

Hamwic Housing Co-operative Limited

BEFORE APPLYING it is pre-requisite that you read **all** the information and links on the website www.hamwichhousingcoop.co.uk on **all** of the 7 pages from top to bottom, watch the video, and read **all** the following 2 double-sided pages of general information. When you have completed this pre-requisite you are required to make an informed decision whether Hamwic Housing Co-operative is suitable for you and whether you are suitable for Hamwic Housing Co-operative **BEFORE APPLYING**. If you choose to apply keep these 2 double-sided pages below for your information. Return the 3-page Application Pack and 1-page Equal Opportunities Form. Answer every question.

Who can join Hamwic?

Any single adult over 18 years old, with no live-in dependents, in housing need and willing to meet the responsibilities of membership is welcome to apply for membership. Hamwic **does not** provide supported housing.

Established around 30 years ago (Registered Society under the Co-operative & Community Benefit Societies Act 2014) Hamwic is a fully mutual housing co-operative and independent organisation, with around 50 bed-spaces in mostly shared property. Hamwic does have a few self-contained properties. However, these are sought after, and most usually new members start in shared property for a number of years before potentially progressing to self-contained. **Please note, Hamwic is under no obligation to accept any application to membership.** Applying for membership does not automatically mean that you will be offered housing – either now or in the future. You should continue to explore all other housing options – including contacting your local council.

No person can be a member of Hamwic if they are/or become during their membership, legally prohibited from being a director. If a member loses their membership, they lose their housing. See our website Directors page Bankruptcy, Fraud & Membership section.

What are members' contractual obligations?

As a member you will work in the interests of the co-operative, avoiding any conflict of interest or vested interests, and accepting democratic decisions. You will have the ability, and develop your skills to wear a number of different hats at the same time. Members are tenants, the landlord and business owner, directors at general meetings, residents and good neighbours in a small community, volunteers, colleagues, managers, workers and co-operators.

As a member you are contractually obliged to pay your rent in full and on time; democratically participate in monthly General Meetings (about 1 hour/calendar month); and be actively involved in the running and management of the co-operative

through Sub-groups (minimum 1 hour/calendar month. Some members do much more).

These three key obligations ensure the co-operative manages its housing stock effectively and that decisions reflect the general will of the membership.

You are also obliged to follow the co-operative values and principles (see pages 3 & 4), Hamwic Rules & Standing Orders, Tenancy Agreement, Equality & Diversity, Professional Ethics & Company Law, and **be co-operative**.

It is not acceptable to join the co-operative and do nothing. This is a breach of membership and will result in loss of membership.

No person can be a tenant without being a member. Consequently, the tenancy agreement is a contractual tenancy, as opposed to an assured tenancy. Hamwic can only house members. If a member loses their membership, they lose their housing.

What is a housing co-operative? – Common Ownership

A co-operative is an autonomous association of members united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise.

Housing co-operatives provide for differing housing needs and give members a stake in their own housing. At one end of the spectrum they allow members an affordable platform in order to save for a deposit to move on to buy their own property outside of the co-operative. At the other end, they provide long-term housing solutions for members who wish to continue to invest their time and expertise within the housing co-operative model.

Housing Co-operatives provide a similar service as housing associations, but are fundamentally different. They have an identity and ethos separate from housing associations.

- Co-operatives and members of co-operatives share a set of values and principles that give them a distinctive character. Housing associations and their tenants do not.
- A housing co-operative is run and managed by its members giving members a say in their own housing, **common ownership for mutual benefit**. All members bare equal responsibility for the successful running of the co-operative. Housing association tenants do not have this voice or responsibility.
- A housing co-operative is **run and managed by its members on a voluntary basis**. Consequently, housing co-operatives are able to provide affordable rents and are also voluntary organisations. Volunteering gives a member valuable work skills

and experience. So improving a member's curriculum vitae and career opportunities. Housing association tenants are not volunteers.

Whilst housing co-operatives seek to make a profit, this profit can not be removed from the co-operative for personal gain, but is ploughed back in to improve assets (property) and services (housing). Housing co-operatives are also asset-locked, meaning property can not be removed for personal gain.

What are the co-operative values and principles?

The Values and Principles embraced by today's worldwide co-operative movement have evolved from the ideals of the early co-operators of the 18th and 19th centuries. They are embodied in the Statement of Co-operative Identity published by the International Co-operative Alliance. Remember that members are the co-operative. When these values and principles refer to a co-operative, they are referring to its members.

Co-operative Values

- **Self-help** - In co-operatives, members help each other whilst helping themselves by working together for mutual benefit.
- **Self-responsibility** - Members within co-operatives act responsibly and play a full part in the organisation.
- **Democracy** - A Co-operative will be structured so that members have control over the organisation – **one member, one vote**.
- **Equality** - Each member will have equal rights and benefits (according to their contribution).
- **Equity (fairness)** - Members will be treated justly and fairly.
- **Solidarity** - Members will support each other and other co-operatives.

In the tradition of their founders, co-operative members also believe in the ethical values of **honesty, openness, social responsibility and caring for others**.

Co-operative Principles

The co-operative principles are guidelines by which co-operatives put their values into practice.

- **Voluntary and Open Membership** - Co-operatives are voluntary organisations, open to all persons able to use their services and willing to accept responsibilities of membership, without gender, social, racial, political or religious discrimination.
- **Democratic Member Control** - Co-operatives are democratic organisations controlled by their members, who actively participate in setting their policies and making decisions. Members serving as elected representatives are accountable to the membership. In primary co-operatives members have equal voting rights

(one member, one vote), and co-operatives at other levels are also organised in a democratic manner.

- **Member Economic Participation** - Members contribute equitably to, and democratically control, the capital of their co-operative. At least part of that capital is usually the common property of the co-operative. Members usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any of the following purposes: developing their co-operative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the co-operative; and supporting other activities approved by the membership.
- **Autonomy and Independence** - Co-operatives are autonomous, self-help organisations controlled by their members. If they enter into agreements with other organisations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their co-operative autonomy.
- **Education, Training and Information** - Co-operatives provide education and training for their members, elected representatives, managers and employees so they can contribute effectively to the development of their co-operatives. They inform the general public – particularly young people and opinion leaders – about the nature and benefits of co-operation.
- **Co-operation Among Co-operatives** - Co-operatives serve their members most effectively and strengthen the Co-operative Movement by working together through local, national, regional and international structures.
- **Concern for Community** - Co-operatives work for the sustainable development of their communities through policies approved by their members.

What happens after you return your application?

Your completed application will be reviewed at the monthly housing group. It will either be unsuccessful or considered further. If your application has been unsuccessful you will hear in writing. If it will be considered further you may be asked for further information or invited to an interview with the Housing Group. **At interview, you will be asked questions related to the information given above and on our website. Your answers will inform whether to take your application further or not. Consequently, a reasonable understanding & knowledge of housing co-operatives and the co-operative values & principles would be beneficial.**

If you are successful at interview, you will be recommended to the wider membership at the monthly general meeting. You are required to attend this meeting where the membership will take the decision whether to accept you to membership. If you are accepted you will need to make contact with Hamwic Office within 28 days to activate your membership. You can then apply for housing.

APPLICATION FORM

Full Name: _____

Contact Address: _____

_____ Postcode: _____

Contact Tel: _____ Email: _____

Date of Birth: _____ National Insurance No: _____

Please complete this form BY HAND IN BLACK INK. Give an answer for every question and in as much detail as possible. Continue on another sheet if necessary but not instead of this form.
Your application will not be processed until a completed application is provided.

If you are invited to attend an interview you are required to bring:

2 forms of identification, where at least one is Photo ID, originals not photocopies
They will need to prove your Right to Reside in the UK, your full name, date of birth and
National Insurance number

References: IN BLOCK CAPITALS or printed on a sheet: provide full name, job
title/capacity, company name, full postal address including postcode, phone number &
email of two referees (previous landlord, current employer, previous employer within last 2
years, parent, other professional, NOT friends or therapists)

**Your application will not be processed further until all requested
documentation and information has been provided**

What kind of housing do you currently occupy?

Hostel Privately Rented Parents Friends Other _____

If renting, what type of tenancy do you have?

Assured Short Hold Leasehold Licence Not in tenancy Other _____

Why are you in Housing need?

**How is your current housing unsatisfactory? (this could be disrepair, lack of facilities,
end of tenancy etc)**

Are you being evicted?

Yes No If Yes, Why? _____

Do you live independently?

Yes No Please detail _____

**Do you have any special housing needs? (this could be a disability or any health
problems, physical or psychological)**

Yes No Please detail _____

Do you have any dependents that live with you?

Yes No

Do you have any pets?

Yes No Please detail _____

Do you at present have any rent debt?

Yes No Please detail _____

How do you plan to pay for your rent?

Standing Order Housing Benefit – direct to landlord Universal Credit - via tenant

How do you plan to pay for your household bills?

Standing Order/Direct Debit Cash Cheque

Are you currently claiming any benefits? If yes, please give details.

Yes No Please give detail _____

Do you have a criminal record, spent or unspent?

Yes No Please give detail _____

Do you have any history of alcohol or substance abuse? If yes, please give details.

Yes No Please give detail _____

Have you previously been a director of any companies? If yes, please give the company names and numbers.

Yes No Please give detail _____

Are you disqualified from being a Director under the Company Director Disqualification Act 1986? E.g. Have you been made bankrupt? Are you subject to a Debt Relief Order? Have you been convicted of fraud? Have you breached the Act's requirements? Have you been convicted of an offence involving any company? Have you been involved in unfit behavior concerning the insolvency of any company?

Yes No Please give detail _____

What do you do for a living?

What qualifications do you hold?

What are your hobbies and past-times?

In your lifetime, have you been a member / volunteer / organiser with any social organisations, networks, clubs, groups, charities or other co-operatives?

As a Hamwic member you are obliged & required to have an active role in the running of the co-operative. Hamwic looks for people with some of the following inter-personal / workplace skills. Please tick boxes and give full & concise examples. Continue on a separate sheet if required.

Team-working _____

Working on own initiative _____

Communicating/Influencing _____

Problem-solving skills _____

Supporting others _____

Mentoring & Training _____

Follow rules & procedures _____

Decision-making _____

Free-thinking _____

Involvement & Participation _____

Advocacy / Mediation _____

Housing experience _____

Organising events _____

Marketing experience _____

Customer service skills _____

Operations experience _____

Directorial experience _____

Administration _____

IT experience _____

Financial management _____

Rent management _____

Project management _____

Property management _____

As a Hamwic member you are obliged & required to have an active role in the running of the co-operative. How would you contribute?

Please state the reasons why you want to become a member of Hamwic.

Please add one more line to support your application

How did you hear of Hamwic?

**Do you know anyone in Hamwic?
If yes, who?**

Signature* _____ **Date** _____

*I am over 18 years of age, in housing need, single, with no live-in dependents.

If information given on this application is later shown to be untrue, this would affect the validity of any membership and/or application process.

If you're application is unsuccessful you will be informed in writing.

Applicants who are accepted to membership are expected to complete an induction process.

Please return this application form to:
Hamwic Housing Co-operative Limited
Flat 3, Hamwic Lodge
21 Highfield Lane
Southampton
SO17 1WF

T: 02381 781990
E: info@hamwichehousingcoop.co.uk
W: www.hamwichehousingcoop.co.uk

Hamwic Housing Co-operative
Equal Opportunities Classification Form

Hamwic Housing Co-operative endeavour to operate policies designed to ensure that all applicants receive equal treatment regardless of race, ethnic or national origin, gender, sexual orientation, age, religious beliefs, HIV status, disability or appearance. To assist us in keeping accurate records and to ensure that these policies are implemented, and for no other reason please provide the following details

1. What is your Ethnic Group?

Choose ONE section from A to E, then tick to indicate your background

A White

- British _____
- English _____
- Scottish _____
- Welsh _____
- Irish _____
- Any other white background, please write in _____
- Other, please write in _____

B Mixed

- White & Black Caribbean _____
- White & Black African _____
- White & Asian _____
- Any other Mixed background, please write in _____

C Asian, Asian British, Asian English, Asian Scottish, Asian Welsh

- Indian _____
- Pakistani _____
- Bangladeshi _____
- Any other Asian background, please write in _____

D Black, Black British, Black English, Black Scottish, Black Welsh

- Caribbean _____
- African _____
- Any other Black background, please write in _____

E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or

- OTHER ethnic group**
- Chinese _____
- Any other background, please write in _____

2. Gender (please delete as appropriate)

Male Female Not specified

3. Do you have a disability? (please delete as appropriate)

A physical, sensory, or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities (defined by Equality Act 2010, formerly Disability Discrimination Act 1995)

YES NO

4. Age (please circle appropriate age range)

18-24 25-34 35-44 45-54 55-64 65 or over