

## Supporting evidence

Full detailed list of documents that can be accepted for your Gateway to Homechoice application

**Email ALL relevant documents to  
CBLVerification@babberghmidsuffolk.gov.uk**

<b>Step 1 documents (Essential)</b>	
<b>Proof of identity</b>  Provide 1 document for each person on your application	<ul style="list-style-type: none"><li>• Passport,</li><li>• Driving licence</li><li>• Birth certificate</li><li>• Marriage or divorce certificate,</li><li>• name change Deed Poll document if name on ID is different</li></ul>
<b>Proof of Immigration/EU settlement status</b>  Required for anyone on your application who is not a UK Citizen	<ul style="list-style-type: none"><li>• Home Office document confirming Status in the UK</li><li>• Proof of EU Settlement Status</li><li>• Resident permit</li></ul>
<b>Proof of address</b>  Provide 1 document for each of the adults on your application	<ul style="list-style-type: none"><li>• Council Tax statement</li><li>• Utility bill</li><li>• Bank statement</li><li>• Tenancy Agreement</li><li>• Driving Licence</li></ul> <p><b>Must show your current address &amp; be dated within 1 month</b></p>
<b>Proof of tenure</b>  Provide 1 document for each adult on your application who is legally responsible for their tenure.	<ul style="list-style-type: none"><li>• Your tenancy agreement</li><li>• Mortgage redemption statement</li><li>• Licence agreement</li><li>• Letter from parents/homeowner with their most recent council tax statement if you are living with friends or family.</li><li>• You do not need to provide proof of tenure for adult children who share your home as their only or principal home if they are not legally responsible for the tenure.</li></ul>

<p><b>Proof of children</b></p> <p>Please provide for all children on your application who you wish to be rehoused with.</p>	<ul style="list-style-type: none"> <li>• Child benefit award letter including the page with child's/children's names</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• A Bank statement showing Child benefit being paid in for any children on your application</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• <b>If anyone on your application is pregnant</b> Mat B1 form, letter from Midwife/GP or Hospital records showing your Expected Date of Delivery</li> </ul> <p>And if appropriate:</p> <ul style="list-style-type: none"> <li>• Child arrangements order stating more than 50% residence with you.</li> </ul>
<p><b>Proof of income</b></p> <p>Please provide relevant documents for all adults on your application</p>	<ul style="list-style-type: none"> <li>• Latest Wage slips</li> <li>• Latest Benefits award letters</li> <li>• Pension statement (private and/or state)</li> <li>• Most recent tax return for self employed</li> <li>• If self employed for less than 1 year then a P60 and bank statement showing earnings.</li> </ul>
<p><b>Latest Bank statements</b></p> <p>For all adults on your application</p>	<ul style="list-style-type: none"> <li>• Latest Bank Statements are required for all adults on application.</li> <li>• Must show the name and address of the account holder and must include all pages of the statement</li> <li>• Each statement should be altogether in ONE individual document/file attachment for each person.</li> <li>• Each adult is required to provide their latest statement for ALL of their bank accounts.</li> </ul>
<p><b>Proof of local connection</b></p> <p>Only required if you <b>do not</b> already live in the area.</p> <p>The family member must be mother, father, or adult son, daughter, brother or sister.</p> <p>Please note that the family member must have lived in the area for at least the last 5 years for it to count as a connection</p>	<ul style="list-style-type: none"> <li>• Council Tax Statement or proof of tenure for your family member who is residing in the area to which you are seeking a connection and a letter stating your relationship and length of residence</li> <li>• Contract of your employment in the area to which you are seeking a connection</li> </ul> <p><b>Important</b> – if you have specified a connection to a rural village, please provide evidence for this also to ensure you are considered during shortlisting for properties which have specific connection criteria to a particular village or parish.</p>

<b>Signed Declaration</b>	<ul style="list-style-type: none"><li>• You can Print this online at <a href="#">Gateway Verification » Babergh Mid Suffolk</a></li><li>• Please let us know if you are unable to print the online form. This must be signed and dated and returned with all other relevant documents. Each Adult on your application must complete a declaration.</li></ul>
<b>Housing history form</b>	<ul style="list-style-type: none"><li>• You can complete this online at <a href="#">Gateway Verification » Babergh Mid Suffolk</a></li><li>• It should only take a few minutes to do but please let us know if you are unable to complete the online form.</li><li>• You will need to add 6 years of housing history (10 Years for property ownership) so be sure to click 'add record' after each address entry and then submit at the end</li><li>• Once you have submitted the form, you will receive an email with a copy of your housing history.</li></ul>

**Step 2 Documents (Optional)**

**IMPORTANT!** Additional banding priority or extra bedroom entitlement will not be assessed without the relevant supporting information.

**Medical Priority**

A letter from your most appropriate medical professional containing:

- Your medical conditions and details of how your housing is making your health worse.

**AND**

- how a move to a different property will improve these issues, stating your housing needs, current medications & mobility aids if applicable.

This could be from your GP, Hospital consultant, Occupational Therapist, Social Services, Mental Health support worker (this list is not exhaustive)

**Homelessness**

Provide a copy of any eviction notices that you have been issued with. You may also contact Housing Solutions on 0300 123 4000 for further advice.

This may include the following:

- Section 21 Notice seeking possession
- Eviction letter from friends/family
- Accelerated possession order
- Notice of Repossession hearing/order

**Welfare assessments**

If you are at risk of harm in your current property, please provide information:

A letter or report of supporting evidence from relevant agencies such as:

Police, Landlord, Professional Advocates from support organisations such Domestic Abuse refuge or outreach, Victim Support, Social Services, GP, Home Start, Mediation services, Tenancy support agencies such as Home Group. Voluntary organisations such as Christians against poverty or Citizens Advice bureau (this list is not exhaustive)

**Important!** Your supporting information must include details of how a move to a different property will improve these issues, stating your housing needs and current risk of harm and where you will be safer.

<p><b>Housing Conditions</b> (e.g Damp, Mould, Repair issues, room sizes etc</p>	<p>If you would like to seek support in relation to the condition of your property, you must contact your Landlord in the first instance. If this does not improve matters after a reasonable period of time, you can report the issues to your local council's Private Sector Housing department, or Tenancy management officer via <a href="http://www.babergh.gov.uk">www.babergh.gov.uk</a> or <a href="http://www.midsuffolk.gov.uk">www.midsuffolk.gov.uk</a>. They may be able to assist in negotiations with your landlord or assess room sizes in accordance with regulations. If, <u>after</u> this, your situation remains unresolved you can submit the reports made by your landlord/letting agent and/or Private Sector Housing officer or Tenancy management officer to Gateway to Homechoice for consideration.</p> <p><b>Priority will not be assessed without following this guidance.</b></p>
<p><b>Neighbourhood issues</b></p>	<p>In order to file a noise/neighbour complaint, you will need to keep a diary or log sheet of events with times and dates and brief details of the disturbance. You must do this for a reasonable period of time e.g 4-6 weeks minimum. You can then submit this to your landlord and your local council's Environmental health department or Tenancy management officer for further support to tackle the issues via <a href="http://www.midsuffolk.gov.uk">www.midsuffolk.gov.uk</a>. If <u>after</u> this, the issues are deemed unresolvable, you can request a copy of the reports made by your landlord/letting agent and/or Environmental health officer or Tenancy management officer and send them to Gateway to Homechoice for consideration regarding your banding.</p> <p><b>Priority will not be assessed without following this guidance.</b></p>
<p><b>Foster Carers</b></p>	<p>Local authority registered and approved foster carers who are responsible for “looked after children” may be considered for a higher Banding and/or an extra bedroom entitlement. Applicants who meet the criteria will be assessed on welfare grounds and will be expected to provide verification of their approval and registration from Social Services.</p>

**Armed forces, reserve forces personnel and bereaved spouses or civil partners of armed forces personnel**

You will need to provide proof of current or former **service in Her Majesty's Forces, if applicable.** A copy of forces pension statement and your service number/ Evidence that you are a bereaved spouse or civil partner of Armed Forces Personnel/ Evidence that you are currently Armed Forces Personnel OR Reserve Armed Forces Personnel

Main or joint applicants who meet the reasonable preference criteria as stated in the Gateway Allocations policy ([Allocations Policy](#)) will be awarded additional preference by being prioritised within their band when they apply for eligible properties.

- (i) former members of the armed forces;
- (ii) serving members of the armed forces who need to move because of serious injury, medical condition or disability sustained as a result of their service;
- (iii) bereaved spouses, partners and civil partners of members of the armed forces, leaving services family accommodation following the death of their spouse or partner; or
- (iv) serving or former members of the reserve forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service