

April 2024



# Supporting Evidence Guidance

Evidence should be a digital or scanned copy of the document or a clear and readable digital photograph.

If the document has multiple pages, for example bank statements then please provide a digital document (pdf) or scanned copy.

For documents that are less than one page in length we will also accept screenshots or digital photographs, as long as these are clear and readable.

Letters should be signed and dated. They should be signed and provided on letterheaded paper if sent by an organisation and should be clearly legible if written in hand.

If uploading bank statements ensure that your name and the account number are clearly visible and that all transactions are clearly shown.

We accept share codes for proof of immigration status

**If you are unable to provide any of the documents or need help then please contact the Housing Choices Team:**

**Freephone: 0800 183 0357**

**Email: [MyHome@nwleicestershire.gov.uk](mailto:MyHome@nwleicestershire.gov.uk)**

**Please see below for detailed information about the documents we require**

## Proof of Eligibility and Qualification

The following documents are **ESSENTIAL** for the assessment of your application. If they are not provided your application will be rejected

<p><b>Identity</b></p>	<p><b>Anyone under 18</b> Birth certificate</p> <p><b>Anyone over 18</b> Photo Identity such as passport or driving licence or combination of other photo ID and birth certificate.</p> <p>Anyone over 16 should also provide proof of National Insurance Number e.g. National Insurance card or an official letter which shows national insurance number and name.</p>
<p><b>Eligibility for Housing</b></p>	<p><b>For Primary and Joint Applicants</b></p> <p>Proof of nationality and residency in the UK and/or immigration status</p> <p>We accept share codes for proof of immigration</p> <p>If you are currently resident in the UK and have been for the last 5 years and have provided a UK or Irish passport or UK drivers licence as part of your identity documents you do not need to provide anything further.</p>
<p><b>Proof of address</b></p>	<p><b>For Primary and Joint Applicants</b></p> <p>Official letter or bill with name and the address you are applying from. This should be dated within the last month.</p> <p>In cases of applications where you have no fixed address please provide evidence of your last settled address. We may also require the contact details of the person or persons you are currently staying with to confirm your situation.</p>
<p><b>Clear or Managed Housing Debt record</b></p>	<p><b>For any adult member of the household</b></p> <p><b>For current or previous tenancy holders</b> Rent statement covering last 6 months or end balance for former addresses OR Letter from current/former landlord(s) or letting agents confirming rent balance(s)</p> <p><b>If staying with friends or family</b> If you were staying with family and/or friends please provide a statement from them confirming your time at the address and that you were not liable for paying the rent.</p>

	<p><b>For home owners</b> Mortgage statement</p> <p><b>Repayment/Debt Relief Plans</b> If you have rent or Council Tax arrears but have a repayment plan or IVA in place then provide details of the debts and repayments made</p>
<p><b>Income, Savings, Assets</b></p>	<p><b>Income from employment and benefits</b> Last 3 months bank statements for all adults in household. These need to be itemised and show <u>all</u> income/benefits received.  If anyone is in employment provide 3 months wage slips or if self employed with a variable income then last annual tax return.  If you are in receipt of Universal Credit please provide a statement (available to download from your online account). For any other benefits please provide a letter confirming benefit and entitlement.</p> <p><b>Savings and Stocks/Shares/Bonds</b> Provide last 3 months bank statements from all savings accounts held. Provide statements for any stocks/shares/bonds you hold.</p> <p><b>Property owner or former owner</b> If you own property (including shared ownership) you will need to provide documentation such as a mortgage statement showing the value of the property and equity held.  If a property is in the process of being sold or transferred then provide documents relating to the sale or transfer e.g. valuation, legal agreements confirming sale/transfer.  If you have owned property in the last 5 years please provide documents relating to the sale/transfer.</p>
<p><b>Proof of Local Connection</b></p>	<p>You will need to provide proof that the main or joint applicant has a local connection to North West Leicestershire OR that you are in one of the exempt categories</p> <p>SEE INFORMATION AT THE BOTTOM OF THIS DOCUMENT FOR LOCAL CONNECTION CATEGORIES</p> <p>For (a) and (b) please provide proof of address showing you were living in the District for the required time period e.g. utility bill, tenancy agreement, council tax bill, pay slip, benefits letters or other official letter</p> <p>For (c) please provide employment contract or letter from employer</p> <p>For (d) please provide proof of address for relative showing they have</p>

	<p>lived in the District for the required time. We will also need proof of relationship e.g. birth certificates/marriage certificates and we will need a statement to confirm ongoing close relationship or contact details so this can be confirmed.</p> <p>For (e) please provide documents showing the agreed access arrangements or a letter from the primary carer which confirms the agreed access arrangements. These should also confirm the address where the children primarily live. You can also provide a letter of support from a professional person who knows the children.</p> <p>Exemptions:</p> <ul style="list-style-type: none"> <li>(a) No evidence required</li> <li>(b),(c),(d), (e) Evidence of service record and death certificate, medical details, letter from family or support network as applicable</li> <li>(f) Letter or email providing confirmation of the duties owed to you or contact details for a relevant person at Leicestershire County Council that we can contact to confirm your situation</li> </ul> <p>If you have other special circumstances that you believe means you have a need to live in North West Leicestershire please provide a written statement and any other supporting evidence you would like us to consider.</p>
<p><b>Suitability Evidence</b></p>	<p><b>For any household members having had action taken against them for ASB or breach of tenancy</b></p> <p>Please provide any paperwork which shows the details of the action and the outcome. You can also provide a statement from a support worker or similar in support of your application.</p>

## Housing Need

If there is a reason you need to move from your current home we will take this into consideration and you may receive priority for housing based on your needs

**These documents are not essential** but if you do not provide evidence of your housing needs then we will be unable to take them into consideration when assessing your housing application

Please note that you can request a reassessment of your housing need at any point by contacting us and supplying evidence to support your request.

<p><b>Housing need</b></p>	<p><b>As applicable:</b></p> <p><b>Eviction or demolition notice or notice of repossession</b> Copy of any official notice you have received that requires you to leave the property</p>
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	<p><b>Homeless</b> If you are owed a homeless duty by North West Leicestershire District Council your case officer will let us know what your priority should be. If you have a homeless application from another Local Authority please provide a letter stating what duties (if any) are owed. Rough sleeping will be considered if this can be verified by a homeless outreach team. If staying with friends or family or with no fixed address then we will ask for details of someone who can verify this.</p> <p><b>Risk of violence/harassment/abuse</b> Any official documents/police incident details which confirm your situation or a letter of support/contact details for a support organisation who are working with you. We may advise a referral to our domestic abuse support worker to better understand your situation.</p> <p><b>Poor Housing Conditions</b> An assessment of your property against the required standards by the Local Authority and/or correspondence with your landlord detailing the issues and their response(s). We may advise a referral to the Council's Environmental Protection Team so the condition of your property can be assessed.</p> <p><b>To give or receive care Closer to employment or education Closer to support network</b> An official document or written submission that confirms the address in the District you need to move closer to. We may ask you to complete a supplementary form to better understand your situation and needs.</p> <p><b>Leaving care, hospital, prison, armed forces</b> An official letter which includes your leaving date and gives information about your current housing situation or the contact details of someone who can verify your situation.</p> <p><b>Other reasons</b> If you have other needs that you want to be taken into consideration when your application is assessed then please provide any evidence you have.</p> <p>Please read our Allocations Policy for more information about how housing needs are assessed.</p>
<p><b>Tenancy Agreement or Home Ownership Documents</b></p>	<p><b>If renting your property</b> A copy of your tenancy agreement, licence or similar document giving the property address, landlord, the type and terms of the tenancy and the names of the tenants</p> <p><b>If home owner</b> Mortgage Statement or other documents showing ownership. If the property is being sold or transferred, please provide any documents you have confirming the arrangement. If you are unable to live at the property you own</p>

	<p><b>If shared ownership</b> Documents that include the address of the property, value of the property, your share and the leasehold agreement</p>
<b>Medical Evidence</b>	<p><b>Required if a household member has a medical condition that makes your existing housing unsuitable.</b></p> <p>Letter from medical professional e.g. occupational therapist/consultant/GP</p> <p>We will need evidence of the medical condition(s) and impact of the condition(s) on your housing needs</p>
<b>Armed Forces Preference</b>	<p>Evidence of service record and death certificate, medical details as applicable</p> <p>If you are using this as your exemption to local Connection then you only need to supply the proofs once</p>

## Bedroom Need

We use a standard calculation to determine your bedroom needs.

### You only need to provide additional information in certain circumstances

The following rules are used to determine the minimum size of accommodation needed by a household:-

A separate bedroom is normally needed for each of the following:

- Every adult couple or single parent
- Any other person aged 16 years or over
- Any two children aged under 16 years of the same sex
- Any two children aged under 10 years regardless of sex
- Any other child

In certain limited circumstances additional bedroom needs are taken into consideration. Where this applies evidence will be required.

**These documents are not essential** but if you do not provide evidence of your needs then we will be unable to take them into consideration when assessing your housing application.

Please note that you can request a reassessment of your bedroom at any point by contacting us and supplying evidence to support your request.

<b>MATB1 Certificate</b>	<p><b>Pregnant Household Members</b></p> <p>Evidence of pregnancy showing estimated due date</p>
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<p><b>Proof of household members</b></p>	<p><b>For children under 16 where this is their primary residence</b> - evidence of child benefit. If you have already provided bank statements showing receipt of child benefit then you do not have to provide this again.</p> <p><b>For any adults who are away from home on a temporary basis</b> proof of situation e.g. study, travel, armed forces service</p>
<p><b>Access to Children</b></p>	<p><b>For applicants with overnight access to children who are requesting an additional discretionary bed allowance</b></p> <p>Documents showing the agreed access arrangements or a letter from the primary carer which confirms the agreed access arrangements. These should also confirm the address where the children primarily live. You can also provide a letter of support from a professional person who knows the children.</p>
<p><b>Overnight carer or medical condition that means room cannot be shared</b></p>	<p><b>For applicants with a need for an extra bedroom to accommodate an overnight carer or due to a medical condition</b></p> <p>Document from health professional confirming need for overnight care/extra bedroom or benefits document showing that your entitlement includes an extra bedroom</p>
<p><b>Fostering commitment that requires extra bedroom</b></p>	<p><b>For applicants with a need for an extra bedroom to allow them to continue to provide foster placements for children</b></p> <p>Letter from fostering service or or benefits document showing that your entitlement includes an extra bedroom</p>

## Suitable Properties/Areas

**You only need to provide this information if you have specific housing needs that affect what property is suitable for you or where you can live.**

This information is not essential. If not provided we will determine your needs from your application and other supporting documents provided.

<p><b>Restrictions</b></p>	<p><b>For any household members with convictions that include restrictions on where the person can live</b></p> <p>Please provide documents that detail the restrictions</p>
<p><b>Access to alarm and visiting support service</b></p>	<p>Your support needs will have been assessed during application however we may request additional information from you if you later ask to be considered for supported housing.</p>
<p><b>Priority for level access</b></p>	<p>Evidence of a medical condition that affects your ability to climb stairs such as an OT report or letter from consultant/GP.</p>

<b>properties (bungalows)</b>	
<b>Need for adaptations</b>	Evidence of a medical condition that means you need specialist adaptations or a wheelchair accessible property such as an OT report or letter from consultant/GP.
<b>Specific housing needs</b>	<p>If you have any other specific needs relating to the areas you can live or type of property suitable for your household please provide this so it can be taken into consideration.</p> <p>We will accept letters from medical professionals, support organisations, social services, police or probation advice on risk/safety.</p> <p>We will acknowledge any housing wishes but our assessment will be based on your needs. Applicants in priority housing need will be expected to consider housing anywhere in the District.</p>

**Local Connection Criteria:**

18.2 A local connection is established by a home seeker demonstrating one or more of the following:

- (a) They have normally resided in settled accommodation in the District for at least twelve months at the time of application
- (b) they have lived in the District for three out of the last five years
- (c) they, or a member of their household is employed on a permanent basis or a temporary contract running for a minimum of twelve months, within the District (confirmation will be required from the employer)
- (d) They have parents (including Guardians), brothers, sisters, or adult children who have been living within the District for at least 5 years with whom they have an ongoing close relationship. The applicant will need to provide evidence to support this connection. Step equivalents will be allowed.
- (e) They have children under 18 years of age for whom they are not the primary carer but where there are formal access arrangements in place and living closer to the child(ren) would be in the child(ren)'s best interest. The applicant will need to provide evidence to support this connection.

18.3 The following groups of people are exempt from the rules on local (District) connection, people with:

- (a) No local connection but are owed a relief duty under the homelessness legislation and the Council is not intending to make a local connection referral to another Local Authority.
- (b) Armed Forces and former service personnel where the application is made within five years of discharge.
- (c) Bereaved spouse/civil partners of members of the Armed Forces leaving services accommodation following the death of their spouse partner; or
- (d) Serving or former members of the Reserve Forces suffering from a serious injury, medical condition or disability sustained (wholly or partly) as a result of their service
- (e) divorced or separated spouses or civil partners of Service personnel who need to move out of accommodation provided by the Ministry of Defence where a move into the district enables them re-engage with family and support networks.



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- (f) Care Leavers who were accommodated by Leicestershire County Council where LCC owes them duties as a former relevant child regardless of the locality in which they were placed will be deemed to have a local connection to NWLDC. This local connection category will apply until the care leaver's 21st birthday or they are pursuing a course of education set out in their pathway plan, until that course of education is finished.

18.4 The following is not accepted as evidence of a local connection:

- Time spent in any prison or secure unit in the district
- Time spent in hospital in the district
- Time spent in any institution such as a refuge or rehabilitation centre in the district
- Time spent in any other accommodation that is not at the choice of the Home Seekers

18.5 Other special circumstances may exist, and all applications will be considered on their individual circumstances.