



## DONNINGTON HOSPITAL TRUST

### Notes for the guidance of applicants for our almshouse accommodation

#### 1. **General**

Please read these notes before completing the attached application form to confirm that you meet the necessary criteria and fully understand the type of accommodation available.

#### 2. **Eligibility Criteria**

To be accepted for consideration, applicants must meet **all** of the following requirements:

- (a) At the time of application you must reside within Berkshire or Oxfordshire. In exceptional circumstances, we may be able to house non local people but we are limited to who we can help.
- (b) You must be at least 60 years old but not necessarily retired from employment.
- (c) Applicants must be in fairly good health and able to look after themselves on a daily basis.
- (d) Applicants must be able to demonstrate a financial or a housing need.
- (e) Our rules state that residents should be of good character so we need to ask if you have any criminal convictions. A conviction will not automatically exclude you from being considered as an applicant, but The Trustees need to be fully aware of your circumstances.

#### 3. **Our Accommodation**

The accommodation owned by the Trust consists of 67 dwellings.

<b>Name</b>	<b>Address</b>	<b>No of dwellings</b>
Donnington Hospital	Oxford Road, Newbury	10
Abberbury Close	Donnington, Newbury	13
Donnington Close	Bucklebury, Reading	12
Groombridge Place	Donnington, Newbury	11
Hartley Russell Close	Iffley Oxford	4
Jesus Hospital	Bray	17

The Trust provides warm and comfortable self-contained dwellings. The term "Hospital" refers to the medieval context of hospitality and caring.

The almshouses themselves comprise of an entrance hall with a sitting room, fitted kitchen, a bedroom(s) and a bathroom. Each almshouse is allocated with an alarm which provides 24 hour care cover.

Donnington Hospital, Groombridge Place and Donnington Close have communal facilities, such as laundry rooms. A community room where residents can meet and hold social functions is available at Abberbury Close and Jesus Hospital.

4. **Maintenance Contributions**

Occupants of almshouse pay a weekly contribution (rent) and a contribution to water and heating. The only bills for residents to pay relating to accommodation are electricity, council tax, TV licence (if appropriate) and telephone. When reviewing the weekly maintenance contribution, Trustees keep within the Rent Officer's recommendations. If a resident cannot afford this contribution, Housing Benefit (Universal Credit) may be available from the local authority according to circumstances. The payment of maintenance contributions should therefore present no difficulties. Payment of maintenance contributions must be made through bank/building society standing order on a monthly basis.

5. **If you fulfil our criteria and would like to apply**

Please fill in the application form and send it, with any accompanying letter of supporting information, to the Office Manager at the Trust's office (the address is on the form). Trustees will then assess your application and, if you fulfil our criteria, we will invite you to an informal chat so that we can meet you.

6. **What happens at an informal chat?**

Please don't worry. You will probably be asked to explain why you feel you need almshouse accommodation and then you will be invited to add anything you wish to your application.

The meeting is very informal and nothing to be concerned about. You may bring a friend or relative with you if you wish.

We are sure you will appreciate that we have many applications and only a few vacant almshouses (and sometimes no vacancies). This means that we need to place applicants on a list of priority based on their need. Need is difficult to define but we will know from our chat together what your requirements are.

As soon as a suitable property becomes available, we will ask you if you would like to view it. You can then decide whether you wish to join us. We are obliged to house applicants in greatest need first and some people will have to wait longer than others. Sadly, we cannot tell how long you may have to wait

You are welcome to contact us at any time especially if your circumstances change or you wish to add further information to your application form.

We look forward to hearing from you.