



**Shetland Islands
Council**



REGISTERED AS A SCOTTISH CHARITY

www.shetland.gov.uk/housingoptionsguide/



Information can on request be made available in Braille, on tape, in large print and in different languages (русский, 汉语, evsjv, Polski, ภาษาไทย). For further information please contact either SIC Housing or Hjaltland Housing Association.



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The Housing Application Process



Shetland's Common Housing Register

The Common Housing Register was an initiative funded by the Scottish Executive over the years 2004-2006. It is part of the Housing (Scotland) Act 2001 and states that all Local Authorities should consider setting up a joint housing application process with other housing organisations within the area.

In Shetland this means that Shetland Islands Council (SIC) and Hjaltland Housing Association, Shetland's two social rented housing providers have a shared application form. When you apply for housing, you will complete only one application form. This form then goes to both landlords for consideration. If you wish to be considered for housing by only one of these Landlords you can choose to opt out by indicating on the form. Once your application has been accepted by the landlord/s, it will be processed in accordance with SIC's Allocation Policy and Hjaltland's Letting Policy, and placed on both landlords' Housing Registers (waiting lists).

You can pick up a Housing Application Pack at SIC and Hjaltland's offices at the addresses below. Alternatively, the pack is available for downloading from the internet at www.shetland.gov.uk/housing/HousingApplicationForm.asp, or www.hjaltland.org.uk/properties/apply.html.

Shetland Islands Council—Housing

Fort Road
Lerwick
Shetland
ZE1 0LW
housing@shetland.gov.uk
www.shetland.gov.uk/housing
Telephone: 01595 744360
Freephone: 0800 212829
Fax: 01595 744395

Hjaltland Housing Association

2 Harbour Street
Lerwick
Shetland
ZE1 0LR
mail@hjaltland.org
www.hjaltland.org
Telephone: 01595 694986
Fax: 01595 692229

Questions and Answers

- Q Will my personal information be shared between SIC and Hjaltnland?
- A Yes, if you choose to be housed by **BOTH SIC AND HJALTNLAND**, the application form that you complete will be copied between SIC and Hjaltnland. This will also be the case if you complete a Child Contact form in support of your application. If you apply for a Medical Assessment, NHS Shetland will send Medical Assessment outcome points details to both SIC and Hjaltnland. SIC and Hjaltnland will however not see your completed Medical Assessment Form, as **YOU** will send this to the Director of Public Health. Information on a **SOCIAL NEEDS** form will not be passed to Hjaltnland, as it is for SIC use only. If your circumstances change in any way which may affect your application, and you notify either landlord, this information will also be shared between SIC and Hjaltnland.
- No, if you choose to be housed by **ONLY BY ONE LANDLORD**, your personal details will remain with that landlord and your application will not be copied to the other landlord, and neither would the associated forms mentioned above.
- Q Where do I return my Application Form to?
- A You can return your housing application form to either SIC or Hjaltnland's offices at the addresses on the front of this leaflet.
- Q What information will I receive back?
- A Both SIC and Hjaltnland will acknowledge your application if you have chosen to be housed by both landlords. Please note that SIC and Hjaltnland have different Allocation (SIC) and Letting (Hjaltnland) Policies, therefore the points advice that you receive from each organisation will differ. This will be the same for any Medical Assessment that is completed.

Benefits of a Common Housing Register

One application form Two housing providers

Why have a Common Housing Register for SIC and Hjaltnland?

- **It creates a simpler, fairer and less time consuming way for people to apply for housing**
- **a wider choice of landlords and property types for applicants**
- **a larger pool of applicants that will assist in the allocation process. For existing tenants looking to move house, it will help promote mobility between SIC and Hjaltnland**