Birmingham City Council

Reg No		Reg date	

Move On Referral to Housing Pathways Team

Once completed - this form must be sent to Housing Pathways with a completed housing application form and the full verification documents to:

Move On, Housing Pathways, 2nd Floor Clarence Chambers, FREEPOST, MID 18453, Birmingham B3 3BR.

Applicant's Details

Title		Surname			
Forename					
Date of birth		Contact number		NINO	
Address			Type of tenure (e.g. AST / Licence agreement / HMO / family & friends / BCC Temp Accomm etc)		
Landlord					

Referring Agency Details

SP Service name			
Support worker name		Email address	
Address		Contact Number	
Managers name		Managers email address	

Planned Move-On criteria

Essential Criteria	Met / Not Met	If not met - detail how it will be met and date will be met by
Applicant is in receipt of SP funded housing related support **and** has completed a planned program of move on support.		
Applicant is engaging with support services		
Applicant has an up to date support plan (written and updated within last 3 months)		
Date support plan completed		
Applicant has basic life skills and household skills - e.g. cook, clean		
Applicant is able to manage finances e.g. pays rent and other bills on time		
Applicant and support worker have agreed that the applicant is ready for independent living, as support plan outcomes have been met or will be met within 6 months of the date of the housing application		

Risk Management

RISKS IDENTIFIED	Y	N	Low/Med/ High	Details of risk identified	What action / support will be in place to minimise this risk
Risk to applicant					
Risk to others					
Risk to tenancy					

Other move on options applied / registered for applicant – please tick

RSL		Private Rented Access Service		Specialist Supported Accommodation	
Return to family/friends		Reconnection back to borough		Other – please state	

If Birmingham City Council only option applied for – please tick	

Floating Support to be provided when applicant moves on

Name of agency providing move on/floating support (including attending viewing/signing)			
Contact telephone number		Email address	
Date move on support started/to start		Date involvement expected to end	

Involvement with other agencies (i.e. Police, Probation, YOT, Drug/Alcohol, Mental Health etc)

Other agency involved			
Reason for involvement			
Contact Details - Name		Contact Number	
Address			
Date involvement started		Date involvement expected to end	

Declaration

Applicant

I the applicant agree that the support worker named below has permission to submit my housing application, this move on referral and supporting evidence on my behalf. Furthermore, I consent to my support worker being informed by Birmingham City Council Housing Department of any issues regarding my housing application.

Print Name:

Signature: **Date:**

Support Worker

I the support / resettlement worker for…….. confirm that all of the above is true and accurate. I understand that this information will be used by Birmingham City Council Housing Department to assess this application for housing.

Print name:

Signature: **Date:**

Birmingham City Council

MANDATORY

MOVE ON HOUSING APPLICATION PROOFS REQUIRED

Please tick

1. Supporting letter detailing reason for move on	
2. One proof of identity	
Medical card	
Passport	
Driving Licence with photograph	
Birth Certificate	
Home Office Documents	
If none of the above available - applicant can submit a supporting letter from support worker confirming customer's ID	
3. Two proofs of your current address dated within last 3 months	
Bank Statement	
Building Society Book	
Benefit entitlement letter	
Utility bills within the last 3 months	
Tenancy Agreement	
Rent Book	
Insurance policies	
Drivers Licence	
If none of the above available - applicant can submit a supporting letter from support worker confirming customer's previous address history	
4. Proof of addresses for last 2 years	
Bank Statement	
Building Society Book	
Benefit entitlement letter	
Utility bills dated within the last 3 months	
Tenancy Agreement	
Rent Book	
Insurance policies	
Drivers Licence	
If none of the above available - applicant can submit a supporting letter from support worker confirming residency over last 2 years	
5. Proof if you are pregnant	
Maternity certificate confirming expected date of delivery MAT B1	
Letter from doctor or midwife confirming expected date of delivery	
6. Proof of residency of all people on your housing application	
ID for each person – (Birth Certificate, Medical Card, Drivers Licence, Home Office Documents)	
Benefit entitlement letter for dependants – (Child Benefit / Tax Credit)	
Proof of income letter for non – dependants (Payslips, P60, Benefit Entitlement Letter, Bank Statement)	
Tenancy Agreement	
7. Proof of income	
Monthly payslip for last 2 months	
Weekly payslip for last 5 weeks	
P60 for financial year	
Benefit entitlement letter	
Bank Statement	
8. Proof of Savings	
Shares, bonds – certificates	
Savings – Bank statement, Building Society Book	
9. Ownership of property - Existing ownership:	
Letter from solicitor confirming current position	
Recent valuation of property	
Details of mortgage / other bills outstanding	
Land registry deeds	
10. Ownership of property within the last 5 years:	
Letter from solicitor giving details of equity received and date sale completed	

MANDATORY
SUPPORT OUTCOMES

Birmingham City Council

*Please indicate outcomes customer has met / pending outcomes			
1 - Achieve Economic Well-being	**Support Met**	**Support Ongoing**	**Projected Completion Date**
Support to access the correct benefits			
Support to access appropriate accommodation			
Support to access paid employment			
Support to assist with debt reduction			
Support to reduce rent arrears			
Support to budget and achieve appropriate expenditure			
Support to register with social/private housing landlords			
2 - Enjoy and Achieve			
Support to access educational opportunities/ qualifications			
Support to access lifeskills/move on programs			
Support to access training opportunities			
Support to access volunteering/informal learning opportunities			
Support access social, cultural and leisure activities			
Support to maintain social / community and family networks			
3 - Be Healthy			
Support to access drug and alcohol services			
Support to access aids and adaptations			
Support to access primary healthcare services (ie GP, Dentist)			
Support to access statutory learning disability and mental health services			
Support regarding healthy eating			
Support to maintain health and hygiene within their personal environment			
4 - Stay Safe			
Support to develop basic life skills			
Support to access drug and alcohol services			
Support regarding identifying / giving information about managing risk			
Support minimising risk to self/risk to others			
Support to address Anti Social Behaviour			
Support to maintain the terms of their tenancy agreement			
Support to comply with statutory orders			
5 - Make a Positive Contribution			
Support to be actively involved in service/community activities			
Support to actively prepare for independent living			

Referral must be authorised by support/resettlement worker's line manager

Service Manager

I have checked and verified that all applicants' details are accurate and all necessary proofs, documents and evidence have been submitted. I also understand that if the applicant moves address whilst in receipt of housing related support, the support provider must inform Birmingham City Council Housing Department at the earliest opportunity. Failure to do so may result in the applicants' application been closed down and move on points been removed.

Manager's name: **Date:**

Signature:

***False statements** – To prevent abuse of the housing register, it is a criminal offence for anyone to try to obtain accommodation from a local authority by knowingly or recklessly giving a false statement or knowingly withholding information. Offences under these provisions are prosecuted in the magistrates court and carry a maximum fine of level five on the standard scale. Also the council may seek possession of a tenancy that was granted as a result of a false statement.