

Bucks Home Choice Application guide

Посібник по застосуванню веб-сайту «Вибір житла в Бакінгемширі»

Notes and tips on using this guide –

- Options chosen in screenshot are to ensure all questions are visible, do not use these answers to guide your own.
- Once login details have been set up you can save and resume your application later, on returning you will need to review previously saved answers.
- In pre-assessment – select Yes to the Q: have you lived in area for two years?
- In application - fine to select Shared accommodation type > then living with friends/family
- In application – input previous Ukraine address/es (for 5 years). If any issues saving, input a UK postcode
- In application: If you select that you own property – this won't be taken into account
- In application – For Nationality: select other country not listed > Ukraine > then Refugee status
- Grandparents or other extended family members above 18 cannot be included in the same application – they need to make their own Bucks Home Choice application (Exceptions are sometimes made in the case of care responsibility)
- The team will review applications manually

Примітки та поради щодо використання цього посібника –

- Варіанти, обрані на скріншотах, призначені для того, щоб ви бачили запитання, не використовуйте ці відповіді як свої власні. Скріншоти не перекладено українською мовою.
- Після встановлення даних для входу ви можете зберегти та продовжити свою заявку пізніше, після повернення вам потрібно буде переглянути попередньо збережені відповіді.
- Під час попереднього оцінювання – виберіть відповідь «Так» на запитання: ви проживали в цьому регіоні протягом двох років?
- У заявці – буде добре, якщо виберете тип Спільного проживання > потім проживання з друзями/родиною
- У заявці – надайте попередню адресу/адреси в Україні (за 5 років). Якщо під час збереження інформації виникають проблеми, введіть поштовий індекс Великобританії
- У заявці: якщо ви оберете, що володієте житлом – це не буде враховано
- У заявці – Для Національності: виберіть «інша країна, якої немає в списку» > Україна > потім статус біженця
- Дідусі та бабусі чи інші більш далекі члени родини старше 18 років не можуть бути включені в ту саму заявку – їм потрібно створити власну заявку на сайті «Вибір житла в Бакінгемширі» (Винятки іноді робляться у випадку відповідальності за догляд)
- Команда розглядатиме заявки вручну

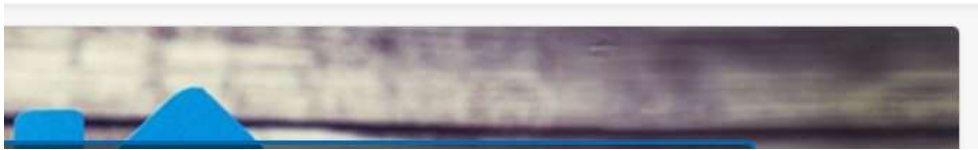
1. Navigate to the Bucks Home Choice site at <https://www.buckshomechoice.org.uk/choice/>
Перейдіть на сайт «Вибір житла в Бакінгемширі» за адресою <https://www.buckshomechoice.org.uk/choice/>

2. Click on 'Register' in the top right-hand corner.

Натисніть «Зареєструватися» у верхньому правому куті.

Sign In

Register



3. On the following page you will options to log into an existing account, continue with an application or Register, select Register

На наступній сторінці ви зможете увійти в існуючий обліковий запис, продовжити роботу з заявкою або зареєструватися, виберіть «Зареєструватися»

<h3>Login to your account</h3> <p>Partner <input type="text"/></p> <p>Email Address <input type="text" value="Enter email address"/></p> <p>Password <input type="text" value="Enter password"/></p> <p>Already registered without a password? <input type="button" value="Login"/></p> <p>Forgotten your password? How do I get an email address?</p>	<h3>Register for Bucks Home Choice</h3> <p>If you haven't already joined Bucks Home Choice, you will need to do so before you can express an interest in the properties we advertise.</p> <p>To register for click the 'Register now' button below to get started.</p> <p>You will be able to save the application form at any point and return later if you need further information to help you complete the form.</p> <p><input type="button" value="Continue with my application"/> <input type="button" value="Register Now"/></p>
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4. Read the information on the next page, select Cancel Assessment if you no longer wish to apply, or Continue to proceed.

Прочитайте інформацію на наступній сторінці, виберіть «Скасувати оцінювання», якщо ви більше не бажаєте подавати заявку, або «Продовжити», щоб продовжити далі.



5. The next page provides information on the application process, outlining that there is a pre assessment before the application, once ready select Cancel Assessment or Continue.
6. The next page asks if you have already applied for Bucks Home Choice, if you select Yes, this will direct you to a log in page.

Наступна сторінка містить інформацію про процес подання заявки, зазначаючи, що перед подачею заявки є попереднє оцінювання. Коли готові, виберіть «Скасувати оцінювання» або «Продовжити».

На наступній сторінці вас запитують, чи ви вже подавали заявку на сайті «Вибір житла в Бакінгемширі». Якщо ви оберете «Так», це спрямує вас на сторінку входу.

Existing member

As you are an existing Home Choice member, please login to the public website and complete a change of circumstance form from the "My Details" page. [Click here](#) to login to your Bucks Home Choice account.

Cancel assessment

[◀ Back to Previous Screen](#)

Selecting No will open the next question, which is to confirm if you wish to continue an existing application or start a new one.

Якщо вибрати «Ні», відкриється наступне запитання, щоб підтвердити, чи бажаєте ви продовжити існуючу заявку або розпочати нову.

7. If starting a new application, the next page will ask you to provide an email address and password, once Ready, continue with your application.

Якщо ви починаєте нову заявку, на наступній сторінці вас попросять вказати адресу електронної пошти та пароль, коли буде готово, продовжуйте роботу з вашою заявкою.

8. On the next Page you will be asked to confirm your eligibility for social housing in the UK, read the statements and select Yes once ready to continue.

На наступній сторінці вас попросять підтвердити ваше право на отримання соціального житла у Великобританії, прочитайте твердження та оберіть «Так», коли будете готові продовжити.

9. On the next step, you will be asked which district you currently live in, select the applicable district. Another question will appear asking how long you have lived in the district, select 'Yes' as your answer. Lastly, if you chose Aylesbury Vale, a third question will appear asking for confirmation of who should manage the application, AVDC or VAHT

Далі вас запитують, у якому регіоні округу ви зараз проживаєте, виберіть відповідний регіон. З'явиться інше запитання щодо того, як довго ви проживаєте в регіоні, оберіть «Так» у відповідь. Зрештою, якщо ви обрали Aylesbury Vale, з'явиться третє запитання стосовно того, хто має керувати заявкою, AVDC або VAHT

Which Council district do you live in?

<input checked="" type="radio"/> Aylesbury Vale	<input type="radio"/> Chiltern	<input type="radio"/> South Bucks
<input type="radio"/> Wycombe	<input type="radio"/> None of the above	

Have you lived in the district continuously for at least 2 years or more?

<input checked="" type="radio"/> Yes	<input type="radio"/> No
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Who would you like to manage your housing application

<input type="radio"/> Aylesbury Vale District Council	<input type="radio"/> Vale of Aylesbury Housing Trust
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You can choose which Aylesbury partner you wish to manage your application unless you have a homeless application in which case you must choose Aylesbury Vale District Council.

10. On the next page select which district you are employed if applicable. If you are working in a Bucks district another question will appear asking for confirmation that you have worked in the district for the past 2 years.

На наступній сторінці оберіть, у якому регіоні ви працюєте, якщо можливо. Якщо ви працюєте в Бакінгемширі, з'явиться інше запитання з проханням підтвердити, що ви працювали в окрузі протягом останніх 2 років.

Pre-Assessment for Bucks Home Choice

Introduction Eligibility Local Connection **Qualification** Your Household Current Accommodation Housing Options and Advice

Which Council district have you been in continuous employment in?

Aylesbury Vale Chiltern South Bucks

Wycombe Not currently working Working elsewhere

[Cancel assessment](#) [Save](#) [Continue](#)

[◀ Back to Previous Screen](#)

Have you worked in continuous employment in the district for at least 2 years and worked for a minimum of 24 hours per week throughout that period?

Yes No

[Cancel assessment](#) [Save](#) [Continue](#)

[◀ Back to Previous Screen](#)

11. On the next page you will be asked if you or your spouse have served in the British Armed forces, selecting any option other than 'Never Served' will present a new question regarding how recently you/they served. Lastly, there is a question to confirm if you are in temporary accomodation.

На наступній сторінці вас запитають, чи служили ви або ваш чоловік/дружина в британських збройних силах. Якщо вибрати будь-який варіант, окрім «Ніколи не служив», з'явиться нове запитання щодо того, як нещодавно ви/вони служили. Зрештою, є запитання, щоб з'ясувати, чи перебуваєте ви в тимчасовому житлі.

Have you or your spouse or civil partner ever served in the British regular or reserve Armed Forces?

Should an applicant meet any of the criteria listed below they will be deemed to have a local connection to the district in which they are applying for housing regardless of whether or not they meet the local connection criteria Evidence will be required by the managing authority to verify any connection.

<input type="radio"/> Never Served	<input checked="" type="radio"/> Regular British Armed Forces	<input type="radio"/> British Reserve Forces
<input type="radio"/> Both Regular & Reserve British Forces		

When did you, your spouse or civil partner leave the British Armed / Reserve Forces?

<input type="radio"/> Less than 5 years ago	<input type="radio"/> More than 5 years	<input type="radio"/> Still currently serving
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Are you living in temporary accomodation that has been provided by one of the District Councils within the partnership (or another council) under their homelessness duties?

<input type="radio"/> Yes	<input type="radio"/> No
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Cancel assessment

Save

Continue

[◀ Back to Previous Screen](#)

12. On the next page you will be asked if you have left care, have been placed in custody or resident in supported housing in another district, if you select Yes another set of options will appear to provide further information. The next question will ask if you are an existing social housing tenant, selecting yes brings up another option to confirm your employment status.

На наступній сторінці вас запитують, чи були ви під опікою, під вартою чи проживаєте в житлі з підтримкою в іншому регіоні. Якщо ви оберете «Так», з'явиться інший набір варіантів для надання додаткової інформації. У наступному запитанні потрібно відповісти, чи є ви орендарем соціального житла у даний момент, вибір «так» відкриває інший варіант для підтвердження вашого статусу зайнятості.

Are you a care leaver, in supported housing or were you placed in custody outside of one of the districts that you lived in immediately prior to moving?

Yes No

Are you?

A Care Leaver

In Custody

A resident in supported housing outside of the district that you have a previous local connection to

Are you an existing social housing tenant and need to move to one of the other Bucks Home Choice Districts because you have employment, the offer of employment or have an apprenticeship?

Yes No

Please select the option that applies to you:

Currently working Offer of employment Apprenticeship

[Cancel assessment](#) [Save](#) [Continue](#)

13. On the next page you will be asked a series of questions regarding your current living arrangements, note the additional information that will be requested on owned property.

На наступній сторінці вам потрібно буде відповісти на низку запитань щодо ваших поточних умов проживання, зверніть увагу на додаткову інформацію стосовно вашого власного житла, яку потрібно надати.

Not all applicants will qualify to join the housing register. For details please click 'Get help with this question'

Do you share a bedroom, living room, kitchen or bathroom with anyone not included in your application?

Yes

No

Are you a tenant of a social landlord or housing association in one of the district areas?

Yes

No

Are you under occupying your home and would like to move to a smaller property?

Yes

No

Do you own or part own your own home in the UK or abroad?

Yes

No

[▶ Get help with this question](#)

Please give address details of the property that you own

Are you applying solely for age specific accommodation for the over 55's?

Yes

No

[Cancel assessment](#)

[Save](#)

[Continue](#)

[◀ Back to Previous Screen](#)

14. The next page will ask some questions on past evictions and anti-social behaviour orders, rent arrears and if you are subject to domestic violence or harassment.

На наступній сторінці буде поставлено декілька запитань про попередні виселення та звинувачення у антисоціальній поведінці, заборгованість по орендній платі та чи зазнаєте ви домашнього насильства або домагань.

Have you been found guilty of anti-social behaviour or a criminal offence including being evicted from a property for unacceptable behaviour in the past 5 years?

Yes

No

[▶ Get help with this question](#)

Have you been evicted for rent arrears in the last 5 years or are you currently behind with your rent?

Yes

No

[▶ Get help with this question](#)

Have you voluntarily surrendered a tenancy in advance of a warrant for possession being executed on rent arrears grounds?

Yes

No

Are you experiencing Domestic Violence or Harassment?

Yes

No

[Cancel assessment](#)

[Save](#)

[Continue](#)

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15. The next question will ask if you are currently residing in overcrowded accommodation and sets out the criteria for this.

Наступне запитання стосується того, чи проживаєте ви зараз у переповненому житлі, і встановлює критерії для цього.

Your current accommodation

Please read the following and answer the question below: **No identified housing need:**

Those who are considered to have adequate accommodation for their household, including transfer applicants in social housing and those in privately rented accommodation, with no identified housing need, will not qualify to join the register. If you are a tenant in social housing and you are under occupying a family home and would like to downsize to smaller accommodation you will qualify to join the register.

When deciding the size and type of property for which applicants are eligible, the Bedroom Standard will normally be used as follows:

- 1 bedroom for each of the following;
- Adult or adult couple
- Two children of the same sex aged under 18
- Two children of different sexes when the eldest is aged under 10
- Any other child whose primary residence is with the applicant

Based on the information above, do you have sufficient bedrooms for the people included in your application?

Yes

No

[▶ Get help with this question](#)

Cancel assessment

Save

Continue

[◀ Back to Previous Screen](#)

16. The next question asks what your current living arrangements are, if you select Shared accommodation, In hospital/prison, or Other, an additional question will appear at the end for additional information.

У наступному запитанні необхідно розповісти про ваші поточні умови проживання. Якщо ви оберете «Спільне розміщення», «У лікарні/в'язниці» або «Інше», з'явиться додаткове запитання для отримання подальшої інформації.

Have you been asked to leave your current accommodation?

Yes

No

If you are or are going to be homeless in the next 56 days please contact your local Council immediately for advice and assistance

What are your current housing circumstances?

Sharing accommodation

In hospital / prison / supported housing or other institution

Living in hostel or bed and breakfast **not** provided by the Local Authority as part of their homelessness duty toward you

Council tenant

Housing Association / Registered provider tenant

Street Homeless

Home owner, part owner or shared owner of a property

Private rented accommodation

Housing provided with your job

Hostel (self-contained)

Living in Armed Forces accommodation

Temporary accommodation provided to you by the Council under their homelessness duty

Other accommodation

Shared accommodation type

With friends / family

In a shared house

Lodger

With ex-partner

Male / Female refuge

Hostel

Sofa surfing
(sleeping at multiple addresses)

[Cancel assessment](#)

[Save](#)

[Continue](#)

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17. On the next screen select the number of bedrooms you currently have access to, then answer the next question regarding medical conditions and any potential affect your current living arrangement may have on this.

На наступному екрані оберіть кількість доступних вам спалень, а потім дайте відповідь на запитання щодо захворювань і будь-якого потенційного впливу на ваше здоров'я теперішніх умов проживання.

How many bedrooms in your current home does your household have sole use of?

<input type="radio"/> 0	<input checked="" type="radio"/> 1	<input type="radio"/> 2
<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
<input type="radio"/> 6		

[▶ Get help with this question](#)

Sole use means that you do not share with anyone other than those included in your application. If you are street homeless, sleep on the sofa and or do not have a bedroom for your exclusive use please select 0

Do you or any member of your household have a serious medical condition which is made worse by your current living arrangements?

<input type="radio"/> Yes	<input checked="" type="radio"/> No
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Cancel assessment **Save** **Continue**

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18. The next page advises of your options, nothing needs to be selected at this stage and this is for information only

Наступна сторінка містить інформацію про можливі варіанти житла, на цьому етапі нічого вибирати не потрібно, це лише для ознайомлення

Pre-Assessment for Bucks Home Choice

[Introduction](#) [Eligibility](#) [Local Connection](#) [Qualification](#) [Your Household](#) [Current Accommodation](#) [Housing Options and Advice](#)

Housing options that may be suitable for you

Your Housing Options

There is a range of different housing options available, depending upon your circumstances. With the demands for social housing ever increasing, not everyone will be successful in applying for a council or housing association home so many applicants will need to consider other options.

Private Rented Accommodation

Due to the high demand and limited supply of affordable housing the quickest way for people to solve their housing problem is to rent a suitable property through the private rented sector. The advantage of renting privately is that you can choose where you want to live.

If you are on a low income you may be entitled to claim housing benefit to help you to pay your rent. You will need to check what the local housing allowance rates are in your area. This is the maximum amount of housing benefit that you will be paid, subject to eligibility, for you or your family to rent a home. To see whether you qualify for help with local housing allowance please enter your details at www.voa.gov.uk You can look for private rented accommodation by registering with Letting Agents and we would strongly advise you to visit them in person. You can also search on line and in local newspapers and on community noticeboards. There are many useful websites on the internet and some examples are listed below. More information is also available on our website [here](#)

The following websites can be useful when looking for private renting opportunities:

- [Right Move](#)
- [Zoopla](#)
- [Friday-Ad](#)
- [DSS Move](#)
- [Prime Location](#)
- [Spare Room](#)
- [Gumtree](#)

Social Housing

Due to the high demand for housing across the district it may take a considerable amount time to be offered a property and so you can make an application for social housing but we would urge you to consider all of your housing options within this action plan and not just rely on this particular option.

Our website has more information relating to housing options and the Bucks Home Choice Scheme; [here](#)

Supported Housing

Some applicants to Bucks Home Choice may require some support and assistance as they are not ready for independent living. There are a number of supported housing projects in the Bucks Home Choice Area.

Supported accommodation may be an option for those with mental health problems, young mothers, young people, those with a drug or alcohol dependency or learning difficulties.

The accommodation is normally short term and is dependent on the engagement of residents with the support provided. The aim is to prepare clients to manage independent living in the community. Your support worker will be able to discuss with you whether this may be an option for you.

More information is available on our [website](#)

Aged Persons Accommodation

There are a number of independent living schemes and properties in the Bucks Home Choice area that are designated for persons 55 and over.

This accommodation is self-contained with some schemes having the benefit of communal areas for resident use and involvement as well as communal gardens

This accommodation is not a residential care home and applicants need to be capable of living independently and or with some support so that they are able to manage their tenancy. You can find more information in the following links;

- [Age uk](#)
- [Bucks Home Choice website](#)

Domestic Violence / Harassment

If you are experiencing domestic violence or harassment of any form we would strongly encourage you to contact the agencies below for confidential advice and support.

If you are being threatened or harassed you should contact your local police and, if you are a tenant in a social rented property, speak to your landlord in the first instance for assistance. Should you wish to discuss your case with a member of staff, **please contact your Local Authority as soon as possible for assistance.**

- [Bucks Home Choice website](#)
- [National domestic violence helpline](#)
- [Womens aid](#)
- [Victim support](#)
- [Advice guide](#)

Debt Advice

If you are having problems managing debt there are a number of agencies listed below that offer a free debt advice service. It is important that rental payments are prioritised ahead of other debts as you could be at risk of losing your home.

If you are already at risk of losing your home you should contact your local authority as soon as possible.

- [National debt line](#)
- [Step change](#)
- [Money advice service](#)
- [Turn 2 us](#)
- [Citizens advice](#)
- [Pay plan](#)
- [Buckshomechoice website](#)

Home Ownership

There are various schemes available to assist you to buy or part buy a property. You will need to have a deposit and be able to obtain a mortgage. There may be restrictions on who is eligible to buy particular properties, for example those with a rural local connection.

More information can be found at [Bucks Home Choice website](#)

Homelessness

We will offer advice and assistance to all persons that are threatened with homelessness within the next 56 days or who are homeless. Wherever possible we will aim to help people remain in their homes, if this is a suitable option. We offer a range of services to help with prevention, including mediation with families and landlords and tenancy advice.

If you are have indicated that you may be homeless in the next 56 days you should complete the application for assistance at the end of this form so that your local Council can offer assistance to you.

More information about homelessness can be found on the following websites:

- [Homeless.org](#)
- [Bucks Home Choice website](#)
- [Shelter](#)
- [Citizens advice](#)

To print or email a copy of your action plan, click [my action plan](#)

[Close assessment](#)

[Save](#)

[Continue](#)

[← Back to Previous Screen](#)

19. The next page will ask you to agree to a declaration. [На наступній сторінці вас попросять погодитися з декларацією.](#)

CUSTOMER DECLARATION FORM AND AUTHORITY FOR THE DISCLOSURE OF INFORMATION

In applying to Buckinghamshire Council (formerly Aylesbury Vale, Chiltern, South Bucks and Wycombe District Councils) for assistance you are required to tell us all of the information relevant to your circumstances so that we can assist you in the most appropriate way, therefore you must answer all questions truthfully.

- If you do not tell us all of the information about your application for housing assistance this may result in a delay in you obtaining assistance. You could also be guilty of an offence if you do not tell us the truth or if you deliberately withhold relevant information.
- If your circumstances change at any time after making an application you must tell us as soon as possible, if you fail to do so you could be guilty of an offence.
- This Authority is under a duty to protect the public funds it administers. Under the terms of the Data Protection Act we may use the information you have provided and match it against other information held by the Council. In order to provide assistance or investigate your housing situation it may be necessary to contact relevant people or other organisations and share personal and sensitive data with them. It may also be necessary to refer you to other agencies. All contacts will be made in the strictest confidence and only relevant data will be shared. We may also use the information you have provided or we have discovered in our investigations for verification by data matching companies. This could include credit reference agencies that will provide us with information for the purpose of verifying your identity, housing circumstances and address history.
- Any data obtained will be held in strictest confidence in accordance with current data protection legislation (including the Data Protection Act 2018) for the purposes of dealing with your housing enquiry, delivering services and for managing quality within the service. For more details about how we deal with your personal information, please see the privacy notice on our websites.

Declaration

- I/we have approached the Council for advice and assistance regarding my/our housing situation.
- I/we certify that the information given is true and accurate, to the best of my/our knowledge.
- I/we have read and fully understand the notice above. By signing this declaration, I/we give the authority for the Council to make enquiries and contact relevant people and organisations and to share data in order to investigate and/or provide assistance with my/our housing situation
- I/we give authority for the following people and organisations to share my personal data with the council for the purpose of providing housing assistance:
 - The Home Office
 - Working Tax Credit Office
 - Benefits agency
 - Child Benefit Office
 - Department for Work and Pensions
 - HM Revenue and Customs
 - Immigration and Nationality Department

- Advisory organisations
- Bank/Building Society
- Mortgage lender
- Landlord/lettings agent
- Supported housing providers
- Housing Associations
- Other Local Authorities
- Magistrates/County Court
- Legal representatives
- Probation services
- Police
- Medical professionals
- Mental health services
- Ward Councillors
- MP
- Hospital
- Social Worker
- Adult Social Care
- Leaving Care Team
- Women's Aid
- Employer
- Educational bodies
- Floating support services
- Family/relations
- Other

If you have any questions about what this declaration means please contact our Housing Team now before you sign it.

I / We confirm the above Declaration

Close application

Save

Continue

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20. Following this you will need to provide applicant details, starting with the main applicant.

Після цього вам потрібно буде надати інформацію про заявника, починаючи з основного заявника.

Main applicant

Title

Mr Mrs Miss

Ms Other

First Name

Training

Last Name

Application

Gender

Male Female

Date of Birth

For example 31 3 1980

Day Month Year

1 1 1971

[Close application](#) [Save](#) [Continue](#)

[◀ Back to Previous Screen](#)

What is your marital status?

<input checked="" type="radio"/> Married	<input type="radio"/> Single	<input type="radio"/> Separated
<input type="radio"/> Divorced	<input type="radio"/> Cohabiting	<input type="radio"/> Civil partnership
<input type="radio"/> Widowed		

National Insurance Number (NI number)

You can find your National Insurance number on your payslip, P60, or letters about tax, pensions and benefits. If you cannot find it click [here](#). Please do not put spaces in eg NA123456C

Close application	Save	Continue
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[◀ Back to Previous Screen](#)

21. After these screens you will be asked to confirm your citizenship, confirm that you are not a British citizen, select 'Other country not listed', and type Ukrainian in the text box that appears. For the final question, answer as per your BRP card.

Після цих екранів вам буде запропоновано підтвердити своє громадянство, вказати, що ви не є громадянином Великобританії, обрати «Інша країна, якої немає в списку» та ввести «Україна» у текстовому полі, що з'явиться. На останнє запитання дайте відповідь відповідно до картки BRP.

Are you a British Citizen?

- Yes No

If you are not a British Citizen, under which passport do you travel?

- | | | |
|----------------------------------|--|----------------------------------|
| <input type="radio"/> British | <input type="radio"/> Austrian | <input type="radio"/> Belgian |
| <input type="radio"/> Bulgarian | <input type="radio"/> Croatian | <input type="radio"/> Cypriot |
| <input type="radio"/> Czech | <input type="radio"/> Danish | <input type="radio"/> Dutch |
| <input type="radio"/> Estonian | <input type="radio"/> Finnish | <input type="radio"/> French |
| <input type="radio"/> German | <input type="radio"/> Greek | <input type="radio"/> Hungarian |
| <input type="radio"/> Icelandic | <input type="radio"/> Irish | <input type="radio"/> Italian |
| <input type="radio"/> Latvian | <input type="radio"/> Liechtensteiners | <input type="radio"/> Lithuanian |
| <input type="radio"/> Luxembourg | <input type="radio"/> Maltese | <input type="radio"/> Norwegian |
| <input type="radio"/> Polish | <input type="radio"/> Portuguese | <input type="radio"/> Romanian |
| <input type="radio"/> Slovakian | <input type="radio"/> Spanish | <input type="radio"/> Swedish |
- Other country not listed

Please specify which country

Ukrainian

What is your immigration status? (ie: indefinite leave to remain or no recourse to public funds)

- | | | |
|--|---|---|
| <input type="radio"/> Indefinite leave to remain | <input type="radio"/> Discretionary leave to remain | <input type="radio"/> Exceptional leave to remain |
| <input type="radio"/> Refugee status | <input type="radio"/> Leave to enter or remain | <input type="radio"/> EU member |
| <input type="radio"/> Relative of EU member | <input type="radio"/> Other | |

You can find this out by the information in your passport or immigration papers. **You will be required to provide original documentation to us.**

[Close application](#) [Save](#) [Continue](#)

[◀ Back to Previous Screen](#)

22. On the next page confirm your employment status, the duration of this and how many hours you currently work per week.

На наступній сторінці повідомте про свій тип зайнятості, її тривалість та кількість годин роботи на тиждень.

What is your current employment status?

<input checked="" type="radio"/> Full time employment	<input type="radio"/> Part time employment	<input type="radio"/> Self-employed
<input type="radio"/> Unemployed/not working	<input type="radio"/> Retired	<input type="radio"/> At college/ university
<input type="radio"/> In training	<input type="radio"/> Maternity leave	

How long have you been in employment?

<input type="radio"/> Less than 12 months	<input checked="" type="radio"/> 1-2 years	<input type="radio"/> 2 years +
---	--	---------------------------------

How many hours per week do you work?

Close application

Save

Continue

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23. On the next screen you will be asked to provide more detail on your employment, please note that additional questions may appear based on your options, including details of the sector you work in and the details of your current employer.

На наступному екрані вас попросять надати більш детальну інформацію про вашу роботу. Будь ласка, зверніть увагу, що додаткові запитання можуть з'являтися залежно від ваших відповідей, включаючи інформацію про галузь, у якій ви працюєте, та деталі про вашого поточного роботодавця.

What is your occupation?

<input type="radio"/> Accountancy, Banking and Finance	<input type="radio"/> Agricultural Worker	<input type="radio"/> Charity / voluntary work
<input type="radio"/> Engineering / Manufacturing	<input type="radio"/> Hospitality	<input type="radio"/> IT
<input type="radio"/> Leisure, Sport and Tourism	<input type="radio"/> Marketing and Advertising	<input type="radio"/> Media
<input type="radio"/> Property and Construction	<input type="radio"/> Public Healthcare	<input checked="" type="radio"/> Public Sector
<input type="radio"/> Recruitment	<input type="radio"/> Retail	<input type="radio"/> Sales
<input type="radio"/> Transport and Logistics	<input type="radio"/> Other	

Please select which public sector

Local Government Officer

Central Government Officer

Police Officer

Police Administrator

Firefighter

Teacher

Teaching Assistant

Social Worker

Planning Officer

Environmental Health Officer

Prison Officer

Close application

Save

Continue

[◀ Back to Previous Screen](#)

Company name and address

Please give full details of your employment.

Company / Employers name

Company / Employers address

Tel number

Please do not use spaces

Date started work

For example 2 1990

Month Year

[Close application](#)[Save](#)[Continue](#)

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24. On the next page you will need to confirm the main applicant's contact details, please note that if applying for a group additional contact details forms will be presented later in the process for the additional applicants.

На наступній сторінці вам потрібно буде надати контактні дані основного заявника. Будь ласка, зверніть увагу, що у разі подання заявки на групу людей, форми для контактних даних додаткових заявників будуть представлені пізніше в процесі.

Contact details main applicant

You must provide at least one telephone number Please ensure telephone numbers are 11 characters and all characters are numeric in order to continue with the form. (Do not include any spaces)

Home telephone number

Mobile phone number

Work telephone number

E-mail address

This email address will be used for all Bucks Homechoice correspondence. Please ensure it is checked regularly.

[Close application](#)[Save](#)[Continue](#)[◀ Back to Previous Screen](#)

Main applicant address

Please input your postcode and house number and click search. (put your current address even if you are staying there on a temporary basis)

If you don't know your postcode, or cannot find your address, click "Postcode is not recognised" and enter your address manually

I have no fixed address

Building number or name

Postcode

search

Postcode is not recognised

Date you moved in

Month Year

Should we write to you at your present address

Yes

No

Close application

Save

Continue

[◀ Back to Previous Screen](#)

Correspondence address

Enter the address you want us to use to contact you. Please input your postcode and house number and click search.

If you don't know your postcode, or cannot find your address, click "Postcode is not recognised" and enter your address manually

Building number or name

Postcode

search

Postcode is not recognised

Please explain why we cannot send any letters to your home address?

Close application

Save

Continue

[◀ Back to Previous Screen](#)

25. On the next page you will need to provide current and past accommodation details for the main applicant. Note that you may need to provide more info, depending on the option selected.

На наступній сторінці вам необхідно надати інформацію про поточні та минулі умови проживання основного заявника. Зауважте, що вам може знадобитися надати більше інформації залежно від обраного варіанту.

Main applicant previous addresses 1

Please enter the details of where you have lived for the last 5 years starting with the most recent first. (if you selected street homeless we need the dates you had no where to stay)

You will be asked to provide information about your previous addresses later in the form.

What type of accommodation was this?

- Living with friends
- Living with relatives
- In hospital/prison/other institution
- Living in hostel or bed and breakfast
- Council tenant
- Lodger
- Street homeless
- Owner or part owner
- Private rented accommodation (assured shorthold tenancy)

- Privately rented accommodation (Not shorthold tenancy)
- Housing Association tenant
- Housing provided with your job
- Rented sheltered accommodation
- Shared ownership
- Sofa surfing
- Hostel
- Residing in Armed Forces accommodation
- Temporary accommodation provided by the Council (accepted homeless case)
- Other accommodation

[▶ Get help with this question](#)

Close application

Save

Continue

26. Provide the address and reason for leaving of the main applicant, note that additional questions may appear depending on the options chosen.

Вкажіть адресу та причину виїзду основного заявника, зверніть увагу, що залежно від обраних варіантів можуть з'являтися додаткові запитання.

Main applicant previous addresses 1

Please enter the details of where you have lived for the last 5 years starting with the most recent first. (if you selected street homeless we need the dates you had no where to stay)

You will be asked to provide information about your previous addresses later in the form.

Address 1

Address 2

Address 3

Address 4

Postcode

Date you moved in

For example 12 1980

Month Year

Date you moved out

For example 2 1990

Month Year

Reason for leaving

Landlord ended tenancy

Tenancy ended voluntarily

Evicted for other reasons

Chose to move

Unable to cope with tenancy

Too expensive

Domestic Violence

Relationship breakdown

Other

Evicted for rent/mortgage arrears

Landlord's name and address

[Close application](#)[Save](#)[Continue](#)

27. The next page asks for how many other people are to be housed as part of the application, if the main applicant is the only person applying, select zero.

На наступній сторінці слід вказати кількість інших людей, яких буде розміщено в рамках заявки. Якщо основний заявник є єдиною особою, що подає заявку, оберіть нуль.

How many other people are to be re-housed with you?

Do not count yourself, joint applicant or unborn child.

<input type="radio"/> 0	<input checked="" type="radio"/> 1	<input type="radio"/> 2
<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
<input type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> 8
<input type="radio"/> 9	<input type="radio"/> 10	

Close application

Save

Continue

[◀ Back to Previous Screen](#)

28. If you have selected any number other than zero, you will then be asked to provide details of the additional people to be housed and their relationship to the applicant.

Якщо ви обрали будь-яку кількість, відмінну від нуля, вас попросять надати детальну інформацію про додаткових людей, яких буде розміщено, та їхнє відношення до заявника.

What is their relationship to you?

Child Relative Carer

Partner

Are they pregnant?

Yes No

National Insurance Number (NI number)

They can find their National Insurance number on their payslip, P60, or letters about tax, pensions and benefits. If you cannot find it click [here](#). Please do not put spaces in eg NA123456C

AA111111A

Are they living with you?

Yes No

[Close application](#) [Save](#) [Continue](#)

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29. On the next step, confirm your current arrangements, there will be a sequence of screens that change depending on the options chosen. When asked who sleeps in which room, a drop down should appear with the names provided in the application.

На наступному етапі необхідно підтвердити свої теперішні обставини, буде послідовність екранів, які змінюються залежно від обраних варіантів. Коли вас запитають, хто в якій кімнаті спить, має з'явитися спадне меню з іменами, наданими в заявці.

What are your current housing circumstances?

- Sharing accommodation
- In hospital / prison / other institution
- Living in hostel or bed and breakfast
- Council tenant
- Housing Association / Registered provider tenant
- Street homeless
- Owner, part owner with other persons or shared owner
- Private rented accommodation
- Housing provided with your job
- Hostel (self-contained)

Living in Armed Forces accommodation

Temporary accommodation provided by the Council to homeless applicants

Other accommodation

Please specify other accommodation

Training Application|

Close application

Save

Continue

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Which best describes the facilities where you live now?

Is there a living room?

Yes, sole use by the people included in your application

Yes, shared with others not on your application

No

Is there a second living room/dining room?

Yes, sole use by the people included in your application

Yes, shared with others not on your application

No

Is there a kitchen?

Yes, sole use by the people included in your application

Yes, shared with others not on your application

No

Is there a bathroom?

Yes, sole use by the people included in your application

Yes, shared with others not on your application

No

Is there a toilet?

Yes, sole use by the people included in your application

Yes, shared with others not on your applications

No

Close application

Save

Continue

Please select the type of property you live in now?

<input type="radio"/> Bedsit	<input checked="" type="radio"/> Flat	<input type="radio"/> Bungalow
<input type="radio"/> Maisonette	<input type="radio"/> House	<input type="radio"/> Hostel
<input type="radio"/> Caravan/Mobile home	<input type="radio"/> Canal Boat	

What floor is your home on?

<input type="radio"/> Basement	<input type="radio"/> Ground	<input type="radio"/> 1st Floor
<input type="radio"/> 2nd Floor	<input type="radio"/> 3rd floor	<input checked="" type="radio"/> 4th Floor or above

Is there a lift in the property

<input type="radio"/> Yes	<input checked="" type="radio"/> No
---------------------------	-------------------------------------

[Close application](#)

[Save](#)

[Continue](#)

How many bedrooms are in the property?

<input type="radio"/> 0	<input checked="" type="radio"/> 1	<input type="radio"/> 2
<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
<input type="radio"/> 6		

[Close application](#) [Save](#) [Continue](#)

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Bedroom 1

Number of people in bedroom 1

<input type="radio"/> 0	<input checked="" type="radio"/> 1	<input type="radio"/> 2
<input type="radio"/> 3	<input type="radio"/> 4	

Who sleeps in this room?

▼

[Close application](#) [Save](#) [Continue](#)

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Which best describes the facilities where you live now?

Is there a living room?

Yes, sole use by the people included in your application

Yes, shared with others not on your application

No

Is there a second living room/dining room?

Yes, sole use by the people included in your application

Yes, shared with others not on your application

No

Is there a kitchen?

Yes, sole use by the people included in your application

Yes, shared with others not on your application

No

Is there a bathroom?

Yes, sole use by the people included in your application

Yes, shared with others not on your application

No

Is there a toilet?

Yes, sole use by the people included in your application

Yes, shared with others not on your applications

No

Close application

Save

Continue

30. Once you have provided the description of the property, landlord and rent details can be provided if you select Yes on the next page.

Щойно ви надасте опис житла, необхідно буде надати деталі орендодавця та орендної плати, якщо обрати «Так» на наступній сторінці.

Do you have a landlord / pay rent?

Yes

No

Landlord Name

Landlord address 1

Address 2

Address 3

Address 4

Postcode

Landlord telephone number (do not leave any spaces)

How often to do you pay your rent?

Weekly

Monthly

Fortnightly

How much is your rent?

£0.00

Do you owe any rent arrears?

Yes

No

If you hold a tenancy and do not live in the property, what is the reason for not occupying it?

Close application

Save

Continue

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31. On the next stage provide details of any homelessness application you have made.

На наступному етапі надайте деталі поданої вами заяви про бездомність.

Have you made an application previously to the Council for housing for homelessness?

Yes No

Please give details of your homeless application?

Close application

Save

Continue

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32. On the next stage provide details of your current claims, if any, please note that additional options will appear depending on your answers.

На наступному етапі надайте деталі ваших поточних виплат, якщо такі є, й зауважте, що додаткові варіанти з'являться залежно від ваших відповідей.

Benefits

Tick the boxes to select what benefits you and your partner (if applicable) are receiving:

- Income Support
- Income Based Job Seekers Allowance
- Child Benefit
- Working and Child Tax Credit
- Council Tax Benefit
- Pension
- Pension Credits
- Housing Benefit/Local Housing Allowance
- Employment and Support Allowance
- Incapacity Benefit
- Universal Credit

Personal Independence Payment

Rate

Medium

High

Disability Living Allowance

Care

Low

Middle

High rate

Mobility

Low

Middle

High rate

Do not claim benefits

Close application

Save

Continue

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33. On the next page note the household income and any savings of the applicants.

На наступній сторінці вкажіть дохід родини та будь-які заощадження заявників.

What is your total household annual income?

<input checked="" type="radio"/> £0 - £10,000	<input type="radio"/> £10,000 - £15,000	<input type="radio"/> £15,000 - £20,000
<input type="radio"/> £20,000 - £25,000	<input type="radio"/> £25,000 - £30,000	<input type="radio"/> £30,000 - £35,000
<input type="radio"/> £35,000 - £40,000	<input type="radio"/> £40,000 - £45,000	<input type="radio"/> £45,000 - £50,000
<input type="radio"/> £50,000 - £55,000	<input type="radio"/> £55,000 - £60,000	<input type="radio"/> £60,000 and over

Do you have savings over £10,000?

<input checked="" type="radio"/> Yes	<input type="radio"/> No
--------------------------------------	--------------------------

Total amount of your savings

Close application

Save

Continue

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34. On the next page note any details of homes any applicants currently own.

На наступній сторінці зазначте дані про житло, яким у даний час володіють заявники.

Do you or anyone on this application own / part own or have ever owned a property in the United Kingdom or abroad?

Yes

No

Do you still own the property?

Yes

No

If the address is different from where you are currently living please give details

Are you in arrears?

Yes

No

How much?

[Close application](#)

[Save](#)

[Continue](#)

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35. And then select the option most suitable for the applicants reasons for applying for housing.

Далі оберіть варіант, який найбільше підходить для пояснення причини подання заявки на житло.

Why are you applying for housing?

- I do not have enough bedrooms
- I am currently in hospital and cannot be discharged to my current home as it is unsuitable
- I, or someone included in my application, has a medical need or disability and the existing home is having an adverse impact on my/their health
- I have more bedrooms than I need
- I have been approved as a foster carer and require additional bedrooms
- I am experiencing domestic abuse / violence (note: if you are at risk in your current accommodation please contact the authority where you reside to obtain housing advice)
- I am experiencing harassment / anti-social behaviour (information to support your circumstances may be requested at a later date)
- I am in an adapted property that I no longer need
- My home does **not** have basic facilities (eg no access to kitchen/bathroom/inside WC/hot or cold water supply/electricity, gas or heating)
- To receive or give care or support
- I am ready to move to independent living from supported accommodation
- I am a care leaver

- I am serving in the armed forces or I have served in the armed forces in the last five years
- I have recently left ministry of defence accommodation because of the death of a spouse who served in the regular forces
- I am serving or have served in the reserve forces in the last 5 years and have suffered a serious injury as a result of this service
- I am homeless
- I cannot afford to remain in my home
- I need to move for welfare reasons
- I would like to move to specific accommodation for over 55's
- I am living with my family and share facilities
- I share facilities with people who are not part of my application
- I have been asked to leave my current accommodation
- None of the above

[Close application](#)

[Save](#)

[Continue](#)

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36. The next stage will ask for details of any disabilities and any agencies the applicant is receiving support from.

На наступному етапі слід надати деталі щодо будь-яких обмежень чи інвалідності та установ, від яких заявник отримує підтримку.

Do you have a disability or support need?

Yes

No

Please tick all that apply to you or someone in your household

I have a permanent disability

I receive High Rate Disability Living Allowance or Personal Independence Payment

I have a learning disability

I have a visual impairment

I have a hearing impairment

I am a young person leaving care and need help finding a home

I have an issue with alcohol or drugs and need help finding a home

I have a mental health problem

I have a problem with reading or writing

I may need help and I have no one to help me

Please indicate any agencies that you receive support from

<input type="checkbox"/> Mental Health services	<input type="checkbox"/> Floating Support	<input type="checkbox"/> Homelessness agencies
<input type="checkbox"/> Older people with support needs	<input type="checkbox"/> Caring for others	<input type="checkbox"/> Drug and alcohol services
<input type="checkbox"/> Leaving care	<input type="checkbox"/> Young person at risk	<input type="checkbox"/> Domestic violence
<input type="checkbox"/> Refugees/asylum	<input type="checkbox"/> Police services	<input type="checkbox"/> Probation services
<input type="checkbox"/> Citizens Advice	<input type="checkbox"/> Shelter	<input type="checkbox"/> Social Care
<input checked="" type="checkbox"/> Other support agency	<input type="checkbox"/> Age related mental health services	<input type="checkbox"/> None of the above

Please give details of other support agency

name of support worker

Support agency name and address

Support agency telephone number

[Close application](#)

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37. The next step requests information of any past evictions and their reasons.

На наступному етапі запитується інформація про будь-які минулі виселення та їх причини.

Have you or any member of your household been evicted for rent arrears on a previous tenancy, either with a Registered Provider or a private landlord in the last 5 years?

Yes No

Please give details

Convicted for illegal or immoral purposes?

Yes No

Please give details

Nuisance or annoyance to neighbours or visitors?

Yes No

Please give details

Convicted of certain criminal offences in or near the home and still posing a threat to neighbours and the community?

Yes No

Please give details

Violent towards a partner or members of the family?

Yes No

Please give details

[Close application](#) [Save](#) [Continue](#)

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Allowed the condition of the property to deteriorate?

Yes

No

Allowed any furniture provided by the landlord to deteriorate due to ill treatment?

Yes

No

Verbally or physically abusive towards a member of one of the partnership's staff?

Yes

No

Found guilty of obtaining a tenancy by deception, for example, by giving false or misleading information?

Yes

No

Found guilty of paying money to illegally obtain a tenancy?

Yes

No

Subject to a loss of accommodation provided in connection with employment due to conduct making it inappropriate for the person to reside there?

Yes

No

Close application

Save

Continue

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Does anyone included in your application have a medical need or disability and the existing home is having an adverse impact on their health?

A medical condition will only be taken into consideration where it can be demonstrated that rehousing into more suitable accommodation would alleviate the difficulties faced in your current home

Yes

No

Please give details of the condition

Priority for rehousing will only be given when the condition has been assessed as severe or adverse as set out below; **"Severe"** – The current housing is having a severe impact on the applicant's (or family member's) health and their health will deteriorate if the applicant is not moved to suitable property. **"Adverse"** – The current housing is having an adverse impact on applicant's (or family member's) health. Their health will not deteriorate in current accommodation, but the adverse impact will be reduced if the applicant moves to more suitable accommodation

Close application

Save

Continue

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38. The next few screens will ask questions regarding equal opportunities, first for any disabilities of any applicants and then a few questions on if any applicant has any connection to any District Council or housing trust.

Наступні декілька екранів стосуватимуться рівних можливостей, спочатку будь-яких обмежень когось із заявників, а потім буде декілька запитань щодо того, чи має хтось із заявників зв'язок із якоюсь районною радою чи житловим трестом.

Does anyone included in your application have a medical need or disability and the existing home is having an adverse impact on their health?

A medical condition will only be taken into consideration where it can be demonstrated that rehousing into more suitable accommodation would alleviate the difficulties faced in your current home

Yes No

Please give details of the condition

Priority for rehousing will only be give when the condition has been assessed as severe or adverse as set out below; "Severe" – The current housing is having a severe impact on the applicant's (or family member's) health and their health will deteriorate if the applicant is not moved to suitable property. "Adverse" – The current housing is having a adverse impact on applicant's (or family member's) health. Their health will not deteriorate in current accommodation, but the adverse impact will be reduced if the applicant moves to more suitable accommodation

[Close application](#) [Save](#) [Continue](#)

[◀ Back to Previous Screen](#)

Applying to Bucks Home Choice

Are you an employee, Councillor or Committee Member of any of the District Councils or the Vale of Aylesbury Housing Trust?

Yes No

[Close application](#) [Save](#) [Continue](#)

[◀ Back to Previous Screen](#)

Applying to Bucks Home Choice

Are you a relative, partner or close friend of any employee, councillor or committee member of any of the District Councils or the Vale of Aylesbury Housing Trust?

Yes

No

Close application

Save

Continue

[◀ Back to Previous Screen](#)

Are you a relative, partner or close friend of any employee, councillor or committee member of any of the District Councils or the Vale of Aylesbury Housing Trust?

Yes

No

Close application

Save

Continue

[◀ Back to Previous Screen](#)

39. The next screen will ask questions on ethnicity, Sexual Orientation, religion and gender.

На наступному екрані будуть запитання щодо етнічної приналежності, сексуальної орієнтації, релігії та статі.

Equal Opportunities main applicant

By completing this form you are helping us to ensure that we are meeting the needs of all our customers. The information that you provide is strictly confidential and will be used for monitoring purposes only in order that we can satisfy the requirements of equalities legislation. It will not affect your application in any way.

Ethnicity

<input type="radio"/> White British	<input type="radio"/> White Irish	<input type="radio"/> White - Any other
<input type="radio"/> Black or Black British African	<input type="radio"/> Black or Black British Caribbean	<input type="radio"/> Black or Black British Any Other
<input type="radio"/> Asian or Asian British Indian	<input type="radio"/> Asian or Asian British Pakistani	<input type="radio"/> Asian or Asian British Bangladeshi
<input type="radio"/> Asian or Asian British other	<input type="radio"/> Mixed White and Black African	<input type="radio"/> Mixed White and Black Caribbean
<input type="radio"/> Mixed White and Asian	<input type="radio"/> Mixed Any Other	<input type="radio"/> Chinese
<input type="radio"/> Gypsy / Romany / Irish traveller	<input type="radio"/> Other	<input type="radio"/> Prefer not to say

Do you consider yourself to have a disability?

<input type="radio"/> Yes	<input type="radio"/> No
---------------------------	--------------------------

Sexual Orientation

<input type="radio"/> Heterosexual	<input type="radio"/> Bisexual	<input type="radio"/> Gay
<input type="radio"/> Lesbian	<input type="radio"/> Other	<input type="radio"/> Prefer not to say

Religion

<input type="radio"/> Buddhist	<input type="radio"/> Jewish	<input type="radio"/> Christian
<input type="radio"/> Muslim	<input type="radio"/> Hindu	<input type="radio"/> Sikh
<input type="radio"/> None	<input type="radio"/> Other	<input type="radio"/> Prefer not to say

Gender

<input type="radio"/> Male	<input type="radio"/> Female	<input type="radio"/> Transgender
<input type="radio"/> Prefer not to say		

[Close application](#) [Save](#) [Continue](#)

[◀ Back to Previous Screen](#)

40. The next screen asks if you wish to provide details of a person to advocate for your application or a named person to discuss your application with the housing provider.

На наступному екрані з'явиться запитання про те, чи бажаєте ви надати інформацію про особу, яка буде відстоювати вашу заявку, чи про призначену особу для обговорення вашої заявки з постачальником житла.

Is there another person that you wish us to discuss your application with?

Applicants may have an advocate or person helping them with their application. In order for the Partnership to discuss the application with a nominated person you must give us authority to do so.

Yes No

I authorise the following person to act on my behalf:

Name

Relationship

Address

Phone number (do not leave any spaces)

Email Address

Close application

Save

Continue

[◀ Back to Previous Screen](#)

41. Following this you will be presented with a summary screen which will show all of the information you have provided, please review this for accuracy. If you need to return to a question, click on the question itself and you will be returned to that page, once updated you will then need to click through all previous pages to get back to the summary.

Після цього перед вами з'явиться узагальнюючий екран, який демонструє всю надану вами інформацію, будь ласка, перевірте, чи все правильно. Якщо вам потрібно повернутися до запитання, натисніть на саме запитання і ви повернетесь на цю сторінку. Після оновлення вам необхідно пройти через всі попередні сторінки, щоб повернутися до узагальнення.

42. The next screen will provide details on how to submit supporting documents after completing your application, please note that you will need to log back in to complete this, for now read this step and make a note of the documents you should produce and click continue when ready.

На наступному екрані буде надано детальну інформацію про те, як подати підтверджуючі документи після заповнення вашої заявки. Будь ласка, зверніть увагу, що для цього вам потрібно буде знов увійти, поки що прочитайте цю сторінку й выпишіть перелік документів, які необхідно надати, та натисніть «продовжити», коли будете готові.

Documentation required to support your application

Uploading documents is only available after you submit your online form by logging into the Bucks Home Choice website using your email address and the password that you have created, using the document upload button on the front page.

Proof of identity (for all people/children that you want to be housed with you).

- Passport or
- Birth certificate or
- Driving licence
- Full birth certificate for all children

If your name has changed since birth we will need to see the deed pole change of name.

Proof of eligibility (if you are not a British citizen).

- Passport or
- Proof of immigration status (i.e. indefinite leave to remain/recourse to public funds)
- For European workers - proof of employment (contract, payslips)
- Workers registration documents (A10 countries)

Proof of pregnancy (if applicable)

- When you have reached your second trimester, submit your medical MATB form OR Medical evidence of your estimated due date.
- When your baby is born please submit your birth certificate and a copy of your Child Benefit award letter

Proof of responsibility for children who will be housed with you

- Child Benefit and
- Full birth certificate or passport
- Residence order or other supporting documentation to confirm long term guardianship (if the parent or guardian is not on full birth certificate)

Proof of residence

- Utility bills (gas, electric, water)
- Tenancy or licence agreement
- Council Tax bill
- Benefit letter (from DWP confirming proof of benefit)
- If living with friends/ family or a hostel - a letter from them confirming your living arrangements
- Copy of last mortgage statement or a valuation of property
- If living in a caravan a copy of your site agreement or letter from owner confirming living arrangements

Employment

- Contract of employment or employer's letter on headed paper, stating your employment location, start date and or
- payslips
- Self Employment Contract, stating your employment location, start date and, tax returns for previous three years

Proof of income

- Pay slips for all adults in the household for the past three months / 12 weeks
- Proof of benefit entitlement letter such as Universal credit, Child benefit etc.
- Pension
- Bank statements for all accounts held for the past three months (ALL APPLICANTS)

Alternatively you can send your evidence for the attention of the:

Housing Department**Aylesbury Vale District Council****The Gateway,****Gatehouse Road,****Aylesbury,****Bucks HP19 8FF**[Close application](#)[Save](#)[Continue](#)[◀ Back to Previous Screen](#)

43. The final step of the housing application is to submit the application, at this stage you are invited to provide feedback on your experience completing the application. It is important to raise any issues you have experienced as this may help other guests with their application. Once submitted you will be provided with a Home Choice Number and a link to add supporting docs.

Останнім етапом подання заявки на житло є надсилання заявки. На цьому етапі вам пропонується надати відгук про ваш досвід заповнення заявки. Важливо порушити будь-які питання, які у вас виникли, оскільки це може допомогти іншим гостям із їхньою заявкою. Після надсилання вам буде надано номер «Вибору Житла» й посилання для прикріплення підтверджуючих документів.

Bucks Home Choice website “how to” guide

Посібник щодо використання веб-сайту «Вибір житла в Бакінгемширі»

Part 2

- **Uploading supporting documents**
- **Your status and Priority Band**
- **How to Bid**
- **Your feedback**

Частина 2

- **Завантаження підтверджуючих документів**
- **Ваш статус і пріоритетна група**
- **Як робити ставки**
- **Ваш відгук**

Uploading supporting Documents:

Once you have completed and submitted the application form, you can log back in to your account to upload the supporting documentation we need to complete the assessment of the case.

Завантаження підтверджуючих документів:

Після того, як ви заповните та подасте заявку, ви зможете знов увійти до свого облікового запису, щоб завантажити супровідну документацію, необхідну для завершення оцінки справи.

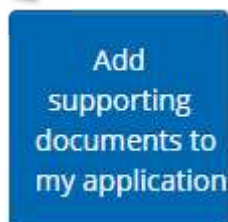
Log in to your Bucks Home Choice account and click Your Account:

Увійдіть у свій обліковий запис на сайті «Вибір житла в Бакінгемширі» і натисніть «Ваш обліковий запис»:



From this page click “add supporting documents to my application”

На цій сторінці натисніть «додати підтверджуючі документи до моєї заявки».



The below upload feature will appear on the screen, click add documents to upload information:

На екрані з'явиться наведена нижче функція завантаження. Натисніть «Додати документи», щоб завантажити інформацію:

If you have more than one document click browse after each document selected.
Once you have added all your documents click the upload button ×

Drop files here

Add documents

Upload 0

Press Submit Documents only after you have uploaded all required documents.

Email Receipt

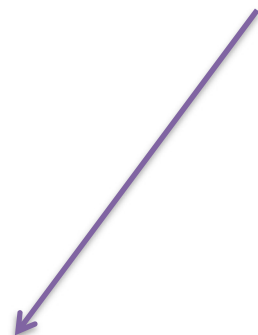
Submit Documents

Close

This will allow you to select the document/screenshot of the evidence from your device.
[Це дозволить вам вибрати підтверджуючий документ/скріншот зі свого пристрою.](#)

Once you have added a document you will need to tell us who the document relates to and what type of document it is. You can do this by selecting the relevant answers from the drop down selections:

[Як тільки ви додали документ, вам потрібно буде повідомити нам, кому належить цей документ і який це тип документу. Ви можете зробити це, вибравши відповідні відповіді зі спадного меню:](#)



If you have more than one document click browse after each document selected. Once you have added all your documents click the upload button ×

Kelly Faulkner.jpg

Kf Test

Birth Certificate

Drop files here

Add documents

Upload 1

Press Submit Documents only after you have uploaded all required documents.

Email Receipt Submit Documents Close

If you are uploading more than one document complete this process until you have added all documents.

Якщо ви завантажуєте більше одного документа, продовжуйте цей процес, доки не додасте всі документи.

Once you have added all of your documents click upload:

Як тільки ви додали всі документи, натисніть «Завантажити»:

If you have more than one document click browse after each document selected.
Once you have added all your documents click the upload button ✕

Kelly Faulkner.jpg -


Kf Test ▼ Birth Certificate ▼

Adress Issue 2.PNG -

Kf Test ▼ Proof of Address ▼

Add documents

Upload 2



Press Submit Documents only after you have uploaded all required documents.

Email Receipt

Submit Documents

Close

Once you have uploaded your documents and you are happy that these are ready to be assessed by Bucks Home Choice click submit documents. This will notify the Bucks Home Choice team that you have submitted your documentation and it will be assessed.

Після того, як ви завантажите свої документи та переконаєтесь, що вони готові для оцінки представниками «Вибору житла в Бакінгемширі», натисніть «Надіслати документи». Це сповістить команду «Вибору житла в Бакінгемширі» про те, що ви подали свою документацію, і її буде оцінено.

If you have more than one document click browse after each document selected.
Once you have added all your documents click the upload button ✕

Kelly Faulkner.jpg

File has been uploaded

Kf Test Birth Certificate

Adress Issue 2.PNG

File has been uploaded

Kf Test Proof of Address

Drop files here

Add documents **Upload 0**

Press Submit Documents only after you have uploaded all required documents.

Your status and Priority Band

Ваш статус і пріоритетна група

Information regarding your account status and Priority band can be found under "Your Account"
From the home page click your Account:

Інформацію щодо статусу вашого облікового запису та пріоритетної групи можна знайти в розділі «Ваш обліковий запис».

На головній сторінці натисніть «Ваш обліковий запис»:

In the “your application” section on the left hand side you can see the status of your account, your priority banding, priority date and your Bucks Home Choice unique account number.

When you first make your application you will be placed in Band E and your status will be “online to be validated” Once your application has been assessed and we have all of the supporting evidence we need for the stage of your application, your status will change to Live and your band will reflect the stage you are at in your application.

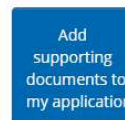
У розділі «ваша заявка» ліворуч ви можете побачити статус свого облікового запису, пріоритетну групу, дату пріоритету та унікальний номер облікового запису «Вибору житла в Бакінгемширі».

Коли ви вперше подаєте заявку, вас буде розміщено в групу E і ваш статус буде «онлайн для перевірки». Після того, як вашу заявку буде оцінено та ми отримуємо всі підтверджуючі документи, необхідні для опрацювання вашої заявки, ваш статус буде змінено на Live, і ваша група відобразатиме етап, на якому ви перебуваєте зі своєю заявкою.

Your application

Reference AVDC/468430
Name Miss Kf Test
Status Live
Banding B - Lacking 1 bedroom
Priority Date 14 Nov 2019

Telephone Day 1111111111 edit
Telephone Eve 1111111111 edit
Mobile 1111111111 edit
Email None edit



On the right hand side will be your contact details that you entered when you made your application. If any of these details have changed you can click “edit” to update them here. If you need to notify us of a significant change of circumstances, please click the



“Have your circumstances changed” Icon – this form looks like the application form you would have filled out when you registered with Bucks Home Choice, you should fill it out with your new circumstances, this will notify us of the change. We will acknowledge receipt of the form and make you aware of any changes to your account as a result.

Праворуч буде розміщено ваші контактні дані, які ви ввели під час оформлення заявки. Якщо будь-які деталі змінилися, ви можете натиснути «редагувати», щоб оновити інформацію. Якщо вам потрібно повідомити нам про суттєву зміну обставин, натисніть на піктограму «Чи змінилися ваші обставини» – ця форма виглядає як форма заявки, яку ви заповнювали під час реєстрації на сайті «Вибір житла в Бакінгемширі». Ви повинні заповнити її деталями щодо

нових обставин, таким чином ми дізнаємось про зміни. Ми підтвердимо отримання форми та поінформуємо вас про будь-які зміни у вашому обліковому записі в результаті цього.

Bidding on a property:

The Bucks Home Choice bidding cycle takes place on a weekly basis, the bidding cycle opens every Thursday at 9am and closes the following Monday at 12 noon.

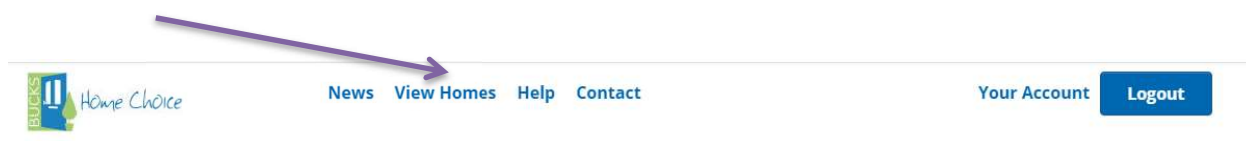
You can bid on up to three properties per cycle, you do not have to use all three bids each week. The advert will detail the information regarding the property and you should make sure that you only bid on properties that you would consider moving to and that are suitable for your needs. You can access the option to bid in two ways. Either click View homes from top Menu bar on the home Screen

Ставки на житло:

Цикл ставок «Вибору житла в Бакінгемширі» відбувається щотижня, він починається щочетверга о 9:00 і закривається наступного понеділка о 12:00.

Ви можете робити ставки й обирати до трьох варіантів житла за цикл, ви не мусите використовувати всі три ставки щотижня. В оголошенні буде наведено детальну інформацію про нерухомість, і ви повинні переконатися, що ви ставите лише на нерухомість, куди б ви хотіли переїхати та яка відповідає вашим потребам.

Ви можете отримати доступ до опції ставок двома способами. Або натисніть «Переглянути житло» у верхній панелі меню на головному екрані



Or click Place a bid on Your Account page:

Або натисніть «Зробити ставку» на сторінці вашого облікового запису:

Your current bids 0



The website will then display adverts of 1 bed and studio properties that you are eligible to bid on; Після цього на веб-сайті відобразатимуться оголошення про нерухомість з 1 спальнею та студії, на які ви маєте право робити ставки;



1 bed flat in Burnham £100.82 pw









[Read more](#)



1 bed flat in Aylesbury £97.87 pw









A fourth floor one bed flat, gas central heating, bath with overhead shower, shared garden, pets allowed with permission, allocated parking. One... [Read more](#)

Click into the advert to see the full details, a full explanation of the adverts icons can be accessed on the top right hand corner of the advert.

[Натисніть на оголошення, щоб переглянути всі деталі, повне пояснення до іконок оголошення можна знайти у верхньому правому куті.](#)

Details

Property features

- Available mid November
- Shared garden
- Gas Central Heating
- Bath
- Allocated car parking
- Assured Shorthold Tenancy
- 1 year tenancy offered

Charges

- Rent £97.87 a week
- Service Charge £14.36 a week
- 1 weeks rent should be paid at sign up


Summary text

A fourth floor one bed flat, gas central heating, bath with overhead shower, shared garden, pets allowed with permission, allocated parking. One weeks rent due in advance. Estimated handover date mid November.

Reference: 679

H/T 1-2 4 1 SHARED

What do these icons mean?



Once you have read the details of the advert and would like to bid on the property, click Place bid:
Прочитавши деталі оголошення та маючи бажання зробити ставку на нерухомість, натисніть «Розмістити ставку».



Current bids can be found on the “your current Bids” section of the “your account” page - these will only be displayed here whilst the current Bidding cycle is open. If you decide that you no longer want to bid on this property you can click Remove at any time during the bidding cycle to remove your bid on that property.

Поточні ставки можна знайти в розділі «Ваші поточні ставки» на сторінці «Ваш обліковий запис». Вони відобразяться тут, лише поки відкритий поточний цикл ставок. Якщо ви вирішите, що більше не хочете робити ставки на це житло, ви можете натиснути «Видалити» в будь-який час протягом циклу ставок, щоб видалити свою ставку на це житло.

Your current bids

Ref.	Address	Type	Bids	Rank	
679	Monarch Street, , HP18 0JP	Flat	87		



Your previous bids section on your account page will enable you to use your bids wisely as it shows you where you are potentially getting higher in the ranking on the Shortlist:

Розділ ваших попередніх ставок на сторінці вашого облікового запису дозволить вам розумно використовувати ваші ставки, оскільки він показує, де ви потенційно підвищитесь в рейтингу в списку:

Your previous bids

Advert	Date	Property	Status 	Bids	Your Rank
599	6 Mar 2012	3 bed house - Worcester Street	Let	191	over 20
286	15 Dec 2009	2 bed flat - Stanton House	Let	24	11-20
765	22 Sep 2009	1 bed flat - Friarage Road	Let	155	over 20



The above table shows the previous properties you have bid on and where your position was on the shortlist for each property.

У наведеній вище таблиці показано попередні об'єкти нерухомості, на які ви робили ставки, і місце, на якому ви перебували в списку для кожного об'єкта.

For help, information on housing options, support agencies and FAQ's please click Help on the top section of the home screen.

Щоб отримати допомогу, інформацію про варіанти житла, агентства підтримки та відповіді на поширені запитання, будь ласка, натисніть «Допомога» у верхній частині головного екрану.