

LOCAL CONNECTION VERIFICATION FORM

STRICTLY CONFIDENTIAL

Rother District Council applies local connection criteria to its lettings. Only applicants who meet the local connection criteria will be eligible to join the housing register.

Applicants will be given local connection to each parish in Rother where they meet the local connection criteria.

For the purposes of allocations the parishes have been separated into three parish cluster groups. Applicants with a local connection to a parish will also be considered to have a local connection to each parish within that cluster group. Vacancies in Bexhill-on-Sea will be open to all eligible applicants regardless of where they have a local connection.

Failure to provide evidence of your local connection to Rother may result in you being overlooked for properties.

Map of the Rother Area – Parish Cluster Groups:



All sections of the form must be completed.

Local Connection is defined as;

- Has resided in the parish or ward by choice as their only home for a period of at least 3 years in aggregate out of the last 5 years;
 - If an applicant has resided in Rother for the last 3 years, but has split time between different parishes, Local Connection will be applied for the parish the applicant has lived in the longest
- Has close relatives who reside in the parish or ward as their only or principal home and has done so for at least the previous 5 years. Close relatives will only cover parents, adult children or brothers or sisters, including corresponding step relationships.
 - Grandparents, grandchildren, aunts or uncles, carers and non adult children are not considered to grant a local connection. These persons will only be used to establish a local connection where the Council considers that it is necessary for the applicant to be accommodated within the Parish or Ward in order to provide or receive medical or social care to/from the relative at the discretion of the Council.
- Has permanent paid employment (or a confirmed offer of such) in the district.
- Provides employment or a community/ voluntary based activity or service in the area, for a minimum of 10 hours per week, over at least the last 6 months. This must be something that provides jobs or a service for local people and will be awarded at the discretion of the Council.
- Military personnel who do not have a local connection will be eligible to apply for social housing in most circumstances and will be given a local connection to all parishes and wards.

Your Details

Name	
Reference Number (If known) ROTH/	

1. Do you currently reside in the Rother area? Yes No

How long have you resided in the Rother area? _____

Please provide your address history for the past **5 years**.

Address, including postcode (Starting with most recent address)	Date in DD/MTH/YR	Date out DD/MTH/YR	Name on tenancy or owner of property

- Please note. If we are unable to confirm your local connection through our systems you may be asked to provide further verification such as utility bills or a letter of confirmation from your landlord or parents/people you have lived with, or parish clerk.

2. Do you have any close relatives who reside in Rother and have done so for a period of 5 years? Yes No

If yes please provide their address history for the past 5 years.

A relative is defined as; Parents, adult children or brothers or sisters, including corresponding step relationships. (Please see page 2 for exceptions).

Name of relative and address (including postcode)	Relationship to you	Date in DD/MTH/YR	Date out DD/MTH/YR	Name of main Tenant or owner of property (person liable for Council Tax payments)

3. Are you or any member of your family (included in your application) in permanent employment in the Rother District? Yes No

(If yes please provide the name of the employer and the address of work)

Employers name and address	Address where you work	Average hours worked per week

- Please provide either your offer of employment letter/ confirmation from your employer or your last 3 payslips

4. Please provide details of any employment you provide or Community/ voluntary Activity that you conduct in a specific location in the Rother District that supports the local community.

Name and address of person or organisation which you support	Address where you undertake the activity	Date started DD/MTH/YR	Description of activity (including hours undertaken)

- Please provide confirmation of the activity you are engaged in and a letter from the organisation confirming this activity.