

# Hope House Lowestoft - resident application process

Please read the information below before filling in the application form.

It explains who can apply, about filling in the form, and what happens after we receive your application.

**If you need accommodation urgently**, please phone us on **01502 560956** or **07407 277192** before sending your application form, to find out if a room is available (or will be available soon).

## Who can apply?

We welcome applications from men over the age of 25 and under the age of 65, who are homeless for whatever reason.



### **There are many reasons someone can become homeless.**

In your application and when we meet you, please give as much information as you can about your situation and what caused you to become homeless.

If you're not sure what to tell us, it's better to give more information than less. Anything you tell us will be treated as strictly confidential, in line with our data protection policy.

To reassure you, we have received hundreds of applications over the years – from men who have been homeless for very different reasons – so it's unlikely that we have not met someone in a similar situation to your own!

## The application form

You can download the form as a PDF or Word document.

You can pick up a paper version of the application form from Hope House, if you're not able to download one.

We can help you to fill in the form, if you would like us to.

Please check that your contact details are correct and return the completed form either:

- as an email attachment to [admin@adamoutreachproject.org.uk](mailto:admin@adamoutreachproject.org.uk)
- by post to Hope House, 29-30 Kirkley Cliff Road, Lowestoft NR33 0DB.

# What happens when we have received your application?

## 1. Visiting Hope House

When we have received the form, we will contact you to arrange a time for you to visit Hope House and talk through your application.

It will be an informal chat - usually with a member of staff and a trustee - to learn about how you could benefit from your time here and how we can best support you.

We will be interested in your thoughts about living in shared accommodation and about life beyond Hope House.

Hope House is drug and alcohol free, and all residents are regularly tested to make sure they comply with this rule.

## 2. Drug, alcohol and Covid tests

When you arrive at Hope House, you will need to pass tests for Covid-19, alcohol and drugs before entering the building.

You must also wear a face mask – unless you are exempt for medical reasons.



### **Covid test**

The Covid test takes about 20 minutes, and you may need to wait outside the building until it shows you are negative for Covid-19.

If the result is positive, you won't be able to enter the house and will need to wait at least 10 days before returning.

### **Drug and alcohol tests**

The drug and alcohol tests take a few minutes each, and we may ask you to wait outside the building while we process them.

If either test is positive for drugs or alcohol, we won't be able to let you into the house and you will need to wait until you are drug and alcohol free before returning.

### **3. Successful applications and room availability**

After talking with you about your application, if we think you could benefit from being a resident at Hope House (and have passed the Covid, drug and alcohol tests), we may be able to offer you a room straight away.

If there are no rooms available immediately and you are able to wait, we can keep your application form until a room becomes free.

We will contact you after a few days to see if you want to continue with your application.

If not, to comply with data protection law we will delete your application form from our records (but we recommend you keep your own copy of the form in case you want to re-apply later).

---

#### **Hope House Lowestoft**

29-30 Kirkley Cliff Road, Lowestoft, Suffolk NR33 0DB | 01502 560956 | 07407 277192

admin@adamoutreachproject.org.uk | [www.adamoutreachproject.org.uk](http://www.adamoutreachproject.org.uk)