



## Application for Discounted Sale housing

If you would like this form in large print,  
please ring 01946 598300

Please give all the names of those who will be named on the deeds of the property. If the applicants do not currently live together, please give the details of one applicant only.

<b>Name(s)</b>	
<b>Address</b>	
<b>Contact Number</b>	
<b>Email address</b>	
<b>Which Development/property are you applying for</b>	

### Declaration:

I/We declare that to the best of my/our knowledge, the details we have given are correct. If further information comes to light at any point during the purchase process, I/we understand that certification may be revoked.

In the event of claiming a local connection based on residency, a previous residency or the residency of a family member, I/we give permission for Council Tax records to be used to verify the connection.

I/We give permission for this application form and any evidence submitted as part of the application to be retained by the Council. I/We understand that this data will not be used for any purpose other than to assess this application and to gather information about affordable housing provision.

I/We understand that the Council may request further information to allow assessment of my/our application to be completed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Please confirm if you give permission for your contact details and, if applicable, a copy of your certification letter to be passed to the Developer of the scheme you are applying for. Your application will not be affected if you do say yes. YES/NO

Send the completed form and any accompanying evidence to the address below.  
Please mark your envelope 'Private and Confidential':

Strategic Housing  
Cumberland Council  
Market Hall  
Market Place  
Whitehaven  
Cumbria  
CA28 7SJ

Alternatively, you can email your completed form and evidence to  
[affordablesales@cumberland.gov.uk](mailto:affordablesales@cumberland.gov.uk)

**Data Protection:** Cumberland Council takes your privacy seriously and your data will be used to provide you with the services you request. Your data will be processed in accordance with the General Data Protection Regulations (GDPR) and prevailing UK Data Protection legislation. We may share your data with partner organisations where necessary to provide you with the services requested, or where we are legally required to do so. Failure to provide the necessary information may mean we are unable to provide you with the service you require.

We will not use your data for marketing purposes unless we have gained your consent to do so. You have a number of rights in relation to your data. If you want to exercise any of these rights you can do so by contacting the Governance and Data Protection Officer, Cumberland Council, The Market Hall, Market Place, Whitehaven, Cumbria CA28 7SJ, email [info@cumberland.gov.uk](mailto:info@cumberland.gov.uk) or call 01946 598300. View our [Privacy Notice](#) online or see it at Appendix 1 of this form. If you are dissatisfied with the way we have processed your data you can contact the Information Commissioner's Officer at [www.ico.org.uk](http://www.ico.org.uk)

## Application for Discounted Sale Housing

**What type of property do you currently live in?** (Each applicant should tick one from each column). This allows us to monitor the current housing status of applicants.

Property Type			Tenure			Bedrooms		
Applicant	1	2	Applicant	1	2	Applicant	1	2
Detached House			Own (no mortgage)			One		
Semi-detached house			Own (with mortgage)			Two		
Terraced House			Rent from Housing Association			Three		
Maisonette			Private Rented			Four		
Flat			Tied Accommodation			Five or more		
Bedsit/Studio			Shared Ownership					
Caravan Park/Home			Rent from Housing Trust					
Bungalow			Lodger					
			Live with Family					

A discounted sale property must be your sole property. If you own a residential property, you must show evidence to the council that it has been sold subject to contract before completing the purchase of a discounted sale property. However, you are still able to apply for certification of eligibility to purchase and reserve a discounted sale property.

If you own more than one property you are not eligible to purchase a discounted sale property. Cumberland Council may make an exception, but this will depend on your specific circumstances.

**If you own one or more residential properties, please complete the table below and provide a valuation and outstanding mortgage statement for each property.**

Address	Purchase date

**Please give details of everyone who will be moving into the property**

Age Band	Number of People		Employment Status e.g. Full Time, Part Time, Seasonal
	Male	Female	
10 and under			
11-18			
19-24			
25-39			
40-54			
55-74			
75 and over			

Is anyone in the household pregnant?	Yes		No	
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**The following financial information is needed to determine who meets the criteria for affordable housing. This information is confidential and will not be shared with other departments or agencies.**

What is the potential mortgage amount shown on your mortgage in principle certificate?	£
What is the value of any savings or investments you have?	£
If you own your own home, what is the outstanding value of your mortgage?	£
If you own your own home, what is the current market value of your property?	£
If you own your own home and need to move due to a relationship breakdown, what share of the equity will you receive? Please state the ration of the split, with your chare first e.g. 50/50	

**The following information is needed to determine if you meet the criteria for local connection. Use the table to show how you are connected to the parish you wish to move to. You only need to provide evidence of one connection.**

<b>Connection</b>	<b>Supporting evidence</b>
You currently live in the parish/bordering parishes and have done so for at least 5 years	None required – Council Tax records will be used to verify
You previously resided in the parish/bordering parishes for 5 of the past 10 years	Complete the next table – Council Tax records will be used to verify
You have a family connection to someone who has lived in the parish for at least 5 years	Complete the relevant table – Council Tax records will be used to verify
You have permanent employment in the parish*	A payslip or letter from your employer showing their address

\*Defined as minimum of 16 hours per week or a firm officer of a permanent job for a minimum of 16 hours per week

If your connection to the parish is based on previous residency, please provide an address history for the past 10 years

<b>Date</b>		<b>Address</b>
<b>From</b>	<b>To</b>	

**If your connection to the parish is family based, please provide the name and address of the person you are related to, the nature of the relationship and their address history for the past 5 years**

Name	Relationship to you	Address	Date	
			From	To

**Please give any information you feel would demonstrate housing need. This could include a relationship breakdown, shared bathroom or kitchen facility, overcrowding in your current home or an inability to maintain rent or mortgage payments**

**Evidence Checklist**

Evidence required	Provided
Evidence of local Connection	
Evidence of Financial Situation, for each applicant e.g. bank statements for all accounts, 2 monthly payslips or 5 weekly payslips, proof of benefits etc. Current account statements must show all transactions for a 3 month period	
A mortgage in principle certificate dated within the past 3 months	
Evidence of outstanding mortgage amount for each property owned	
Evidence of value of each property owned	
If you are claiming housing need on the basis that your current property is too expensive, evidence of how much your current rent/mortgage payments are	

**Please use this space to tell us any further information that you feel would be useful to support your application. You may be asked to provide evidence of this.**

## Appendix 1 - Cumberland Council Privacy Notice

### Overview

When processing your personal, special category personal or criminal/law enforcement data, Cumberland Council ('the council') is required under Articles 13 and 14 of the UK General Data Protection Regulation (UKGDPR) to provide you with the information contained in this Privacy Notice.

This notice explains what the council will collect, who it will be shared with, why we need it and how we will use it. The council will continually review and update this Privacy Notice to reflect service changes, feedback from customers and changes in the law.

The council is also required to comply with the data protection principles as laid out in the UKGDPR, to ensure that personal data is:

- processed lawfully, fairly and in a transparent manner
- collected for specific, explicit, and legitimate purposes
- adequate, relevant, and limited to the purposes for which it was collected
- accurate and up to date
- kept for no longer than is necessary for the purpose(s) for which it was collected
- secured using appropriate technical or organisational measures

### Registration

As an organisation that processes large amounts of personal, special category personal or criminal/law enforcement data, referred to in legislation as a data controller, the council is required to register with the Information Commissioner's Office (ICO)

Name: Cumberland Council

Address: Cumbria House, 117 Botchergate, Carlisle, Cumbria, CA1 1RD

Registration Number: ZB512758

The council's Registration Certificate can be viewed here:

[Information Commissioner's Office: Cumberland Council Registration Certificate](#)

In most cases Cumberland Council is the data controller, however there may be instances where data is shared with another party as joint Data Controllers, or where the Council is operating as a data processor for another party.

What is personal data?

**UKGDPR Article 4 defines personal data as:** any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who

can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

What is special category personal data?

**UKGDPR Article 9 defines special category personal data as:** racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What is criminal/law enforcement data?

The council is a competent authority as described in Schedule 7 of the Data Protection Act 2018 and is permitted to process data for law enforcement purposes that include: the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security.

What information does the council collect about me?

The council will only collect personal, special category personal or criminal/law enforcement data where it is required to deliver a service or to meet a statutory requirement.

In general, the council collects the following types of **personal data** (dependent on the nature of the service(s) you are applying for or receiving):

- business activities
- case file information
- date of birth
- education i.e., qualifications
- email address (personal/work)
- employment history
- family details i.e., next of kin
- finance/bank/payment details
- housing needs
- identifiers i.e., NHS Number
- licenses or permits
- lifestyle and social circumstances
- name
- physical description, appearance and behaviour
- postal address
- services received



- telephone numbers (mobile/landline)
- visual images i.e., photographs, CCTV

The council will also collect information which is not unique to you i.e., gender, postcode.

The council may also collect **special category personal data** that includes:

- biometrics i.e., fingerprints, facial recognition
- criminal record including offences (including alleged offences), proceedings, outcomes and sentences
- ethnic origin
- physical or mental health
- political affiliation/opinions
- race
- religious or other beliefs
- sex life
- sexual orientation
- trade union membership

Less often, the council may collect **criminal/law enforcement data**, that includes:

- criminal convictions
- offences

Personal, special category personal or criminal/law enforcement data being collected and processed at service-level will be laid out in specific Privacy Notices.

How does the council collect data about me?

In general, the council will collect personal, special category personal or criminal/law enforcement data from you in the following ways:

- on a paper or online form
- by telephone
- by email
- recorded by CCTV cameras, or
- in person by a member of our staff or one of our partners

Why does the council collect my personal data?

The council collects personal, special category personal or criminal/law enforcement data to enable it to:

- manage the services we provide to you including improving quality and investigating any worries or complaints about those services
- corporate administration and all activities we are required to carry out as a data controller and public authority
- conduct committee meetings including virtual meetings
- registering and maintaining online customer accounts
- support internal financial and corporate functions by maintaining accounts and records

- support and manage employees
- planning of new services
- promote services
- market local tourism
- conduct public/health awareness campaigns
- manage property
- provide leisure and cultural services
- provide education services
- carry out surveys and consultations
- administer the assessment and collection of taxes and other revenue i.e., benefits, grants
- carry out licensing and regulatory activities
- provide social services to adults and children
- assist with crime prevention and prosecution of offenders i.e., CCTV
- undertake research
- provide all commercial services i.e., administration and enforcement of parking regulations and restrictions
- provide non-commercial activities i.e., refuse collections from residential properties
- manage archived records for historical research
- match data under local and national fraud initiatives
- support public health services

Who does the council collect personal data from?

To provide services the council may need to collect personal, special category personal or criminal/law enforcement data from or about the following:

- businesses, customers and suppliers
- carers or representatives
- claimants
- complainants, enquirers or their representatives
- healthcare users
- landlords
- licence and permit holders
- offenders and suspected offenders
- patients
- people captured by CCTV images
- professional advisers and consultants
- recipients of benefits
- representatives of other organisations
- staff, persons contracted to provide a service
- councillors
- students and pupils
- traders and others subject to inspection
- witnesses

- speaking members of public at committee meetings, including virtual committee meetings
- other departments within the council

We may receive personal, special category personal or criminal/law enforcement data about you from the third parties mentioned above and other public bodies and organisations. In this case, we will tell you the source of the information unless we are unable to do so by law.

Who does the council share personal data with?

Where there is a lawful reason to do so the council may share personal, special category personal or criminal/law enforcement data with:

- business associates and other professional advisers
- courts, prisons and tribunals
- credit reference agencies
- current, past and prospective employers
- customers
- customs and excise
- data processors
- debt collection and tracing agencies
- educators and examining bodies
- employees and agents of the data controller
- family, associates or representatives of the person whose personal data we are processing, e.g., next of kin, Power of Attorney, Guardians
- financial organisations
- fire authorities
- healthcare, social and welfare organisations and professionals
- housing associations and landlords
- international law enforcement agencies and bodies
- law enforcement and prosecuting authorities
- legal representatives
- licensing authorities
- local and central government departments
- Local Government Ombudsman/Information Commissioner
- partner agencies, approved organisations and individuals working with the police
- persons making an enquiry or complaint
- police complaints authority
- police forces
- political organisations
- press and the media
- private investigators
- professional advisers and consultants
- professional bodies
- providers of goods and services

- regulatory bodies
- religious organisations
- security companies
- service providers
- students and pupils including their relatives, guardians, carers or representatives
- survey and research organisations
- the disclosure and barring service
- trade unions
- voluntary and charitable organisations
- other departments within the council to allow us to provide efficient and effective services

We will also comply with requests for specific personal, special category personal or criminal/law enforcement data from other Local Authorities or regulatory and law enforcement bodies where this is necessary and proportionate. Before sharing we will always ensure that our partners have sufficient measures in place to protect your information in the same way we do.

We will never share your personal, special category personal or criminal/law enforcement data for marketing purposes, without your express consent.

#### Legal Basis

Where the Council identifies the requirement to process personal, special category/sensitive or criminal/law enforcement data, depending on the specific data being shared, it must have at least one of the following:

- for personal data, a legal basis under [UKGDPR Article 6](#)
- for special category/sensitive data, a condition under [UKGDPR Article 9](#)
- for criminal/law enforcement data, a purpose under [Data Protection Act 2018 - Schedule 8](#)

If we are relying on consent to process your personal, special category personal or criminal/law enforcement data, you have the right to object at any time by contacting the service or officer the data was provided to.

#### National Fraud Initiative/Data Matching

The Council participates in the Cabinet Office's National Fraud Initiative: a data matching exercise to assist in the prevention and detection of fraud. We are required to provide particular sets of data to the Minister for the Cabinet Office for matching for each exercise. For further information please see: [National Fraud Initiative: Public Sector Data Requirements](#).

For further information on how your data is processed by the council please see:

[Cumbria County Council](#)

[Allerdale Borough Council](#)

[Carlisle City Council](#)

[Copeland Borough Council](#)

## Data Transfers

It may sometimes be necessary to transfer personal, special category personal or criminal/law enforcement data beyond the UK to comply with legal or other obligations.

Where data is required to be transferred to the European Union or other adequate countries the council will ensure that all relevant safeguards are in place before this takes place and that all aspects of the UKGDPR/Data Protection Act 2018 are complied with.

Data requested for transfer to non-adequate countries will be subject to a Transfer Impact Assessment, that includes the identification of appropriate safeguards prior to data being authorised for transfer.

## Data Security and Retention

The council is required by [UKGDPR Article 32](#) to ensure that appropriate organisational and security measures are in place to protect your personal, special category personal or criminal/law enforcement data.

Security measures include: anonymisation, pseudonymisation, encryption, access controls on systems, regular testing of our systems, security training for all employees. You can find further information in the following documents:

- [Information Security Policy](#)
- Data Protection Policy
- [PSN Connection Compliance Certificate](#)

If you access information online, the council website does not store or capture personal information, but merely logs a number called your IP address which is automatically recognised by the system. The system will record personal information if you:

- subscribe to or apply for services that require personal information
- report a fault and give your contact details for us to respond
- contact us and leave your details for us to respond

For further information visit our [Cookies Web Page](#).

Cumberland Council will only store your information for as long as is legally required in accordance with the council's [Retention and Disposal Schedule](#) or in situations where there is no legal retention period established best practice will be followed.

To help you understand the Schedule the council has published a [Retention Schedule - Quick User Guide](#)

If you have any questions about the Schedule or the Quick User Guide, please contact the Records Management service email: [recordcentre@cumberland.gov.uk](mailto:recordcentre@cumberland.gov.uk)

If you experience any problems in relation to your personal data or you see something that doesn't look right, contact the council by email at: [databreaches@cumberland.gov.uk](mailto:databreaches@cumberland.gov.uk)

#### Your Rights - Data Subject Access

The UKGDPR provides you with the right to access the personal, special category personal or criminal/law enforcement data the council, as a public authority holds about you. Upon receipt of a valid request the council will:

- provide you with a response within one month
- let you know if your request is subject to an extension
- make reasonable efforts to comply with the format of your request
- inform you if your request is going to be refused or a charge is payable

We will not disclose:

- any information that relates to a third party as this will breach their rights under UKGDPR/Data Protection Act 2018
- where a professional thinks disclosure would cause serious harm to you or someone else
- information that may hinder the prevention or detection of crime.

You can make a Data Subject Access Request by contacting:

- [Cumbria County Council](#)
- [Allerdale Borough Council](#)
- [Carlisle City Council](#)
- [Copeland Borough Council](#)

#### Your Rights – Other

In addition to your right of access the UKGDPR gives you the following rights:

- the right to be informed via the council's Privacy Notice
- the right to withdraw your consent. If we are relying on your consent to process your data, then you can remove this at any point
- the right of rectification, we must correct inaccurate or incomplete data within one month
- the right to erasure. You have the right to have your personal data erased and to prevent processing unless we have a legal obligation to process your personal information. Where your personal data has been shared with others, we will ensure those using your personal data comply with your request for erasure.
- the right to restrict processing. You have the right to suppress processing. We can retain just enough information about you to ensure that the restriction is respected in future
- the right to data portability. We can provide you with your personal data in a structured, commonly used, machine readable form when asked

- the right to object. You can object to your personal data being used for profiling, direct marketing or research purposes
- you have rights in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention.

Where our processing of your personal, special category personal or criminal/law enforcement data is based on your consent, you have the right to withdraw your consent at any time. If you do decide to withdraw your consent, we will stop processing your personal data for that purpose, unless there is another lawful basis we can rely on - in which case, we will let you know. Your withdrawal of your consent won't impact any of our processing up to that point.

Where our processing of your personal, special category personal or criminal/law enforcement data is necessary for our legitimate interests, you can object to this processing at any time. If you do this, we will need to show either a compelling reason why our processing should continue, which overrides your interests, rights and freedoms or that the processing is necessary for us to establish, exercise or defend a legal claim.

Unless otherwise stated above you can exercise any of these rights by contacting:

Email: [dataprotection@cumberland.gov.uk](mailto:dataprotection@cumberland.gov.uk)

Post: Cumbria House, 117 Botchergate, Carlisle, Cumbria, CA1 1RD

#### Complaints

If you have concerns about the way the council has processed your data, please contact:

Email: [dataprotection@cumberland.gov.uk](mailto:dataprotection@cumberland.gov.uk)

Post: Cumbria House, 117 Botchergate, Carlisle, Cumbria, CA1 1RD

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can [complain to the Information Commissioner's Office \(ICO\)](#)