

# Overcrowding & Under Occupation Priority Pass Application Form



HAPPY TO TRANSLATE



OCHIL VIEW  
—Housing Association Ltd.—

## Overcrowding

Priority Passes for Overcrowding are available at Silver and Bronze levels. Applicants who lack one bedroom will be awarded a Bronze Priority Pass. Applicants who lack two or more bedrooms will be awarded a Silver Priority pass.

**We will check overcrowding at a home visit before an offer of housing is confirmed.**

You can apply for an Overcrowding Priority Pass if you need more bed spaces than you have in your present home. All rooms in your house that are, or could reasonably be used as bedrooms, will be counted. This includes dining rooms, study rooms etc., but not bathrooms, kitchens, dining kitchens, utility rooms. We will include anyone who lives in the house when counting the number of bedrooms needed.

In assessing the appropriate size of property that an applicant may be offered, the Association has adopted the standards of occupancy set out in the Welfare Reform Act 2012 as the occupancy levels for allocation of our housing stock. We will therefore allocate one bedroom for each of the following:

- a couple
- a person aged 16 or over
- two children of the same sex
- two children who are under 10
- any other child, (other than a foster child or child whose main home is elsewhere).
- a carer (or group of carers) providing overnight care

The Association recognises that some children are unable to share a bedroom because of severe disabilities and will be able to claim Housing Benefit for an extra room. The Government has required local authorities to assess the individual circumstances of the claimant and their family and decide whether their disabilities are genuinely such that it is inappropriate for the children to be expected to share a room.

If you would like more information about how we define overcrowding, or if you would like to discuss how to apply for a priority pass under this category, please contact us by telephone on 01259 727498.

## Under occupation

Priority passes for under occupation are awarded at Silver Priority pass level and are awarded only to Council and Housing Association Tenants who want to transfer to another property.

**We will check under occupation at a home visit before an offer of housing is confirmed.**

# Application for a Priority Pass for Overcrowding or under occupation

Registration No.

Your Name \_\_\_\_\_

Your address \_\_\_\_\_

\_\_\_\_\_ Your Postcode \_\_\_\_\_

Your telephone number \_\_\_\_\_

## Are you applying for?

An overcrowding priority pass

An under occupation priority pass

When you registered, you gave us details of your household and who will move with you. Please use the space below to tell us about other people who live in the house but who will **not** move with you.

Name

Date of Birth

Relationship to you

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How many double sized bedrooms are in your present home? \_\_\_\_\_

How many single sized bedrooms are in your present home? \_\_\_\_\_

## Limiting your pass

If you are awarded a Priority Pass, you can limit it to certain types of property.

### Property types you want to limit your pass to

(if you don't want to limit your pass, leave them all blank)

House

Flat

Ground floor

Wheelchair accessible property

Amenity property for people over 55

## Confirmation

I confirm that the information I have given here is correct and that I have read this leaflet and the Guide to Homehunt Ochil View. I understand that if I am found to have given false or inaccurate information, any priority pass I have been awarded will be withdrawn. I understand that, if I have been offered a tenancy, Ochil View will begin legal action to end the tenancy. I consent to the processing of this information in accordance with Ochil View's Data Protection Statement as set out in the Registration Form.

Signed (Applicant) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Joint Applicant) \_\_\_\_\_ Date \_\_\_\_\_

**RETURN THIS FORM, with any necessary supporting documentation to  
Ochil View Housing Association Ltd, Ochil House, Marshall, ALLOA, FK10 1AB**

**General Enquiries: 01259 722899 Repairs: 01259 723335 Fax: 01259 212728**

**Email: enquiries@ochilviewha.co.uk Web: www.ochilviewha.co.uk**

Registered Office: Ochil House, Marshall, Alloa, Clackmannanshire FK10 1AB.

Honorary President: Jennifer, Lady Balfour of Burleigh, Chairperson: Ewen Cameron LL.B,  
Director and Secretary: George Tainsh, MA Dip. TP

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