



# Perth and Kinross Common Housing Register

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## Guidance Notes on completing an Application Form

*With information on Perth & Kinross Council Housing Areas,  
Perth & Kinross Council Area Housing Teams, Perth & Kinross  
Council Sheltered Housing Areas and Other Housing Providers*

### ▶ 1 Personal Details

Anyone detailed on the front page of the Application Form will be considered to be applying for a tenancy with one of the Registered Social Landlord partners of the Common Housing Register.

You should provide full names along with dates of birth and contact numbers.

#### **What documents should be submitted?**

- *Proof of age for both main/joint applicant (ie copy of birth certificate, passport, driving licence).*
- *If you **own** or **rent** your current accommodation from a **private** landlord then two forms of address verification are required (ie correspondence from utility provider, national health card etc).*

or

- *If you reside **care of (c/o)** then the owner/tenant of the property **must** provide a letter confirming that you live there and the number of bedrooms you have available for your own use.*
- *If you are intending to use a mailing address the owner/tenant of the property **must** confirm this in writing.*

### ▶ 2 Other People who will be living with you

You should detail everyone who you intend to live with you, should you be allocated a property.

#### **What documents should be submitted?**

- *If anyone detailed on this page of the form is over 16 years of age, they are each required to submit a letter confirming that they wish to be included as permanent members of your household.*

- *When you have children under 16 years of age who do not reside with you on a permanent basis, you must satisfy the Council that they reside with you for 50 percent of the year. This should be by:*
  - *A Joint Minute of Agreement,*
  - *A Custody/Residence Order, or*
  - *A letter from the main Carer's solicitor confirming agreement.*

### 3 Current Accommodation details

Ensure that you complete this section in full. If both applicants reside at the same address you need only complete the details for the main applicant. If you reside at separate addresses please complete both sections.

If you or the joint applicant are the tenant/s of your current accommodation you **must** provide your landlord(s) name and address, because references **must** be obtained prior to any offer of housing being made.

### 4 Main Applicant's Accommodation

(a) You should answer the remainder of the Application based on the main applicant's address.

(b) A **single** bedroom is regarded as measuring from 6.5 to 9 square metres. A room is not considered as a bedroom if it measures less than 6.5 square metres.

A **double** bedroom is regarded as measuring over 9 square metres.

(c) **Shared bedrooms**

Please ensure that you detail the member of your household who shares and the name and relationship of the person they share with.

(d) **Having to leave?**

If you have been issued with Notice to Quit or your current home is being sold, please complete this section. You should also complete this section if you are having to leave as a result of the breakdown of a relationship.

#### What documents should be submitted?

- *A copy of the Notice to Quit issued by your landlord.*
- *If you are leaving tied accommodation, a letter on official headed paper from your employer confirming the reasons is sufficient.*
- *If you are leaving due to relationship breakdown, a letter from your solicitor should be submitted, confirming that both parties involved continue to reside in the family home and that the relationship has broken down.*
- *If your property has been sold, please provide a letter from your solicitor confirming the reasons why, along with the date of entry for the new owners.*

(e) **Property not in reasonable physical condition?**

If you complete this section, a member of the Council's Environment Service may inspect your accommodation.

### 5 Health, Support and Employment

(a) When considering whether or not to complete this question you should bear in mind that your current accommodation must be having a detrimental effect on your health, or it cannot be adapted to meet your needs. You may be asked to complete a further Application to be considered for the award of Medical Priority.

(b) If you want to move to be nearer to someone, that person must reside in the Perth and Kinross area. Because your request will be based on that person's needs *they* may be asked to complete an Application for Medical Priority. **You should also note that you should select the area in which that person lives as your first preferred area.**

- (c) Please provide full details and describe their relationship to you, along with an outline of the support they will be providing for you. Note that you should select the area in which that person lives as your first preferred area.

**What documents should be submitted?**

- *A letter from the person who is providing you with support.*

- (d) Please provide full details. You should note that you will be required to select your work location as your first preferred area for re-housing.

**What documents should be submitted?**

- *A letter on official headed paper from your employer confirming the hours you work, and where you work.*

- (e) Provide full details. Tell us if you have reported this to the Police.

## 6&7 Previous Address Details

As stated in the form, you **must** provide details of where both you and any joint applicant have resided for the last three years. *If you have to continue on a separate sheet please ensure you provide all information.* **Failure to provide this will result in a delay in your Application being processed.**

## 8 Housing Requirements

- (a) From the Preferred Area List, please select up to a maximum of six preferred areas for re-housing. If you need assistance with this please contact any of our local offices, as detailed in these Guidance Notes.
- (b) Please detail the landlords by whom you do **not** wish to be considered.
- (c) The policies of the Registered Social Landlord partners of the Common Housing Register vary. It may be that you are considered for smaller/larger accommodation with each provider.
- (d) When considering this question you should bear in mind that any medical recommendation attached to your application may result in you only being considered for certain types of accommodation (see the leaflet *Applying for Medical Priority Points* for more information).
- (e) When you consider this question you should bear in mind that any medical recommendation attached to your application may result in you only being considered for certain types of accommodation (see the leaflet *Applying for Medical Priority Points* for more information).
- (f) Tick all that you will consider.
- (g) You must obtain written permission to keep any pet before occupying any future accommodation you may be offered.
- (h) It may be that the Council could arrange for this support to be provided.
- (i) If you answer **yes** to this question it may result in a further assessment being undertaken. You may also be asked to complete an application for Medical Priority.
- (j) If you answer **yes** to this question it may result in a further assessment being undertaken by an Occupational Therapist. You may also be asked to complete an application for medical priority.

## 9 Other Housing Options

- (a) You may be sent additional information if you answer **yes** to this question.
- (b) You will be sent a further Application Form to complete, to join the Council's Mutual Exchange Register.

## FALSE OR MISLEADING INFORMATION

**Please ensure that you answer all questions with accurate information. If you are found to have provided false/misleading information your application may be suspended.**

## Perth & Kinross Council Area Housing Teams

### Perth City/Central Area Office

Pullar House, 35 Kinnoull Street,  
PERTH PH1 5GD  
Tel 01738 476000

#### Opening Hours

8.45 am to 5.00 pm

### Letham Area Office

Tweedsmuir Road, Letham,  
PERTH PH1 2HJ  
Tel 01738 625898

#### Opening Hours

8.45 am to 5.00 pm

### Muirton Regeneration Area Office

19B Ainslie Place, Muirton,  
PERTH PH1 5DF  
Tel 01738 632485

#### Opening Hours

8.45 am to 5.00 pm

### Pitlochry Area Office

26 Atholl Road,  
PITLOCHRY PH16 5BX  
Tel 01796 472323

#### Opening Hours

8.45 am to 5.00 pm

### Blairgowrie Area Office

46 Leslie Street,  
BLAIRGOWRIE PH10 6AW  
Tel 01250 872051

#### Opening Hours

8.45 am to 5.00 pm

### Coupar Angus Sub Office

Town Hall, Union Street,  
COUPAR ANGUS PH13 9AE  
Tel 01828 627090

#### Opening Hours

9.00 am to 12.45 pm  
then 1.45 pm to 4.00 pm

### Crieff Area Office

32 James Square,  
CRIEFF PH7 3EY  
Tel 01764 657540

#### Opening Hours

8.45 am to 5.00 pm

### Aberfeldy Sub Office

Bank Street,  
ABERFELDY PH15 2BB  
Tel 01887 820475

#### Opening Hours

Monday & Friday:  
8.45 am to 12.45 pm  
then 1.45 pm to 4.00 pm  
Thursdays: 1.45 pm to 4.00 pm

### Auchterarder Sub Office

Aytoun Hall,  
AUCHTERARDER PH3 1QD  
Tel 01764 662155

#### Opening Hours

8.45 am to 1.00 pm  
then 2.00 pm to 5.00 pm

### Kinross Area Office

21 High Street,  
KINROSS KY13 8AP  
Tel 01577 862351

#### Opening Hours

8.45 am to 5.00 pm

*Times are subject to change.*

## Common Housing Register Partners

### Perth & Kinross Council

With their individual  
Opening Hours  
and addresses,  
the Council's Area  
Housing Team offices  
are listed above.

### Hillcrest Housing Association Ltd

30 West High Street,  
CRIEFF PH7 4DL.

#### Opening Hours

9.00 am to 12 noon  
Monday to Friday:  
and 1.00 pm to 3.00 pm  
Monday to Thursday.

### Perthshire Housing Association Ltd

5 South St John's Place,  
PERTH PH1 5SU.

#### Opening Hours

9.00 am to 5.00 pm  
Monday to Thursday:  
and 9.00 am to 4.00 pm  
on Fridays

## Perth & Kinross Council Sheltered Housing Areas

You need only select one area to be considered for all the complexes or localities within it.

**City Centre  
Perth (Area)** *Carpenter Court  
Charterhouse Court  
Whitefriar Street  
Riggs Road*

**Bridgend,  
(Area)** *Strathmore Street  
Isla Court*

**Letham,  
Perth (Area)** *Rannoch Road  
Dalreoch Place*

**Hillyland,  
Perth (Area)** *Crieff Road*

**North  
Muirton,  
Perth (Area)** *Sanda Court  
Argyll Road  
Jura Street*

**Scone  
(Area)** *Birch Avenue/  
Crescent/Row*

**Blairgowrie  
(Area)** *Harriet Court*

**Kinross  
(Area)** *Causeway Court*

**Pitlochry  
(Area)** *James Court*

**Aberfeldy  
(Area)** *Chapel Street*

**Crieff  
(Area)** *Duchlage Court*

**Auchterarder  
(Area)** *Fosswell Place  
Kincardine Road  
Rossie Place*

**Almondbank  
(Area)** *Lumsden Crescent*

**Invergowrie  
(Area)** *Peter Arbuckle Place  
Carse Place  
Carselea Road  
Mylnefield Road*

## Perth & Kinross Council Housing Areas

Area	Miles from Perth City Centre
Aberargie	7.4
Aberfeldy	31.8
Abernethy	9.1
Aberuthven	10.8
Acharn	39.2
Almondbank (includes Pitcairngreen)	4.2
Alyth	21.5
Auchterarder	16
Balbeggie	5.7
Ballinluig	22.3
Bankfoot	8.5
Blackford	18.5
Blair Atholl and Killecrankie	33.8
Blairgowrie (includes Carsie)	16.2
Braco (includes Greenloaning)	24.4
Bridge of Earn	4.3
Bridgend	1.1
Burrelton	10.6
Caputh (includes Murthly)	13.2
Comrie	24.3
Coupar Angus	13.1
Craigie	0.6
Crieff	17.5
Dull and Weem	35.1
Dunkeld and Birnam	14.3
Dunning	11.3
Errol	11
Fearnan	41.4
Forgandenny	6.9
Friarton	1.3
Gilmerton	15.6
Glencarse	6.2
Glenfarg	11.8
Grandtully	26.8
Guildtown	6.4

Area	Miles from Perth City Centre
Hillyland	2.3
Inchtute	14.7
Invergowrie	18.1
Kenmore	37.9
Kettins (includes Ardler)	16.9
Kinloch Rannoch	50.8
Kinross	17.8
Kinross Rural (includes Cleish, Blairingone, Powmill and Crook of Devon)	26.8
Kinrossie (includes Collace and Saucher)	9.5
Kirkmichael	29.1
Leetown	6.7
Letham	2.3
Logierait	22.8
Longforgan	15.6
Luncarty	4.8
Madderty	12.9
Meigle	18.4
Meikleour (includes Spittalfield and Forneth)	20.5
Methven (Chapehill and Harrietfield)	6.4
Milnathort	16.6
Milnathort Rural (includes Scotlandwell and Kinnesswood)	21.6
Moncrieffe	0.7
Muirton	1.5
Muthill	22.7
New Alyth	20.5
North Muirton	2.2
Perth Town Centre	-
Pitlochry	26.7
Rattray	16.4
Scone	2.2
Stanley	7.3
Wolfhill	8.4

## Other Housing Providers in Perth and Kinross

Other housing providers in Perth and Kinross provide a range of accommodation to suit different applicants. If you wish to be considered for housing with them, you need to contact them direct, to ask for an application form

Housing Association	Location	Type	Any Restrictions?	Any Special Features?
<b>Ark Housing Association</b> The Priory Canaan Lane EDINBURGH EH10 4SG  www.arkha.org.uk Tel 0131 447 9027	Perth (Fairies Road)	Flats (9)	Ark provides housing for applicants with learning disabilities	None
	Blairgowrie (Haugh Road)	Flats (2)		
<b>Bield Housing Association</b> 1 Bonneathill Gardens 1 Caldrum Terrace DUNDEE DD3 7HB  www.bield.co.uk Tel 01382 228911	Bankfoot (Prieston Road)	Amenity Cottages	All properties for applicants over 60 years of age	Sheltered housing - Warden Service, access to shared lounges, laundries and guest rooms. Very Sheltered - as above however extended warden hours along with meal provision
	Ratray (Ashgrove Court)	Sheltered Flats Very Sheltered Flats		
	Bridgend (Gladstone Court)	Sheltered Flats		
	Town Centre (Quayside Court)	Sheltered Flats Very Sheltered Flats		
<b>Cairn Housing Association</b> 22 York Place EDINBURGH EH1 3EP  www.cairnha.com Tel 0131 556 4415	Blairgowrie (Cluny Court)	Sheltered Flats	Retired applicants over 60 years of age	Resident warden, connected to central alarm service
	Town Centre	Sheltered Flats/ Cottages		
<b>Fairfield Housing Co-operative</b> 5 Fairfield Avenue PERTH PH1 2TF  Tel 01738 630738	Fairfield, Perth	General Needs Elderly Wheelchair Allergy free	None	None
<b>Hanover Housing Association</b> 95 McDonald Road EDINBURGH EH7 4NS  www.hsha.org.uk Tel 0131 557 0598	Auchterarder (Hanover Gardens)	Sheltered	All properties for applicants over 60 years of age	All developments staffed by a resident warden. Linked to a central alarm service which provides assistance to tenants 24 hours a day
	Kinross (Whyte Court)	Sheltered		
	Scone (Hanover Gardens)	Sheltered		

Housing Association	Location	Type	Any Restrictions?	Any Special Features?
<b>Link Housing Association</b> Watling House Callendar Business Park FALKIRK FK1 1XR www.linkhaltd.co.uk Tel 01324 417100	Crieff (Glenogle Court/ Sauchie Road)	General Needs	None	None
<b>Margaret Blackwood Housing Association</b> Craigievar House 77 Craigmount Brae EDINBURGH EH12 8XF www.mbha.org.uk Tel 0131 317 7227	Town Centre	Wheelchair Flats Elderly/Amenity Flats General Needs Flats	None	None
	Bridge of Earn	Wheelchair Elderly/Amenity General Needs	None	Only one general needs property
<b>Servite Housing Association (Scotland) Ltd</b> 118 Strathearn Road Broughty Ferry DUNDEE www.homehunt.info or www.servite.co.uk Tel 01382 480915 or Email enquiries@servite.co.uk	Aberfeldy	Amenity General Needs	Amenity Housing for applicants over 50 years of age	<b>Properties are advertised in Thursday's Courier &amp; Advertiser.</b>
	Abernethy (January 2007)	Amenity		
	Alyth	Sheltered Amenity Wheelchair	Sheltered and Very Sheltered for applicants retired and over 65 years of age	
	Ardler	Amenity General Needs		
	Blairgowrie	Shared Ownership		
	Comrie	Sheltered Very Sheltered Wheelchair		
	Coupar Angus	Shared Ownership		
	Crieff	Amenity General Needs		
	Dunkeld	Sheltered Wheelchair		
	Dunning (October 2006)	Amenity General Needs		
	Errol	Sheltered Wheelchair		
	Hillyland (Tulloch Hill) May 2008	General Needs		

Housing Association	Location	Type	Any Restrictions?	Any Special Features?
<b>Servite Housing Association (Scotland) Ltd</b> <i>(continued)</i>	Inchture (October 2007)	Amenity	Amenity Housing for applicants over 50 years of age	<b>Properties are advertised in Thursday's Courier &amp; Advertiser.</b>
	Kinloch Rannoch	Amenity General Needs		
	Kirkmichael	Amenity General Needs	Sheltered and Very Sheltered for applicants retired and over 65 years of age	
	Letham (Amulree Road) September 2007	General Needs		
	Longforgan	Amenity		
	Pitlochry	Amenity Wheelchair Shared Ownership		
	Scone	Sheltered Very Sheltered		
	Town Centre	Sheltered Very Sheltered Shared Ownership		
<b>Kingdom Housing Association</b> Customer Services Team Saltire Centre Pentland Court GLENROTHES KY6 2DA  www.kingdomhousing.org.uk Tel 01592 630922 Email customerservices@kingdomhousing.org.uk	Kinross (Pier Road and Sandport)	General Needs Shared Ownership	None	None
	Milnathort	General Needs	None	None
	Town Centre	General Needs Shared Ownership	None	None

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Council Text Phone Number 01738 442573

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