West Lothian Housing Register

Application for Housing



Please note that failure to complete all sections may result in return of your form and delays in processing your application.

| FOR OFFICIAL USE ONLY | | | | | |
|---------------------------------------|-------------------|--|--|--|--|
| Applicant's name: | Reference number: | | | | |
| Date received: | Time received: | | | | |
| Received by: | | | | | |
| Partner landlord/office received: | | | | | |
| Checked by: | | | | | |
| Date passed to Central Allocations: | | | | | |
| Date received by Central Allocations: | | | | | |
| | | | | | |











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Partners of the West Lothian Housing Register

In this section, we provide general information on:

- data protection;
- changes in circumstances;
- specific information;
- debt issues:
- complaints; and
- completing the form.

Data protection

In order to process your housing application form, we need to gather personal information. We process this information in line with data protection legal principles.

You have a right to view or obtain personal information that you supply in relation to your application form. You can get this information free of charge.

We may charge for supplying copies of other personal information that you want. Details about this are contained on our website.

Changes in circumstances

You should inform us, as soon as possible, of any changes to your housing circumstances so we can reassess your application. This is important as changes may affect your application.

Specific information

We gather specific information, for example, equality information to monitor our allocation services. This is done to assist us to eliminate unlawful forms of discrimination and also to promote equality objectives.

Debt issues

If you have any debt the council can offer help and advice. Services will work together to maximise your income and help by taking account of your circumstances. See page 3 for Advice Shop details.

Complaints

If you are dissatisfied with how we provide services relating to making a housing application, you can make a complaint using our organisational complaint policy. Information on this can be provided on request.

Completing the form

Key points to follow include:

- answering all relevant questions;
- completing all tick-boxes; and
- seeking assistance if you are unsure about how to answer any question.



You can send your completed application to any of the landlords or Customer Service Centres below.

Your completed application should be sent along with other documents needed. Advice and assistance to complete the application form is also available at these locations. (See section?)

For example, you can arrange a meeting at these offices to complete your application form. You can also download the application on-line at (insert link).

Note: Please complete this form using **black ink**; this is better for copying information.

| Almon | d Housin | g Association |
|-------|----------|---------------|
| | | |

New Almond House, 44 Etive Walk, Craigshill Livingston EH54 5AB

Weslo Housing Management

66 North Bridge Street Bathgate EH48 4PP

West Lothian Council

Tel: 01506 280000 Fax: 01506 775099 Tel: 01506 439291

Email: enquiries@almondha.org.uk Web: www.almondha.org.uk

Tel: 01506 634060 Fax: 01506 639122

Email: mailto:enquiries@weslohm.co.uk

Web: www.weslo-housing.org

Email: customer.service@westlothian.gov.uk

Web: www.westlothian.gov.uk

Customer Service Centres (CSC)

Armadale CIS

1/3 East Main Street, Armadale EH48 2OA

Bathgate CIS

Bathgate Partnership Centre, Lindsay House, South Bridge St, Bathgate EH48 ITS

Blackburn Connected

The Mill Centre, 10 Sycamore Walk Blackburn EH47 7LO

Broxburn CIS

Strathbrock Partnership Centre 189a West Main Street, Broxburn EH52 5LH

Fauldhouse CIS

10 Main Street, Fauldhouse EH47 9HX

Linlithgow CIS

County Buildings, Linlithgow EH49 7EZ

West Calder CIS

24-26 Main Street, West Calder EH55 8DR

Whitburn CIS

5 East Main Street, Whitburn EH47 0RA

West Lothian Connected

Almondvale Centre, Livingston EH54 6SN



If you wish independent housing advice telephone $0\,1\,506\,283000$



This section is the declaration made by the applicant (or applicants) that information provided is correct and that it can be used in certain ways.

| Do you want us to deal with someone else on your behalf (a representative) in relation to your application for housing? | | | | | |
|--|--|--|--|--|--|
| Yes No | | | | | |
| Give your representative's details below. | | | | | |
| Representative's name | | | | | |
| Address | | | | | |
| | | | | | |
| Phone: | | | | | |
| | | | | | |
| If you appoint a representative, all the housing providers taking part in the Common Housing Register can give personal information about you to your representative in connection with your application for housing. You cannot hold any housing provider liable for information shared with your representative. | | | | | |
| Do you need an interpreter to assist in communication? | | | | | |
| Yes | | | | | |
| If yes, please provide details: | | | | | |
| | | | | | |
| | | | | | |
| Disability | | | | | |
| Are you a disabled person? Yes No | | | | | |
| If yes, please use the space below to explain how we can meet your needs. For example, information being provided in larger print or other formats for visually impaired or blind people. | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

This section allows us to gather details about you and the other joint applicant.

If you are applying to be the only tenant, then complete the section below referred to as "you;" and leave the joint applicant section blank.

If you are applying for a tenancy with someone else, the "joint applicant" section must be completed. Please give the address of the joint applicant as this may be different from your address.

If you want to have a joint tenancy with more than one other person, please ask us for the appropriate application form.

| You |
|--|
| Title (Mr, Mrs, Miss, other) |
| First Name |
| Last Name |
| Maiden Name (or any other name you have been known by) |
| Date of birth |
| National Insurance Number |
| Present Address |
| Postcode |
| Date of moving in |
| Correspondence Address (if different) |
| Postcode |
| Your preferred contact details |
| Daytime phone number Mobile number |
| Email |
| Your status |
| Married Single Separated/Divorced |
| Civil partner Widowed Other |
| Your relationship to the joint applicant |

| Joint applicant | |
|--|--------------------|
| Title (Mr, Mrs, Miss, other) | |
| First Name | |
| Last Name | |
| Maiden Name (or any other name you have been known by) | |
| Date of birth | |
| National Insurance Number | |
| Present Address | |
| | Postcode |
| Date of moving in | |
| Correspondence Address (if different) | |
| | Postcode |
| Your preferred contact details | |
| Daytime phone number Mobile number | |
| Email | |
| Your status | |
| Married Partner Single | Separated/Divorced |
| Civil partner Widowed Other | |
| Your relationship to the joint applicant | |
| | |
| | |
| Is any person on this application expecting a baby? | |
| Is any person on this application expecting a baby? No Yes | |
| | |
| No Yes | |
| No Yes If yes, who is expecting a baby? | |
| No Yes If yes, who is expecting a baby? | |
| No Yes If yes, who is expecting a baby? When is the baby due? | |
| No Yes If yes, who is expecting a baby? When is the baby due? Do you have full time custody of your children? | |
| No Yes If yes, who is expecting a baby? When is the baby due? Do you have full time custody of your children? No Yes | |

| Other people who will live with you if you move home | | | | | | |
|--|-----------|---------------|------------------------|--------|-----------------|-------------------|
| In the table below, give details of everyone who will be moving with you. This can be family members or friends and so on. We need this to work out how many bedrooms are needed and if there is any overcrowding or under-occupation. | | | | | | |
| Title | Full name | Date of birth | Relationship to you | Gender | Present address | Date of moving in |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Equality information

We gather equality information to monitor our housing allocation services. For example, equality information is used to promote equal opportunities and to prevent unlawful discrimination.

Information is optional but is used to ensure that the interests and needs of applicants are addressed. We encourage applicants, therefore, to complete this form. Information provided is processed strictly and confidentially in line with our data protection policy.

Please tick the appropriate box below to indicate the ethnic group you consider yourself to be part of. Answer also for any joint applicant. Other equality information is gathered throughout this form linked to specific housing questions.

| What best describes your ethnic group? | | | | | |
|--|------------------|-----------------|--|--|--|
| (Please √) | You | Joint applicant | | | |
| White Scottish | | | | | |
| White British | | | | | |
| White Irish | | | | | |
| Gypsy Traveller | | | | | |
| Other white background | Please specify | Please specify | | | |
| Mixed-white and black Caribbean | | | | | |
| Mixed-white and black African | | | | | |
| Mixed-white and Asian | | | | | |
| Other mixed background | Please specify | Please specify | | | |
| Indian | | | | | |
| Pakistani | | | | | |
| Bangladeshi | | | | | |
| Other Asian background | Please specify | Please specify | | | |
| Black-Caribbean | | | | | |
| African | | | | | |
| Other black background | Please specify | Please specify | | | |
| Chinese | | | | | |
| Other background | Please specify | Please specify | | | |
| Country of origin | | | | | |
| I do not want to answer any of t | these questions. | | | | |



This section asks you questions about your housing status.

We use this information to assist us in providing you with quality advice about your housing options. This also includes a question about your reasons for applying for housing.

Your present housing status

We have divided this section into several parts for easy reference:

- people in the public housing sector who are council or registered social landlord tenants;
- people in the private sector who are owners or privately renting;
- people living in institutions or care homes;
- people in tied accommodation or HM forces; and
- other applicants.

Please complete the section that describes your current circumstances

| Public housing sector | | | | | |
|-------------------------------------|------|------|-------|-------|--------|
| | APPI | _IC | ANT I | APPLI | CANT 2 |
| West Lothian Council tenant | Yes | | No | Yes | No |
| Weslo Housing Management tenant | Yes | | No | Yes | No |
| Almond Housing Association tenant | Yes | | No | Yes | No |
| | | | | | |
| Other council tenant | Whi | ch o | one? | | |
| Address | | | | | |
| Housing association tenant | Whic | h o | ne? | | |
| Address | | | | | |
| APPLICANT 2 | | | | | |
| Other council tenant | Whi | h o | one? | | |
| Address | | | | | |
| Housing association tenant Address | Whic | h o | ne? | | |
| | | | | | |

| Private sector | | |
|--|----------------|------------------------|
| An owner occupier | Yes | No |
| Private rented sector tenant | Yes | No |
| Landlord address | | |
| Landlord contact details | | |
| Please complete the section that describes | your curre | ent circumstances |
| Persons leaving care or hospital / priso | n discharg | ge |
| Hospital | | |
| Address | | |
| Leaving care ("looked after children") | Yes | No |
| Prison or other institution | Yes | No |
| Date of discharge | | |
| Persons in tied accommodation or HM | IS forces (a | army navy or airforce) |
| Living in tied accommodation provided w | | |
| Name and address of your employer | idi yodi jo | |
| | | |
| Date you are leaving tied tenancy | | |
| Serving with HM forces: | | |
| Date you are leaving the forces | | |
| Other | | |
| Please tick one of the following boxes that descri | ribe your hou | ising situation: |
| Homeless | | |
| Living with family (parents or other family | ·) | |
| Living with friends | | |
| Living in a caravan | | |
| Living in a hotel or hostel (including bed | d and breakfas | t) |
| Living as a subtenant or lodger | | |
| Other (only complete this if none of the above | ve apply) | |

| Reasons for applying | | | | |
|--|---|--|--|--|
| | n(s) for wanting to leave your home. This is gathered for the appropriate box or boxes and provide further details in the | | | |
| Affordability | Please give further details | | | |
| Leaving care and/or support programme ending | Please give further details | | | |
| Demolition | Please give further details | | | |
| Disrepair | Please give further details | | | |
| Domestic Abuse | Please give further details | | | |
| Employment | Please give further details if you are working or seeking work in West Lothian | | | |
| Forced sale | Please give further details | | | |
| Families forced to live apart | Please give further details | | | |
| Harassment | Please give further details | | | |
| Homelessness | Please give further details | | | |
| Legal notice to leave the property | Please give further details (proof of discharge will be required) | | | |
| Leaving HM forces | Please give further details | | | |
| Leaving prison/hospital | Please give further details | | | |
| Overcrowding | Please give further details | | | |
| Property does not meet physical requirements | Please give further details | | | |
| Property affecting mental health | Please give further details | | | |
| Relationship breakdown | Please give further details | | | |
| Sharing | Please give further details | | | |
| Under occupation | Please give further details | | | |
| Wanting to give or receive support | Please give further details | | | |
| Other | Please give further details | | | |



This section covers specific issues that are relevant to being offered a tenancy.

For example, there may be legal reasons or policy reasons why we cannot offer you a tenancy. Legal reasons might include a legal order being in place that prohibits us from making an offer. Or policy reasons might exist for not making an offer such as an applicant's present or previous tenancy conduct.

We advise applicants in all cases if an offer cannot be made, the effects of this and what appeal rights might be available.

The information requested in this section is:

- previous addresses of applicants;
- legal orders;
- management information about previous conduct;
- information about relationships with council, board members and staff.

| Previous addresses | | | | | | |
|--|----------------------------------|---|-------|--|--|--|
| Have you resided in any other addresses in the past three years. Yes No | | | | | | |
| Please list your addresses over the last three years for applicant 1 and 2 | | | | | | |
| Name | Address | Name and address of landlord or mortgage lender | Dates | | | |
| | | | From | | | |
| | | | From/ | | | |
| | | | From/ | | | |
| | | | From | | | |
| Continue on a separate sheet if necessary. | | | | | | |
| Do you currently own or have previously owned another property? Yes No | | | | | | |
| If yes, is the currer | nt status of this sold or rented | d? | | | | |

| Legal orders | | |
|---|--|--|
| Are you or anyone who will be moving with you subject to any legal order such as: Anti-social behaviour order Court orders relating to relationship breakdown Sex Offenders Order Yes No | | |
| This information is required in order for the respective housing provider to carry out a risk assessment if accommodation is being offered. | | |
| | | |
| Management issues about previous conduct | | |
| Have you ever been evicted from your housing due to breach of tenancy or breach of mortgage agreement? Yes No | | |
| If yes, please explain the reasons why and when this took place | | |
| | | |
| | | |
| Housing (Scotland) Act 2001 and the Asylum and Immigration Act 1999 | | |
| Under these, and the Immigration (EEA) Regulations 2006, Local Authorities are required to establish whether a person qualifies for public assistance including housing. | | |
| Not applicable as UK resident Yes No | | |
| Do you have indefinite or exceptional leave to remain in the UK? | | |
| Do you have any restriction on your recourse to public funds? | | |



We ask this information to assess your present housing conditions so that we can award points based on these conditions.

The conditions for which we award points are contained in our allocation policy. Points can be awarded for physical and social elements of housing need. This section covers the following parts: type of housing; size of present property; and specific housing conditions.

| What type of property do you live in? |
|---|
| (Please tick as appropriate) House Flat Maisonette Mobile home/caravan Sheltered accommodation Block-of-4 |
| Other (Please describe): |
| |
| If your home is not a house or caravan, what floor is your home on? |
| (Please tick as appropriate) |
| Ground First Second Third Above third |
| Size of present housing |
| How many bedrooms do you have? |
| One Two Three Four Five Over five |
| How many people live at your current address including your own family? |
| Number of couples Number of single males (over 8) Number of single females (over 8) Number of children (under 8) Not Applicable |

| Who sleeps where? | Relationship to | you |
|--|--|------------------------------|
| Bedroom I | | |
| Bedroom 2 | | |
| Bedroom 3 | | |
| Bedroom 4 | | |
| Bedroom 5 | | |
| | | |
| | | |
| Does your home lack any of the | e following? (Please tick as appro | oriate) |
| Piped water supply | Inside toilet | |
| Hot water | Wash hand basin | |
| Mains electricity | Bathroom/shower | room |
| Cooking facilities | A kitchen sink | |
| Not applicable | | |
| | | |
| Is your present address affected | by dampness or condensation | (Please tick as appropriate) |
| | | |
| No | Yes - minor | Yes-major |
| No If you answered 'Yes' please provide | | Yes-major |
| | details | Yes-major |
| If you answered 'Yes' please provide | details | Yes-major |
| If you answered 'Yes' please provide | details eport, please provide as evidence). | |
| If you answered 'Yes' please provide (If you have an Environmental Health re | details eport, please provide as evidence). | |
| If you answered 'Yes' please provide (If you have an Environmental Health re | eport, please provide as evidence). r present address? (Please tick as | s appropriate) |
| If you answered 'Yes' please provide (If you have an Environmental Health re Are any repairs needed at your No | eport, please provide as evidence). r present address? (Please tick as | s appropriate) |
| If you answered 'Yes' please provide (If you have an Environmental Health re Are any repairs needed at your No | eport, please provide as evidence). r present address? (Please tick as | s appropriate) |
| If you answered 'Yes' please provide (If you have an Environmental Health re Are any repairs needed at your No If you answered 'Yes' please provide | eport, please provide as evidence). present address? (Please tick as Yes - minor details | s appropriate) |
| If you answered 'Yes' please provide (If you have an Environmental Health re Are any repairs needed at your No | eport, please provide as evidence). present address? (Please tick as Yes - minor details | s appropriate) |
| If you answered 'Yes' please provide (If you have an Environmental Health re Are any repairs needed at your No If you answered 'Yes' please provide (If you have an Environmental Health re | eport, please provide as evidence). r present address? (Please tick as Yes - minor details eport, please provide as evidence). | s appropriate) Yes-major |
| If you answered 'Yes' please provide (If you have an Environmental Health re Are any repairs needed at your No If you answered 'Yes' please provide | eport, please provide as evidence). r present address? (Please tick as Yes - minor details eport, please provide as evidence). | s appropriate) Yes-major |
| If you answered 'Yes' please provide (If you have an Environmental Health re Are any repairs needed at your No If you answered 'Yes' please provide (If you have an Environmental Health re | eport, please provide as evidence). r present address? (Please tick as Yes - minor details eport, please provide as evidence). | s appropriate) Yes-major |



Our allocation system takes account of applicant preferences so that we let houses as far as possible in line with their stated choices.

This section is very important and must be completed. This section covers:

- landlords you would consider;
- house types you would consider;
- floor levels;
- bedrooms required;
- · heating systems you would consider; and
- areas of preference.

| Please indicate the property type(s) you would accept | | |
|--|---------------------|--|
| (Please tick as appropriate) | | |
| | | |
| Bungalow | House | |
| Detached | Detached | |
| Semi-detached | Semi-detached | |
| Mid-terraced | Mid-terraced | |
| End-terraced | End-terraced | |
| | | |
| Maisonette (Own access) | Split-level house** | |
| Maisonette* (Shared access) | Three storey** | |
| Flat | Sheltered | |
| Block-of-4 (Own access) | Bed-sit | |
| Block-of-4* (Shared access) | | |
| * Common access, shared stairwell | | |
| ** 3, 4 bedroom: only Almond have this property type in Craigshill | | |

| Please indicate wh | nat floor levels of | housing you | would be willing | to accept |
|---|------------------------|-------------------|----------------------|-----------|
| (Please tick as approp | riate) | | | , |
| Any | Ground floo | r F | irst floor | |
| Second floor | Third floor | A | Above third floor | |
| | | | | |
| Please indicate th | e size of propert | y you would | accept | |
| (Please tick as approp | oriate) | | | , |
| I bedroom | 2 bedroom | 3 bedroom | 4 bedroom | 5 bedroom |
| You will be listed for | the size of property v | which you qualify | for within the polic | y. |
| | | | | |
| If you require an | extra bedroom p | lease provide | further details | |
| (For example, medica | l reasons or child acc | ess reasons) | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| If for child access visit | s, please refer to Let | ting Pack. Proof | must be provided. | |
| If for child access visit | s, please refer to Let | ting Pack. Proof | must be provided. | |
| If for child access visit What heating typ | | | must be provided. | |
| | e would you acc | | must be provided. | |

| Please tick the areas below (Please tick as appropriate) | w for which you would wi | sn to be considered |
|--|---|---|
| Any area in West Lothian | | |
| Armadale Area Armadale Blackridge Torphichen Westfield | Bathgate Area Ballencrieff Bathgate Boghall/Kirkton Whiteside/Birniehill | Breich Valley Addiewell Breich Fauldhouse Longridge Polbeth Stoneyburn West Calder |
| Broxburn Area Broxburn Dechmont Ecclesmachan Uphall Winchburgh | Linlithgow Area Bridgend Linlithgow Linlithgow Bridge Newton Philipstoun Threemiletown | Livingston East Area Craigshill East Calder Kirknewton Mid Calder Pumpherston Uphall Station Wilkieston |
| Livingston North Area Deans Eliburn/Livingston Village Eliburn Tenant Co-op Knightsridge The Riggs | Livingston South Area Bellsquarry Dedridge Howden Ladywell | Whitburn Area Blackburn East Whitburn Greenrigg Seafield Whitburn |
| Please state the area where you would prefer to live (you will be awarded additional points for this area) | | |

| Partners of the vvest Lothian Housing Register |
|--|
| The Partners of the West Lothian Housing Register are: • Almond Housing Association • Weslo Housing Management • West Lothian Council Your name will automatically be registered on their waiting lists unless you indicate otherwise. |
| Tour marine will automatically be registered on their waiting lists unless you multate otherwise. |
| |
| Please list any Partner Landlords you would not wish to be housed by? |
| |
| |
| |
| Are you related to a Staff Member/Committee Member/Board Member of Almond Housing Association, Weslo Housing Management or West Lothian Council? |
| Yes (Please tick as appropriate) |
| a) If yes what is their name? |
| b) What is their relationship to you? |
| |
| Do you work for Almond Housing Association, Weslo Housing Management or West Lothian Council? |
| Yes No (Please tick as appropriate) |
| c) If yes please supply Name of Landlord |
| |
| |
| Other Housing Providers |
| West Lothian Council has agreements with other Housing Providers to nominate applicants |
| from the Council list. These are listed at the rear of this document. |
| from the Council list. These are listed at the rear of this document. Your name will automatically be nominated to these Housing Providers unless you indicate otherwise. |
| Your name will automatically be nominated to these Housing Providers unless you indicate |



Formal Declaration

Please read this declaration carefully and sign it only if you understand it and agree with it.

I/we agree that West Lothian Council and its partner landlords (they) within the West Lothian Housing Register, may use and share the information provided in this application and that:

They may contact my/our present or previous landlord/mortgage lender for a housing related reference;

They may contact my/our doctor, hospital consultant, health visitor, social worker, or any other relevant person or agency if more information is needed for my/our housing application; and that no further written consent is required by me/us for this information to be released;

That they may suspend offers of housing if legal or management grounds exist for doing so;

That all information provided is accurate and correct and that if housing is granted based on inaccurate or false information provided knowingly and/or recklessly that steps may be taken to end the tenancy in line with legal provisions;

That they would only take steps to end the tenancy on the above ground if this ground is established and it is reasonable to do so with the case being determined by the sheriff at court, including all relevant persons being notified of their rights to attend court to defend their legal interests;

That they can use this information and match it with other housing applications to find suitable mutual exchange opportunities and to share agreed contact details with any suitably matched applicant;

That I/we qualify to apply for housing, for example, having reached the age of at least sixteen;

That I/we must inform the housing provider to which I/we returned the form of changes to my/our circumstances to enable it to be re-assessed, as appropriate;

That this application may be cancelled if I/we do not respond to yearly reviews; and

That this declaration is subject to this application being processed strictly in line with the provisions of the Data Protection Act 1998 and the terms of registration relating to West Lothian Council and other partner housing organisations on the Common Housing Register.

| Signatures | | |
|--|-----------------------------|--|
| (if more than one applicant then both applicants must sign or the form will not be processed.) | | |
| Your signature | Joint applicant's signature | |
| | | |
| | | |
| (if signing on behalf of applicant, proof of Power of Attorney will be required.) | | |
| Date | Date | |

Non participating landlords - Contact details

Ark Housing Association

The Priory, Canaan Lane, Edinburgh, EH10 4SG 0131 447 9027

Barony Housing Association

Unit 1B Fairbairn House 6 Fairbairn Place, Kirkton North, Livingston, EH54 6TN 0871 700 7777

Bield Housing Association

79 Hopetoun Street, Edinburgh, EH7 4QF 0131 273 4000

Cairn Housing Association

64A Leven Road, Coatbridge, ML5 2LT 01236 435210

Dunedin/Canmore Housing Association,

8 Newmart Road, Edinburgh, 0131 478 8888

Castle Rock/Edinvar Housing Association

I Hay Avenue, Edinburgh 0131 657 0600

Hanover (Scotland) Housing Association

95 McDonald Road, Edinburgh 0131 557 0598

Horizon Housing Association

Leving House Fairbairn Place, Livingston, EH54 6TN 01506 424140

Trust Housing Association

12 Newmart Road, Edinburgh, EH14 IRL 0131 444 1200

Link Housing Association

Watling House, Callender Business Park, Falkirk, FK1 IXR 0845 140 0100

Margaret Blackwood Housing Association

77 Craigmount Brae, Edinburgh, EHI2 8YL 0141 317 7227

West Lothian Housing Partnership

3 Michaelson Square, Kirkton Campus Livingston, EH54 6AX 01506 416438

National Fraud Initiative - Notice To Tenants

Under part 26 of the Public Finance and Accountability (Scotland) Act 2000 West Lothian Council is required to participate in the National Fraud Initiative (NFI) which is a data matching exercise that matches electronic data within and between participating bodies to prevent and detect fraud.

This notice is to advise all tenants that the data held by West Lothian Council in respect of your tenancy and/or housing application will be provided to Audit Scotland as part of the NFI data matching exercise.

The data provided may also be used internally within the council for the purposes of the prevention and detection of fraud.

Applicants with particular requirements

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية. الرجاء الإتصال بخدمة الترجمة على الهاتف 280000 01506

এই তথ্য আপনি ব্রেইল, টেপ, বড অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশান অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ 01506 280000

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯 及翻譯服務部,電話:01506 280000

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੇਤ੍ਰੀਨ ਦੇ ਪੜਣ ਵਾਲੀ ਲਿਪੀ, ਟੇਪ, ਵੱਡੇ ਪ੍ਰਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਕ੍ਰਿਪਾ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ : 01506 280000

> یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں وستیاہے۔ براومر بانی انٹر پریٹنگ آینڈٹر انسلیٹگ سروس سے ٹیلیفون نسر 01506 280000 پر دابطہ قائم کریں۔

Informacje te moga byc przelozone na jezyk Braille'a, dostepne na tasmie magnetofonowej lub wydane duzym drukiem oraz przetlumaczone na jezyki mniejszosci narodowych. Prosimy o kontakt z Usługami Tlumaczeniowymi pod numerem 01506 280000

Information is available in braille, tape, large print and community languages. Contact the interpretation and translation service on 01506 280000.

Text phones offer the opportunity for people with a hearing impairment to access the council. The text phone number is **01506 591652**. A loop system is also available in all offices.

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