

Cheshire West & Chester Council  
West Cheshire Homes  
Documentation  
required to support  
your housing  
application



## Introduction

In order to make a housing application you will need to provide us with copies of certain documents in support of the information you provide. To avoid any delay in the processing of your housing application, please ensure that you have this documentation to hand.

If you are making a new application, we will only be able to assess your application once we have received all your documents. We will use the date that we received all your documents as your application date if you are eligible to join the housing register. You have 28 days from completing this application to provide all required proof documents, or your application will be cancelled.

### **How do I provide copies of my documents?**

You will need to submit your housing application before submitting your supporting documents. Once you have submitted your application you will need to log back into your account and upload your documents by clicking on the “add supporting documents to my application” button.

Please be advised that your housing application will not be assessed until you have provided all necessary evidence within 28 days of you submitting your application.

Alternatively, you can visit any of the council’s offices with your documents. If you ask a member of staff to make copies of your documents, please ask them to include your full name and address when e-mailing them to the address above.

#### **Ellesmere Port Council Offices**

4 Civic Way, Ellesmere Port CH65 0BZ

#### **Wyvern House**

The Drumber, Winsford CW7 1AH

### **Why am I being asked to provide documentation?**

You need to provide us with documentation to support the information you provide in your housing application. If you do not provide this

evidence when requested to do so, you cannot be considered for accommodation.

## **Documentation to be provided**

All household members must provide one item from each of the sections in section A. All household members must provide all relevant documentation for each of the sections in section B. If you have children, you will need to provide a valid passport or birth certificate for each child as well as proof of child benefit.

### **Section A**

#### **Proof of identity (for all household members):**

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

If your name has changed since birth, we will require a copy of the deed poll change of name or your marriage certificate

#### **Proof of eligibility (For all household members who are not British citizens ONLY):**

- 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 responsibility for children who will be housed with you:**

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

### **Proof of current residence (for all adult household members):**

- 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

### **Proof of landlord tenancy**

- Landlord reference (must be your current or most recent landlord)

## **Section B**

**The following documentation must be provided where applicable:**

### **Proof of income (for all applicable household members)**

- 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 showing breakdown of elements
- Pension award letter/annual statements
- Bank statements for all accounts held for the past three months

### **Employment (for all applicable household members):**

- Contract of employment or employer's letter on headed paper, stating your employment location, start date and or
- Payslips – 5 x weekly or 3 x fortnightly or 2 x monthly – these must be consecutive
- Self-Employment Contract, stating your employment location, start date and tax returns for previous three years

### **Proof of pregnancy (if applicable)**

- MATB1 at 32 weeks (required where there is an increased 'bedroom need')

### **Proof of ownership, past and present, of a property (If applicable)**

- Mortgage statement
- 2 valuations
- Sale completion certificate

### **Proof of medical conditions (If applicable)**

- PIP/DLA award letter
- Letter from GP/consultant or any other professional who you/household member are working with
- Occupational Therapist reports

### **Proof of Armed Forces**

- MOD discharge papers