

Dorchester Municipal Charities

The Clerk's Office, Whetstones, West Walks, Dorchester, Dorset, DT1 1AW

Tel: 01305 262662 Email: dmc@whetstones.org.uk

General Manager & Clerk to the Trustees: Mrs Vanessa Gottesman

ALMSHOUSE APPLICATION INFORMATION

Please read thoroughly before completing the Almshouse Application Form.

Completing the Application Form

1. Please complete all the relevant sections of the application form. It is very important that you give us the right information and any additional information that you feel necessary to support your application.
2. Communication: Any communication needs you list on the form will be recorded and used to communicate with you throughout the application process.
3. Extra space: If you need more space to answer any of the questions, just attach a separate sheet with the number of the question at the top.
4. Please sign and date the form and return it as soon as possible.
5. Further assistance: If you need help or advice on completing the form please contact the General Manager on 01305 262662 or call into the Clerk's office.
6. Pets: Please note that pets are not allowed on-site. Guide dogs are of course accepted.
7. Parking: Parking on-site is limited: please refer to the Car Parking Policy.

Processing your Application

1. We will send you an acknowledgement within one week of receiving your application form, wherever possible.
2. We will assess your application form using the information you provide. We will contact you if we need more information.
3. If you are shortlisted for the vacancy, the Trustees will visit you in your own home to discuss the application, at a time that is convenient to you.

Assessing your Application

1. The following criteria are used to assess your application in accordance with our Governing document which is registered with the Charity Commission. You may have a



copy of this document if you wish.

Criteria for appointment

Our residents need to meet the charity's eligibility criteria which include:

- Evidence of housing need
- Evidence of financial need

plus

- A strong local connection with Dorchester or Dorset
- Ability to live independently
- Ability to integrate into a balanced community living.

2. Shortlisting

Any applications received will be reviewed by a group of Trustees to determine the person(s) who most closely match our criteria and a shortlist will be drawn up for interview. We may also advertise the vacancy in local papers or with other organisations. You will be told if you have been shortlisted. If you are not successful this time you may remain on our applicant list if you wish.

3. Allocation

All applications will be held and reviewed again if necessary until the flat has been offered and accepted by a suitable applicant. We will then write to all applicants to inform them of the Trustees' decision. You may update your application form at any time by contacting the General Manager.

Equality and Diversity

Dorchester Municipal Charities is committed to a policy of fair housing. We recognise that some groups and individuals are disadvantaged and will ensure that all groups and individuals have equal access to its resources and that they are treated equally.

False Information

1. Sections 171 and 214 of the Housing Act 1996 make it an offence for anyone to knowingly give false information, to withhold information or fail to disclose a change of circumstances.

2. Ground 5, schedule 2 of the Housing Act 1985 (as amended by Section 146 of the Housing Act 1996) enables action to be taken to seek possession of any tenancy which has been granted as a result of a false statement by the person or persons acting at the tenant's instigation.

Data Protection

1. Dorchester Municipal Charities processes personal information about applicants according to the Privacy Notice, a copy of which is attached.
2. By signing the Almshouse Application Form you confirm that you understand and accept the information contained in the Privacy Notice.