



*Building homes for the community by the community*

## **REGISTERING AN EXPRESSION OF INTEREST IN A CLT PROPERTY**

East Bergholt Community Land Trust (EBCLT) has been formed to provide and manage housing for those who would otherwise be unable to have a suitable home in the village (defined by the Parish boundary). The EBCLT aims to build, renovate or convert homes to provide quality, attractive and energy efficient properties that achieve good standards of design, value for money and are economic to run. The homes will be available for rent and shared ownership and the Trust is seeking to make sure that the rents and charges are affordable for local people on local pay.

We are a newly established Community Land Trust and are in the process of determining the housing needs of the community. We know there is an immediate need for housing and although we will work fast to identify suitable land and properties there will be some delay before we will be in a position to make suitable housing available. Information from those completing this form will form an important part of the process we use to identify the types of housing and tenure type needed. We will also draw on information from a general housing needs survey.

This form is intended to capture preliminary information about individuals and families that might be interested in occupying EBCLT built or managed homes. If an application is progressed, more detailed information will be required later.

When allocating the new homes, EBCLT will make sure that it gives priority to individuals and families that have a strong local connection to East Bergholt (EB), including East End, who cannot afford local market rents or purchases prices. Although the housing allocations policy has yet to be finalised, it is expected that the following people are likely to be deemed to have a 'strong local connection':

- Someone who currently lives and / or works in EB
- Someone that has previously lived and / or worked in EB and has established links with the village by reason of birth and / or long-term immediate family connections;
- Someone that has an essential need through old age, illness or disability of themselves or of a parent, child, brother or sister to live near such relative or relatives;
- Someone that has key worker status and is required to live in the parish because of their employment (Key workers can include teachers, NHS clinical

staff, most uniformed emergency service personnel, some local authority staff and army forces personnel).

Other issues such as existing circumstances, current and future household size will also need to be taken into account when allocating the new homes.

If you, or someone you know is, or may be in need of housing that is affordable then please take a copy of this form for them.

The form can be made available in alternate formats upon request.

If you have any queries or require assistance completing this form please contact the [info@eastbergholt-clt.org](mailto:info@eastbergholt-clt.org) for assistance.

**The completed form, including the General Data Protection statement, should be signed and returned to The Secretary, East Bergholt Community Land Trust Limited, Gothic House, Gaston Street, East Bergholt CO7 6SD. (Left hand side of pink Tudor House in Gaston Road opposite Hadleigh Road)**

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**Web: [www.eastbergholt-clt.org](http://www.eastbergholt-clt.org) Email: [info@eastbergholt-clt.org](mailto:info@eastbergholt-clt.org)**



**@EastBergholtCLT**



**@eastbergholtcommunitylandtrust**

## 1. ABOUT YOU

**This should be the lead person making the application. We will collect more detailed information about others in your household later.**

Name			
Address			
Email			
Telephone number (landline and mobile)	Preferred method of contact?		Preferred time for us to contact you?
	Phone	Email	
	Personal visit		
Date of birth	Age		
Occupation			
If you are currently working, where do you generally go to do this work?			
How many adults (over 18yrs) live in your household	How many children under the age of 18yrs live in your household?		

## 2. CONNECTION WITH EAST BERGHOLT

Please explain your reasons for wanting a home in East Bergholt (tick all that apply).

You currently live in EB	
You or adult family member currently work in EB	
You or a family member have previously lived and / or worked in EB and have established links with the village by reason of birth and / or long-term immediate family connections	
You or a family member have an essential need through old age, illness or disability of themselves or of a parent, child, brother or sister to live near relative or relatives.	
You or a family member have key worker status and needs to live in the village for employment reasons	
You have children attending the village primary or secondary schools	

## 3. WHERE YOU LIVE NOW

Please answer the following questions about your current home.

Do you currently (tick all that apply)	Rent a council house		Rent a housing association property	
	Rent a private property		Live in tied accommodation	
	Own your own home (no mortgage)		Own your own home (with a mortgage)	
	Live with family members		Other (please explain)	
What kind of property do you live in?	House		Bungalow	
	Flat/apartment		Shared rooms	

	Other			
How many bedrooms does your home have?				
Are you currently on the District Council Gateway to Home Choice?	Yes		No	

#### 4. WHY IS YOUR CURRENT HOME UNSUITABLE?

Tick all that apply

I need to live in East Bergholt		Home too small	
Home too big		Too expensive	
Need to live independently		Need supported housing	
Need to be closer to work		Need to be closer to family	

#### 5. THE TYPE OF HOUSING YOU WOULD LIKE

Please answer the following questions about the type of home you are interested in and who might live there.

How many adults will live in your household in the future? (include anyone reaching 18yrs within the next 5yrs)		How many children (under 18) will live in the household in the future?		
What type of housing would most suit your needs?	House	Bungalow	Sheltered housing	
	Flat/apartment	Specially adapted for disability etc.		
How many bedrooms would your home need?				
What kind of tenure would be most suitable?	Affordable rent	Private ownership	Shared ownership	Other (specify)

Would you need any special features?	Garage/carport		Garden	
	Annex		Attached work unit	
	Special adaptations (describe)			
When is this housing going to be needed?	Now		1-2 years	
	3-4 years		5+ years	
Do you have any location preference?	Village centre		Village outskirts	
	East End		No preference	

## 6. YOUR INCOME

What is your household's current combined gross income?	Less than £10,000			
	£10,001 - £20,000			
	£20,001 - £30,000			
	£30,001 - £35,000			
	Over £35,000			
Is this income likely to change over the next 5yrs?	Increase		Decrease	
What is the maximum monthly payment that your household can afford for housing? (to the nearest hundred pounds)				
Do you have any savings?	Less than £10k		More than £10k	
	None			
What is the maximum initial deposit that you can put down as a deposit to purchase a home (include any equity you may already own in your home)?				

**7. ANYTHING ELSE?**

Any other information you wish to share with us at this stage?

## *What happens next*

We will acknowledge receipt of your Expression of interest form.

We will review the form to ensure we have all the initial information required.

We will consider if you application meets our housing provision policy

Once we have housing available for allocation we will ask you to complete a more detailed Application Form for Housing. This will include details of income, outgoings and employment etc. and we will need to see proof of all key information.

We will keep you informed.

If you need more information please contact [info@eastbergholt-clt.org](mailto:info@eastbergholt-clt.org)

Name (please print) .....

Signature of main applicant.....

Date.....

Thank you for taking the time to complete this form.

## General Data Protection Registration

### Permission to store and process your data

To collect information about your housing needs EBCLT needs to record your details. These details may include personal and sensitive data.

To comply with the Data Protection Act 2018 (“DPA”) EBCLT must ask you for permission to store and process your personal and sensitive data for this purpose. We have set out below some key statements about EBCLT’s Data Protection Policy. Further information and full copies of EBCLT’s Data Protection Policy can be obtained from any Trustee or on request from [info@eastbergholt-clt.org](mailto:info@eastbergholt-clt.org)

**I give my consent to EBCLT recording personal and sensitive information about me and my household for the purposes of EBCLT collecting information about housing needs**

**Name:**

.....

**Signature:** .....

**Date:**.....

### What is personal and sensitive data?

Personal data is data which can be used to identify you. This may include your name, date of birth, address, telephone number etc.

Sensitive personal data is information related to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union activities, physical or mental health, sexual life or details of criminal offences.

### Where will you store my data?

The record of your expression of interest may be stored in an electronic database system and/or hard copy. In either case it will only be accessed by the Trustees or authorised representatives of the EBCLT.

### How will you use my data?

Your data will primarily be used for the purpose of EBCLT collecting information about your housing needs. EBCLT will also use anonymised data for the purposes of research and statistical monitoring. In some instances, EBCLT may contact you to invite you to participate in discussions or further research about particular issues.

### Can I withhold my consent?

Yes, but EBCLT will not be able to collect information about your housing needs.

### Can I withdraw my consent?

Yes, you can withdraw your consent by post by writing to EBCLT’s contact address set out below or by email to [info@eastbergholt-clt.org](mailto:info@eastbergholt-clt.org).

### What is a Data Controller?

A Data Controller is someone who is responsible for your data and who must make sure that your data is processed according to the law. For example, they are responsible for making sure that the information held about you is accurate and that it is kept secure. For the purposes of the DPA, EBCLT is the Data Controller.



**Why might you share my personal and sensitive personal data? Who will you share it with?**

We will only ever share your information with your permission, for the purposes we have stated (unless required to do so by law).

**Obtaining the information we hold about you**

You have a right to ask for a copy of your information and to correct any inaccuracies. Under the DPA, EBCLT is required to respond to your request within one month. If you would like a copy of the information we hold about you, please write to EBCLT's contact address set out below.