

# How To Submit A Housing Application In Vale Of Glamorgan

This guide provides a comprehensive walkthrough for completing and submitting your housing application online through the Vale of Glamorgan portal. Follow these steps to ensure all your personal details, household information, and housing requirements are accurately documented for council review.

1

Navigate to Housing Portal

## My Summary

Welcome Mr Testing. Please Select a Service from the options below...

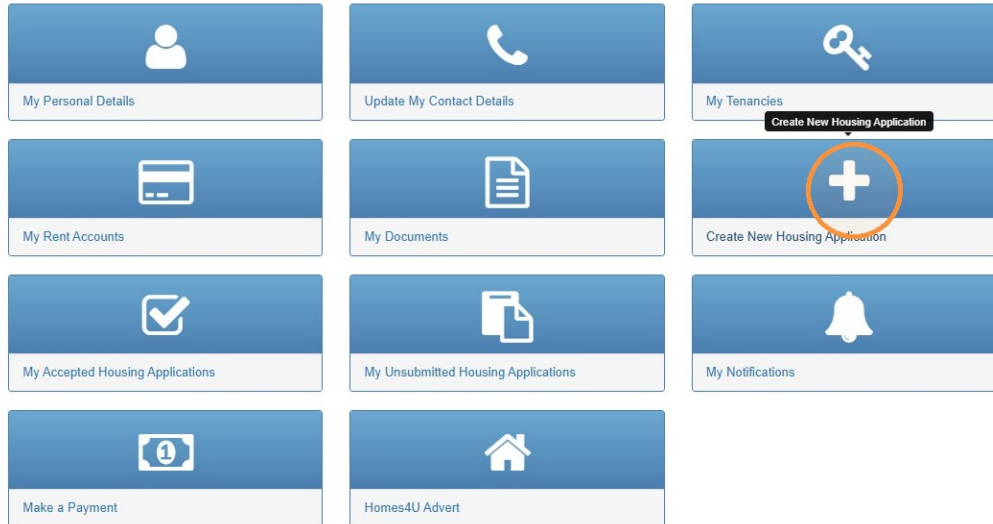
|                                                                                                                         |                                                                                                                            |                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <br>My Personal Details                | <br>Update My Contact Details             | <br>My Tenancies<br><b>Create New Housing Application</b> |
| <br>My Rent Accounts                 | <br>My Documents                        | <br>Create New Housing Application                      |
| <br>My Accepted Housing Applications | <br>My Unsubmitted Housing Applications | <br>My Notifications                                    |
| <br>Make a Payment                   | <br>Homes4U Advert                      |                                                                                                                                              |

2

Click Create New Housing Application.

## My Summary

Welcome Mr Testing. Please Select a Service from the options below...



## Application Setup

3

Select the "Housing Waiting List" option.

Transfer Waiting List is for those who are currently renting a property through the Vale of Glamorgan Council.

The Housing Waiting List includes all applicants who are not currently tenants of a Vale of Glamorgan Council property, including people who are homeless, homeowners, or living in private rented accommodation, housing association properties, or properties owned by another local authority.

Welcome to Vale of Glamorgan's Housing Register - Online Application form.

Please note that this application is for **New Housing applications only**. You can update your application in 'My Accepted Applications'

All applications for housing are prioritised in accordance with our [Allocations Policy](#).

You must be at least 16 years old to apply for housing. When you apply, we will put you on our housing register.

To be able to apply for housing you are legally required to give full and accurate responses to each question on this form.

Any information you provide will be treated as confidential. If you do not give full and accurate responses your application may be rejected. To view our Privacy Policy please [click here](#)

The chances of you being offered housing will depend on:

- your personal circumstances and the level of banding you are awarded
- the area you want to live and the type of housing you need and
- whether any suitable empty properties are available to bid on

If you have any problems completing the form, please contact C1V on 01446 709840 or email [h4uonlineapplication@valeofglamorgan.gov.uk](mailto:h4uonlineapplication@valeofglamorgan.gov.uk)

To get started, please select the rehousing list you would like to apply for and confirm your selection followed by 'Next'.

If you are currently renting a property through the Vale of Glamorgan Council, please select Transfer Waiting List otherwise please select Housing Waiting List.

Back Next

Please select a rehousing list \*

Housing Waiting List

Please confirm your selection. \*

Please Select

Logged in  
Test

## 4 Please confirm your selection by selecting the "Yes" option.

Welcome to Vale of Glamorgan's Housing Register - Online Application form.

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To get started, please select the rehousing list you would like to apply for and confirm your selection followed by 'Next'.

If you are currently renting a property through the Vale of Glamorgan Council, please select Transfer Waiting List otherwise please select Housing Waiting List.

Back Next

Please select a rehousing list \*

Housing Waiting List

Please confirm your selection. \*

Yes

Logged in as Mr Hol testing

## 5 Click "Next"

Welcome to Vale of Glamorgan's Housing Register - Online Application form.

Please note that this application is for **New Housing applications only**. You can update your application in 'My Accepted Applications'

All applications for housing are prioritised in accordance with our [Allocations Policy](#).

You must be at least 16 years old to apply for housing. When you apply, we will put you on our housing register.

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- the area you want to live and the type of housing you need and
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To get started, please select the rehousing list you would like to apply for and confirm your selection followed by 'Next'.

If you are currently renting a property through the Vale of Glamorgan Council, please select Transfer Waiting List otherwise please select Housing Waiting List.

Back Next

Please select a rehousing list \*

Housing Waiting List

Please confirm your selection. \*

Yes

Logged in as Mr Hol testing

## 6 Click "Next"

### Background information

You will be asked for information about you, all the people included in your application and those living in the property who are not part of your application.

To apply for Homes4U you will need to provide the following:

- Full Name, address and postcode
- Previous 3 years addresses and postcodes
- National Insurance Numbers for ALL applicants
- Email addresses and contact numbers
- Income/benefit (weekly amounts)
- All current and previous landlord names, addresses and postcodes for a minimum of 1 year
- Proof of Child Benefit and birth certificates for child/children
- Proof of Identity.

You can find details of what you can provide to prove your ID [here](#).

Please select 'Next' to begin the application.

[Back](#) [Next](#)

Logged in as Mr Hol Testing

## Household Details

## 7 Click the Actions menu for the applicant.

### People Summary

Please use the 'Add Person' to add each household member.

Ensure that all actions are completed by selecting 'Action' against each household member before selecting 'Next'

You will need to ensure that only one household member is the main applicant to complete the application.

The application is ready to proceed when all tasks within 'Action' is set as complete with a 'tick' symbol.

This will be confirmed with another 'tick' symbol against 'Details Complete'.

To save the application at any time, please select the 'Save' button. To resume your application, navigate to the 'Unsubmitted Applications' tile on the summary screen and select 'Action' and 'Complete' to continue with your application.

To continue with the application please select 'Next'

[Back](#) [Cancel](#) [Save](#) [Add Person](#) [Next](#)

| Details complete                                                                    | Name           | National Insurance Number | Date of Birth | Main Applicant? | Joint Applicant? |                         |
|-------------------------------------------------------------------------------------|----------------|---------------------------|---------------|-----------------|------------------|-------------------------|
|  | Mr Hol Testing | NP442573X                 | 10/06/1968    |                 |                  | <a href="#">Actions</a> |

Logged in as Mr Hol Testing

## 8 Click "Update Person".

**People Summary**

Please use the 'Add Person' to add each household member.

Ensure that all actions are completed by selecting 'Action' against each household member before selecting 'Next'

You will need to ensure that only one household member is the main applicant to complete the application.

The application is ready to proceed when all tasks within 'Action' is set as complete with a 'tick' symbol.  
This will be confirmed with another 'tick' symbol against 'Details Complete'.

To save the application at any time, please select the 'Save' button. To resume your application, navigate to the 'Unsubmitted Applications' tile on the summary screen and select 'Action' and 'Complete' to continue with your application.

To continue with the application please select 'Next'

| Details complete | Name           | National Insurance Number | Date of Birth | Main Applicant? | Joint Applicant? |
|------------------|----------------|---------------------------|---------------|-----------------|------------------|
|                  | Mr Hol Testing | NP442573X                 | 10/06/1968    |                 |                  |

Buttons: Back, Cancel, Save, Add Person, Next

Actions dropdown menu:

- Update Person
- Addresses
- Household member Questions

Logged in as Mr Hol Testing

## 9 Complete all mandatory fields. Please ensure that only one person is the main applicant. For the applicant who is the main applicant, ensure that the relationship is recorded as 'Main'.

**Enter Person Details**

Title \*  
Mr

Forename \*  
HOL

Surname \*  
TESTING

Date of Birth \*  
10/06/1968

National Insurance Number is required for main and joint applicant. Failing to provide this will result in a delay in assessing your application.  
National Insurance Number  
NP442573X

Is this person the main applicant on the application? \*  
Please Select

Would you like to copy the main applicants address? \*  
Please Select

Buttons: Save, Add Person, Next

Actions dropdown menu:

- Update Person
- Addresses
- Household member Questions

## 10 Once all mandatory fields have been entered. Please press 'Submit'.

The screenshot shows a web application interface. A modal form is open in the center, titled 'Contact Information'. It contains the following fields: 'What is your employment status?' (dropdown menu with 'Employed Full-time (30 hours or more)' selected), 'Telephone Number' (text input with '01234 567812'), 'Mobile Number' (text input with '071231234567'), and 'Email Address' (text input with 'LANYBU@FXZIG.COM'). Below these fields are 'Cancel' and 'Submit' buttons. The 'Submit' button is circled in orange. In the background, a table lists household members. The first row shows 'Mr Hol Testing' with a red exclamation mark icon in the 'Details complete' column. At the bottom of the modal, it says 'Logged in as Mr Hol Testing'.

Please use the 'Add Person' to add each household member.

Ensure that all actions are completed by selecting 'Action' against each household member before selecting 'Next'

You will need to ensure that only one household member is the main applicant to complete the application.

The application is ready to proceed when all tasks within 'Action' is set as complete with a 'tick' symbol. This will be confirmed with another 'tick' symbol against 'Details Complete'.

To save the application at any time, please select the 'Save' button. To resume your application, navigate to the 'Unsubmitted Applications' tile on the summary screen and select 'Action' and 'Complete' to continue with your application.

To continue with the application please select 'Next'

Details complete   Name   National Insurance Number   Date of Birth   Main Applicant?   Joint Applicant?

|   |                |           |            |   |   |           |
|---|----------------|-----------|------------|---|---|-----------|
| ! | Mr Hol Testing | NP442573X | 10/06/1968 | Y | N | Actions - |
|---|----------------|-----------|------------|---|---|-----------|

Logged in as Mr Hol Testing

## 11 Click "Actions"

The screenshot shows the same web application interface as before, but the modal form is closed. The table at the bottom now has an 'Actions -' button in the last column of the first row, which is circled in orange. The rest of the interface remains the same.

Please use the 'Add Person' to add each household member.

Ensure that all actions are completed by selecting 'Action' against each household member before selecting 'Next'

You will need to ensure that only one household member is the main applicant to complete the application.

The application is ready to proceed when all tasks within 'Action' is set as complete with a 'tick' symbol. This will be confirmed with another 'tick' symbol against 'Details Complete'.

To save the application at any time, please select the 'Save' button. To resume your application, navigate to the 'Unsubmitted Applications' tile on the summary screen and select 'Action' and 'Complete' to continue with your application.

To continue with the application please select 'Next'

Back   Cancel   Save   Add Person   Next

| Details complete | Name           | National Insurance Number | Date of Birth | Main Applicant? | Joint Applicant? |           |
|------------------|----------------|---------------------------|---------------|-----------------|------------------|-----------|
| !                | Mr Hol Testing | NP442573X                 | 10/06/1968    | Y               | N                | Actions - |

Logged in as Mr Hol Testing

- 12 You can see that the Update Person now has a 'tick' next to it, you know that this section has been completed. Next, click "Addresses"

### People Summary

Please use the 'Add Person' to add each household member.

Ensure that all actions are completed by selecting 'Action' against each household member before selecting 'Next'

You will need to ensure that only one household member is the main applicant to complete the application.

The application is ready to proceed when all tasks within 'Action' is set as complete with a 'tick' symbol. This will be confirmed with another 'tick' symbol against 'Details Complete'.

To save the application at any time, please select the 'Save' button. To resume your application, navigate to the 'Unsubmitted Applications' tile on the summary screen and select 'Action' and 'Complete' to continue with your application.

To continue with the application please select 'Next'

Back

Cancel

Save

Add Person

Next

| Details complete | Name           | National Insurance Number | Date of Birth | Main Applicant? | Joint Applicant? |                                                                                    |
|------------------|----------------|---------------------------|---------------|-----------------|------------------|------------------------------------------------------------------------------------|
|                  | Mr Hol Testing | NP442573X                 | 10/06/1968    | Y               | N                | <div>Actions -<div>Update Person </div>Addresses </div> Household Member Questions |

Logged in as Mr Hol Testing

- 13 Click "Add Address" to add an address or action to update your address. Please ensure that at least 5 years of address history. Once all addresses has been provided please press 'Done'.

Log Out

Cymraeg

## Address Details

Back

Cancel

Save

Add Address

Done

Address details recorded for Mr Hol Testing . Please note you must supply a minimum of 5 years of addresses.

Once you are ready to continue with the application select 'Done'.

| Address                       | Start Date  | End Date    |                      |
|-------------------------------|-------------|-------------|----------------------|
| 1 Test Street TS45 3TS        | 14-SEP-2026 |             | <div>Actions -</div> |
| 22 Holton Road Barry CF64 4RU | 01-SEP-2020 | 13-SEP-2026 | <div>Actions -</div> |
| 28 Test Street CF64 4RU       | 01-JAN-2005 |             | <div>Actions -</div> |

## 14 Click "Actions"

### People Summary

Please use the 'Add Person' to add each household member.

Ensure that all actions are completed by selecting 'Action' against each household member before selecting 'Next'

You will need to ensure that only one household member is the main applicant to complete the application.

The application is ready to proceed when all tasks within 'Action' is set as complete with a 'tick' symbol.  
This will be confirmed with another 'tick' symbol against 'Details Complete'.

To save the application at any time, please select the 'Save' button. To resume your application, navigate to the 'Unsubmitted Applications' tile on the summary screen and select 'Action' and 'Complete' to continue with your application.

To continue with the application please select 'Next'

| Details complete | Name           | National Insurance Number | Date of Birth | Main Applicant? | Joint Applicant? |           |
|------------------|----------------|---------------------------|---------------|-----------------|------------------|-----------|
| ❗                | Mr Hol Testing | NP442573X                 | 10/06/1968    | Y               | N                | Actions ▾ |

Logged in as Mr Hol Testing

## 15 You can now see that Addresses is now completed with a 'tick'. Please click "Household Member Questions" to continue.

### People Summary

Please use the 'Add Person' to add each household member.

Ensure that all actions are completed by selecting 'Action' against each household member before selecting 'Next'

You will need to ensure that only one household member is the main applicant to complete the application.

The application is ready to proceed when all tasks within 'Action' is set as complete with a 'tick' symbol.  
This will be confirmed with another 'tick' symbol against 'Details Complete'.

To save the application at any time, please select the 'Save' button. To resume your application, navigate to the 'Unsubmitted Applications' tile on the summary screen and select 'Action' and 'Complete' to continue with your application.

To continue with the application please select 'Next'

| Details complete | Name           | National Insurance Number | Date of Birth | Main Applicant? | Joint Applicant? |           |
|------------------|----------------|---------------------------|---------------|-----------------|------------------|-----------|
| ❗                | Mr Hol Testing | NP442573X                 | 10/06/1968    | Y               | N                | Actions ▾ |

- Update Person ✓
- Addresses ✓
- Household Member Questions ❗

Logged in as Mr Hol Testing

## 16 Answer all mandatory fields and then select 'Done'.

Home

### Household Questions

Please answer the following questions for Mr Hol Testing .

Once you have answered all relevant questions, to continue with the application please press 'Done'.

**General Questions**

Is this applicant female and expecting a child? \*

No

Is this person a child? If so, do you have Full, Joint custody or Access only?

Please Select

**Household Member Medical Questions**

Do you have any medical, mobility issues, Disabilities?

Please Select

Back Cancel Save Done

Back To Top

## 17 You can now see that 'Details complete' is now marked with a 'tick'. This is to indicate that your application is ready to start.

### People Summary

Please use the 'Add Person' to add each household member.

Ensure that all actions are completed by selecting 'Action' against each household member before selecting 'Next'

You will need to ensure that only one household member is the main applicant to complete the application.

The application is ready to proceed when all tasks within 'Action' is set as complete with a 'tick' symbol. This will be confirmed with another 'tick' symbol against 'Details Complete'.

To save the application at any time, please select the 'Save' button. To resume your application, navigate to the 'Unsubmitted Applications' tile on the summary screen and select 'Action' and 'Complete' to continue with your application.

To continue with the application please select 'Next'

Back Cancel Save Add Person Next

| Details complete | Name           | National Insurance Number | Date of Birth | Main Applicant? | Joint Applicant? |         |
|------------------|----------------|---------------------------|---------------|-----------------|------------------|---------|
| ✓                | Mr Hol Testing | NP442573X                 | 10/06/1968    | Y               | N                | Actions |

Logged in as Mr Hol Testing

## 18 To start application questions, please click "Next"

### People Summary

Please use the 'Add Person' to add each household member.

Ensure that all actions are completed by selecting 'Action' against each household member before selecting 'Next'

You will need to ensure that only one household member is the main applicant to complete the application.

The application is ready to proceed when all tasks within 'Action' is set as complete with a 'tick' symbol.  
This will be confirmed with another 'tick' symbol against 'Details Complete'.

To save the application at any time, please select the 'Save' button. To resume your application, navigate to the 'Unsubmitted Applications' tile on the summary screen and select 'Action' and 'Complete' to continue with your application.

To continue with the application please select 'Next'

Back

Cancel

Save

Add Person

Next

| Details complete                         | Name           | National Insurance Number | Date of Birth | Main Applicant? | Joint Applicant? |                    |
|------------------------------------------|----------------|---------------------------|---------------|-----------------|------------------|--------------------|
| <div>Details complete</div> <div>✓</div> | Mr Hol Testing | NP442573X                 | 10/06/1968    | Y               | N                | <div>Actions</div> |

## Application Questions

19 Answer all mandatory "About You" questions.

BPO MORGANNWG

Home

Home General Information Household Details Application Questions Declaration

## Application Questions

Please answer the following questions

**About You**

What is your employment status? \*

Please Select

Are you in the armed forces? \*

Please Select

Have you ever been in the armed forces? \*

Please Select

Back Cancel Save Next

Back To Top

20 Once all mandatory questions have been answered. Click "Next"

GLAMORGAN MORGANNWG

Log Out Cymraeg

Home General Information Household Details Application Questions Declaration

## Application Questions

Please answer the following questions

**About You**

What is your employment status? \*

Employed Full-time (>30hrs)

Are you in the armed forces? \*

No

Have you ever been in the armed forces? \*

No

Back Cancel Save Next

Back To Top

21 Answer all mandatory "Connection to the Vale of Glamorgan" questions.

BRD MORGANNWG

Home

Home General Information Household Details Application Questions Declaration

### Application Questions

Please answer the following questions

Back Cancel Save Next

Connection to the Vale of Glamorgan

Are you employed in the Vale? \*

Please Select

Do you have a family connection in the Vale? \*

Please Select

Back To Top

22 Once all mandatory questions have been answered. Click "Next"

BRD MORGANNWG

Log Out Cymraeg

Home General Information Household Details Application Questions Declaration

### Application Questions

Please answer the following questions

Back Cancel Save Next

Connection to the Vale of Glamorgan

Are you employed in the Vale? \*

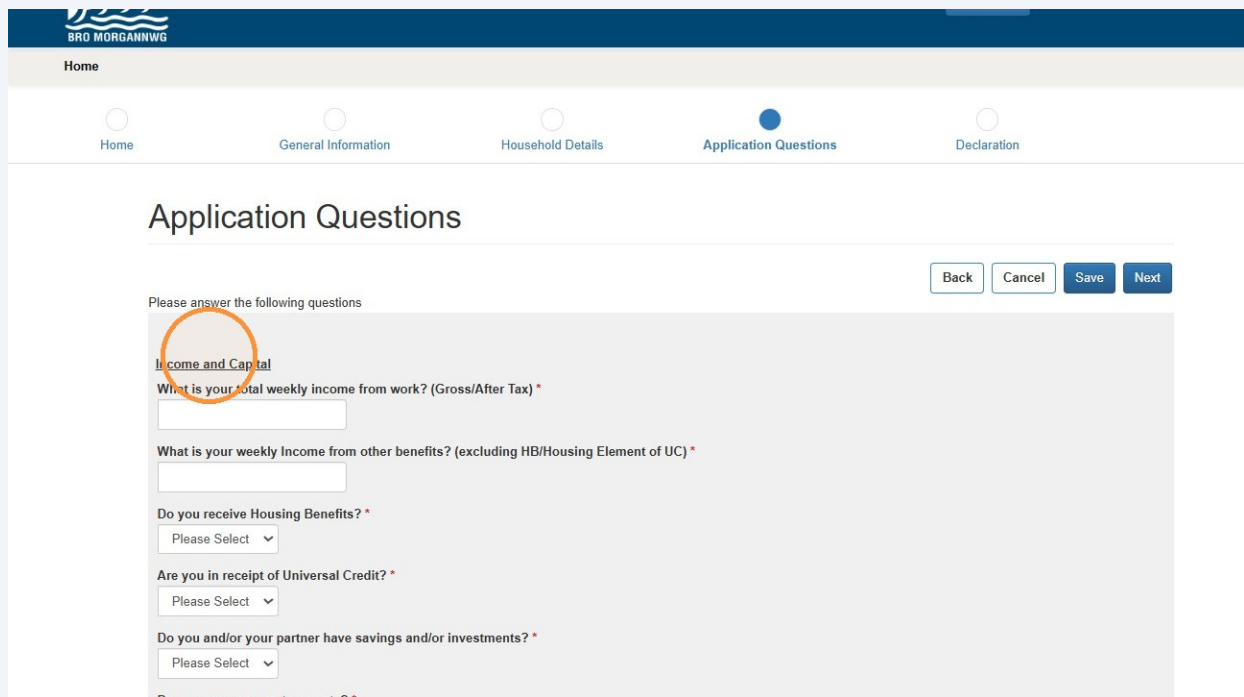
No

Do you have a family connection in the Vale? \*

No

Back To Top

23 Answer all mandatory "Income and Capital" questions.



BRD MORGANNWG

Home

Home General Information Household Details Application Questions Declaration

### Application Questions

Back Cancel Save Next

Please answer the following questions

**Income and Capital**

What is your total weekly income from work? (Gross/After Tax) \*

What is your weekly Income from other benefits? (excluding HB/Housing Element of UC) \*

Do you receive Housing Benefits? \*

Please Select

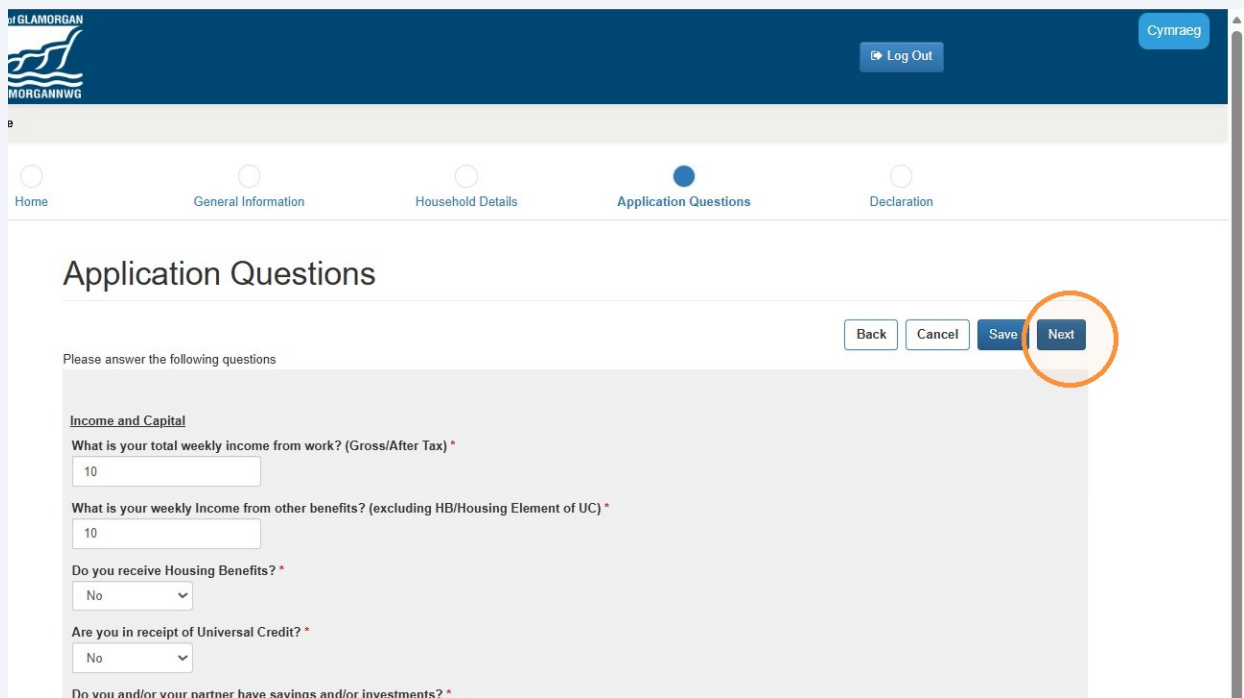
Are you in receipt of Universal Credit? \*

Please Select

Do you and/or your partner have savings and/or investments? \*

Please Select

24 Once all mandatory questions have been answered. Click "Next"



GLAMORGAN MORGANNWG

Log Out Cymraeg

Home General Information Household Details Application Questions Declaration

### Application Questions

Back Cancel Save Next

Please answer the following questions

**Income and Capital**

What is your total weekly income from work? (Gross/After Tax) \*

10

What is your weekly Income from other benefits? (excluding HB/Housing Element of UC) \*

10

Do you receive Housing Benefits? \*

No

Are you in receipt of Universal Credit? \*

No

Do you and/or your partner have savings and/or investments? \*

25 Answer all mandatory "Property Details" questions.

The screenshot shows the 'Application Questions' page for BRŷ MORGANNWG. The navigation bar includes 'Home', 'General Information', 'Household Details', 'Application Questions' (active), and 'Declaration'. The form title is 'Application Questions'. Below the title, there are buttons for 'Back', 'Cancel', 'Save', and 'Next'. The instruction 'Please answer the following questions' is followed by a section titled 'Property Details' which is circled in orange. This section contains five questions, each with a 'Please Select' dropdown menu: 'What is currently your tenancy type?', 'What type of property is this?', 'Is this property a flat or similar?', 'Do you rent the property?', and 'How many double bedrooms does the property have?'. The 'Next' button is circled in orange.

26 Once all mandatory questions have been answered. Click "Next"

The screenshot shows the 'Application Questions' page for GLAMORGAN MORGANNWG. The navigation bar includes 'Home', 'General Information', 'Household Details', 'Application Questions' (active), and 'Declaration'. The form title is 'Application Questions'. Below the title, there are buttons for 'Back', 'Cancel', 'Save', and 'Next'. The instruction 'Please answer the following questions' is followed by a section titled 'Property Details' which is circled in orange. This section contains five questions, each with a 'Please Select' dropdown menu: 'What is currently your tenancy type?', 'What type of property is this?', 'Is this property a flat or similar?', 'Do you rent the property?', and 'How many double bedrooms does the property have?'. The 'Next' button is circled in orange.

27 Answer all mandatory "Joint Applicant" questions.

BRD MORGANNWG

Home

Home General Information Household Details Application Questions Declaration

### Application Questions

Please answer the following questions

Back Cancel Save Next

Joint Applicant

Is there a joint applicant? \*

Please Select

Back To Top

28 Once all mandatory questions have been answered. Click "Next"

GLAMORGAN MORGANNWG

Log Out Cymraeg

Home General Information Household Details Application Questions Declaration

### Application Questions

Please answer the following questions

Back Cancel Save Next

Joint Applicant

Is there a joint applicant? \*

No

Back To Top

29 Answer all mandatory "Reason for Applying for Housing" questions.

BRŷ MORGANNWG

Home

Home General Information Household Details Application Questions Declaration

### Application Questions

Please answer the following questions

Back Cancel Save Next

**Reason for Applying for Housing**

Please advise of reason to be considered for housing now or in the future. \*

Please Select

If you selected other, please state your reason here.

Back To Top

30 Once all mandatory questions have been answered. Click "Next"

GLAMORGAN BRŷ MORGANNWG

Log Out Cymraeg

Home General Information Household Details Application Questions Declaration

### Application Questions

Please answer the following questions

Back Cancel Save Next

**Reason for Applying for Housing**

Please advise of reason to be considered for housing now or in the future. \*

Loss of tied accommodation

If you selected other, please state your reason here.

Back To Top

31 Answer all mandatory "Your Future Home" questions.

The screenshot shows the 'Application Questions' page on the BRŷ Morgannwg website. The page has a dark blue header with the logo and navigation tabs: Home, General Information, Household Details, Application Questions (selected), and Declaration. Below the header, the title 'Application Questions' is displayed. A sub-header 'Please answer the following questions' is followed by four buttons: Back, Cancel, Save, and Next. The main content area is titled 'Your Future Home' and contains five mandatory questions, each with a dropdown menu. The first question, 'Are you interested in home ownership? \*', is highlighted with an orange circle. The other questions are 'Are you interested in rented homes? \*', 'Are you interested in sheltered or older persons properties? \*', 'Are you interested in accessible or adapted properties? \*', and 'Are you interested in General Needs properties? \*'. Each question has a 'Please Select' dropdown menu.

32 Once all mandatory questions have been answered. Click "Next"

The screenshot shows the 'Application Questions' page on the Glamorgan Morgannwg website. The page has a dark blue header with the logo, a 'Log Out' button, and a 'Cymraeg' button. Below the header, the title 'Application Questions' is displayed. A sub-header 'Please answer the following questions' is followed by four buttons: Back, Cancel, Save, and Next. The main content area is titled 'Your Future Home' and contains five mandatory questions, each with a dropdown menu. The first question, 'Are you interested in home ownership? \*', has 'NO' selected. The other questions are 'Are you interested in rented homes? \*', 'Are you interested in sheltered or older persons properties? \*', 'Are you interested in accessible or adapted properties? \*', and 'Are you interested in General Needs properties? \*'. Each question has a 'No' dropdown menu. The 'Next' button is highlighted with an orange circle.

**33** Answer all mandatory "Area Choices" questions.

The screenshot shows the 'Application Questions' page on the BRD MORGANNWG website. The navigation bar at the top includes 'Home', 'General Information', 'Household Details', 'Application Questions' (which is the active tab), and 'Declaration'. The main heading is 'Application Questions'. Below this, there are buttons for 'Back', 'Cancel', 'Save', and 'Next'. The instruction 'Please answer the following questions' is followed by a section titled 'Area Choices' (highlighted with an orange circle). This section asks the user to 'Please select preferred ward (to aid planning future developments) \*' and features a dropdown menu currently showing 'Please Select'. Below the dropdown, there is a link 'If you are unsure which Ward, please check below' and a 'Find Ward' button. A 'Back To Top' button is located at the bottom right of the form area.

**34** Once all mandatory questions have been answered. Click "Next"

The screenshot shows the 'Application Questions' page on the BRD MORGANNWG website. The navigation bar at the top includes 'Home', 'General Information', 'Household Details', 'Application Questions' (which is the active tab), and 'Declaration'. The main heading is 'Application Questions'. Below this, there are buttons for 'Back', 'Cancel', 'Save', and 'Next' (highlighted with an orange circle). The instruction 'Please answer the following questions' is followed by a section titled 'Area Choices'. This section asks the user to 'Please select preferred ward (to aid planning future developments) \*' and features a dropdown menu currently showing 'Llantwit Major Ward'. Below the dropdown, there is a link 'If you are unsure which Ward, please check below' and a 'Find Ward' button. A 'Back To Top' button is located at the bottom right of the form area.

35

If you believe you are homeless or threatened with homeless. please contact 01446 700111. Please save the application and come back. Otherwise, Click "Next".

The screenshot shows the 'Application Questions' page. At the top, there is a blue header with the Glamorgan Morgannwg logo and a 'Log Out' button. Below the header is a navigation bar with five tabs: 'Home', 'General Information', 'Household Details', 'Application Questions' (which is active), and 'Declaration'. The main content area is titled 'Application Questions' and contains a message: 'Please answer the following questions'. Below this message is a text box with the instruction: 'If you believe you are homeless or threatened with homeless, please contact 01446 700111 to make an appointment with our homelessness team.' At the bottom right of the text box is a 'Back To Top' button. Above the text box, there are four buttons: 'Back', 'Cancel', 'Save', and 'Next'. The 'Next' button is circled in orange.

36

Answer all mandatory "Convictions" questions.

The screenshot shows the 'Application Questions' page in the Bro Morgannwg system. At the top, there is a blue header with the Bro Morgannwg logo and a 'Home' button. Below the header is a navigation bar with five tabs: 'Home', 'General Information', 'Household Details', 'Application Questions' (which is active), and 'Declaration'. The main content area is titled 'Application Questions' and contains a message: 'Please answer the following questions'. Below this message is a section titled 'Convictions' which is circled in orange. This section contains two mandatory questions, each with a 'Please Select' dropdown menu: 'Have you any current, unspent or pending criminal convictions, ASBO or Injunctions for Anti Social Behaviour? \*' and 'Have you any convictions under the Sex Offenders Act or are you on the Sex Offenders Register? \*'. At the bottom right of the 'Convictions' section is a 'Back To Top' button. Above the 'Convictions' section, there are four buttons: 'Back', 'Cancel', 'Save', and 'Next'.

37 Once all mandatory questions have been answered. Click "Next"

The screenshot shows the 'Application Questions' section of a web form. At the top, there is a blue header with the 'GLAMORGAN' and 'MORGANNWG' logos on the left, a 'Log Out' button in the center, and a 'Cymraeg' button on the right. Below the header is a navigation bar with five tabs: 'Home', 'General Information', 'Household Details', 'Application Questions' (which is active and highlighted with a blue dot), and 'Declaration'. The main content area is titled 'Application Questions' and contains the instruction 'Please answer the following questions'. There are four buttons at the top right: 'Back', 'Cancel', 'Save', and 'Next'. The 'Next' button is circled in orange. Below the buttons, there is a section titled 'Convictions' with two questions, each followed by a 'No' button. The first question is 'Have you any current, unspent or pending criminal convictions, ASBO or Injunctions for Anti Social Behaviour? \*'. The second question is 'Have you any convictions under the Sex Offenders Act or are you on the Sex Offenders Register? \*'. At the bottom right, there is a 'Back To Top' button.

38 Answer all mandatory "Additional Information" questions.

The screenshot shows the 'Application Questions' section of a web form. At the top, there is a blue header with the 'BRO MORGANNWG' logo on the left, a 'Home' button in the center, and a 'Cymraeg' button on the right. Below the header is a navigation bar with five tabs: 'Home', 'General Information', 'Household Details', 'Application Questions' (which is active and highlighted with a blue dot), and 'Declaration'. The main content area is titled 'Application Questions' and contains the instruction 'Please answer the following questions'. There are four buttons at the top right: 'Back', 'Cancel', 'Save', and 'Next'. The 'Next' button is circled in orange. Below the buttons, there is a section titled 'Additional Information' with a question followed by a 'Please Select' button. The question is 'Do you have any relationship to a Councilor, Staff Member, Board Member or a Committee Member of a Homes4u partner? \*'. At the bottom right, there is a 'Back To Top' button.

39 Once all mandatory questions have been answered. Click "Next"

GLAMORGAN  
MORGANNWG

Log Out Cymraeg

Home General Information Household Details Application Questions Declaration

## Application Questions

Please answer the following questions

Additional Information

Do you have any relationship to a Councillor, Staff Member, Board Member or a Committee Member of a Homes4u partner? \*

No

Back Cancel Save Next

Back To Top

## Declaration and Submission

40 Please read the Declaration.

GLAMORGAN  
MORGANNWG

Log Out Cymraeg

Home General Information Household Details Application Questions Declaration

## Housing Application Form Declaration

Before submitting this form you are reminded of the implications of making a false declaration.

It is the responsibility of the applicant to inform Homes4U immediately of any change to the information on this form. The information that you provide will be checked and verified.

Anyone who knowingly completes a false declaration or knowingly withholds information may be guilty of an offence and might be prosecuted if the Homes4U partners gain evidence of an intention to obtain a tenancy by deception.

A court may grant a possession order on the grounds that the landlord was induced to grant a tenancy by making a false statement made knowingly or recklessly by the tenant.

The Council can contact other persons or organisations to obtain verification of any of the details that you have provided or obtain further information relevant to your application.

We may use the information you give us on this form for the detection and prevention of fraud and, if necessary co-operating in anti-fraud measures. Information may be given to other organisations in line with the General Data Protection Regulation (GDPR) 2018 and Freedom of Information Acts.

If you have answered 'yes' to any of the questions in the Preventing Homelessness section information may be shared with the Council's Environmental Health Department.

Any data supplied by you on this form will be processed in accordance with General Data Protection Regulation (GDPR) 2018 requirements and in supplying it you consent to the Council processing the data for the purposes that you provide it. All personal information will be treated in the strictest of confidence and will only be used by the Homes4U partners or disclosed to others for a purpose permitted by law.

If you are interested in home ownership please visit Aspire2Own.

## 41 Please agree to the declaration by selecting the "Yes" option.

Anyone who knowingly completes a false declaration or knowingly withholds information may be guilty of an offence and might be prosecuted if the Homes4U partners gain evidence of an intention to obtain a tenancy by deception.

A court may grant a possession order on the grounds that the landlord was induced to grant a tenancy by making a false statement made knowingly or recklessly by the tenant.

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I/We authorise the Police, National Probation Service, Social Services Department, doctor or other health professional, or any other Registered Social Landlord to disclose all or any of my personal details whether held on computer under the requirements of the General Data Protection Regulation (GDPR) 2018, the Freedom of Information Act 2000 or contained in manual records held by the relevant organisation in reference to my application for housing.

I am aware that this will involve the disclosure of personal confidential information, which is held on computer or manual files.

I/we agree to give the Vale of Glamorgan's Housing Services authority to contact any organisation it needs to for information that it reasonably requires in connection with this application and give my/our permission for it to be released.

Before we can consider your application for rehousing and allow access to the housing register, you must agree to the declaration above \*

Yes 

Back

Submit

Logged in as Mr Hol

## 42 Click "Submit"

Anyone who knowingly completes a false declaration or knowingly withholds information may be guilty of an offence and might be prosecuted if the Homes4U partners gain evidence of an intention to obtain a tenancy by deception.

A court may grant a possession order on the grounds that the landlord was induced to grant a tenancy by making a false statement made knowingly or recklessly by the tenant.

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Before we can consider your application for rehousing and allow access to the housing register, you must agree to the declaration above \*

Yes 

Back

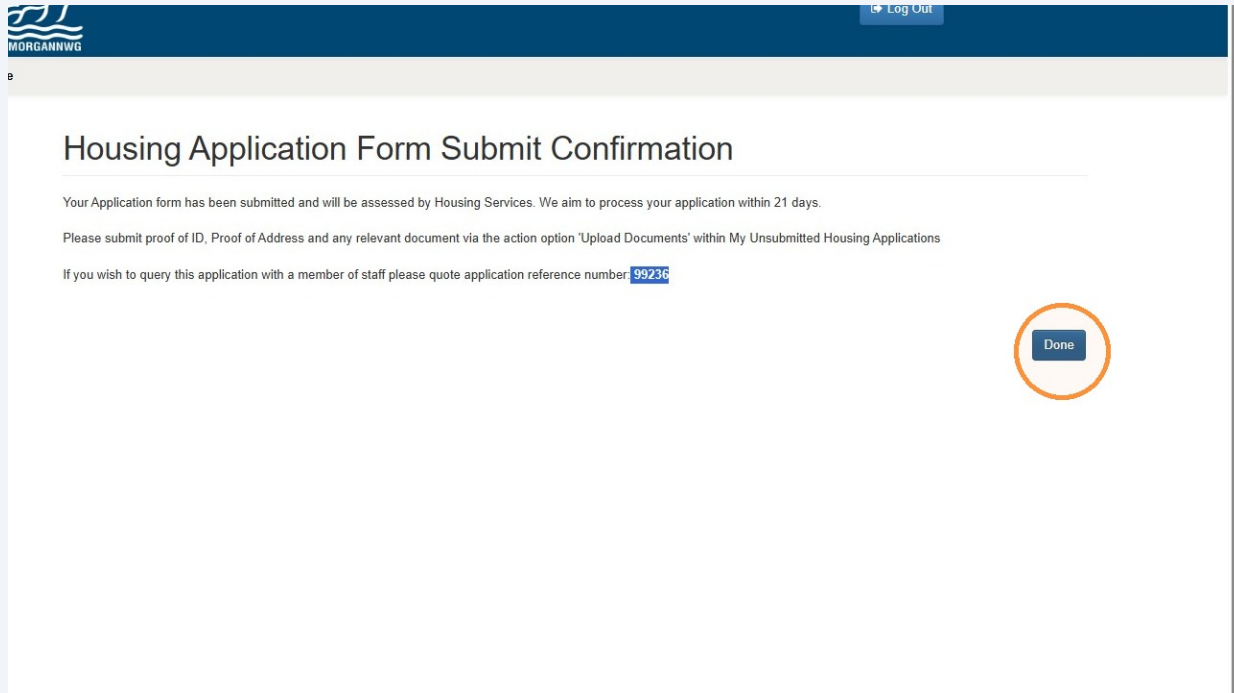
Submit

Logged in as Mr Hol

43

Please quote your reference number to any correspondence relating to this claim. Click "Done".

You will now need to submit your documentation. To learn how to upload a document please open the relevant document.



The screenshot shows a web page with a dark blue header containing the 'MORGANNWG' logo on the left and a 'Log Out' button on the right. The main content area has a light beige background. The title 'Housing Application Form Submit Confirmation' is displayed in a large, bold, black font. Below the title, there are three lines of text: 'Your Application form has been submitted and will be assessed by Housing Services. We aim to process your application within 21 days.', 'Please submit proof of ID, Proof of Address and any relevant document via the action option 'Upload Documents' within My Unsubmitted Housing Applications', and 'If you wish to query this application with a member of staff please quote application reference number 99236'. The number '99236' is highlighted in blue. On the right side of the page, there is a blue button labeled 'Done', which is circled with an orange border.