

Extra care housing: West Oxfordshire



**OXFORDSHIRE
COUNTY COUNCIL**



If you need help completing this form please phone
GreenSquare on 01249 465465.

Application form

Please complete this form in **BLOCK CAPITALS**.

PERSONAL DETAILS			
Applicant 1:			
First name:		Last name:	
Title: (Mr, Mrs etc)		Date of birth:	
Address:		National insurance no:	
		Home tel:	
		Mobile no:	
		Email:	
Postcode:		Preferred method of contact:	
Applicant 2 (if applicable):			
First name:		Last name:	
Title: (Mr, Mrs etc)		Date of birth:	
Address: (If different to above)		National insurance no:	
		Home tel:	
		Mobile no:	
		Email:	
Postcode:		Preferred method of contact:	
Relationship to applicant 1:			
If you are completing this form on behalf of the above applicants, please give your details below:			
First name:		Last name:	
Title: (Mr, Mrs etc)		Home tel:	
Address:		Mobile no:	
		Email:	
		Preferred method of contact:	
Postcode:		Relationship to applicant(s):	

REASONS FOR APPLYING

Please tell us how you would benefit from living in Extra Care accommodation:

EXTRA CARE HOUSING - ABOUT THE SCHEMES

Both schemes will be managed by GreenSquare, with a care team based on site to provide personal care and support 24 hours a day, 365 days a year. For more information about either scheme visit www.greensquaregroup.com

Fernleigh

Station Lane, Witney

Fernleigh is a luxurious extra care development of 80 one and two bedroom apartments – with 10 for shared ownership, 38 for sale and 32 for rent.

Close to Witney town centre, Fernleigh provides easy access to a wide range of shops and leisure facilities, along with excellent transport links.

Fernleigh benefits from:

- Onsite restaurant serving freshly-cooked, tasty nutritious food
- Large communal lounge with adjacent cinema room
- Modern, fully equipped hairdressing salon
- Guest suite for friends or relatives
- 2 buggy stores
- Lift access to all floors

The Paddocks

Shipton Road, Milton-under-Wychwood

A unique rural development, situated in the idyllic Cotswold village of Milton-under-Wychwood, The Paddocks comprises 44 one and two bedroom apartments – with 11 for shared ownership and 33 for rent.

This highly desirable West Oxfordshire location enjoys an active community, with a local shop, doctors' surgery and transport links to nearby Witney and Chipping Norton. The Post Office operates at the scheme three days a week.

The Paddocks benefits from:

- Large communal lounge
- Modern, fully equipped hairdressing salon
- Onsite restaurant serving tasty, nutritious food
- Guest suite for friends or relatives
- A buggy store
- Lift access to all floors

EXTRA CARE HOUSING - ELIGIBILITY CRITERIA

Rented and shared ownership accommodation

To be eligible to apply for a rented or shared ownership apartment at either of these schemes you would usually be expected to be aged 55 or over (for couples, one of you should normally be 55 or over).

However, all cases are looked at individually by an allocations panel and exceptions may be made where it is felt that applicant(s) a little younger than 55 would benefit from living in extra care accommodation. Preference will usually be given to applicants with some level of assessed care need.

Local connection

At Fernleigh preference will be given to applicants with a local connection to West Oxfordshire.

A local connection to West Oxfordshire is established where an applicant:

- is normally resident in the district in permanent accommodation; or
- has previously lived in the district for three out of the five years prior to the date of application or has been previously resident in the district for at least 10 years in total; or
- is employed in the district or has a written offer of permanent employment (self-employed applicants should be primarily working in the district or have their business based in the district); or
- has family resident in the district i.e. parent, children, grandchildren, or sibling (including step, in-law and foster relatives). Family residents should have lived in the district for at least five years in total; or
- is a former member of the armed forces (including if the applicant is a former spouse of a member of the armed forces who lived with them whilst they were a serving member); or
- is a person to whom the district council has a duty to secure accommodation under homelessness legislation; or
- is a person whose application should be accorded reasonable preference under part VI of the Housing Act 1996 on medical or welfare grounds (as determined by the district council).

At The Paddocks preference will be given to applicants with a local connection to: Milton-under-Wychwood, Ascott-under-Wychwood, Shipton-under-Wychwood, Cornbury and Wychwood; then to applicants with a local connection to the associated parishes of Bruern, Chadlington, Churchill, Fifield, Idbury, Fulbrook, Lyneham, Leafield, Kingham, Sarsden, Swinbrook, Taynton and Widford; then to applicants with a local connection to West Oxfordshire.

A local connection in regard to The Paddocks is established where the applicant:

- has lived in the areas listed above for a continuous period of at least 12 months preceding the date of the offer of accommodation; or
- is permanently employed within these areas and has been for at least 12 months; or
- has previously lived in these areas for a period of at least three years; or
- has close relatives who have been living in the areas for at least three years. Close relatives are defined as parents, children, siblings, grandparents or grandchildren (including step relatives).

Applicants without a local connection as outlined above may still be considered by the allocations panel, but will not have preference.

Please note, the sales apartments at Fernleigh are not subject to the eligibility criteria listed above.

EXTRA CARE HOUSING - ADDITIONAL INFORMATION

GreenSquare	01249 465465	www.greensquaregroup.com
Oxfordshire County Council (Social & Health Care Team)	0845 0507666	www.oxfordshire.gov.uk/extracarehousing
West Oxfordshire District Council	01993 861000	www.westoxon.gov.uk
Elderly Accommodation Council	0207 820 1343	www.housingcare.org
Age UK	0345 4501276	www.ageuk.org.uk/oxfordshire

YOUR CARE NEEDS

Doctors name:		Surgery address:
Tel no:		
Email:		Postcode:
Please provide the following details where applicable:		
Other doctor or consultant:		Address:
Tel no:		Postcode:
Email:		
Social worker / co-ordinator:		Address:
Tel no:		Postcode:
Email:		
Care manager:		Address:
Tel no:		Postcode:
Email:		
Advocate:		Address:
Tel no:		Postcode:
Email:		
District nurse:		Address:
Tel no:		Postcode:
Email:		
Occupational therapist:		Address:
Tel no:		Postcode:
Email:		
CPN:		Address:
Tel no:		Postcode:
Email:		

Please give brief details of any current health issues:

CARE NEEDS cont...

Do you (or your partner):

- require personal care?
 Yes
 No
- receive a Care Package?
 Yes
 No
- have reduced mobility?
 Yes
 No
- see other health care professionals?
 Yes
 No
- attend a Day Centre?
 Yes
 No
- require any adaptations to the property in order to move in?
 Yes
 No
- receive help from anyone else ie. relatives, friends, other organisations etc?
 Yes
 No

If you answer **YES** to any of these questions, please give more details:

In case of emergency, who would you like us to contact on your behalf?

Name 1:		Address:
Relationship to you:		
Tel no:		
Mobile no:		
Email:		
Name 2:		Postcode:
Relationship to you:		Address:
Tel no:		
Mobile no:		
Email:		
Name 3:		Address:
Relationship to you:		
Tel no:		
Mobile no:		
Email:		

EXTRA CARE HOUSING - YOUR PREFERRED CHOICE

<p>Put a '1' next to your preferred scheme and a '2' next to your second choice:</p> <p>(If you are only interested in one scheme please leave the other blank).</p>	<p>Fernleigh, Witney</p>	<p>The Paddocks, Milton-under-Wychwood</p>
<p>Which type of flat and tenure are you interested in?</p> <p>(You may tick more than one box)</p>	<p><input type="checkbox"/> One bedroom</p> <p><input type="checkbox"/> Two bedroom</p>	<p><input type="checkbox"/> Rental</p> <p><input type="checkbox"/> Shared ownership</p> <p><input type="checkbox"/> Outright sale (available at Fernleigh only)</p>

Please tell us how you meet the location criteria (on page 2) for your preferred scheme(s):

DECLARATION & DATA PROTECTION

The purpose of this form is to enable GreenSquare to obtain information in order to assess applicants for suitability in Extra Care Housing.

Completing this form does not guarantee you accommodation in Extra Care Housing or any other type of property provided by any of the above organisations or their partners, but is the first step in finding out whether you meet the eligibility criteria.

Allocations to Rental and Shared Ownership apartments are made by an Allocations Panel, which has representatives from West Oxfordshire District Council, Oxfordshire County Council and GreenSquare. If you have indicated an interest in one of these properties a member GreenSquare's Extra Care Housing Team will be in touch to talk you through the allocation process.

The apartments available for outright sale at Fernleigh are not subject to allocation by Panel. If you have indicated an interest in one of these properties, you are probably already in contact with GreenSquare's Sales Team, but if not then a member of that team will be in touch soon.

By signing below you are:

- certifying that the information provided on this form is true and correct to the best of your knowledge and that if your circumstances change you will contact GreenSquare as soon as possible to inform them of these changes.
- agreeing to information being given to GreenSquare from other agencies (such as social services, your doctor, other health professionals, housing departments etc), or other people named in this form, that will help us to make a fair and considered assessment regarding your suitability for Extra Care Housing.

The information provided will be processed in accordance with the terms of the Data Protection Act 1998 and GreenSquare will be the controller of the data for the purposes of that Act. The information will only be shared as necessary with other housing, health and social welfare agencies or bodies as may become directly involved in your support.

Should you wish to know more about how this information is held or used, then please request details in writing from: GreenSquare Group, Methuen Park, Bath Road, Chippenham, Wiltshire SN14 0GU

<p>Signed: (Applicant 1)</p>	<p>Date:</p>
<p>Signed: (Applicant 2)</p>	<p>Date:</p>
<p>Signed: (If completing form on applicant's behalf)</p>	<p>Date:</p>

EQUAL OPPORTUNITIES & DIVERSITY

In order to ensure that the services we provide are fair and equal to everyone, we record and monitor the ethnic group of those persons applying to us for accommodation.

This information is **not** used to assess your eligibility criteria or to prioritise your application and is treated in confidence. Nor will your application be affected in any way if you choose not to answer the questions below.

How would you describe your ethnic origin?

Applicant 1

White

- White British
- White Irish
- Other White background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian background

Black or Black British

- Black or Black British Caribbean
- Black or Black British African
- Any other Black background

Mixed

- Mixed White and Black Caribbean
- Mixed White and Black African
- Mixed White and Asian
- Other Mixed background

Other ethnic group. Please specify:
.....

Applicant 2

White

- White British
- White Irish
- Other White background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian background

Black or Black British

- Black or Black British Caribbean
- Black or Black British African
- Any other Black background

Mixed

- Mixed White and Black Caribbean
- Mixed White and Black African
- Mixed White and Asian
- Other Mixed background

Other ethnic group. Please specify:
.....

Do you consider yourself to have a disability?

Applicant 1

- Yes
- No

Applicant 2

- Yes
- No

Please return this form and any supporting documents to:
ECH Service Manager, GreenSquare Group
Fernleigh, Buttercross Lane, Witney OX28 4DZ

Alternatively, email this form to: extracare@greensquaregroup.com

FOR OFFICIAL USE ONLY**KEY DATES**

	Referral form received by GreenSquare
	Application form checked as complete
	Acknowledgement letter sent to applicant
	Details passed to allocations panel (WODC;ASC; Care Provider)
	Applicant assessed for care needs by Adult Social Care
	GreenSquare housing needs assessment completed
	Care provider assessed that they can deliver care
	Application assessed by allocations panel
	Application accepted to waiting list(s)
	Application refused to waiting lists(s)
	Applicant informed of panel's decision

ADDITIONAL INFORMATION

<input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant(s) eligible for Extra Care Housing on age grounds. If NO how would applicant(s) benefit from Extra Care?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Applicant(s) eligible for Extra Care Housing on local connection grounds? If NO how would applicant(s) benefit from Extra Care?

COMMENTS / NOTES

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