



**OVERCROWDING**

**Priority Application Form**

[www.waverley-housing.co.uk](http://www.waverley-housing.co.uk)



If you consider you are overcrowded in your current accommodation, please read on to find out if this is the case taking account of our criteria below.

We will award priority after looking at the number of bedrooms you have, bedroom sizes and the number of persons within the property, taking account of the ages and sex of the household.

**Criteria: Children can share a bedroom -**

- a) Where they are of the same sex and until one child reaches 16 years old;
- b) Where they are of a different sex until one child reaches 10 years old;
- c) Children reaching 16 years old or other single adults are entitled to a separate bedroom;
- d) Maximum of 2 children can share a bedroom;
- e) Couples can share a bedroom;
- f) We will not take account of a living-room as a bedroom, however a dining room may be taken into account.

**Priority for Overcrowding is awarded at Silver Level.**

Housing staff may visit you at home to make an assessment if you apply for Overcrowding priority to verify the information you provide to us.

**Waverley Housing will produce this information on request in,  
Large Print and other languages.  
To find out more, please telephone 01450 364200.**



To apply for priority for overcrowding, please complete the following details:-

APPLICATION No:

Name

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Address

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Email

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Contact No:

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Name and address of the landlord for the property overcrowded:

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How long have you lived at this address \_\_\_\_\_ years \_\_\_\_\_ months

If less than 12 months, what was your previous address?

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Why did you leave this address? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What caused your overcrowding? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How long have you been overcrowded: \_\_\_\_\_ years \_\_\_\_\_ months

How many bedrooms are in your property? Double \_\_\_\_\_ Single \_\_\_\_\_



## UK General Data Protection Regulation

We collect personal information about you and members of your household when you or someone on your behalf applies for housing with Waverley Housing by completing our housing application form, and in any contact you have with us regarding your housing application. We will collect more personal information if you subsequently become a tenant of ours.

We also collect and share personal information about you from third parties, e.g. references from current and previous landlords on conduct of tenancies held by you.

We will only collect personal information which is necessary to enable us to process your housing application and to subsequently undertake and perform our obligations and duties to you in any subsequent tenancy agreement.

It is a legal requirement that we process data correctly; we must collect, handle and store personal information in accordance with the relevant legislation:-

- (a) the UK General Data Protection Regulation (EU) 2016/679 (“the UKGDPR”);
- (b) the Privacy and Electronic Communications (EC Directive) Regulations 2003 (as may be amended by the proposed Regulation on Privacy and Electronic Communications); and
- (c) any legislation that, in respect of the United Kingdom, replaces, or enacts into United Kingdom domestic law, the UK General Data Protection Regulation (EU) 2016/679, the proposed Regulation on Privacy and Electronic Communications or any other law relating to data protection, the processing of Personal Data and privacy as a consequence of the United Kingdom leaving the European Union.

Any personal data or sensitive personal data provided by you to us will be processed and held in accordance with the above legislation and will be used specifically for the purposes of processing your housing application onto our housing list and for managing any contract of tenancy with us thereafter. Our Privacy Policy and Fair Processing Notice explain further and are available on our website [www.waverley-housing.co.uk/privacy-policy/](http://www.waverley-housing.co.uk/privacy-policy/)

**I confirm that the information given on this form is true.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Main Applicant**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Joint Applicant (if applicable)**



## PLEASE TICK ALL AREAS YOU WOULD CONSIDER MOVING TO

\* this means that we have very few homes in this area and therefore turnover will be minimal

### Galashiels:

- Balmoral
- Beech Avenue (incl. Larch & Laurel Grove/Hawthorn Rd)
- Croft Street \*
- Gala Park
- Glendinning/Halliburton
- Lower Langlee
- Torwoodlee
- Tweedbank
- Upper Langlee

### Hawick:

- Allars Crescent
- Bonchester Bridge \*
- Burnfoot
- Fisher Avenue
- Mayfield
- Newcastleton \*
- Silverbuthall
- Stirches
- Stonefield
- Weensland
- West End

### Jedburgh:

- Ancrum \*
- Allerley Crescent \*
- Blair Avenue
- Bongate \*
- Bountrees
- Brewster Place
- Grieve Avenue/Lothian Road
- Hartrigge\*
- Headrig\*
- Howdens (Rd/Dr/Cresc)
- Howdenburn Court
- Priors Road/Meadow

### Kelso:

- Croft Road
- Eschiehaugh\*
- Golf Course
- Heiton
- Inchmyre
- Morebattle\*
- Orchard Park
- The Linn
- Yetholm \*

### Other:

- Bowden\*
- Earlston
- Heriot \*
- Lauder \*
- Melrose
- Newtown St Boswells
- St Boswells
- Selkirk
- Stow\*

### Please return this from to:

Waverley Housing, 51 North Bridge Street,  
HAWICK TD9 9PX

T: (01450) 364200

Email: [customerservices@waverley-housing.co.uk](mailto:customerservices@waverley-housing.co.uk)

