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## CHAPTER 9 APPLICATIONS FROM PEOPLE LIVING OUTSIDE NORTHERN IRELAND

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## CHAPTER 9 APPLICATIONS FROM PERSONS LIVING OUTSIDE NORTHERN IRELAND

### 9.0 INTRODUCTION

This Chapter outlines the guidance to be used under existing arrangements when dealing with Applicants for housing and transfer requests from tenants living outside Northern Ireland.

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## 9.1 APPLICANTS MEETING ELIGIBILITY CRITERIA

Applicants applying from outside Northern Ireland must meet the Eligibility criteria set out in Chapter 2.

## 9.2 APPLICATION PROCEDURES

Under existing arrangements between Participating Landlords, the Housing Executive will be responsible for the assessment and keying of all applications for re-housing from persons living outside N. Ireland regardless of their tenure.

Housing Associations who receive such applications should therefore forward the cases to the Housing Executive District Offices for assessment and keying.

The Housing Executive District Office covering the Applicant's 1<sup>st</sup> Preference (regardless of whether it is Housing Executive or Housing Association accommodation) is responsible for assessing and keying the case.

All External cases will be assessed and pointed using the same housing need factors as persons living in N. Ireland (see para 9.5).

A desk-bound assessment will be carried out for all external Applicants. External Applicants must complete an Application or Transfer form, whichever is appropriate, in addition to the 'Applicants from Outside Northern Ireland Self-Assessment Form' (see Appendix 9.1). Designated Officers should as far as possible determine from the Applicant whether he / she is a current Local Authority, Registered Social Landlord or Housing Association tenant. If so, they must be issued with a Transfer Form in addition to the Self-Assessment Form and New Selection Scheme Booklet, otherwise an Application Form must be issued. Officers must complete details of where to return the forms to in the box provided on the Self-Assessment Form.

The letter to accompany the Application / Transfer Form and Housing Self-Assessment Form (which should be issued on Housing Executive District Office letter-headed paper) is attached in Appendix 9.2.

When the completed forms have been received, Designated Officers should use the information from both the Application/Transfer Form and the Self-Assessment Form to complete a "Visit Report". Where insufficient information is available to make a decision on a particular award (for example elements of the Health & Social Well Being Assessment), Designated Officers are advised to telephone the Applicant to try to obtain more details. This is particularly important where the Applicant is elderly etc. to ensure that he / she is awarded all the Health and Social Well Being points to which he / she is entitled.

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## 9.2.1 COUNTRY OF ORIGIN - HMS SYSTEM

The Country of Origin should refer to the Country from which the Applicant is currently applying and should not refer to where the Applicant has been born i.e. Country of Origin relates to the source of the Application and not to the Applicant. Codes 2-5 only should be used where the Applicant has an address outside Northern Ireland.

Screen 2 within the HMS system contains a mandatory field labelled 'Country of Origin'. The following codes are accepted:

Country of Origin Code	Country of Origin Description
1	Northern Ireland
2	Republic of Ireland
3	Great Britain
4	EEC (EU) (Exc. Republic of Ireland)
5	Other

## 9.3 GENERAL APPLICATIONS

All External Applicants should be keyed as "A" (Applicant) cases on HMS using the Housing Executive District's RAD. The tenure should be keyed as appropriate i.e. Owner-Occupier =07 Private Tenant =10 etc.

## 9.4 EXTERNAL TENANTS SEEKING A TRANSFER

All tenants from Local Authorities / Housing Associations / Registered Social Landlords should be keyed as 'H' cases using the RAD of the Housing Executive District.

## 9.5 HOMESWAP: **RULE 83**

Housing Executive / Housing Association tenants with permanent self-contained accommodation, who wish to move to another area (outside Northern Ireland) of Great Britain to accommodation belonging to Local Authorities / Housing Associations / other Registered Social Landlords, may apply to join the HOMESWAPPER scheme.

Applicants should complete the Exchange Registration Form and list up to a maximum of nine areas of choice. This form should be sent directly to HOMESWAPPER, who will register the application and forward details of any

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potential swap partners to the Applicant, who must contact them directly if interested.

HOMESWAPPER lists of people wishing to move to a particular area are produced monthly (Housing and Regeneration will forward these lists to the relevant Housing Executive District Offices).

There is no Housing Executive / Housing Association input required in processing a HOMESWAPPER application. Both partners in any exchange, however, **must** have the permission of **each** Landlord. The rules and procedures regarding Assignment of a Secure Tenancy will apply (See Chapter 8).

# HOUSING SELECTION SCHEME GUIDANCE MANUAL

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