign within this box:</p> <div style="text-align: right; margin-top: 100px;">Date:</div>
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*Thank you for completing this application. We will contact you should additional information or clarification be required.*

Dartmoor National Park Authority is registered under the Data Protection Act 1998. Your personal information will be held securely and will not be used for any purpose other than the monitoring of affordable houses within the Dartmoor National Park. Your details will not be passed on to any other organisation without your prior consent.

Important information and declaration: All applicants must sign this page

Dartmoor National Park Authority (DNPA) will act as the data controller and processor for all the information included in this questionnaire. DNPA will only use the given personal data of all applicants for the purpose of determining your eligibility to occupy an Intermediate Affordable property and will hold your information in accordance with the Data Protection Act 1998.

DNPA will retain the information for a period not longer than 12 months. After this time the information will be securely destroyed.

All information will be treated in the strictest confidence.

Declaration: I/We have read the above and confirm that I/we have provided accurate and up to date information relating to my/our eligibility to occupy the property referred to.

I/We consent to DNPA storing and using my/our personal data as outlined above.

Signed:.....Date:.....

(First Applicant)

Signed:.....Date:.....  
(Second Applicant)