



**IN CONFIDENCE**

**INFORMATION REGARDING CONTACT WITH CHILDREN**

In order for us to make a decision on the size of property you will be considered for, this form should be completed to provide us with information regarding any children who do not live with you permanently, but who stay with you some of the time.

The information you provide will be checked. We will usually need to contact the person with whom the child/children live permanently to confirm the details you give us. Please complete Sections 1 to 3. The form will be sent to the guardian/parent for confirmation of the details provided. (By 'guardian' we mean the parent with whom the child currently lives).

You should note that you will **only** be considered for the size of property you/your current household require at present. You will not automatically be considered for a larger property. Once this information is provided and verified you may be considered for a larger house if Development Services—Housing/Hjaltland Housing Association are satisfied that you require one. Full details are available in Shetland Islands Council's Housing Allocation Policy and Hjaltland Housing Association's Lettings Policy which is available for you to read at the following addresses:

Shetland Islands Council  
Development Services — Housing  
6 North Ness Business Park  
Lerwick  
Shetland ZE1 0LZ  
Telephone 01595 744360  
email [housing@shetland.gov.uk](mailto:housing@shetland.gov.uk)  
website [www.shetland.gov.uk/housing](http://www.shetland.gov.uk/housing)

Hjaltland Housing Association  
2 Harbour Street  
Lerwick  
Shetland ZE1 0LR  
Telephone 01595 694986  
email [mail@hjaltland.org](mailto:mail@hjaltland.org)  
website [www.hjaltland.org](http://www.hjaltland.org)

**PLEASE COMPLETE IN BLOCK CAPITALS—A SEPERATE FORM IS NEEDED FOR EACH CHILD**

**Section 1—Applicant/s Details**

1 **Name/s of applicant/s or tenant/s who shares/share responsibility for child/children**

2 **Present address**   
  
 **Postcode**

**(a) If you have children to visit, is it at this address?** YES  NO

**(b) If not, at what address do they stay with you?**

**Address**   
  
 **Postcode**

3 **(a) Do you have a job?** YES  NO

**(b) Where is your usual place of work? (If you have more than one job, please give details of all of them).**

**(c) What hours/shifts do you usually work?**

## Section 2—Details of Child

Please complete a separate page for each child

(a) **Child's Name**

**Child's Date of Birth**    **Your relationship to child**

**What is the name of the person with whom the child lives?**

**What is his/her relationship to the child?**

**What address does the child stay at most of the time?**

**Address**  **Postcode**

**Telephone**

**How often does the child currently see you?**

Please provide full details below, eg weekly, weekends, school holidays etc.

**Does this include overnight stays?** YES  NO

If so, how many?

(b) **Is there a court order which details contact arrangements in respect of the child?** YES  NO

Please provide any other information you feel is relevant about your contact with this child. You may also write overleaf if necessary.



### Section 3—Declaration

Please have the person with whom the child lives sign this form. If there are relationship difficulties between parents/guardians then either landlord can be contacted for help.

I/we understand that if the information I/we give is false, this could result in my application for housing being suspended **and/or the loss of any tenancy I/we may have been given.**

Signature of applicant(s). If you are joint applicants, both should sign the form even although the child may only be related to one of you.

Signature  Date

Signature  Date

If your circumstances alter and/or the amount of contact you have with the child/children is changed, it is important that you notify us of the change. If you are allocated a house and the amount of contact you have with the children changes after that, you should contact your landlord regarding an application for a transfer to a smaller or larger house.

Please do not complete the next Section (4) —we will send this to the person with whom the child/children live/s to check and sign. The form must now be sent to the other parent of the child who must sign the form. Or, you can send the form to SIC or HHA to do this for you. Points will not be awarded unless this form has been signed and the information verified.

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### Section 4 — Declaration of person with whom the children live permanently

**I confirm that the information provided in Sections 1 and 2 is correct.**

YES  NO

If this information is not correct, please explain why below.

Signature  Date

**THIS FORM SHOULD NOW BE SENT TO SIC HOUSING AT THE ADDRESS ON THE FRONT OF THIS FORM.**

Application Number