

Choice Homes housing application form

Attach passport-size photograph

(you)

Attach passport-size photograph

(your partner, if this applies)

Important information - please read this before you fill in your application.

Who can join the scheme (Housing Register)

Qualifying Persons Criteria

To qualify to join the scheme (Housing Register) applicants must:

- Be 18 years old or over
- Have appropriate Immigration status
- Have been resident in the borough continuously for the last 3 years
- Continue to reside in the Borough and
- Fall into one of the reasonable preference categories

See page 21 for definition of reasonable preference categories and exceptions to the Qualifying Persons Criteria

We will consider every application based on its merits and, we will consider all circumstances before making a final decision on eligibility to join the scheme (Housing Register)

If you (or a member of your household) are considered unsuitable to be a tenant due to unacceptable behaviour (for example, if you or any member of your household were evicted from accommodation in the past for anti-social behaviour or rent arrears, you may be deemed ineligible to join the scheme (Housing Register)

Filling in the form

Please answer all questions that apply to you as fully as possible using CAPITAL LETTERS. If you do not, there will be a delay in processing your application.

You must provide various documents to support your application. You can find details of these on page 22.

To check your application, we may need to make enquiries with other agencies or organisations and this may include using a credit reference agency.

Once we have registered your application, you must tell us if your circumstances change. If you are in doubt about whether something is relevant, you should ask us.

It is an offence to knowingly give false information. If you do, we may take legal action which could lead to you receiving a large fine.

Section A

A1- About you, your partner and your household

You [applicant 1]

Sex: Male Female

Mr Mrs Miss Ms Other

Surname

First names

Date of birth / /

National Insurance number

Nationality

Home phone number

Mobile number

Work number

Email address

Your partner [applicant 2] - For joint tenancies only

Sex: Male Female

Mr Mrs Miss Ms Other

Surname

First names

Date of birth / /

National Insurance number

Nationality

Home phone number

Mobile number

Work number

Email address

A2 - Your present address and postcode

(If you or your partner do not have a permanent home, please provide a correspondence address where we can contact you.)

You [applicant 1]

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode <input type="text"/>

When did you move to this address?

 / /

Your partner [applicant 2]

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode <input type="text"/>

When did you move to this address?

 / /

A3 - Expecting a baby

Are you, or is anyone included in your application, expecting a baby? Yes No

If yes, please give details below.

Person 1

Name

Date baby due / /

Person 2

Name

Date baby due / /

A4 - About other household members you live with and who you want to include on your application for housing

Please give details of all other household members that you want housing for.

1 Title Surname First names (in full)
Date of birth / / Sex Relationship to you
Nationality National Insurance number (if this applies)
School, college or university attended (if this applies)

2 Title Surname First names (in full)
Date of birth / / Sex Relationship to you
Nationality National Insurance number (if this applies)
School, college or university attended (if this applies)

3 Title Surname First names (in full)
Date of birth / / Sex Relationship to you
Nationality National Insurance number (if this applies)
School, college or university attended (if this applies)

4 Title Surname First names (in full)
Date of birth / / Sex Relationship to you
Nationality National Insurance number (if this applies)
School, college or university attended (if this applies)

5 Title Surname First names (in full)
Date of birth / / Sex Relationship to you
Nationality National Insurance number (if this applies)
School, college or university attended (if this applies)

6 Title Surname First names (in full)
Date of birth / / Sex Relationship to you
Nationality National Insurance number (if this applies)
School, college or university attended (if this applies)

Please continue on a separate sheet if you need to.

A5 - Previous addresses

Please list below previous addresses for the last five years starting with the most recent.

	You [applicant 1]	Your partner [applicant 2]
Address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
Landlord's name	<input type="text"/>	<input type="text"/>
Landlord's address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
Landlord's phone number	<input type="text"/>	<input type="text"/>
Reason for leaving	<input type="text"/>	<input type="text"/>
Date moved in	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Date moved out	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

	You [applicant 1]	Your partner [applicant 2]
Address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
Landlord's name	<input type="text"/>	<input type="text"/>
Landlord's address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
Landlord's phone number	<input type="text"/>	<input type="text"/>
Reason for leaving	<input type="text"/>	<input type="text"/>
Date moved in	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Date moved out	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

You [applicant 1]**Your partner [applicant 2]**

Address

Postcode

Postcode

Landlord's name

--

--

Landlord's address

Postcode

Postcode

Landlord's phone number

--

--

Reason for leaving

--

--

Date moved in

/	/
---	---

/	/
---	---

Date moved out

/	/
---	---

/	/
---	---

You [applicant 1]**Your partner [applicant 2]**

Address

Postcode

Postcode

Landlord's name

--

--

Landlord's address

Postcode

Postcode

Landlord's phone number

--

--

Reason for leaving

--

--

Date moved in

/	/
---	---

/	/
---	---

Date moved out

/	/
---	---

/	/
---	---

Please continue on a separate sheet if you need to.

A6 - Type of property you live in

Please give details of the type of property you live in, for example, house, bungalow, flat, hostel, caravan or other.

How many bedrooms are in the property?

We need to know the sleeping arrangements at your current property. For each of the people who are listed in questions A1 and A4 (including yourself), please show where each person sleeps against the relevant room within the property. You will need to give their name and relationship to you.

If you are also sharing with people not included on this form, please tell us about the sleeping arrangements by listing the person's sex, age (if a child) and relationship to your household.

Who sleeps where?	Names and relationship
Bedroom 1	<input type="text"/>
Bedroom 2	<input type="text"/>
Bedroom 3	<input type="text"/>
Bedroom 4	<input type="text"/>
Bedroom 5	<input type="text"/>
Living room 1	<input type="text"/>
Other	<input type="text"/>

A7 - Facilities

Do you lack any of the following facilities? (Please tick as appropriate).

Inside toilet

Bath or shower room

Sink

Food storage facilities

Wash hand basin

Cooking facilities

Living room

Do you share any of the following facilities with people who are not part of your household? (please tick as appropriate)

Toilet

Cooking facilities

Bath or shower

Living room

A8 - Household separation

Is anyone you have included in your application not currently living with you?

Yes

No

If yes, please give details below.

Person 1

Full name

Current address

Postcode

Why are they not living with you?

Have they lived with you in the past?

Yes

Person 2

Postcode

Yes

Person 3

Full name

Current address

Postcode

Why are they not living with you?

Have they lived with you in the past?

Yes

Person 4

Postcode

Yes

Please continue on a separate sheet if you need to.

We may decide that you have listed a person that cannot be included on your application. If this happens, we will tell you and give you the reason why.

A9 – Your current housing situation

Housing situation	You [applicant 1]	Your partner [applicant 2]
Already our tenant	<input type="checkbox"/>	<input type="checkbox"/>
Living with family	<input type="checkbox"/>	<input type="checkbox"/>
Living with friends	<input type="checkbox"/>	<input type="checkbox"/>
Council tenant from a different local authority but living in Barking and Dagenham	<input type="checkbox"/>	<input type="checkbox"/>
Council tenant from a different local authority and not living in Barking and Dagenham	<input type="checkbox"/>	<input type="checkbox"/>
Assured tenant of a housing association or housing trust	<input type="checkbox"/>	<input type="checkbox"/>
Assured shorthold tenant of a housing association or trust	<input type="checkbox"/>	<input type="checkbox"/>
Assured shorthold tenant of a private landlord	<input type="checkbox"/>	<input type="checkbox"/>
Owner occupier (including shared ownership)	<input type="checkbox"/>	<input type="checkbox"/>
In a hostel or refuge	<input type="checkbox"/>	<input type="checkbox"/>
In bed-and-breakfast accommodation	<input type="checkbox"/>	<input type="checkbox"/>
Living in a property where there are areas which are shared by more than one household. For example, a bedsit with shared kitchen and bathroom	<input type="checkbox"/>	<input type="checkbox"/>
In temporary accommodation we have provided	<input type="checkbox"/>	<input type="checkbox"/>
In temporary accommodation provided by another council	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If so, which council? _____ Have you received a decision on your application from this council? 	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Armed forces accommodation	<input type="checkbox"/>	<input type="checkbox"/>
In prison	<input type="checkbox"/>	<input type="checkbox"/>
No fixed address		
Other (please give details)		

Please continue on a separate sheet if you need to.

A10 - Getting into your home

Do you have difficulty getting into your home (for example, because of stairs)?

Yes

No

If you live in a flat or maisonette, please tell us what floor level you live on

Does the property have a lift?

Yes

No

Does the lift stop at your floor?

Yes

No

Is the only access to your accommodation an outside iron stairway?

Yes

No

A11 - Special needs

Is your current home unsuitable because a member of your household has a medical condition, is disabled or has special needs?

Yes

No

If yes, please fill in a medical questionnaire and send it to us with this application form. You can get these from the offices shown at the end of this form.

A12 - Welfare

Have you, or anyone included in your application, had involvement in the last 24 months with a social or welfare organisation (for example, social services, probation, drug and alcohol or the community psychiatric nurse)?

Yes

No

If yes, please provide the name of the person receiving the support and details of the organisation providing the support. If no, please go to question A13.

Full name [please print]

Date received

 / /

Organisation

Name of contact worker

Address

 Postcode

Phone (home)

Phone (mobile)

Phone (work)

Email address

Please continue on a separate sheet if you need to.

A13 - Please give the full name, address and phone number of your doctor

Doctor's name

Surgery address

Postcode

Phone

A14 - Foster carers

Are you currently a foster carer or being assessed by London Borough of Barking and Dagenham Social Services to become an approved foster carer?

Yes

No

Section B

B1 - Local connection

If you live in the borough, please go to section C.

However, if your current home is outside the borough, do you need to move to Barking and Dagenham to give or receive care, to access medical treatment, to take up permanent employment or a training opportunity?

Yes

No

If yes, please explain why.

Please continue on a separate sheet if you need to.

B2 - Family associations

Do you or anyone included in your application have family living in Barking and Dagenham?

Yes

No

If yes, please give details of the relative below.

Full name

Full address

Postcode

Phone(home)

Phone (mobile)

Phone (work)

Email

Relationship

When did they move into Barking and Dagenham?

Section C

C1 - Immigration

Are you or is anyone included in your application a citizen of a country other than the United Kingdom?

Yes

No

If yes, please give details below, and provide documents confirming the immigration status of each person.

Full name (please print)

Immigration status in the United Kingdom

Please continue on a separate sheet if you need to.

We cannot process your application until you have provided the documents we need. You can find details of this on page 22.

C2 – Living outside the UK

Have you or anyone included in your application lived outside the United Kingdom in the last two years?

Yes

No

If yes, please give details below.

Full name	Country lived in	Date from	Date to

Section D

D1 - Current employment

If you or anyone included in your application is currently working, please give details below.

You [Applicant 1]

Your partner [Applicant 2]

Name	<input type="text"/>	<input type="text"/>
Job title	<input type="text"/>	<input type="text"/>
Employer	<input type="text"/>	<input type="text"/>
Employer's address	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Employer's phone number	<input type="text"/>	<input type="text"/>
Is your work full or part time?	Full time <input type="checkbox"/> Part time <input type="checkbox"/>	Full time <input type="checkbox"/> Part time <input type="checkbox"/>
Is your work based in this borough?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date current employment started	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

D2 - Property interests

Have you or anyone included in your application ever owned, or had a legal interest in, any property either in the United Kingdom or any other country (including your current home)? (For example, this would include any former home you lived in with a previous husband or wife).

Yes

No

If yes, please give details below.

Print full name	<input type="text"/>
Address of property	<input type="text"/> <input type="text"/> <input type="text"/>
	<input type="text"/>
	Postcode

Please continue on a separate sheet if you need to.



D3 - Renting your home

If you are currently living in rented property, please provide the following information.

Your landlord's name	<input type="text"/>	
Your landlord's address	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text" value="Postcode"/>	
Your landlord's phone number	<input type="text"/>	
Your weekly rent	<input type="text" value="£"/>	
Are you receiving Housing Benefit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

D4 - Security of your tenancy

Have you been asked to leave your current home in the last four weeks?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been served with a current notice to quit or a notice seeking possession?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have the courts served you with a current possession order?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

D5 - Losing a former home

Have you or any other members of your household been evicted from any previous addresses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

If yes, please give details below.

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text" value="Postcode"/>
Reason for eviction	<input type="text"/>
Date of eviction	<input type="text" value="/ /"/>

Please continue on a separate sheet if you need to.

D6 - Home too big for your needs

Are you a council tenant or housing-association tenant and are making this application because you would like to move to a smaller property?

Yes

No

D7 - Condition of your property

Do you consider your current home to be in a good state of repair?

Yes

No

If no, please tell us why?

Has your property ever been inspected by the Private Sector Housing Team?

Yes

No

If yes, please give the date of the inspection.

/ /

Section E

E1 - Sex Offenders Act

Have you, or any person included in your application, been convicted under the Sex Offenders Act 1997 or been placed on the Sex Offenders Register?

Yes

No

If yes, please give details below.

Full name [please print]

Date of conviction

Name and address of the court

Postcode

Name of police station where registered

Please continue on a separate sheet if you need to.

E2 - Violence and arson

Have you or anyone included in your application been convicted of an act of violence or arson?

Yes

No

If yes, please give details below.

Full name [please print]

Date of conviction

Name and address of court

Postcode

Conviction

E3 - Unacceptable behaviour

Have you or anyone included in your application been served with an antisocial behaviour order or antisocial behaviour contract?

Yes

No

If yes, please give details below.

Full name [please print]

Date received

E4 - Harassment

Are you or anyone included in your application experiencing any form of harassment or violence or threats of violence?

Yes

No

If yes, please give details below.

Full name [please print]

Please give details

Is there an organisation or support group that is aware of the harassment, violence or threat of violence?

Yes

No

If yes, please provide the details of the organisation who can confirm this information?

Organisation

Contact name

Phone number

Please continue on a separate sheet if you need to.

Section F

F1 - Other information

Please use this space to provide any other information you feel may be relevant to your application.

If you are related to any councillor, local Member of Parliament, or employee of this council, please give details.

Continue on a separate sheet if you need to.

F4 - Other housing options

If you are interested in other housing options within the borough, such as shared ownership (part buy, part rent), the following websites will give you more information.

<http://www.lbbd.gov.uk/Housing/HousingAdvice/Pages/home.aspx>

<http://www.firststepslondon.org/>

Or, please contact us on 020 8215 3000 and we will be happy to give you advice.

Section G

G1 - Declaration

Even if someone else has filled this form in for you, you must sign this declaration if you can.

If you are applying for a joint tenancy, both people applying must read and sign this declaration.

- **I declare** that the information given on this form is correct and complete.
- **I understand** that if I give information which is incorrect or incomplete, I will be breaking the law and you may take action against me, including court action. I understand that this may also lead to you refusing my application, withdrawing any future officers of tenancies and losing any tenancy I am granted.
- **I agree** that you will use the information I have given to process my application for housing.
- **I understand** that you may share with other departments within the council any other information I have provided. Or, you may use any information in connection with this and any other claim I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations.
- **I know** that I must let you know in writing about any changes in my circumstances which might affect my application.

G2 - Signing a declaration

I have read and understood the declaration.

You [applicant1]

Signature

Date

Partner [applicant 2]

Signature

Date

If this form has been filled in by someone other than the person applying for housing, please tell us why you are filling in this form for that person.

I declare that, as far as possible, I have confirmed with the person applying for housing that the answers I have written on this form are correct.

Print name of person who filled in the form

Daytime phone number of the person who filled in this form

Signature of person who filled in the form

Relationship to the person applying

Date

Section H

H1 – Details

We want to make sure everyone has easy access to services. To do this we routinely monitor our service users. We do not use this information to assess your application for housing and only rehouse people according to their housing needs.

You [applicant 1]

Your partner [applicant 2]

Ethnic origin

A: White

- A1 British
A2 Irish
A3 Other white

B: Asian or Asian British

- B1 Indian
B2 Pakistan
B3 Bangladeshi

C: Black or black British

- C1 African
C2 Caribbean
C3 Other black

D: Mixed

- D1 White and black Caribbean
D2 White and black African
D3 White and Asian
D4 Other mixed

E: Chinese or other ethnic group

- E1 Chinese
E2 Other ethnic group

F: Traveller, Roma or Gypsy

- F1 Traveller
F2 Roma
F3 Gypsy

A: White

- A1 British
A2 Irish
A3 Other white

B: Asian or Asian British

- B1 Indian
B2 Pakistan
B3 Bangladeshi

C: Black or black British

- C1 African
C2 Caribbean
C3 Other black

D: Mixed

- D1 White and black Caribbean
D2 White and black African
D3 White and Asian
D4 Other mixed

E: Chinese or other ethnic group

- E1 Chinese
E2 Other ethnic group

F: Traveller, Roma or Gypsy

- F1 Traveller
F2 Roma
F3 Gypsy

You [applicant 1]

Your partner [applicant 2]

Do you have a disability?

Yes No

If yes is it:

- a problem with eyesight?
- a problem with speech?
- a problem which means you need a wheelchair?
- a mental-health issue?
- a problem with hearing?
- a problem which restricts your movement?
- a learning difficulty?
- any other problem?

Yes No

If yes is it:

- a problem with eyesight?
- a problem with speech?
- a problem which means you need a wheelchair?
- a mental-health issue?
- a problem with hearing?
- a problem which restricts your movement?
- a learning difficulty?
- any other problem?

What is your faith?

- None
- Christian
- Muslim
- Sikh
- Hindu
- Jewish
- Buddhist
- Other

- None
- Christian
- Muslim
- Sikh
- Hindu
- Jewish
- Buddhist
- Other
-

What is your sexuality?

- Heterosexual ('straight')
- Gay man
- Lesbian
- Bisexual
- Do not want to say

- Heterosexual ('straight')
- Gay man
- Lesbian
- Bisexual
- Do not want to say

Are you transgender?

(Transgender is when you live as the sex opposite to that shown on your birth certificate.)

- Yes
- No

- Yes
- No

Section I

I1 - Returning your filled-in application

Please return this form **with one passport-size photograph of you and one of any partner applicant, to:**

London Borough of Barking and Dagenham
Po Box 48
Dagenham
RM10 7DE

We will assess your application and let you know in writing whether or not we accept your registration.

I2 - Return your filled-in application

You can contact us in the following ways.

Phone: 020 8215 3002

Email: housingadvice@lbbd.gov.uk

Or, at any of the addresses shown above.

Section J

Data Protection Act

For the purposes of this act, we are known as the data controller and our representative is the Data Protection Officer. A data controller protects personal information we hold.

Fair processing notice

We will use the information you give us in this form, and any supporting evidence you send, to assess and process your application. We may pass the information to other agencies or organisations such as the Department for Work and Pensions and HM Revenue & Customs, as allowed by law.

We may check information you have provided. We may also get information about you from certain other organisations, or give information to them to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

For more information visit www.lbbd.gov.uk and search for fair processing.

Section K

Definition of reasonable preferences categories

- people who are owed a housing duty in accordance with homeless legislation by any Local Authority until such time as that duty is discharged
- people who are living in insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
- people who need to move on medical or welfare grounds, including grounds relating to a disability
- people who need to move to a particular locality in the district of the housing authority to avoid hardship

Exceptions to the Qualifying Person Criteria

- Existing London Borough of Barking and Dagenham (LBBd) tenants and Private Registered Provider (PRP) tenants living within the Borough
- Applicants who we are satisfied are subjected to serious domestic violence or hate crime.
- Applicants referred under Special Scheme criteria.
- Applicants who we are satisfied under reasonable preference categories would be assessed as Additional Preference.
- Applicants where London Borough of Barking and Dagenham (LBBd) have accepted a main homelessness duty in accordance with the Housing Act 1996, Part 7, as amended.
- Police referrals received from and accepted in accordance with the Multi Agency Public Protection Panel and National Witness Mobility Scheme.
- Members of the armed forces or reserve forces who are required to leave the Armed Forces within the next six months or have left within the last five years at the point of application. Bereaved spouses and civil partners of members of the Armed Forces leaving services accommodation following the death of their spouse or partner.

L1 – Documents you need to send with your application form

Everyone applying must supply the following. Please only send copies and not original documents. If we progress your application we may ask for original documents at this stage.

1 Proof of identity (copy documents)

- Birth certificates and passports for everyone applying as shown in section A1, A4 and A8. (You need to provide full birth certificates for those under 18 years of age.)

2 Proof of where you live (copy documents)

- We need two documents showing proof of where you live for each person applying. These must come from different sources. These must be originals and must be currently dated. You can use the following.
 - Utility bills (gas, water, electricity)
 - Bank or building-society statements
 - Phone bills (for a landline only)
 - Solicitor's letters on their headed paper
 - Letters of confirmation of address from employers on their headed paper
 - Credit-card bills
 - Wage slips with name and address printed on

We do not accept medical cards, driving licences and mobile phone bills.

You also need to give us the following documents if they apply to your circumstances.

- Divorce documents or a letter about a relationship breakdown
- Marriage certificate
- Proof of pregnancy, ante natal notes only
- If you have filled in question C1, we will need documents from the Home Office showing your current status and copy of the stamp in your passport showing your status.
- Change of name deed, if your name is different from your birth certificate or passport (unless you are married).
- If you are privately renting, we will need a copy of your current tenancy agreement.

- If you do not have a fixed address, we need a letter from the person you are staying with saying where you sleep and when you stay. The letter should be signed and printed with the name and address.
- If you are a homeowner, you must provide the redemption figure needed to pay off your mortgage and a current market valuation of the property. If the property is being or has been sold, you will need to supply the full financial details either from your mortgage company or a solicitor.
- Child Benefit paperwork showing children's names and amounts received.
- If a child is joining the family, we need the following documents (as described in question A14).
 - Health visitor's records if the child is under school age
 - Name and address of GP
 - Previous addresses of the children
 - Residence order or special guardianship order
 - Name of school that the child goes to
 - If the child is being fostered, they need a letter from the placement authority supporting the fostering placement.
- If you or any person on your application has been placed in this borough by another council, you must give us a section-184 letter or discharge of duty letter.
- If you come from any country in the European Economic area, you must be working, self-employed or actively looking for work if applying for housing. Please supply two months' wage slips and your contract of employment. If you are self-employed, please provide your bank statement, invoices, audited accounts or your return to HM Revenue & Customs.
- People from A8 countries must provide proof of current employment or proof of being self-employed. The A8 countries are the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia.
- People from Bulgaria and Romania must provide proof of 12 months' continuous work and contract of employment or proof of being self-employed. Or, we will accept a work registration card from the Home Office.

London Borough of Barking and Dagenham
Call direct on 020 8215 3000

Out of hours emergencies only

Phone. 020 8594 8356

Fax. 020 8227 3470

E-mail. 3000direct@lbbd.gov.uk

Web. www.barking-dagenham.gov.uk

We have tried to make sure that this information is correct at the time of going to print. However, information may change from time to time.

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