



## Assignment Request

Please complete this application form if you are currently the sole tenant of a Bristol City Council property and you wish to apply to assign your tenancy

**Please note you can only assign your tenancy to a family member if your tenancy began before 1<sup>st</sup> April 2012. If your tenancy began on or after 1<sup>st</sup> April 2012 then you may not have the right to assign your tenancy to anyone other than a spouse, civil partner or long-term cohabiting partner.**

Did your tenancy start before 1<sup>st</sup> April 2012? Yes  No  Don't know

Is your tenancy a joint tenancy? Yes  No  Don't know

**Please note there is no right to assign a joint tenancy. If you wish to remove someone from a joint tenancy you will need to seek independent legal advice.**

### Completing the application form

This form must be completed and signed by the current tenant and the proposed assignee.

The information you provide on this form allows Bristol City Council to assess the eligibility of the person that you are requesting to be considered as a joint tenant. It is important that you answer all the questions and provide copies of the documents requested. Incomplete applications will automatically be declined.

When you have completed, signed and dated your form, please send it with the required proof to the address on the back page of this form or take it to the Citizen Service Point at 100 Temple Street. Please do not send original documents.

### Privacy statement

This information is being collected by Bristol City Council. The information will be used to, plan, monitor and manage your tenancy more efficiently. This will enable us to improve the quality service, by meeting individual tenant needs. Bristol City Council is committed to protecting your privacy and processes data in compliance with the GDPR and other relevant legislation. If necessary, information about any support or communication needs you have told us about may be passed to contractors undertaking work on behalf of the council, in order to provide you with an effective service. We recognise our responsibility in ensuring that your personal data is kept secure and confidential and that data is processed fairly and lawfully. We will be happy to update and amend your data when necessary and will keep data no longer than necessary. Any statistics created from the information provided, will not contain personal information.

You have the right to see Personal Data held about you by Bristol City Council. If you wish to do so please contact us. For further information on Data Protection or if you have a comment or complaint, visit [www.bristol.gov.uk](http://www.bristol.gov.uk) or contact your local Customer Service Point.

# 1. Current Tenant Details

Are you currently living at the property Yes  No

Has there been a previous succession or assignment of this tenancy?

Yes  No  Don't know

Title				
First name(s)				
Last name				
Date of Birth		Sex		
Address				
Tenancy start date				
Postcode				
Telephone number				
Email address				
Type of tenancy held (circle one)	Secure	Introductory	Unsecure	Demoted

## **Providing proof**

Please submit the relevant evidence to support your application. We require one form of ID and one proof of address for existing tenants and the proposed assignee at your current address. Acceptable evidence includes:

- Passport
- Driving licence
- Birth certificate
- Utility bills / Original letters from Bank (Online statements are not accepted)
- Benefits letter / Letter from HMRC

**If you are applying to assign your tenancy to your spouse or civil partner then we will require a copy of your marriage certificate / registration of civil partnership. For long term cohabiting partners or family members please provide 12 months proof of residency at the property.**

**You can only assign your tenancy to a family member who is not your spouse, civil partner or cohabiting partner if your tenancy started before 1<sup>st</sup> April 2012.**

## 2. Proposed Assignee Details

Title			
First Name(s)			
Last name			
Current address			
Postcode			
What is your relationship?			
Date of Birth		Sex	
Telephone number			
Email Address			
National Insurance Number			

### **Providing proof**

You must provide the following for both the current tenant and the proposed assignee:

- One proof of identity including your date of birth – for example a passport, driving licence, birth certificate or home office papers
- Proof of address, for example a utility bill or HMRC letter (Online bank statements are not accepted)
- Married couples and civil partners must provide a copy of their marriage or civil partnerships certificate
- Family members & long term partners (other than spouses and civil partners) must provide proof that they have resided together at the address for at least 12 months. We will require proof of residence to cover the full 12 month period.

**If you are applying to assign your tenancy to your spouse or civil partner then we will require a copy of your marriage certificate / registration of civil partnership.**

**You can only assign your tenancy to a family member who is not your spouse or civil partner if your tenancy started before 1<sup>st</sup> April 2012. If you are applying to assign your tenancy to another family member and your tenancy started on or after 1<sup>st</sup> April 2012 then your application will be refused.**



## 4. Address History for proposed assignee

How long have you lived at the address with the current tenant? .....

Do you currently have a tenancy (including a Joint tenancy) with a landlord?

Yes  No

If you have answered yes, please provide further details:

Secure or Introductory Council tenant

Unsecure Council tenant

If yes, which Council? .....

Housing Association Assured

Assured shorthold or secure

If yes, which Housing Association? .....

Private Tenant

Tiered accommodation with a job

If yes please provide full address and name of landlord:

Are you currently a Homeowner?

Yes  No

If yes please provide full address:

Apart from your current address where else in the UK have you lived in the past 5 years?

Address	Dates lived there	Type of property (e.g. Council/Private tenancy)	Reason for leaving

If you are applying to assign your tenancy to your spouse or civil partner then we will require a copy of your marriage certificate / registration of civil partnership. If you are applying to assign to a family member or cohabiting partner we will require proof of 12 months residency at the property.

You can only assign your tenancy to a family member who is not your spouse or civil partner if your tenancy started before 1<sup>st</sup> April 2012. If you are applying to assign your tenancy to another family member and your tenancy started on or after 1<sup>st</sup> April 2012 then your application will be refused.

## 5. Eligibility

The following questions will allow us to assess if the proposed assignee is eligible to hold a Bristol City Council tenancy.

### Eligibility & Immigration status

Are you a:

British Citizen?

Irish Citizen?

EEA National?

Indefinite leave to remain?

Limited leave to remain?

Discretionary leave to remain?

Asylum seeker?

Refugee?

Other, please state.....

Proof required

- You must provide one proof confirming your eligibility; for example a passport or Home Office documents
- EEA Nationals will need to provide 3 months' payslips and contract of employment

Please do not include original documents with your application; however we may ask to see your original documents at a later date.

Your application can not be accepted without this information.

## 6. Income

We require information about your income in order to assess your eligibility for housing.

What is your weekly income?

What is your total savings?

Where does this income come from?

Employment

Benefits

Interest payments or dividends

Do you own a property in the UK?

Yes

No

Do you own a property overseas?

Yes

No

Have you owned a property in the UK or overseas in the past 5 years?

Yes

No

Do you receive an income from renting a property in the UK or overseas?

Yes

No

Have you previously exercised the Right to Buy or the Right to Acquire with any council or registered provider?

Yes

If you have answered yes to any of the above questions please provide further details:



## 7.Reasons for Refusal

There are certain circumstances under which Bristol City Council will decline your request to assign a tenancy. We might decline an application for assignment if:

- You have a joint tenancy
- The size of the property is unsuitable
- Another person's rights may be affected
- You're going to be evicted from the property because of your behaviour
- There's an eviction order against you
- The person applying isn't eligible for council housing
- You have rent arrears or other outstanding charges owing to Bristol City Council

If we refuse your application for an Assignment we will notify you of the reasons why in a letter. You will also be advised of how to appeal if you disagree with our decision. You may also seek independent legal advice.

**If you are applying to assign your tenancy to your spouse or civil partner then we will require a copy of your marriage certificate / registration of civil partnership. If you are applying to assign to a family member or cohabiting partner we will require proof of 12 months residency at the property.**

**You can only assign your tenancy to a family member who is not your spouse or civil partner if your tenancy started before 1<sup>st</sup> April 2012. If you are applying to assign your tenancy to another family member and your tenancy started on or after 1<sup>st</sup> April 2012 then your application will be refused.**

# Declaration

## Current sole tenant

- I confirm that I have not been subject to any pressure or coercion and that the decision I have made is of my own free will
- I acknowledge that I have been advised by Bristol City Council to obtain independent legal advice
- I confirm that I have been advised that tenancy fraud is a crime and that making a false declaration or submitting fraudulent documents to obtain a council tenancy is a criminal offence. Under the *Fraud Act 2006*, it carries a maximum sentence of 10 years in prison, an unlimited fine or both. Subletting and parting with possession of a property may also be prosecuted under the *Prevention of Social Housing Fraud Act 2013* which carries a sentence of up to 2 years and a fine of up to £5,000.

Full name.....

Signature (current tenant)

Date.....

## Proposed assignee

- I confirm that I have not been subject to any pressure or coercion and that the decision I have made is of my own free will
- I acknowledge that I have been advised by Bristol City Council to obtain independent legal advice
- I confirm that I have been advised that tenancy fraud is a crime and that making a false declaration or submitting fraudulent documents to obtain a council tenancy is a criminal offence. Under the *Fraud Act 2006*, it carries a maximum sentence of 10 years in prison, an unlimited fine or both. Subletting and parting with possession of a property may also be prosecuted under the *Prevention of Social Housing Fraud Act 2013* which carries a sentence of up to 2 years and a fine of up to £5,000.

Full name.....

Signature (proposed assignee)

Date.....

## ASSIGNMENT APPLICATION CHECKLIST

Please make sure that you have read the application form carefully and have provided all requested ID & other information to support your application. If you do not provide all requested information then your application will be declined.

**You can only assign your tenancy to a spouse, civil partner or cohabiting partner if your tenancy started on or after 1<sup>st</sup> April 2012.**

Did your tenancy start before 1<sup>st</sup> April 2012? Yes  No  Don't know

	Provided?	Office use only	
<b>ID for current tenant</b>			
Name:			
<b>ID for proposed assignee</b>			
Name:			
<b>Proof of address for current tenant</b>			
<b>Proof of address for assignee</b>			
<b>Copy of marriage certificate/ civil partnership registration certificate</b>			
<b>Proof of 12 month residency at property (if not spouse/civil partner) for proposed assignee</b>			
<b>Proof of Eligibility if not UK/Irish national</b>			

These documents, as well as this form can to be taken to Bristol City Council Citizen Service Point at 100 Temple Street or submitted to [estates@bristol.gov.uk](mailto:estates@bristol.gov.uk).

Alternatively you can send them by post to:

Estate Management  
100 Temple Street  
PO Box 3399,  
Bristol  
BS3 9FS

Tenancy fraud, which includes fraudulent claims for a succession is a crime. Making a false declaration or submitting fraudulent documents to obtain a council tenancy is a criminal offence under the *Fraud Act 2006*, which carries a maximum sentence of 10 years in prison, an unlimited fine or both. Subletting and parting with possession of a property may also be prosecuted under the *Prevention of Social Housing Fraud Act 2013* which carries a sentence of up to 2 years and a fine of up to £5,000 .

**Bristol City Council may prosecute any individual found to have given false information in order to obtain a tenancy.**

**ABS / HO (OFFICE USE ONLY)**

Blank area for ABS / HO (OFFICE USE ONLY)

**HO (OFFICE USE ONLY)**

Blank area for HO (OFFICE USE ONLY)

Y  
COUN

# Equality & Diversity Monitoring

(To be completed by proposed assignee)

We ask for the following information to help us ensure that all applicants are treated fairly and that housing is provided on an equal basis to all.

The following section is voluntary, you do not have to answer these questions and it will not affect the service that we give you.

**Are there any care or support needs that you would like us to consider when contacting you or visiting your household at the property?**

**Are your day-to-day activities limited because of a health problem or disability which has lasted or is expected to last, at least 12 months?**

- |  |  |
|--|--|
| <input type="checkbox"/> Yes, limited a little | <input type="checkbox"/> No                |
| <input type="checkbox"/> Yes, limited a lot    | <input type="checkbox"/> Prefer not to say |

**If you answered 'yes' to question 2, please indicate your disability:**

- Vision (e.g. due to blindness or partial sight)
- Hearing (e.g. due to deafness or partial hearing)
- Mobility, such as difficulty walking short distances, climbing stairs, lifting and carrying objects
- Learning or concentrating or remembering
- Mental Health
- Stamina or breathing difficulty
- Social or behavioural issues (e.g. due to neuro diverse conditions such as Autism, Attention Deficit Disorder or Asperger's Syndrome)
- Other impairment
- Prefer not to say

**What is your ethnic group?**

- Welsh / English / Scottish / Northern Irish / British
- Irish  Gypsy or Irish Traveller
- Any other White background, please write in.....

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background, please write in.....

- Indian
- Pakistani
- Any other Asian background, please write in.....
- Bangladeshi
- Chinese

- Caribbean
- Any other Black background, please write in.....
- African

- Arab
- Any other, please write in .....

- Prefer not to say

**What is your sex?**

- Male
- Female
- Intersex
- Prefer not to say

**What is your religion?**

- No religion
- Atheist
- Buddhist
- Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
- Hindu
- Jewish
- Any other religion, please write in.....
- Prefer not to say
- Muslim
- Sikh

**Which of the following options best describes your sexual orientation?**

- Heterosexual / straight
- Lesbian
- Gay
- Bisexual
- Other
- Prefer not to say

## TRANSLATIONS

If English is not your first language and you need a translation, we can get one for you.

### ALBANIAN

Nëse anglishtja nuk është gjuha juaj amtare dhe keni nevojë për një përkthim, ne mund t'ua sigurojmë atë.

### BENGALI

ইংরেজী আপনার মাতৃভাষা না হলে এবং আপনার কোন অনুবাদের প্রয়োজন হলে আমরা তা প্রদান করতে সক্ষম।

### CHINESE

如果英文不是您的第一語言，而您需要翻譯的話，我們可以為您安排。

### GUJARATI

જો તમારી પહેલી ભાષા અંગ્રેજી ન હોય અને તમને ભાષાંતરની જરૂર હોય તો અમે તમને તે આપી શકીએ છીએ.

### HINDI

यदि अँग्रेज़ी आप की पहली भाषा नहीं है और आप को अनुवाद की आवश्यकता है तो यह हम आपको प्रदान कर सकते हैं

### KURDISH

Heke îngilîzî zimanê we yê yekem nîne û pêwîstîya we bi wergêr heye, em dikarin yekî ji we re bibînin

### POLISH

Jeżeli język angielski nie jest Twoim językiem ojczystym i wymagasz tłumaczenia, możemy to zapewnić.

### PORTUGUESE

Se o Inglês não é a sua língua materna e precisa de uma tradução, nós podemos obtê-la.

### PUNJABI

ਜੇਕਰ ਇੰਗਲਿਸ਼ ਤੁਹਾਡੀ ਪਹਿਲੀ ਭਾਸ਼ਾ ਨਹੀਂ ਅਤੇ ਤੁਹਾਨੂੰ ਦੁਬਾਸ਼ੀਏ ਦੀ ਜ਼ਰੂਰਤ ਹੈ ਤਾਂ ਤੁਹਾਡੇ ਲਈ ਅਸੀਂ ਇਸਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।

### SOMALI

Haddii Ingiriisku aanu ahayn afkaaga kowaad oo aad u baahan tahay turjumaad, annagaa kuu samayn karra.

### URDU

اگر انگریزی آپ کی پہلی زبان نہیں ہے اور آپ کو ترجمہ کی ضرورت ہے تو ہم آپ کے لئے فراہم کر سکتے ہیں۔

### VIETNAMESE

Nếu quý vị không thạo Anh văn và cần bản dịch, chúng tôi sẽ giúp quý vị một bản.

TRAY  
COUNCIL