

Change in Circumstances to your existing application for Housing

Please DO NOT use this form to inform us of a change of address or to add or change a joint applicant on your Housing application, a new housing application will need to be submitted.

If this applies, please contact housing@swindon.gov.uk to arrange for your current application to be amended to enable you to reapply.

If after this change you are still in housing need, your application banding date will not change.

If you have received notice to quit / leave your current property, you will need to contact Housing Options on HOptions@swindon.gov.uk , please do not use this form.

You can use this form to inform us of changes such as a new child, you are expecting a baby, to add children who are now permanently resident with you, a new telephone number, to add or remove a pet or to inform us you have sold a previously owned property.

Details of your Housing Application

Housing Register Application Number:

Main Applicant's Name:

Joint Applicant's Name:

Your Address:


Your Telephone Number:

Your Email address:

Please tell us about any additional information that you want noted on your application in the space below:

PLEASE NOTE YOUR APPLICATION WILL NOT BE UPDATED IF WE HAVE NOT RECEIVED ANY PROOFS WE REQUIRE; THESE ARE SHOWN BELOW:

| Please tick | Reason | Proofs required | |
|-------------|---|---|--------|
| | Expecting a baby | Personal Maternity Record | |
| | The birth of a child / children | Birth Certificate | |
| | Proof of Disability Living Allowance/Personal Independence Payment | Full copy of the award letter for Disability Allowance / Personal Independence Payment to include breakdown of points | |
| | Medical | Supporting documents GP / Hospital | |
| | A child / children who are new to your application because they now permanently reside with you | Child Benefit award letter or bank statement showing payment | |
| | Pets i.e. cat / dog (Sheltered accommodation currently does not accept pet, i.e. Cat, Dog) | Are they to be housed with you? | Yes No |
| | Employment | Details on job title, location, annual salary | |
| | Third party | Name, address, contact number and Email as approval to discuss your application | |

 The information you provide will be used to amend your housing application. We will use this information to process your application for housing, develop our business and provide statistical information. We may share your information and make any other necessary enquiries regarding your Application with other housing providers and statutory organisations to help us manage properties, handle claims and prevent fraud.