



# Applying for Housing on My Biield



## Saving Progress

At any stage during the completion process you can save progress and it will allow you to return later to complete. To save progress click the scroll bar on the right hand side and scroll to the very bottom of the page:

The screenshot shows a web form with a scroll bar on the right. A red arrow points to the scroll bar. The form contains the following sections:

- Contact**
  - Contact: Joe Bloggs
  - Category: Mobile No.
  - Type: Mobile Phone
  - Number or email address: 07777000754
  - Put a tick in the box for your main communication method:
- Contact Details**
  - Contact: Beryl Bloggs
  - Category: Email Address
  - Type: Email
  - Number or email address: e.bloggs@org.uk
  - Put a tick in the box for your main communication method:
- Language and format preferences**
  - Contact: Joe Bloggs
  - Language: English
  - Language type: (dropdown)

At the bottom right of the form, there is a "Back to Top" button.

Click Save Progress:

The screenshot shows a "Privacy Statement" section with the following text:

The information you provide on this form is held by Bield Housing and Care (Bield). Bield have a Privacy Notice which is held on Bields website. It must be processed fairly and lawfully and you are entitled to know how we intend to use the information you provide. It will be made available to authorised support agencies for the following purposes:

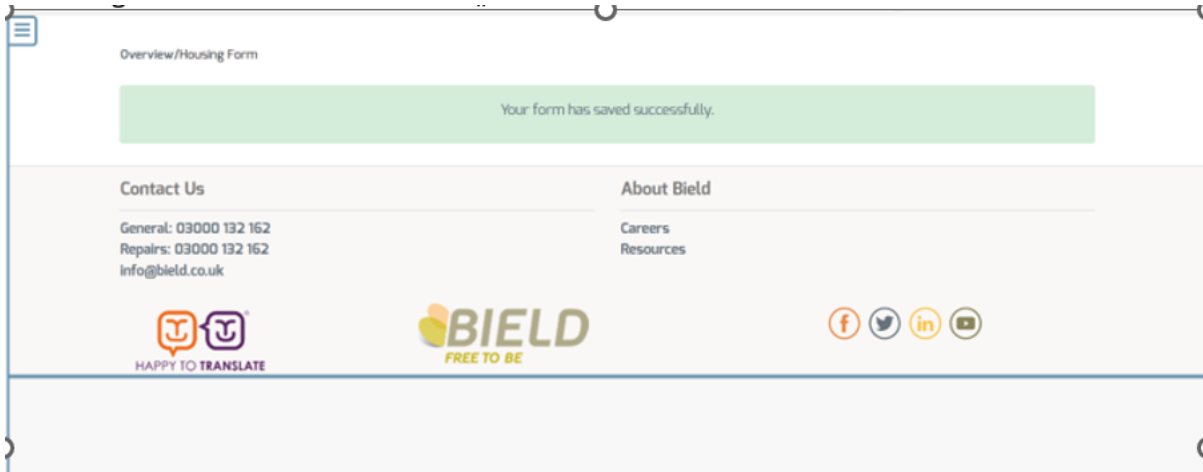
1. To decide if you are eligible for housing.
2. Enable authorised support agencies to provide advice and guidance regarding your housing options.
3. To award you priority for housing in accordance with our points system.
4. To enable us to match your needs and preferences with available properties.
5. To enable us to decide if a property will be offered to you.
6. To enable Bields Allocation Team to contact your landlord or former landlords for information about you.
7. To enable Bields Allocation Team to use the information for your administrative purposes, reporting statistical analysis, or for strategic planning.
8. The sensitive personal information collected on this form will be information on protected characteristics for equal opportunities as detailed in our Privacy Notice.
9. Physical or mental health data required to assess your need for housing.

You can see our full Privacy Notice at <https://www.bield.co.uk/privacy-notice/>

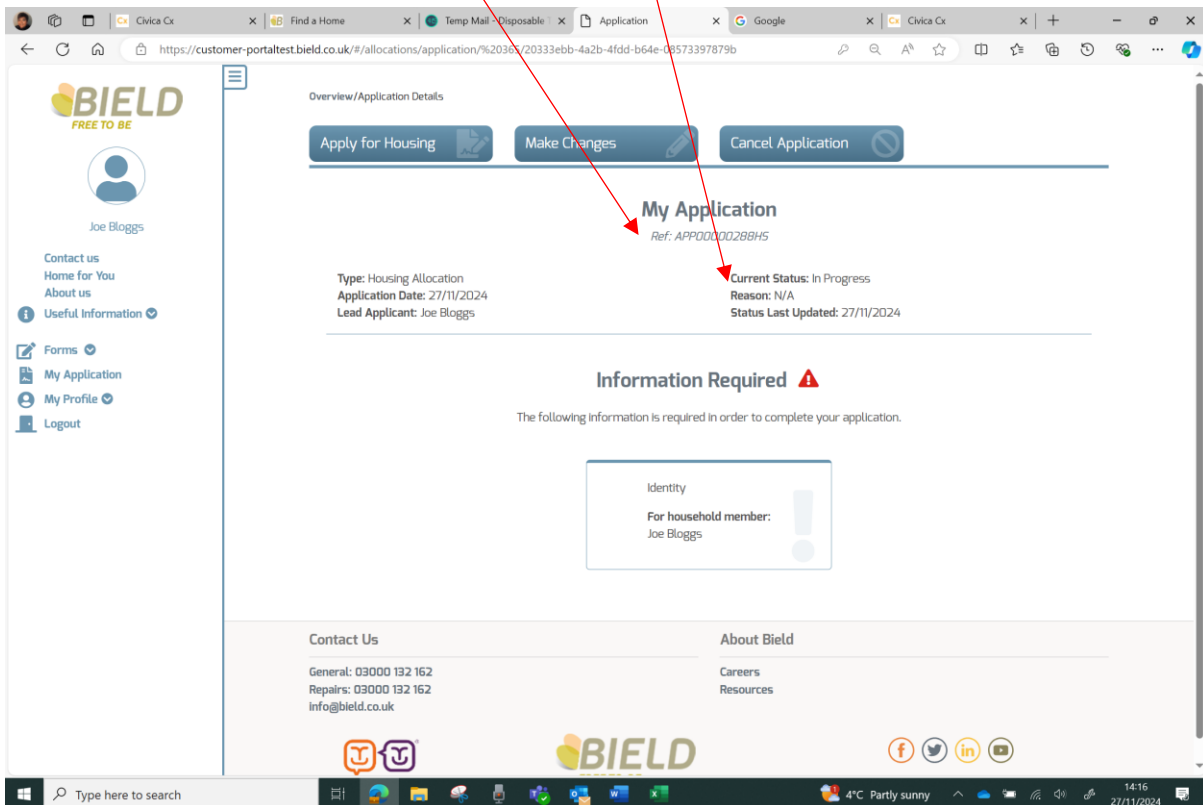
At the bottom of the section, there are two buttons: "Save Progress" and "Submit". A red arrow points to the "Save Progress" button.



A message will confirm it has saved:

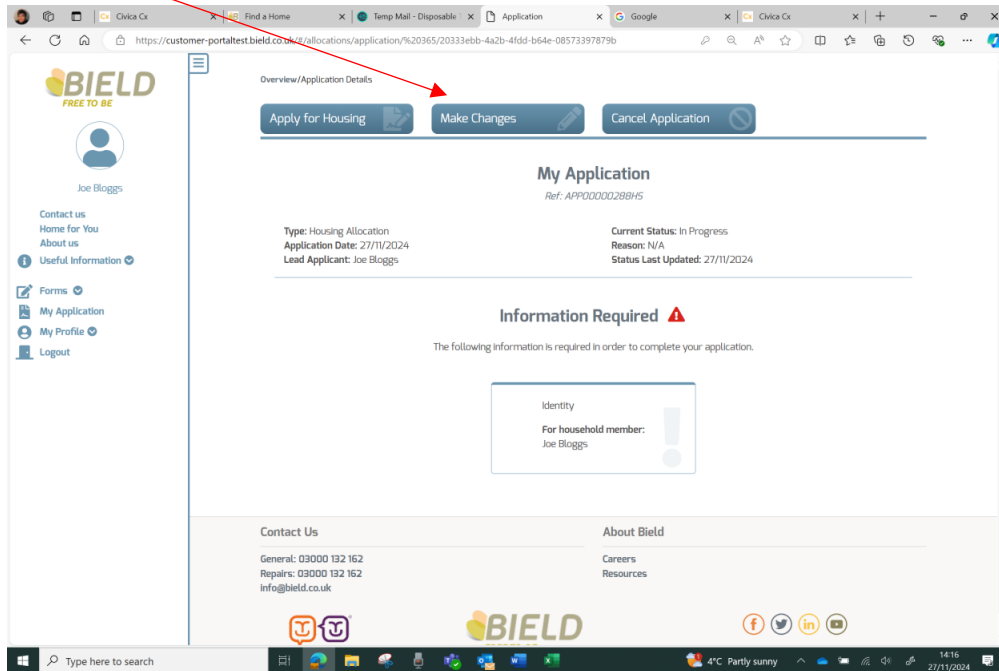


The Application details reference number and status of the application will show. You can now log out if you wish and return at later date to complete.

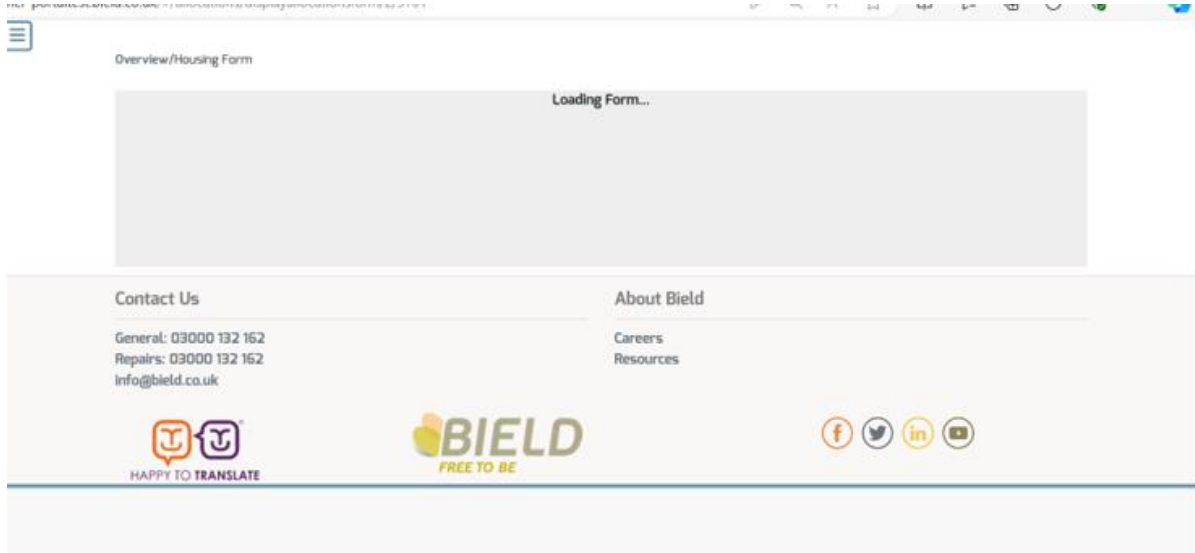




When you log back in to complete the remaining part of the form you need to click on Make Changes button:



The form will take a minute or so to load again:



You can now continue to complete the remaining sections:



## Completing Application Form:

Sign in to My Bield by entering the email address and password you used to register, and then click on Sign In:

**Sign into your account**

Email Address

Password

[Sign In](#)

[Forgotten your password?](#)  
[Don't have an account?](#)

Contact Us  
General: 03000 132 162  
Repairs: 03000 132 162  
info@bield.co.uk

About Bield  
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HAPPY TO TRANSLATE BIELD FREE TO BE

Click on Apply for Housing:

Overview

**Welcome Joe Bloggs**

[Apply for Housing](#)

Contact Us  
General: 03000 132 162  
Repairs: 03000 132 162  
info@bield.co.uk

About Bield  
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HAPPY TO TRANSLATE BIELD FREE TO BE

Joe Bloggs

Contact us  
Home for You  
About us

Useful Information

Forms

Apply for Housing

My Profile

Logout



Click on Select below Housing Allocation:



The form will then download ready for completion. It may take a little time to download. You can apply as a sole applicant, or you can complete the form for a joint application.

Some personal details loaded at registration will already show. The first box relates to the main applicant details so you will need to remove the tick from the Joint Applicant box even if you are making a joint application, and add a tick in the box if this person is moving.

Overview/Housing Form

## Housing Application Form

Testing change to form affects applications

Please provide Applicant Details information for every person living with you, even if they don't plan to move with you.

If it is your intention to be housed with an individual who does not currently live with you, please include them on this application form.

The person with the greatest need should be the main applicant.

Main Applicant

Joint Applicant

Put a tick in the box if this person is moving

Title \*

Mr

First name \*

Joe

Family name \*

Bloggs

DOB

01/01/1945



You now need to load all other information for the main applicant where possible. Fields marked with a red asterisk are mandatory so must be completed otherwise you will be unable to submit the form.

https://customer-portaltest.bield.co.uk/#/allocations/displayallocationsform/1/4

testing change to form affects applications

Please provide Applicant Details information for every person living with you, even if they don't plan to move with you.

If it is your intention to be housed with an individual who does not currently live with you, please include them on this application form.

The person with the greatest need should be the main applicant.

Applicant Details

Main Applicant

Joint Applicant

Put a tick in the box if this person is moving

Title \*

First name \*

Family name \*

DOB

NI Number

Sex

Put a tick in the box if this person is related to a member of Bield's Board or Committee, or to a Bield employee

Back to Top

If you are completing a joint application you will need to click on the plus sign radio button at the top left of Applicant Details section. This will give you a second Applicant Details section for completion. If you are applying as a sole Applicant with other Household members you will need to click on the plus sign radio button to give you the extra Applicant Details section(s) you need for completion for other household members.

https://customer-portaltest.bield.co.uk/#/allocations/displayallocationsform/1/4

testing change to form affects applications

Please provide Applicant Details information for every person living with you, even if they don't plan to move with you.

If it is your intention to be housed with an individual who does not currently live with you, please include them on this application form.

The person with the greatest need should be the main applicant.

Applicant Details

Main Applicant

Joint Applicant

Put a tick in the box if this person is moving

Title \*

First name \*

Family name \*

DOB

NI Number

Sex

Put a tick in the box if this person is related to a member of Bield's Board or Committee, or to a Bield employee

Back to Top



If you have added extra Applicant Details sections, you need to add the tick in the Joint Applicant box for any joint applicant, and a tick in the box if this person is moving for all those included on the application. The applicant details for each person added need to be provided.

▼ Applicant Details ⓘ

Main Applicant

Joint Applicant

Put a tick in the box if this person is moving

Title \*  
Mrs

First name \*  
Beryl

Family name \*  
Bloggs

DOB  
27/11/1952

NI Number

Sex  
Female

Put a tick in the box if this person is pregnant

Expected due date (please provide proof, for example Form Mat B1)

Put a tick in the box if this person is related to a member of Bield's Board or Committee, or to a Bield employee

If you ticked this box, please state relationship:

You need to complete the relationship boxes accordingly if you are not a sole applicant.

▼ Household Relationships

Beryl Bloggs ▼	Wife ▼	of	Joe Bloggs ▼
Joe Bloggs ▼	Husband ▼	of	Beryl Bloggs ▼





You now need to add your address details.

Please note that if you are a current Bield customer then your current address details may already show. Please do not make any amendments if your address does not appear to show correctly other than removing any "0" value if this is showing in the Building number field.

▼ Main Applicant Address Details ⓘ

Building number  
0

Building name, or flat number or position

Street \*

Town \*

Post Code \*

Put a tick in the box if this is your main address

Address type \*  
▼

Put a tick in the box if this is your postal address

If you want mail to go to a different address, please complete additional address details for this address.

Add a tick if this is main address and choose appropriate address type from the drop down list. If you do not have another mailing address then you need to tick the postal address box. If you prefer to have your mail sent to a different address from your main address then do not tick the postal address box.

▼ Main Applicant Address Details ⓘ

Building number  
123

Building name, or flat number or position

Street \*  
Springfield Gardens

Town \*  
Edinburgh

Post Code \*  
EH7 9AL

Put a tick in the box if this is your main address

Address type \*  
Main Residence ▼

Put a tick in the box if this is your postal address

If you want mail to go to a different address, please complete additional address details for this address.



To add a separate correspondence address you will need to click on the plus sign radio button at the side of the Main Applicant Address Details section this will give you a new section to add additional address details:

▼ Main Applicant Address Details ⓘ

Building number  
123

Building name, or flat number or position

Street \*  
Springfield Gardens

Town \*  
Edinburgh

Post Code \*  
EH7 9AL

Put a tick in the box if this is your main address

Address type \*  
Main Residence

Put a tick in the box if this is your postal address

If you want mail to go to a different address, please complete additional address details for this address.

Complete the correspondence address details in the new section:

▼ Main Applicant Address Details ⓘ

Building number  
22

Building name, or flat number or position

Street \*  
Leonard Street

Town \*  
Edinburgh

Post Code \*  
EH7 0AP

Put a tick in the box if this is your main address

Address type \*  
Correspondence Address

Put a tick in the box if this is your postal address

If you want mail to go to a different address, please complete additional address details for this address.



Continue to populate all relevant sections of the form, ensuring all mandatory questions are answered.

**Joint Applicant Address Details**

Is any joint applicant currently living at a different address to the main applicant?

If yes, please provide their current address including postcode

How long have they lived at this address?

Years

Months

Do they have outstanding housing debt at this address?

If yes, how much is the outstanding housing debt?

In the contact details section you need to change the Type box from “to be updated” to the applicable category. If completing a joint application then click the plus sign radio button at Contact Details section. This will allow you to add the Contact Details for the joint applicant.

**Joint Applicant Address Details**

Is any joint applicant currently living at a different address to the main applicant?

**Joint Applicant Contact Details**

**Contact \***

**Category \***

**Type \***

**Number or email address \***

Put a tick in the box for your main communication method

**Joint Applicant Contact Details**

**Contact \***

**Category \***

**Type \***

**Number or email address \***

Put a tick in the box for your main communication method



Complete the language and format preferences for main applicant. If completing a joint application click the plus sign radio button at the top of the Language and format preferences section. This will give you a second section for you to complete the joint applicant's language and format preferences:

Please complete language and format preferences for everyone on this application who is moving.

Language and format preferences

Contact \*  
Joe Bloggs

Language \*  
English

Language type \*  
Spoken

Would you like us to send future correspondence in this language? \*  
None

If we have to contact or visit you, do you need an interpreter?  
None

If yes, please provide details

Do you need future correspondence in a different format, for example, large font, audio or braille?  
None

If yes, please provide details of the format required



Some questions will allow you to choose multiple answers. After you have added all the ticks for your choices you need to click back on the blue field to allow the next question to become visible.

**Housing Choice**

**Areas**

Please tell us which developments you want to be considered for \*

Angus, Camperdown Court, Carwood Court +

- Castlebank Gardens
- Castlebrae Glebe
- Chalybeate Court
- Charleston
- Church Court
- Clyde Court
- Coxtan Gardens
- Craigenar Park

If this includes an extra bedroom because of a health problem or disability, please provide details.

Applicants will be visited by a Bield member of staff to confirm their current circumstances and to assess if a Bield home is the best place for you.

**Housing Choice**

**Areas**

Please tell us which developments you want to be considered for \*

Angus, Camperdown Court, Carwood Court +

How many bedrooms do you need? \*

0

If this includes an extra bedroom because of a health problem or disability, please provide details.

Would you prefer an adaptation or modification to make your home more accessible? \*

No

If yes, please select the adaptation(s) or modification(s) required

None +

What bathing facilities do you require? Please tick all those you would accept. \*

Level Access/ Wet Floor Shower, Shower Cubicle +

- Bath Only
- Bath and Overhead Shower
- Level Access/ Wet Floor Shower
- Shower Cubicle

Would you be interested in our meals service? \*

None

**Equality**

[Back to Top](#)



The Gender and Sexual Orientation section fields need to be completed for everyone included on the application so you will need to use the plus sign radio button to generate the extra fields to enter the details.

The screenshot displays two sections of a form, each with a plus sign radio button in the top-left corner. The first section is titled "Please select gender for all applicants" and contains two rows of data. The first row shows "Joe Bloggs" for Contact and "None" for Gender. The second row shows "Beryl Bloggs" for Contact and "Prefer not to say" for Gender. The second section is titled "Please select sexual orientation for all applicants" and also contains two rows of data. The first row shows "Joe Bloggs" for Contact and "Prefer not to say" for Sexual orientation. The second row shows "Beryl Bloggs" for Contact and "Prefer not to say" for Sexual orientation. A red arrow points from the text above to the plus sign radio button in the top-left corner of the first section. Another red arrow points from the text above to the plus sign radio button in the top-left corner of the second section.



When you come to the end of the form, click on Start Signature:

**Declaration**

I agree to the following statements to enable you to process my application for housing:

1. I understand that the information contained within my application will be used to enable my application for housing to be assessed. I am aware that Bield has a Privacy Notice that gives details of how my information will be used.
2. I am aware that it may be necessary to seek more information about my application either from myself or others such as current / previous landlords.
3. The details on this form are true.
4. I have or will provide the proofs needed.
5. I understand that if I have given false information, or withheld any relevant information, my application may be withdrawn.
6. I understand that I should tell you immediately about any changes in my circumstances that may affect my application for housing.
7. I understand that if I get a tenancy using false or incomplete information then Bield can end the tenancy and repossess the property.
8. I understand that I can withdraw my application for housing at any time and as a result it will be destroyed.

I agree to the statements above to enable you to process my application for housing.

Main Applicant

[Start Signature](#) [Clear Signature](#) [Save Signature](#) ?

Type Main Applicant Name \*

Date \*

Joint applicant

[Start Signature](#) [Clear Signature](#) [Save Signature](#) ?

Type Joint Applicant Name

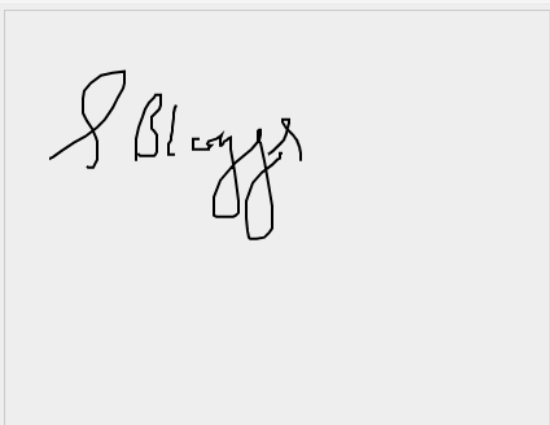
Date

Sign in the box by using your mouse and holding down the left click, or using you touchscreen. Click Save Signature when you added your signature:

The screenshot shows the Bield online application form in a web browser. The browser's address bar shows the URL: <https://customer-portaltest.bield.co.uk/#/allocations/displayallocationsform/2/5701>. The page title is "Declaration". The form content is identical to the previous image, but the "Main Applicant" signature box now contains a handwritten signature "S Bloggs". The "Save Signature" button is highlighted with a red arrow. The browser's taskbar at the bottom shows the system tray with the date 21/11/2024 and time 17:09.



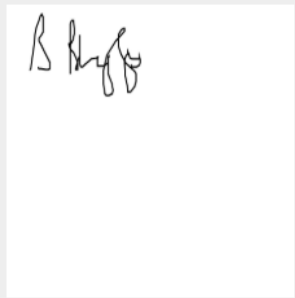
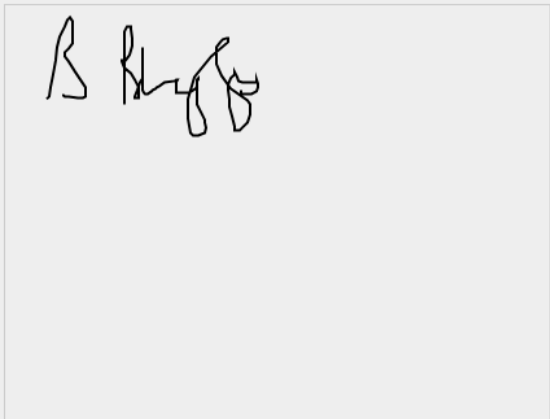
Type in your name and add the date. Any joint applicant is also required to sign their name using the same process.



Type Main Applicant Name \*

Date \*

Joint applicant



Type Joint Applicant Name

Date





Read the Privacy Statement before clicking on Submit:

▼ Privacy Statement

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1. To decide if you are eligible for housing.
2. Enable authorised support agencies to provide advice and guidance regarding your housing options.
3. To award you priority for housing in accordance with our points system.
4. To enable us to match your needs and preferences with available properties.
5. To enable us to decide if a property will be offered to you.
6. To enable Bields Allocation Team to contact your landlord or former landlords for information about you.
7. To enable Bields Allocation Team to use the information for your administrative purposes, reporting statistical analysis, or for strategic planning.
8. The sensitive personal information collected on this form will be information on protected characteristics for equal opportunities as detailed in our Privacy Notice.
9. Physical or mental health data required to assess your need for housing.

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Save Progress

Submit

A message will appear to confirm your form has been submitted successfully:

Overview/Housing Form

Your form has submitted successfully!

Contact Us  
General: 03000 132 162  
Repairs: 03000 132 162  
info@bield.co.uk

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Careers  
Resources

HAPPY TO TRANSLATE

**BIELD**  
FREE TO BE

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**Document Control:**

<b>Version:</b>	<b>Author:</b>	<b>Date:</b>	<b>Comments:</b>	<b>Status:</b>
0.1 Draft	Angela Pratt	29/11/24	1 <sup>st</sup> Draft	Draft
1.0 Final	Angela Pratt	05/12/24	Final	Approved
1.1 Draft				
2.0 Final				