



**Shetland Islands
Council**



REGISTERED AS A SCOTTISH CHARITY

www.shetland.gov.uk/housing



www.shetland.gov.uk/information-rights/documents/ApplicationAllocationPrivacyStatement.pdf
www.hjaltland.org.uk/site/assets/files/1191/privacy_notice_tenants_final.pdf

Information can on request be made available in Braille, on tape, in large print and in different languages (русский, 汉语, evsjv, Polski, ภาษาไทย, Español, Magyar). For further information please contact either SIC Housing or Hjaltland Housing Association.



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The Housing Application Process



Shetland's Common Housing Register

Shetland Islands Council (SIC) and Hjaltland Housing Association (HHA) are Shetland's two social rented housing providers. When you apply for housing, you will complete only one shared application form. This form then goes to both landlords for consideration. If you wish to be considered for housing by only one of these Landlords you can choose to opt out by indicating on the form.

Once your application has been accepted by the landlord/s, it will be processed in accordance with SIC and Hjaltland's Allocation policies, and placed on both landlords' Housing Registers (waiting lists).

You can pick up a Housing Application Pack at SIC and Hjaltland's offices at the addresses below. Alternatively, the pack is available for downloading from the internet at www.shetland.gov.uk/housing or www.hjaltland.org.uk/.

Shetland Islands Council—Housing Service Hjaltland Housing Association

Development Services
6 North Ness Business Park
LERWICK
Shetland
ZE1 0LZ
housing@shetland.gov.uk
www.shetland.gov.uk/housing
Telephone: 01595 744360
Freephone: 0800 212829
Fax: 01595 744395

2 Harbour Street
Lerwick
Shetland
ZE1 0LR
mail@hjaltland.org
www.hjaltland.org.uk
Telephone: 01595 694986
Fax: 01595 692229

Questions and Answers

- Q Will my personal information be shared between SIC and Hjaltland?
- A Yes, unless you opt out of being housed by **BOTH SIC AND HJALTLAND**, the application form that you complete will be copied between SIC and Hjaltland. This will also be the case if you complete a Child Contact form in support of your application. If you apply for Medical Points, the Medical Points panel will send outcome point details to both SIC and Hjaltland. Information on a **SOCIAL NEEDS** form will not be passed to Hjaltland, as it is for SIC use only. If your circumstances change in any way which may affect your application, and you notify either landlord, this information will also be shared between SIC and Hjaltland.
- No, if you choose to be housed by **ONLY BY ONE LANDLORD**, your personal details will remain with that landlord and your application will not be copied to the other landlord, and neither would the associated forms mentioned above.
- Q Where do I return my Application Form to?
- A You can return your housing application form to either SIC or Hjaltland's offices at the addresses on the front of this leaflet.
- Q What information will I receive back?
- A Both SIC and Hjaltland will acknowledge your application if you have chosen to be housed by both landlords. Please note that SIC and Hjaltland have different Allocation policies, therefore the points advice that you receive from each organisation will differ. This will be the same for any Medical Points form that is completed.

Benefits of a Common Housing Register

One application form Two housing providers

Why have a Common Housing Register for SIC and Hjaltland?

- **It creates a simpler, fairer and less time consuming way for people to apply for housing.**
- **a wider choice of landlords and property types for applicants.**
- **a larger pool of applicants that will assist in the allocation process. For existing tenants looking to move house, it will help promote mobility between SIC and Hjaltland.**