

The Charity of Mrs Mabel Luke

Elendil, New Road, Newbury,
Berkshire, RG14 7RX

Email: contact@mabelluke.co.uk
Website: mabelluke.co.uk



Charity Commission Reg. no. 236518
Registered Provider no: 4840

**Application Form for an Almshouse at
1-4 Mabel Luke Place, Mill Lane, Newbury**

The Charity of Mrs Mabel Luke provides one and two-bedroom flats, for people in housing need who are resident in or have a connection to, Newbury or the parish of Greenham.

This application form is for people who are applying directly to the Charity rather than being nominated by West Berkshire Council through the Council's Homechoice scheme. The Charity currently (2018) allocates four, two-bedroomed flats to people who meet the Charity's eligibility criteria but who are not necessarily on West Berkshire Council's Housing Register.

Applicants should read the Charity's Allocations Policy before completing this form to check that they are eligible.

An applicant who needs help to complete the form should contact the Charity's Clerk on 07555 779207.

1. The applicant

Full name

Mr/Mrs/Miss/Ms

Address

Post Code

Telephone No

Mobile Number

Email address

Date of Birth

Age

Marital status

Do you consider yourself to be disabled or to have a long-term health condition?

Do you have any support needs? YES / NO

If YES, give details and state what support arrangements are in place.

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What is your connection to Newbury and/or the Parish of Greenham?

2. The applicant's household

If other people will live with you in the Almshouse, give their details here.

Name	Gender	Date of birth	Relationship to you

Does any member of your household consider themselves to be disabled or to have a long-term health condition? If yes, give details:

Does any member of your household have support needs? YES / NO
If YES, give details and state what support arrangements are in place:

Do you, or any member of your household, have a conviction which is not spent under the Rehabilitation of Offenders Act 1974? YES / NO
If 'YES', please provide details:

3. Present accommodation

Type of accommodation and number of bedrooms

Length of time at this address

Do you, or any member of your household, own or part-own this property? YES / NO

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If YES, what is its present estimated value?

£..

Do you have a mortgage? YES/NO

If YES, state how much money is outstanding:

What are your intentions regarding your current property if you are allocated an Almshouse?

If you do not own the property where you currently live, who does own this property?

Is this person related to you in any way? YES / NO

If YES what is the relationship?

If you currently rent your home, give the name and address of your landlord or managing agent:

Current rent £.....per week

Current service charge £.....per week

Council Tax Band

Do you receive Housing Benefit or Universal Credit? Yes/No

Do you receive Council Tax Benefit? Yes/No

If you or any member of your household own, part-own or have any other interest in a property other than the one in which you live, please give details below. This should include any property abroad as well as in the UK:

Why do you wish to leave your present accommodation?

Are you or any member of your household already on West Berkshire Council's Housing Register? YES / NO

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4. Household income and capital

Please provide the following information on income and capital for the applicant and each adult member of the household.

Applicant

	Amount	Frequency of payment
Earnings from employment and/or self-employment Please give name and address of employer:		
Pensions State retirement pension Pension paid by a past employer Private pension Widow's pension Any other pension		

Social Security Benefit Pension Credit Attendance Allowance Personal Independence Payment Any other benefits		
Other Income Annuities Bank Deposit Account Building Society Account Investment		

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Renting property or land that you own Grants from a charity Financial assistance from a relative/friend From a trust fund Any other income - please give details		
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1. Bank accounts - current balance

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2. Building Society accounts - current balance

.....

3. Shares - current value

.....

4. National Savings Certificates - value

.....

5. Unit Trusts - value

.....

6. Premium Bonds - value

.....

7. Other savings or capital - value

CONFIDENTIAL when completed

Other adult household member 1

Name:

Income

	Amount	Frequency of payment
<p>Earnings from employment and/or self-employment</p> <p>Please give name and address of employer:</p>		
<p>Pensions</p> <p>State retirement pension</p> <p>Pension paid by a past employer</p> <p>Private pension</p> <p>Widow's pension</p> <p>Any other pension</p>		
<p>Social Security Benefit</p> <p>Pension Credit</p> <p>Attendance Allowance</p> <p>Personal Independence Payment</p> <p>Any other benefits</p>		
<p>Other Income</p> <p>Annuities</p> <p>Bank Deposit Account</p> <p>Building Society Account</p> <p>Investment</p> <p>Renting property or land that you own</p> <p>Grants from a charity</p>		

CONFIDENTIAL when completed

Financial assistance from a relative/friend From a trust fund Any other income - please give details		
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Capital

1. Bank accounts Current Balance

.....

2. Building Society accounts Current Balance

.....

3. Shares Current Value

.....

4. National Savings Certificates

.....

5. Unit Trusts

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6. Premium Bonds

.....

7. Other savings or capital

CONFIDENTIAL when completed

Other adult household member 2

Name:

Income

	Amount	Frequency of payment
<p>Earnings from employment and/or self-employment</p> <p>Please give name and address of employer:</p>		
<p>Pensions</p> <p>State retirement pension</p> <p>Pension paid by a past employer</p> <p>Private pension</p> <p>Widow's pension</p> <p>Any other pension</p>		
<p>Social Security Benefit</p> <p>Pension Credit</p> <p>Attendance Allowance</p> <p>Personal Independence Payment</p> <p>Any other benefits</p>		
<p>Other Income</p> <p>Annuities</p> <p>Bank Deposit Account</p> <p>Building Society Account</p> <p>Investment</p> <p>Renting property or land that you own</p> <p>Grants from a charity</p>		

CONFIDENTIAL when completed

Financial assistance from a relative/friend		
From a trust fund		
Any other income - please give details		

Capital

1. Bank accounts Current Balance

.....

2. Building Society accounts Current Balance

.....

3. Shares Current Value

.....

4. National Savings Certificates

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5. Unit Trusts

.....

6. Premium Bonds

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7. Other savings or capital

5. Other information

Are there any other health or social factors for you or your household that you want the Charity to take into account when considering your application?

6. References

Please give the names and addresses of two responsible people (not relatives) who know you well and whom the Charity may approach for a reference.

Reference 1: name	Reference 2: name
Postal address	Postal address
Telephone no.	Telephone no.
Email address	Email address
How they know you	How they know you

7. Declaration

7.1 I have read the Charity's Allocations Policy and believe that I am eligible to apply to live in one of the Charity's almshouses.

7.2 I understand that if I am allocated a property, I shall be a beneficiary of the Charity occupying the flat under licence and not a tenant. Any weekly sum I pay will be a maintenance contribution and not a rent.

7.3 I understand that smoking is not permitted anywhere on the Charity's property, either inside or outside the flats, and that this applies to residents and visitors.

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7.4 I understand that pets are not permitted on the Charity's property under any circumstances. I undertake to make suitable arrangements to rehome any pets currently owned by me or members of my household before moving into the flat.

7.5 I have read and understand the conditions set out above and I declare that the information given in this application is correct and complete to the best of my knowledge and belief.

Signature:

Name: (print in capital letters)

Date:

Data Protection Statement: it is part of the Directors' responsibilities to ensure that applicants for almshouses are suitably qualified under the terms of the charity's governing document. Directors, therefore, need to investigate the personal circumstances of applicants. The personal data supplied on this form and other information relating to an almshouse appointment will be held on file. Some details may be checked with relevant organisations but none will be disclosed for any inappropriate purpose. You may have access to your personal information on request.

Please return your completed and signed application to:

The Clerk
Elendil
New Road
Newbury
Berkshire
RG14 7RX

Or by email to: contact@mabelluke.co.uk