Gloucester City Council logo, it reads Gloucester City Council, Transforming Your City 



# Move-on nomination form

If you are ready to leave supported accommodation you can apply for a Move-on priority banding on [Homeseeker Plus](https://www.homeseekerplus.co.uk/Choice/default.aspx) to get a planned move from supported accommodation to social housing in Gloucester City.

## How to apply

You will need to sign in or register for a [Homeseeker Plus account](https://www.homeseekerplus.co.uk/Choice/default.aspx) to apply.

You will need to:

**1. Download the Move-on nomination form.**

**2. Complete the nomination form with your support worker**

Your support worker will need to provide information about the work you have done together and if you have any remaining support needs.

**3. Sign in or register for a** [Homeseeker Plus account](https://www.homeseekerplus.co.uk/Choice/default.aspx).

**4.** **Upload the nomination form.**

You can do this on the ‘Add supporting documents to my application’ section of your account. You will need to select ‘Move on nomination form’ as the document type.

**5. Upload all other supporting evidence.**

You can do this on the ‘Add supporting documents to my application’ section of your account.

**6. Submit a change of circumstances form.** (You do not need to do this if this is your first application on Homeseeker Plus)

You can do this on the ‘Have your circumstances changed?’ section of your account. You will need to select ‘leaving supported accommodation’ as the reason.

### Other ways to apply

We recommend you use Homeseeker Plus to apply, but we will accept nominations made by email or post.

You will need to:

1. Download the Move-on nomination form.

2. Complete the form.

3. Send the completed form to us via email or post.

Email: [Homeseeker@gloucester.gov.uk](mailto:Homeseeker@gloucester.gov.uk)

Post: Housing team, Homeseeker Plus, Gloucester City Council, Shire Hall, Westgate Street, Gloucester, GL1 2TG.

### Help with your application

If you need help with your application, contact us on:

Phone: **01452 396 396**

Email: [Homeseeker@gloucester.gov.uk](mailto:Homeseeker@gloucester.gov.uk)

# Move-on nomination form

## Your details

1. Full name

2. Date of birth, for example 27/03/2000

3. National Insurance number (NINO), for example, QQ123456C.

4. Telephone number

5. Email address

6. Homeseeker Plus reference number

## Current accommodation details

1.a. What type of accommodation you currently live in?

Select only one option, if your type of accommodation is not listed, select ‘Other’ and give a description.

Accommodation Based Support

Intensive Housing Management

Emergency Accommodation

Other type of accommodation

1.b. If other, please describe the type of accommodation you live in

2. Address of accommodation

3. Date you moved in, for example 14/10/2020

4. How long have you lived at this address? for example 6 months

## Original referral details

1. Which organisation made your original supported accommodation (START) referral?

2. Please provide a phone or email address for the organisation who made the original referral if it was not Gloucester City Council.

## Your criminal history details (if applicable)

**Answer Yes, No or Not applicable.**

1.a. Do you have any unspent conditional cautions or convictions?

1.b. If yes, please list the offence(s) for example, minor criminal damage?

2.a Did any of the offences result in custodial sentence of over 12 months?

2.b If yes, please give details

3.a. Are there any exclusion zones or areas you cannot live in Gloucester or, restrictions on type of properties you can live in?

3.b. If yes, which areas or properties you cannot live in?

4.a. Are you on probation?

4.b. If yes, please provided the name and contact information of your probation office or officer, for example full name and email or phone number.

5. Within the last 5 years have you got any other convictions? (Optional)

### Mandatory supporting documents

**Answer Yes or No**

1.a. Do you have a proof of identity document that you can submit as part of this application? for example, passport, driving licence

1.b. If no, please give a reason:

2.a. Do you have a proof of income document that you can submit as part of this application? for example, Personal Independence Payment (PIP), Universal Credit (UC) award letter, wage slips

2.b. If no, please give a reason:

3.a. Do you have bank statements covering the last 3 months that can be submitted as part of this application?

3.b. If no, please give a reason:

4.a. Are you a European Economic Area (EEA) national or from a non-EEA country?

For more information see the [National Homelessness Advice Service (NHAS) factsheet](https://www.nhas.org.uk/assets/docs/Applying_as_homeless_people_from_abroad_FACTSHEET_NHAS_1.pdf) on people from abroad.

4.b. If yes, can you provide a document showing your status in the UK? For example, proof of leave to remain status document.

4.c. If no, please give a reason:

# Support worker assessment

**This section should be completed by your support worker.**

## Support worker details

1. Name of support worker

2. Telephone

3. Email

4. Date of assessment

## Health and support needs assessment

**Answer Yes, No or Not applicable.**

1.a. Do they have any medical conditions or support needs?

For example, drug, alcohol, physic

1.b. If yes, please give details.

2.a Will supporting documents been submitted as part of this application?

For example, a letter form Chang, Grow Live (CGL) or their doctor

2.b. If no, please provide a reason:

3.a. Do they have any future housing needs?

For example, an adapted property, ground floor, level access shower

3.b. If yes, please give details:

4.a. Will supporting documents been submitted as part of this application?

For example, a report from their occupational therapist or doctor’s letter

4.b. If no, please provide a reason:

5.a Are there any areas in Gloucester that you cannot move to for medical or risk reasons?

5.b. If yes, please give details:

6.a. Will supporting documents been submitted as part of this application?

For example, a letter from their doctor or social worker

6.b. If no, please provide a reason:

7.a. Are they currently engaging with support services?

For example, [Caring for communities and people](https://www.ccp.org.uk/) (CCP),[Change, Grow, Live](https://www.changegrowlive.org/drug-alcohol-recovery-service-gloucestershire/gloucester) (CGL)

[Gloucestershire Domestic Abuse Support Service](https://www.gdass.org.uk/) (GDASS)

8.a. If yes, please give details:

For example, how frequently do they meet? what are their ongoing support needs? who will be supporting your client post move on?

8.b. If no, please provide a reason:

## Anti-social behaviour (ASB) details (if applicable)

**Answer Yes, No or Not applicable.**

1.a. Any reports of anti-social behaviour (ASB) involving your client, in their current accommodation or, past properties within the past 3 years?

For example, harassment, drug and alcohol misuse, noise nuisance, domestic abuse and intimidation or threats of violence.

1.b. If yes, please give details

2.a. Did the ASB lead to eviction or, possession proceedings?

2.b. If yes, please give details including dates and addresses of incidents

3.a. Did the ASB lead to an injunction or a criminal conviction?

3.b. If yes, please give details

## Rent arrears and any other debts

**Answer Yes, No or Not applicable.**

1.a. Any rent arrears in current accommodation?

1.b. If yes, please give details:

2.a. Any rent arrears with previous private sector or, social tenancy?

2.b. If yes, please give details:

3.a. Has a payment plan has been set up?

3.b. If yes, please give details:

4.If a payment plan has it been set up in place for 6 or more months?

5. What date was the payment plan set up?

6. How much does the client pay each month?

7.a. Do you have a rent statement you can submit with this application?

7.b. If no, please give a reason

8.a. Any current non-housing related debts?

8.b. If yes, please give details

9.a. Has client sought money advice?

9.b. If yes, please give details

9.c. If no, please give a reason

### Important

If your client has any outstanding debts but has not sought money advice, please signpost them to the Citizens Advice Bureau (CAB) or another money advice agency, as any existing debts could jeopardise future affordability assessments made by our registered providers.

## Independent living skills

**Answer Yes, No or Not applicable**

**Important** - **If you answer yes, please give details of support given and if on-going support is needed**

1. Have they been able to maximise their income?

For example, are they now claiming all the benefits that they are entitled to?

2. Have they been able to clear historic debts or set up a sustainable payment plan to clear debts?

3. Has their knowledge of money management improved, and do they now have good financial management skills?

4. Do they have the basic skills and provisions to set up home?

5. Have they been supported to improve their personal health and hygiene?

6. Are they able to maintain a safe home environment?

7. Have they improved their ability to manage hoarding tendencies?

8. Do they understand the responsibilities of a tenancy, licence, or occupancy agreements?

9. Are they able to maintain their tenancy, licence, or occupancy agreement?

10. Do they have the skills to address anti-social behaviour?

11. Are they actively involved in their personal safety planning?

12. Are there any medical or welfare reasons which means the client is unable to share accommodation with others?

## Declaration

### Applicant

I confirm that the information I have given is complete and correct as far as I know.

Signature:



Full name:

Date:

### Support worker

I confirm that the information I have given is complete and correct as far as I know.

Signature:



Full name:

Date:

#### How we use your information

Your information may be shared internally and with external partners who provide services on our behalf.

We may share your information with other organisations where we need to verify the information provided by you or where allowed by law and for the purposes of prevention and detection of crime and/or fraud.

We may contact you using the details you have provided. For further information about how we use your information and how long we keep it for, please view the[privacy information](https://www.gloucester.gov.uk/about-the-council/data-protection-and-freedom-of-information/data-protection/) on our website.