# Appendix C - Address of Convenience Investigation: Further Information Form

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| Address of Convenience Investigation – Further Information Form |
| Child’s full name |  | Date of birth |  |

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| Section 1: Current address (as stated on application) |
| 1. | For clarity please state your and your child’s current address: | Address:Postcode: |
| 2. | From when did this become your current, permanent address?  | Month:  | Year: |
| 3.  | Do any other family members live with you at this address e.g. child’s grandparents/extended family etc.? | Yes / No |
|  | If yes, please give details: |
| 4. | Do you own or rent this property? | Own |  | Rent |  | Other |  |
|  | If you have selected ‘other’, please answer Q5 & Q6. Otherwise go to Section 2. |
| 5. | If you do not own/rent this property, who does the property belong to? | Name:Relationship to you: |
| 6. | What is the arrangement for you living at this address? (e.g. how long will you live there for, what is the agreement you have etc.) |  |

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| Section 2: Previous Address (if moved to current address within the past 12 months) |
| 7. | If you moved to this address within the past 12 months, where did you live previously? | Address:Postcode: |
| 8. | How long did you live at this address? | Years |  | Months |  |
| 9. | Did you own or rent this property? | Own |  | Rent |  | Other |  |
|  | If you owned this property, please answer Q10. If you have answered ‘other’, please answer Q11 and Q12. Otherwise go to Section 3. |
| 10. | Do you still own this property? | Yes |  | No |  |
|  | If yes, please fill in the details in Section 3. If no, please provide evidence of your house sale. |
| 11. | If you did not own/rent this property, to whom did it belong? | Name:Relationship to you: |
| 12.  | What was the arrangement for you living at this address? (e.g. how long did you live there for, what was the agreement you had etc.) |  |

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| Section 3: Any Other Properties |
| 13. | Do you own any other properties? | Yes |  | No |  |
|  | If yes, please provide details (address):If more than one additional property, please provide similar details for all properties on separate sheet. |
| 14. | If yes, what is the current status of this property? | Let |  | Empty |  |
|  | Please provide evidence, either current tenancy agreement or empty property council tax notice |
| 15. | What do you intend doing with this property in future? Do you plan to return to the property? If so, when? Do you plan to sell the property? If so, when? Please give details: |

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| Section 4: Additional Evidence of Current Property (please provide copies) |
| Please provide either one document from Group 1 and three documents from Group 2 OR five documents from Group 2 \*Please ensure Group 2 documents are dated within the past 3 months where applicable |
| GROUP 1 Please tick documents you have provided |
| Exchange of Contracts or legal rental agreement for no less than one year |  |
| UK driving licence (either photo card or paper) |  |
| Valid Photo Identify Card (EU countries only) |  |
| GROUP 2 Please tick documents you have provided |
| Bank or Building Society statement (within past 3 months) |  |
| Utility bill (within past 3 months) |  |
| Credit Card statement (within past 3 months) |  |
| Addressed payslip (within past 3 months) |  |
| Certificate of British nationality |  |
| Letter from Benefits Agency / Employment Service / Inland Revenue (within past 3 months) |  |
| P45 / P60 statement |  |
| Valid NHS card |  |
| Council Tax bill (current year) |  |
| Mortgage statement (within past 3 months) |  |
| Financial statement |  |
| Store Card statement (within past 3 months) |  |

You must now send your completed form and all supporting evidence to:

Student Services, 4th Floor South, Tor Hill House c/o Town Hall, Castle Circus, Torquay TQ1 3DR

DECLARATION OF PARENT / GUARDIAN / CARER

I certify that the information given is true to the best of my knowledge and belief. I understand that if I give any false or deliberately misleading information on this form and/or supporting documents, or withhold any relevant information, this may render my application invalid and/or lead to the withdrawal of an offer of a school place for my child.

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| Signature |  | Date |  |

Information collected and processed by Torbay Council complies with and is stored in accordance with the UK Data Protection Act, 1998. The information you provide on this form will be used to process your application for a school place. Torbay Council does not rent or sell your personal information to third parties. The only parties that this information may be disclosed to are other Council departments, schools, other LAs/Health Authorities, Government agencies and supporting Agencies. We may also need to disclose information if required to do so by law. In accordance with the Fraud Act 2006 should the information given be found to be fraudulent then the offer of a school place can be withdrawn. If you want further information about Data Protection, including details of the purposes for which data are processed, please look under the relevant section of the council’s web pages, or contact the Information Governance Team on 01803 207467. By submitting this form you acknowledge that you have read, understand and agree to this data processing.