New Resident Check List

Name ....Colin Kerr...D.O.B:.....29/11/1979.....

☑		DATE	STAFF INI
☐	Room ready with welcome pack	25/8/20	MD.
☐	Intake Sheet	25/8/20	MD
☐	£150 Registration Fee	TO BE DEDUCTED.	MD
☐	Risk Assessment	28/8/20	
☐	Housing & Social Work Notified	—	
☐	Housing benefit forms		
☐	Housing benefit shortfall	—	—
☐	Jobcentre Plus	27/8/20	MD.
☐	Licence to occupy & copy to resident	27/8/20	MD.
☐	Mandate for representation	—	—
☐	H & S Condensed notes + tour of facility	27/8/20	MD
☐	Medication sheet	25/8/20	MD
☐	Dr's Statement	25/8/20	MD.
☐	Court appointments in dairy	—	—
☐	Photo on board		
☐	PPE assigned	—	—
☐	Complaints procedure explained	27/8/20	MD
☐	Support plan	28/8/20	
☐	Good place to be	25/8/20	MD
☐	Residents Charter	27/8/20	MD
☐	Guidelines for visitors leaflet	27/8/20	MD
☐	Advise about blue tack on wall policy	27/8/20	MD.

colinkerr79@mail.com.

~~[illegible]~~

LES

Teen Challenge UK, Sunnybrae

INTAKE FORM

Confidential

Name: Colin KERR

Date: 25/08/20

STRICTLY CONFIDENTIAL **INTAKE FORM**

Full Name: Colin JAMES KERR Intake Date: 25/08/20

Address: N.F.A Post Code:

Date Of Birth: 29/11/1979 Place of Birth: GLASGOW

New Admission ☐ Re-Admission ☑

Marital Status

Married ☐
Single ☐
Separated ☐
Divorced ☑

Partner/Spouse

Name:
Address:
Post Code:
Tel -

Family

Do you have any Children?

	Name	Age
1.	Chelsea GRIFFIN	16
2.	FRASER KING	21
3.	Sophie WILSON	18
4.	Summer MCFARLANE	13
5.		

Parents

	Name
Mum	VAL KERR
Dad	JIM MCSWEGAN

Still Married Yes ☐ No ☑

Sarah Griffin (Deceased)
FRAN KING
Leanne KE

Brothers and Sisters

	Name	Age
1.	NADIA KERR	37
2.	Hayley REEVE	31
3.		
4.		
5.		

Who is your emergency contact?

Name: NADIA KERR Relationship: SISTER

Tel -

13 Millers Court
The Croft
Loughton
ESSEX

National Insurance Number JK760995D

Are you currently employed? Yes ☐ No ☑ With Whom?

Benefits Received?

- Employment and Support Allowance ☐
- Universal Credits ☑
- Personal Independence Payment ☐
- None ☐
- Other ☐

Have you been in rehabilitation previously? Please list below

Name	Dates	Completed?
Teen challenge London (Full programme)	20/9/12	Yes ☑ No ☐
	July 14	Yes ☐ No ☐
T.C Sunnybrea (Relapse)	10/01/18	Yes ☑ No ☐
	Sept 18	Yes ☐ No ☐
T.C Sunnybrea	01/05/19	Yes ☐ No ☑
	26/5/19	Yes ☐ No ☐

Do you consider yourself to:

Have a drug problem? ☑ Drink problem? ☑ Both? ☑

Please give a brief description of your pattern over the last 6 months

Kept to my script of 18mg of Subytex. Dabbled with street benzos. Drank daily approx 3ltr bottles of port. Been hospitalized a couple of times with acute alcohol withdrawal + DTS

Do you smoke? No ☑ Yes ☐ How many per day?

Medical History

General Health Good ☑ Fair ☐ Poor ☐

Have you been tested recently for BBVs? No ☐ Yes ☑

If yes when was this and what was the result?

two weeks ago all negative

Are you diabetic? No ☐ Yes ☑ If yes, what treatment are you currently on?

Are you epileptic? No ☐ Yes ☑ Suffer fits during withdrawals No ☐ Yes ☐

Legal

Are you currently under any supervision order? No ☑ Yes ☐

Are you subject to a Community Payback Order? No ☑ Yes ☐

Do you have any of the following pending? Court Appearance ☑ Warrant ☐

If yes then what are the details?

one in Aberdeen for careless driving and leaving the scene of an accident up on 10/10/20 ABERDEEN SHERRIFF COURT

also due for a viper parcule in Stirling which I missed and will have a court date approaching in Stirling for Burglary (getting into my own house after my ex left to get some of my stuff because I left everything to my wife. I was charged a burglary because we were now divorced, and the house was hers.

What is your Lawyers name? VIRGIL M CROW FORD

Address Cowan ST STIRLING Postcode

Tel -

Financial

Do you have any debts, loans, or other financial commitments? No☐ Yes☑

If Yes then please give a list below:

Name	Amount Owed	Amount Paid	Frequency
Approx £23000	to	various	
credit cards,	business	loans	
phone bill	and	more	
will need	to	sit	down
and work	it	all	out
as it	a lot	of	debt
debt			

Please give a brief account below of what you wish to achieve whilst at Sunnybrae and the problem areas that you would like to focus on, also if you have been in rehabilitation before, what you will do differently to achieve success?

The main thing is to become and remain drug & alcohol free. I need to learn new coping strategies in dealing with past hurts & mistakes. I am now 40 and I'm ~~more~~ more determined than ever to succeed with my God such Saviour Jesus Christ. I want to get rooted back into my church in Fraserburgh and settle there at some point and satisfy pursue a desire to either go work off shore or back on the isle cons ships. This is my 4th attempt at rehab and this time I have no distractions on the outside I'm going to take it slow and work hard & closely with my key worker to help me succeed in becoming a useful and effective member of the community helping others still suffering along the way. Also to make amense where possible with people I may have hurt along the way.

Teen Challenge UK, Sunnybrae

RESIDENT ITEMS UPON INTAKE

Resident's Name: Colin Kerr **Date:** 25/08/2020 **Time:** 23:00

ITEM	On Arrival	Issued	Documents placed in personal file
Coats	1		1. BANK CARD
Jacket	2		2. DRIVING LICENCE X2.
Suits			3.
Trousers	1		4.
Jeans	3		5.
Jumpers			**Medical Problems On Admission**
Shirts	1		1.
T Shirts	30.		2.
Vests	—		3.
Underpants	4		4.
Socks	20.		5.
Pyjamas	—		**Medication Brought In**
Ties	2		1.
Scarves	1		2.
Gloves			3.
Shoes	1		4.
Boots	1		5.
Trainers	1		
Slippers	1		Phrohibited Items Brought / Stored / Disposed
Sports Tops	1		1. MOBILE + CHARGER ✓
Sports Bottoms	1		2. CLIPPERS ✓
Shorts	—		3. 2 X KNIVES ✓
Swim Trunks	—		4.
Travel Bag	2		5.
Suitcases			

Upon termination of your residency, any of your belongings *you choose to leave behind* at the centre will be stored for 28 days before being donated to a local charity.

Amount of money handed in: £	1.33.
Staff's Signature:	
Resident's Signature:	

Address of Occupant TEEN CHALLENGE UK
Room 118 Sunnybrae,
Woodhead, Fyvie
Aberdeenshire AB53 8LS

Grant of Authority to Landlord by Occupant

I have appointed Teen Challenge UK Sunnybrae ("my Landlord") to act on my behalf in respect of:

(a) making any claim for housing benefit relating to my charges for occupying accommodation at the above address or for any other accommodation provided to me by my landlord;

(b) supplying any information in support of or relating to any such claim;

(c) seeking any review or alteration of a decision on any such claim;

(d) completing and signing on my behalf any notice of appeal relating to any decision on any such claim or review; and

(e) representing me, or appointing representation for me, at the hearing of any such appeal or in relation to any of the above matters.

_____ Signed by the Occupant

COLIN KERR Print name

26/5/21 Date

_____ Signed by witness

ANN MARIE TAYLOR Print name

ADMINISTRATOR Occupation

TEEN CHALLENGE UK
SUNNYBRAE, WOODHEAD,
FYVIE Address

26/5/21 Date

Address of Appellant _____

_____

_____

[Benefit reference no _____]

Confirmation of Continuing Grant of Authority to Landlord by Occupant

1. By an earlier Grant of Authority dated _____ I appointed Teen Challenge UK Sunnybrae ("the Landlord") to act on my behalf in respect of:

   (a) making any claim for housing benefit relating to my charges for occupying accommodation at the above address or for any other accommodation provided to me by my landlord;

   (b) supplying any information in support of or relating to any such claim;

   (c) seeking any review or alteration of a decision on any such claim;

   (d) completing and signing on my behalf any notice of appeal relating to any decision on any such claim or review; and

   (e) representing me (including in my absence), or appointing representation for me, at the hearing of any such appeal or in relation to any of the above matters.

2. The said Grant also confirmed that the Council had my permission to pass on my new address to the Landlord in the event that I left the above address or any other accommodation provided to me by the Landlord.

3. I am now moving on from the above accommodation and wish to ensure that the authority I granted to the Landlord remains valid. Therefore I am signing this further Grant to confirm that I wish to continue to authorise the Landlord in respect of all of the matters stated at (1) and (2) above.

4. This further Grant will continue unless revoked by me. Such revocation will only take effect if it is in writing, signed by me and served on the Landlord.

_____ Signed by the Appellant

_____ Print name

_____ Date

_____ Signed by witness

_____ Print name

_____ Address of witness

_____ Occupation of witness

_____ Date

Emailed
9/7/21 AMF

Aberdeenshire COUNCIL Business Services

Your Ref: 25050993

Please ask for: Benefit Section
Dial: 03456 08 12 08

28 June 2021

Aberdeenshire Support & Advice Team
PO Box 18533
Inverurie AB51 5WX
asat@aberdeenshire.gov.uk
Tel: 03456 08 1200

Mr C Kerr
Room 118 Sunnybrae
Woodhead
Fyvie
Turriff
AB53 8LS

Dear Mr Kerr

Housing Benefit Review

I refer to the above and write to advise you that your claim is now due for review.

It is important that you return this form to: Aberdeenshire Council, PO Box 18533, Inverurie, AB51 5WX, within one month of the date of this letter otherwise your entitlement to the above may end.

Please ensure that you read the questions carefully and provide original documentary evidence of all income and capital that has changed. You can e-mail this to asat@aberdeenshire.gov.uk. If the appropriate evidence is returned this will speed up the processing of your review.

. you have any queries about this letter or the review form please do not hesitate to contact me for help and advice.

Yours sincerely

Lesley McDonald
Financial Support Officer

Aberdeenshire COUNCIL Business Services

PRIVATE & CONFIDENTIAL

Intervention Postal - Strategy

Benefit Claim Reference: 25050993
NINO: JK760995D
Date of Issue: 28 June 2021

Mr Colin Kerr
Room 118 Sunnybrae
Woodhead
AB53 8LS

Please complete all sections of this form in BLACK INK and return it to: Aberdeenshire Council, PO Box 18533, Inverurie, AB51 5WX. If any of your circumstances described on this form have changed since the last time you claimed, please give details and provide original documentary evidence to support this.
If you do not return this form within one month, payment of your benefit may be affected.

ABOUT YOU

First Name(s): COLIN **Surname:** KERR

National Insurance Number: JK760995D **Claim Reference:** 25050993

Address: ROOM 118 SUNNYBRAE
WOODHEAD
FYVIE

Postcode: AB53 8LS

Your telephone number 01651 891627

Your e-mail address colinkerr881@gmail.com

Do you?:
(tick all that apply)

- [ ] Own your own home or pay a mortgage
- [ ] Pay rent to the Council
- [ ] Pay rent to a Housing Association
- [ ] Pay rent to a private landlord
- [ ] Live in board and lodgings
- [x] Other - Please give details below :

SUPPORTED HOUSING

If you pay rent, how much do you pay and how often?

Amount (£)	Frequency, e.g. weekly, monthly
40.97	WEEKLY

HOUSEHOLD COMPOSITION

Does anyone live with you? ☐ Yes ☒ No (go to "Earnings")

Please list the names of everybody who normally lives with you. If you live alone please write 'none'

Full Name	Relationship to you	Date of Birth	Income type, amount and frequency e.g. weekly, monthly

Please give details of any changes to your household and tell us the date that the change(s) happened:

EARNINGS

Do you or anyone who lives with you work? ☐ Yes ☒ No (go to "Other income & Benefits")

Please give details of all earnings received by you and your partner (if you have one). We need to know the name and address of the employer(s), the number of hours normally worked per week, the amount of earnings and how often they are paid, e.g. weekly, monthly. Tell us how many hours you/they work each week.

Name of Employer	Amount (£)	Frequency, e.g. weekly	Number of hours worked

If you or your partner (if you have one) have recently started work or there has been a change since completing your last form please give details and tell us the date the change(s) happened.

OTHER INCOME AND BENEFITS

Do you or anyone who lives with you get any other income or benefits? [X] **Yes** [ ] **No** (go to "Savings & Capital")

Please give details of all other income and benefits that you and your partner (if you have one) receive. We need to know how much you get and how often it is received, e.g weekly, four weekly.

Type of income or benefit	Amount (£)	Frequency, e.g. weekly
UNIVERSAL CREDIT	409.00	MONTHLY

any of these have changed since completing your last form please give details and the date the change(s) happened.

SAVINGS / CAPITAL

Do you or your partner (If you have one) have any savings, capital or investments over £6000? [ ] **Yes** [ ] **No** (go to "Other changes")

Please give details of all savings, investments and capital that you and your partner (if you have one) hold. This includes accounts that are currently overdrawn.

Type of capital	Details of accounts or address of property / land	Balance of account or amount of capital held

If any of the above have changed since completing your last form please give details and the date the change(s) happened.

OTHER CHANGES

Please tell us about any other changes that have happened since you last filled in a Housing Benefit / Council Tax Reduction claim form.

NO CHANGES

Read this declaration carefully before you sign and date it.

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Reduction, or both. You may check some of the information with other sources within the Council, rent offices and other Councils
- You may use information I have provided in connection with this and any other claim for Social Security benefits that I have made or may make. You may give some information to other Government organisations, if the law allows this.

I know I must let the Support & Advice Team know about any changes in my circumstances, which might affect my claim.

I declare the information I have given on this form is correct and complete.

Signature of person claiming		**Date**	6/7/21
Print Name	Colin Kerr		
Signature of partner		**Date**	
Print Name			

LICENCE TO OCCUPY

AN AGREEMENT made on the 7th April 2021, **BETWEEN TEEN CHALLENGE UK** of Teen Challenge Centre, Sunnybrae, Woodhead, Fyvie, Aberdeenshire, AB53 8LS ("Teen Challenge") and Colin Kerr of room 118 ("the Resident") (2)

1. DEFINITIONS

In this agreement the following expressions shall have the following meanings
"Premises" means the hostel known as Teen Challenge House comprising the building and all land within the boundaries of the Premises.
"Licence Period" means the period from the date of this agreement until the date on which the Residents rights under clause 2 are terminated in accordance with clause 4.1.
"Licence Fee" means £432.28 per week or such other amount as Teen Challenge may from time to time decide in its absolute discretion on 28 days written notice to the Resident. The payment of the licence charge is due in advance on the Monday of each week. The Landlord may increase or decrease the charge by giving the Licensee reasonable notice in writing.
"Bedroom" means the bedroom which will be allocated to the resident as his sleeping accommodation.
"The Regulations" means the Regulations which are set out in the First Schedule to this Licence both in their existing state and in any altered state (whether by way of deletion amendment or addition).

2. LICENCE

Subject to clauses 3 and 4 Teen Challenge gives the Resident the right (in common with Teen Challenge and all others authorised by Teen Challenge) to use for the Licence Period:

2.1 The bedroom allocated by Teen Challenge to the Resident either for the sole occupation of the Resident or to be shared with another Resident

2.2 The use of the facilities in the Premises for eating, sanitation and recreation

3. RESPONSIBILITIES OF TEEN CHALLENGE

3.1 Registration fee of £75 is non-refundable and must be paid on arrival. This cost is set to cover our administration costs.

3.2 The proprietor will make the tenants mail available on a daily basis, apart from the weekend, where the mail will be opened on the Monday following..

3.3 The proprietor will be responsible for maintenance, cleanliness and repair of the building and fixtures and fittings in accordance with legislative requirements and Aberdeenshire Council's Standards for HMOs.

3.4 Repossession of a room by the proprietor will be through lawful procedures.

3.5 A telephone is available in the corridor outside the chapel, to enable Residents to call the emergency services.

3.6 The proprietor will keep in satisfactory repair the structure and exterior of the property and keep it fit for human habitation.

3.7 The proprietor will remain and keep in proper working order any installations provided for space heating, water heating and sanitation and for the supply of

water, gas and electricity in compliance with current safety legislation including:

- Basins, sinks, baths, toilets, flushing systems and waste pipes, showers, water tanks
- Electric wiring, fireplaces, fittings, fires and central heating installations, door entry systems, TV aerials and extractor fans.

3.8 An annual gas safety inspection by a CORGI registered person will be arranged by the landlord and a copy of the certificate made available to the tenant on request.

3.9 An inspection of electrical installations and appliances by a competent person will be arranged by the landlord every three years and a copy of the certificate of inspection made available to the tenant on request.

3.10 The proprietor will also maintain fire safety precautions and installations and exterior routes and ensure compliance with the fire safety provisions of Aberdeenshire Council's Standards for Houses in Multiple Occupation, A copy of these Standards will be made available from the proprietor upon request from the tenant.

3.11 Facilities and arrangements for the collection and disposal of rubbish are as follows: Teen Challenge staff will ensure all rubbish is taken to the road end, to be put in the bins provided, to be uplifted once weekly by Aberdeenshire Council.

3.12 The proprietor will ensure that tenants are aware of and comply with arrangements for refuse collection and disposal.

3.13 The proprietor will maintain comprehensive building insurance. The proprietor is not responsible for the arrangement of contents insurance for any property of belongings of the tenant.

3.14 The Proprietor will take reasonable care to keep common parts in good repair and fit for use by the tenant and other occupiers and visitors to the property.

3.15 The proprietor will take reasonable care to keep common parts in good repair and fit for use by the tenant and other occupiers and visitors to the property.

3.16 The proprietor will provide appropriate lighting in all common parts.

3.17 The proprietor will contribute to arrangements for maintaining and cleaning gardens and mutual areas.

4. RESIDENTS AGREEMENTS AND UNDERTAKINGS The Resident agrees and undertakes with Teen Challenge to pay to Teen Challenge the Licence Fee (together with any VAT) in arrears on the last day of each week the first payment (or a due proportion of it apportioned on a day to day basis) to be made on the day of.

4.1 Not to bring any furniture equipment goods or chattels onto the Premises without the consent of Teen Challenge.

4.2 Not to use the bedroom or any of the facilities made available to the Resident in the Premises in such a way as to cause any nuisance, damage, disturbance, annoyance or inconvenience or interference to Teen Challenge its members of staff or any other Residents or visitors at the Premises.

4.3 Not to commit any act which would or might constitute a breach of any statutory requirements affecting the Premises or which would or might jeopardise or vitiate any insurance over the Premises.

4.4 To observe and abide at all times by the Regulations.

4.5 Not to hinder or impede in any way Teen Challenge or its officers staff or agents in the exercise of its rights of possession and control of the Premises and every part of the Premises including the bedroom.

4.6 The Resident shall not attach or display any advertisement, photograph, picture or painting, in the bedroom except on the board provided.

4.7 The Resident may not use any sound producing instrument (whether electrically or electronically controlled or not) in the Premises (whether in or outside the Bedroom) between the hours of 11.00 p.m. and 9.00 a.m. and at other times no such instrument shall be used to as to be a nuisance to any person in the Premises.

4.8 The Resident shall not assign charge or otherwise share or part with possession of the bedroom or his rights in it and shall not hold his rights in the bedroom on trust for any person.

5. GENERAL

5.1 Teen Challenge will provide the Resident (in common with all other Residents at The Premises) with the services which are set out in the

Second Schedule to this agreement

5.2 The rights granted by clause 2 of this agreement will terminate (without prejudice to Teen Challenges right in respect of any breach of the agreements and undertakings contained in clause 3):

5.2.1 Immediately on notice given by Teen Challenge at any time following any breach by the Resident of any of his agreements and undertakings contained in clause 3

5.2.2 On not less than seven days notice in writing given by Teen Challenge or by the Resident to Teen Challenge.

5.3 The benefit of this Licence is personal to the Resident and the rights given by clause 2 of this agreement may only be exercised by the Resident.

5.4 Teen Challenge shall not be liable for the death of or injury to or for damage to any personal property of the Resident or for any losses claims demands action proceedings damages costs expenses or other liability incurred by the Resident or by any person visiting the Resident at the Premises except as may be imposed by law upon Teen Challenge.

5.5 Teen Challenge reserves the right to alter the Regulations or any one or more of them by adding new ones or deleting or amending any of the existing Regulations. Any change in the Regulations will be made known to the Resident by one of the staff of Teen Challenge handing him a copy of the Regulations as altered. Any alteration in the Regulations will be binding on the Resident from the moment when a copy of the Regulations as altered has been personally delivered to the Resident.

5.6 Any provision of this Licence declared by a Court of Law or a tribunal to be void shall, where the context allows, be severed from the rest of the Licence which shall then be construed and interpreted as though the provision declared to be void had never been a part of it.

AS WITNESS the hands of the parties hereto

THE FIRST SCHEDULE

The Regulations

1. Show respect to staff and other residents at the Premises at all times.
2. Keep your room clean and tidy. Household chores are shared on a rota system. It is expected that you will carry out these duties to a satisfactory level and without further notice.
3. Permission must be sought from the Duty Manager before visitors are allowed access into the Premises.
4. The Duty Manager reserves the right to refuse access to the Premises not enforceable to any person who is not a resident. Visitors may also be required to leave the Premises at any time at the Manager's discretion.
5 Residents are to arrange times of visits with the Manager so Staff can be notified. This is due to Security and Safety issues. Visitors will be received in designated areas only.
6 To ensure the security and safety of everyone. Residents are to notify a member of staff on the arrival of any visitor/s.
7 Residents are responsible for their visitor's conduct whilst on the Premises.
8 Any person who has been banned or evicted from the Premises is not allowed to contact or visit any resident at the Premises without the express permission of the Manager
9 The front and back door/s of the Premises are to be answered by Staff only.
10 Under C.O.S.H.H. Regulations, all hazardous substances brought in by Residents must be stored in a safe and secure area designated by the Manager.
11 Residents are only permitted to enter each others rooms with the express permission of the other Residents and in their presence.
12 Co-habitation is not permitted within the Premises.
13 The meal-times as listed on the notice board in the Dining Room must be observed.
14 Staff are to be informed if and when meals are not needed or are required to be kept hot.
15 Posters, pictures or other materials are not to be placed on walls or doors without the express permission of the Manager.
16 Fire drills and Health & Safety Procedures within the Premises are to be adhered to.
17 Residents are required to inform Staff when leaving the building and state when they anticipate returning.
18 Offensive weapons are not allowed in the Premises under any circumstances.
19 Pornographic and other offensive materials are not permitted on the premises. The Manager will make the final decision on any issues of dispute.
20 Alcohol, Illegal Drugs, Solvents and other intoxicating sub stances are not permitted on the premises under any circumstances. If any of the above substances are found in the Resident's possession the Manager reserves the right to give notice to vacate the premises immediately.
21 Selling or buying of goods from other residents or staff is not permitted without the express permission of the Manager.
22 Obtaining loans or ordering items through catalogue or mail order is not permitted without the express permission of the Manager (because the Resident may have left the Premises before a loan or item arrives or before paying for an item).

23 Residents are required to attend all appointments (e.g. DSS, Probation, Social Work, Key Worker) which relate to their stay at the Premises.
24 Residents are expected to comply with all reasonable requests made by Staff.
25 Staff reserve the right to enter and search the rooms on the instruction of the Duty Manager at any time. Two members of staff will always be present for this exercise which will, if possible, be carried out in the presence of the Resident.
26 For acts of violence, harassment, or any behaviour deemed to cause a risk of health or safety to others, the Manager reserves the right to give notice to vacate the premises immediately.
27 In the interest of Health & Safety all personal electrical equipment of Residents must be P.A.T. tested before being used at the Premises
28 Chewing gum is banned from the Premises due to the fact that damage is caused to the property through incorrect disposal of the gum.
29 The premises are protected by a smoke alarm system for your safety. For this reason, the use of cooking, heating or other open flamed appliances (including candles) is not permitted.
30 Smoking is not permitted on the Premises.
31 Appropriate dress, in a clean and tidy state must be worn in communal areas at the appropriate times. Shoes, sandals or slippers must also be worn in the communal areas.
32 The use of the premises for illegal purposes or the use of illegal substances is not permitted. Any Resident or visitor found breaking this rule will be reported to the Police and the Resident responsible will be given notice to leave.
33 Rubbish is not to be thrown out of windows or left in corridors but should be disposed of in the facilities provided.
34 Residents are requested to behave considerately towards others and not put Staff or other residents at risk.
35 Please always knock on an office door (even when open) before entering any of the offices. Do not enter if not invited to do so.
36 Residents are not permitted to enter designated areas which are "out of bounds" unless prior permission is given by a Staff member.
37 You should permit access to your bedroom between the hours of 9.00 a.m. and 5.00 p.m. for routine and cyclical maintenance, bedroom cleanliness checks and at other times in an emergency (we will endeavour to always give as much notice as possible).
38 Residents agreement to a contract of Housing Support is a condition of occupancy. A "Personal Plan" will be drawn up which reflects the unique needs of the licensee and implements the Housing Support contract agreed to.
39 Residents are not to misuse any prescribed drugs on the Premises.
40 No overnight visitors are permitted in the Premises due to the Security and Safety risks to other Residents, staff and the building itself.
41 No furniture, equipment, goods or chattels are to be brought into the premises without the prior consent of the Manager.
42 The bedroom and any of the facilities made available to the Resident in the Premises are not to be used in such a way as to cause nuisance, damage, disturbance, annoyance, inconvenience or interference to the Premises, its members of staff or any other Resident or visitors on the Premises or neighbours.
43 The Manager reserves the right to be present when mail is being opened by a resident. This will only occur if it is suspected that contraband goods are contained in the letter/package.

44 The address and telephone numbers of the Premises must not be given out by residents without the express permission of the Manager. This is to ensure the safety and security of other Residents and members of Staff.

45 Due to the nature of communal living, and disputes which can arise between Residents out of the use of shared facilities, the viewing of the television and the listening to music will be managed by the Staff.

46 The Resident may not keep at the Premises any kind of pet animal whether domesticated or otherwise.

Important Notice

The Regulations are designed for the health safety and security of all Residents.

All Residents must abide by them.

Any Resident found breaking any of the Regulations may be issued with a written notice.

Ending his Licence and eviction from the Premises will follow.

SECOND SCHEDULE
The Services

Teen Challenge will provide you with the following service:

1. Heating
2. Lighting
3. Laundry facilities
4. Furniture (as specified in attached inventory)
5. Cleaning of communal areas
6. Warden services
7. Gardening services
8. Window cleaning
9. Housing Support (specified according to need)

THIRD SCHEDULE
Personal Charges

Itemised below are the cost of providing the following services within the license charge [these are ineligible charges for Housing Benefit purposes and must be met through the Residents own means]:-

Full Board	£ 29.20 pw
Heating, Hot Water, Lighting & Fuel for Cooking	£ 9.34 pw
Laundry Supplies (Including TV licence £0.25)	£ 0.79 pw
Cleaning Supplies	£ 1.64 pw

SIGNED on behalf of
TEEN CHALLENGE UK
By:
.....
Authorised Officer

SIGNED by the RESIDENT
.....

LICENCE FEE INCREASE NOTICE

To: Colin Kerr

Of: Room 118
Sunnybrae, Woodhead, Fyvie
Turriff, Aberdeenshire
AB53 8LS

From: Teen Challenge UK
Sunnybrae, Woodhead, Fyvie
Turriff, Aberdeenshire
AB53 8LS

1. This notice affects the amount of rent you pay. Please read carefully.
2. The date this notice was served on the Licensee: Thursday 1st April 2021.
3. The Landlord is notifying you of a new Full Board Rent fee of £29.20 per week, in place of the existing £29.05. Licence Fee will remain the same at £432.28 per week.
4. The starting date for the new full board Fee will be Monday 5th April 2021.
5. Certain charges may be included and separately identified in your rent. The amounts of the following charges are:

Charges	**Amount included and separately identified**
Heating, Hot water, Lighting & Fuel for Cooking	£9.34
Full Board	£29.20
Laundry Supplies	£0.54
Cleaning Supplies	£1.64
T.V. Licence	£0.25
Total	**£40.97**

I have notified the Licensee of the rent increase:

Signed: [signature]

Name: ANN MARIE TAYLOR

Date: 1/4/21

Aberdeenshire Council Finance

BENEFIT DECISION NOTICE

Please read the notes overleaf carefully. A more detailed explanation of this calculation can be provided on request

TEEN CHALLENGE UK SUNNYBRAE CENTRE WOODHEAD FYVIE TURRIFF AB53 8LS	**Claim Reference**	25050993
	Council Tax Reference	
	Landlord Reference	2436
	Rent Reference	
	Date	05 Apr 2021
	Benefit Enquiries	

Re: CJ KERR,SUNNYBRAE, WOODHEAD, FYVIE, TURRIFF, AB53 8LS

REASON FOR CALCULATION: Liability Change

	HOUSING BENEFIT
The Weekly Benefit Award is:	£391.31
Less weekly overpayment recovery:	£0.00
Net Benefit Payable:	£391.31
Weekly gross Rent :	£432.28
Benefit starts on:	05 Apr 2021
Weekly eligible Rent:	£391.31
Weekly ineligible service charges:	£40.97
The first/next payment will be:	£1565.24
This will be paid on:	03 May 2021
Payment will be made by:	BANK TRANSFER
Future payments will be made:	Bank Payment 4 weekly in arrears
NON DEPENDANT DEDUCTIONS:	£0.00

Housing Benefit payments for the above tenant will be paid to you direct, by BACS, four weekly in arrears, details as shown above. Please remember that it is your tenant's responsibility to meet any shortfall between Housing Benefit paid and the rent you charge.

Please Note:

- If you are aware of any change that may affect your tenant's Housing Benefit you must tell us as soon as possible. Changes that may affect entitlement are a change of address or another person moving in/out of the property. Your tenant must also tell us about any changes.
- Please note if Housing Benefit is overpaid we may recover the overpayment from you.
- You have the right to ask us to look at this decision again if you do not agree with Housing Benefit being paid direct to you. You may also request that your appeal is heard by the Appeals Service.
- Independently of this, you can ask for a more detailed explanation of how we made our decision. In each of the above cases you must phone or write to us at the address at the top of this decision notice, within one month of the date of this decision letter.

YOU MUST TELL US IMMEDIATELY IF YOU ARE AWARE OF ANY CHANGES TO YOUR TENANT'S CIRCUMSTANCES

Information

Please read the notes below. If you have any queries, please telephone the number overleaf, or alternatively write or call into one of our Aberdeenshire Support and Advice Team offices listed below:

The Town House, Low Street, Banff, AB45 2AY	Tel: 03456 08 1200
The Faithlie Centre, 1 Saltoun Square, Fraserburgh, AB43 9DA	Tel: 03456 08 1200
Buchan House, St Peter Street, Peterhead, AB42 1QF	Tel: 03456 08 1200
16-22 Allardice Street, Stonehaven, AB39 2BR	Tel: 03456 08 1200
Gordon House, Blackhall Road, Inverurie, AB51 3WA	Tel: 03456 08 1200

What to do now

You should check the details overleaf to make sure that everything is correct. Some of the terms used are explained below. You must tell us straightaway if you think our decision on your claim is wrong, and you must also tell us why you think it is wrong.

What to do if you think the decision is wrong

If you want to know more about this decision or if you think it is wrong, you should contact us within **one month** of the date of this letter or we may not be able to consider any dispute. You can contact us by phone, or in writing. Our phone number is on the front page of this letter and a list of our offices is provided above. You can either ask us for an explanation, ask us to look at your claim again, or appeal against the decision – this can only be **in writing**. If you then decide to appeal against this decision, an Independent Tribunal administered by the Appeals Service may hear your appeal.

What if your circumstances change?

You are responsible for telling us about changes to your circumstances. If your circumstances change it may affect the amount of housing benefit you receive. You must tell us about any changes straightaway as failure to do so may result in a loss of benefit. Failure to disclose a change that would affect your benefit may also result in an overpayment, which you will have to repay. If you are over the age of 60, and you get Pension Credit there are only certain changes that you must report to us – please contact us for more information.

What you need to pay

Rent: You are responsible for paying the difference between the housing benefit awarded and the rent charged. If you are a private tenant, you will be paid by BACS direct to your bank account. If you are a Council tenant, your benefit will be paid directly to your rent account.

Explanation of the terms used overleaf (If you are unsure about any other terms please contact us)

Your Earned Income	If you are working, any earnings will be shown here as a weekly figure.
Any Other Income	All other types of income, including any partner's earnings, Child Benefit, State Pensions, Pension Credit, Private Pensions, tariff income from capital will be shown here.
Your Total Capital	This is the total amount of capital and savings held by you.
Weekly Eligible Rent	This is the amount of rent on which benefit can be paid and can be less than the amount of rent that you actually pay, due to rent restrictions, and other ineligible charges.
Ineligible Weekly Fuel and Service Charges	This amount is for any charges made in your rent for electricity or gas, water rates, laundry provision etc.
Non-Dependant Deductions	Non-dependents are other adults living in your home. Some of them may be expected to contribute towards your rent and council tax. A deduction from your benefits may be made, according to the individual's income.
Applicable Amount	This is the weekly figure that the Government has worked out as the amount needed for day-to-day living expenses, dependant upon your individual circumstances.

Help us to help you

The Aberdeenshire Support and Advice Team is committed to ensuring that anyone who is entitled to receive benefit can do so. It is also important to ensure that people do not receive benefit if they are not entitled to it.

It may be possible to give you additional help, if your benefit is restricted. If this is the case, please contact us for further details.

Aberdeenshire Council Finance

BENEFIT DECISION NOTICE

Please read the notes overleaf carefully. A more detailed explanation of this calculation can be provided on request

MR CJ KERR ROOM 118, SUNNYBRAE WOODHEAD FYVIE TURRIFF AB53 8LS	**Claim Reference**	25050993
	Council Tax Reference	
	Landlord Reference	2436
	Rent Reference	
	Date	05 Apr 2021
	Benefit Enquiries	

REASON FOR CALCULATION: Liability Change

	HOUSING BENEFIT
Your weekly Benefit Award is:	£391.31
Less weekly overpayment recovery:	£0.00
Net Benefit Payable:	£391.31
Weekly gross Rent/Council Tax is:	£432.28
Benefit starts on:	05 Apr 2021
Weekly eligible Rent/Council Tax:	£391.31
Weekly ineligible service charges:	£40.97
The first payment will be:	£1565.24
This will be paid on:	03 May 2021
Payment will be made by:	Direct to TEEN CHALLENGE UK
Future payments will be made:	Bank Payment 4 weekly in arrears
NON DEPENDANT DEDUCTIONS:	£0.00

NAME	GROSS INCOME (WEEKLY)	INCOME BAND	DEDUCTION (RENT)	DEDUCTION (COUNCIL TAX)

In working out your weekly benefit, we have used the following information:

Claim based on Job Seekers Allowance

YOU MUST TELL US IMMEDIATELY IF YOUR CIRCUMSTANCES CHANGE

Information

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What to do if you think the decision is wrong

If you want to know more about this decision or if you think it is wrong, you should contact us within **one month** of the date of this letter or we may not be able to consider any dispute. You can contact us by phone, or in writing. Our phone number is on the front page of this letter and a list of our offices is provided above. You can either ask us for an explanation, ask us to look at your claim again, or appeal against the decision – this can only be **in writing**. If you then decide to appeal against this decision, an Independent Tribunal administered by the Appeals Service may hear your appeal.

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What you need to pay

Rent: You are responsible for paying the difference between the housing benefit awarded and the rent charged. If you are a private tenant, you will be paid by BACS direct to your bank account. If you are a Council tenant, your benefit will be paid directly to your rent account.

Explanation of the terms used overleaf (if you are unsure about any other terms please contact us)

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Your Total Capital	This is the total amount of capital and savings held by you.
Weekly Eligible Rent	This is the amount of rent on which benefit can be paid and can be less than the amount of rent that you actually pay, due to rent restrictions, and other ineligible charges.
Ineligible Weekly Fuel and Service Charges	This amount is for any charges made in your rent for electricity or gas, water rates, laundry provision etc.
Non-Dependant Deductions	Non-dependents are other adults living in your home. Some of them may be expected to contribute towards your rent and council tax. A deduction from your benefits may be made, according to the individual's income.
Applicable Amount	This is the weekly figure that the Government has worked out as the amount needed for day-to-day living expenses, dependant upon your individual circumstances.

Help us to help you

The Aberdeenshire Support and Advice Team is committed to ensuring that anyone who is entitled to receive benefit can do so. It is also important to ensure that people do not receive benefit if they are not entitled to it.

It may be possible to give you additional help, if your benefit is restricted. If this is the case, please contact us for further details.

LICENCE TO OCCUPY

AN AGREEMENT made on the 25th January 2021, **BETWEEN TEEN CHALLENGE UK** of Teen Challenge Centre, Sunnybrae, Woodhead, Fyvie, Aberdeenshire, AB53 8LS ("Teen Challenge") and Colin Kerr of room 118 ("the Resident") (2)

1. DEFINITIONS

In this agreement the following expressions shall have the following meanings
"Premises" means the hostel known as Teen Challenge House comprising the building and all land within the boundaries of the Premises.
"Licence Period" means the period from the date of this agreement until the date on which the Residents rights under clause 2 are terminated in accordance with clause 4.1.
"Licence Fee" means £432.28 per week or such other amount as Teen Challenge may from time to time decide in its absolute discretion on 28 days written notice to the Resident. The payment of the licence charge is due in advance on the Monday of each week. The Landlord may increase or decrease the charge by giving the Licensee reasonable notice in writing.
"Bedroom" means the bedroom which will be allocated to the resident as his sleeping accommodation.
"The Regulations" means the Regulations which are set out in the First Schedule to this Licence both in their existing state and in any altered state (whether by way of deletion amendment or addition).

2. LICENCE

Subject to clauses 3 and 4 Teen Challenge gives the Resident the right (in common with Teen Challenge and all others authorised by Teen Challenge) to use for the Licence Period:

2.1 The bedroom allocated by Teen Challenge to the Resident either for the sole occupation of the Resident or to be shared with another Resident
2.2 The use of the facilities in the Premises for eating, sanitation and recreation

3. RESPONSIBILITIES OF TEEN CHALLENGE

3.1 Registration fee of £100 is non-refundable and must be paid on arrival. This cost is set to cover our administration costs.
3.2 The proprietor will make the tenants mail available on a daily basis, apart from the weekend, where the mail will be opened on the Monday following..
3.3 The proprietor will be responsible for maintenance, cleanliness and repair of the building and fixtures and fittings in accordance with legislative requirements and Aberdeenshire Council's Standards for HMOs.
3.4 Repossession of a room by the proprietor will be through lawful procedures.
3.5 A telephone is available in the corridor outside the chapel, to enable Residents to call the emergency services.
3.6 The proprietor will keep in satisfactory repair the structure and exterior of the property and keep it fit for human habitation.

3.7 The proprietor will remain and keep in proper working order any installations provided for space heating, water heating and sanitation and for the supply of water, gas and electricity in compliance with current safety legislation including:

- Basins, sinks, baths, toilets, flushing systems and waste pipes, showers, water tanks
- Electric wiring, fireplaces, fittings, fires and central heating installations, door entry systems, TV aerials and extractor fans.

3.8 An annual gas safety inspection by a CORGI registered person will be arranged by the landlord and a copy of the certificate made available to the tenant on request.

3.9 An inspection of electrical installations and appliances by a competent person will be arranged by the landlord every three years and a copy of the certificate of inspection made available to the tenant on request.

3.10 The proprietor will also maintain fire safety precautions and installations and exterior routes and ensure compliance with the fire safety provisions of Aberdeenshire Council's Standards for Houses in Multiple Occupation, A copy of these Standards will be made available from the proprietor upon request from the tenant.

3.11 Facilities and arrangements for the collection and disposal of rubbish are as follows: Teen Challenge staff will ensure all rubbish is taken to the road end, to be put in the bins provided, to be uplifted once weekly by Aberdeenshire Council.

3.12 The proprietor will ensure that tenants are aware of and comply with arrangements for refuse collection and disposal.

3.13 The proprietor will maintain comprehensive building insurance. The proprietor is not responsible for the arrangement of contents insurance for any property of belongings of the tenant.

3.14 The Proprietor will take reasonable care to keep common parts in good repair and fit for use by the tenant and other occupiers and visitors to the property.

3.15 The proprietor will take reasonable care to keep common parts in good repair and fit for use by the tenant and other occupiers and visitors to the property.

3.16 The proprietor will provide appropriate lighting in all common parts.

3.17 The proprietor will contribute to arrangements for maintaining and cleaning gardens and mutual areas.

4. RESIDENTS AGREEMENTS AND UNDERTAKINGS The Resident agrees and undertakes with Teen Challenge to pay to Teen Challenge the Licence Fee (together with any VAT) in arrears on the last day of each week the first payment (or a due proportion of it apportioned on a day to day basis) to be made on the day of.

4.1 Not to bring any furniture equipment goods or chattels onto the Premises without the consent of Teen Challenge.

4.2 Not to use the bedroom or any of the facilities made available to the Resident in the Premises in such a way as to cause any nuisance, damage, disturbance, annoyance or inconvenience or interference to Teen Challenge its members of staff or any other Residents or visitors at the Premises.

4.3 Not to commit any act which would or might constitute a breach of any statutory

requirements affecting the Premises or which would or might jeopardise or vitiate any insurance over the Premises.

4.4 To observe and abide at all times by the Regulations.

4.5 Not to hinder or impede in any way Teen Challenge or its officers staff or agents in the exercise of its rights of possession and control of the Premises and every part of the Premises including the bedroom.

4.6 The Resident shall not attach or display any advertisement, photograph, picture or painting, in the bedroom except on the board provided.

4.7 The Resident may not use any sound producing instrument (whether electrically or electronically controlled or not) in the Premises (whether in or outside the Bedroom) between the hours of 11.00 p.m. and 9.00 a.m. and at other times no such instrument shall be used to as to be a nuisance to any person in the Premises.

4.8 The Resident shall not assign charge or otherwise share or part with possession of the bedroom or his rights in it and shall not hold his rights in the bedroom on trust for any person.

5. GENERAL

5.1 Teen Challenge will provide the Resident (in common with all other Residents at The Premises) with the services which are set out in the

Second Schedule to this agreement

5.2 The rights granted by clause 2 of this agreement will terminate (without prejudice to Teen Challenges right in respect of any breach of the agreements and undertakings contained in clause 3):

5.2.1 Immediately on notice given by Teen Challenge at any time following any breach by the Resident of any of his agreements and undertakings contained in clause 3

5.2.2 On not less than seven days notice in writing given by Teen Challenge or by the Resident to Teen Challenge.

5.3 The benefit of this Licence is personal to the Resident and the rights given by clause 2 of this agreement may only be exercised by the Resident.

5.4 Teen Challenge shall not be liable for the death of or injury to or for damage to any personal property of the Resident or for any losses claims demands action proceedings damages costs expenses or other liability incurred by the Resident or by any person visiting the Resident at the Premises except as may be imposed by law upon Teen Challenge.

5.5 Teen Challenge reserves the right to alter the Regulations or any one or more of them by adding new ones or deleting or amending any of the existing Regulations. Any change in the Regulations will be made known to the Resident by one of the staff of Teen Challenge handing him a copy of the Regulations as altered. Any alteration in the Regulations will be binding on the Resident from the moment when a copy of the Regulations as altered has been personally delivered to the Resident.

5.6 Any provision of this Licence declared by a Court of Law or a tribunal to be void shall, where the context allows, be severed from the rest of the Licence which shall then be construed and interpreted as though the provision declared to be void had never been a part of it.

AS WITNESS the hands of the parties hereto

THE FIRST SCHEDULE

The Regulations

1. Show respect to staff and other residents at the Premises at all times.
2. Keep your room clean and tidy. Household chores are shared on a rota system. It is expected that you will carry out these duties to a satisfactory level and without further notice.
3. Permission must be sought from the Duty Manager before visitors are allowed access into the Premises.
4. The Duty Manager reserves the right to refuse access to the Premises not enforceable to any person who is not a resident. Visitors may also be required to leave the Premises at any time at the Manager's discretion.
5. Residents are to arrange times of visits with the Manager so Staff can be notified. This is due to Security and Safety issues. Visitors will be received in designated areas only.
6. To ensure the security and safety of everyone. Residents are to notify a member of staff on the arrival of any visitor/s.
7. Residents are responsible for their visitor's conduct whilst on the Premises.
8. Any person who has been banned or evicted from the Premises is not allowed to contact or visit any resident at the Premises without the express permission of the Manager
9. The front and back door/s of the Premises are to be answered by Staff only.
10. Under C.O.S.H.H. Regulations, all hazardous substances brought in by Residents must be stored in a safe and secure area designated by the Manager.
11. Residents are only permitted to enter each others rooms with the express permission of the other Residents and in their presence.
12. Co-habitation is not permitted within the Premises.
13. The meal-times as listed on the notice board in the Dining Room must be observed.
14. Staff are to be informed if and when meals are not needed or are required to be kept hot.
15. Posters, pictures or other materials are not to be placed on walls or doors without the express permission of the Manager.
16. Fire drills and Health & Safety Procedures within the Premises are to be adhered to.
17. Residents are required to inform Staff when leaving the building and state when they anticipate returning.
18. Offensive weapons are not allowed in the Premises under any circumstances.
19. Pornographic and other offensive materials are not permitted on the premises. The Manager will make the final decision on any issues of dispute.
20. Alcohol, Illegal Drugs, Solvents and other intoxicating sub stances are not permitted on the premises under any circumstances. If any of the above substances are found in the Resident's possession the Manager reserves the right to give notice to vacate the premises immediately.
21. Selling or buying of goods from other residents or staff is not permitted without the express permission of the Manager.
22. Obtaining loans or ordering items through catalogue or mail order is not permitted without the express permission of the Manager (because the Resident

may have left the Premises before a loan or item arrives or before paying for an item).

23 Residents are required to attend all appointments (e.g. DSS, Probation, Social Work, Key Worker) which relate to their stay at the Premises.

24 Residents are expected to comply with all reasonable requests made by Staff.

25 Staff reserve the right to enter and search the rooms on the instruction of the Duty Manager at any time. Two members of staff will always be present for this exercise which will, if possible, be carried out in the presence of the Resident.

26 For acts of violence, harassment, or any behaviour deemed to cause a risk of health or safety to others, the Manager reserves the right to give notice to vacate the premises immediately.

27 In the interest of Health & Safety all personal electrical equipment of Residents must be P.A.T. tested before being used at the Premises

28 Chewing gum is banned from the Premises due to the fact that damage is caused to the property through incorrect disposal of the gum.

29 The premises are protected by a smoke alarm system for your safety. For this reason, the use of cooking, heating or other open flamed appliances (including candles) is not permitted.

30 Smoking is not permitted on the Premises.

31 Appropriate dress, in a clean and tidy state must be worn in communal areas at the appropriate times. Shoes, sandals or slippers must also be worn in the communal areas.

32 The use of the premises for illegal purposes or the use of illegal substances is not permitted. Any Resident or visitor found breaking this rule will be reported to the Police and the Resident responsible will be given notice to leave.

33 Rubbish is not to be thrown out of windows or left in corridors but should be disposed of in the facilities provided.

34 Residents are requested to behave considerately towards others and not put Staff or other residents at risk.

35 Please always knock on an office door (even when open) before entering any of the offices. Do not enter if not invited to do so.

36 Residents are not permitted to enter designated areas which are "out of bounds" unless prior permission is given by a Staff member.

37 You should permit access to your bedroom between the hours of 9.00 a.m. and 5.00 p.m. for routine and cyclical maintenance, bedroom cleanliness checks and at other times in an emergency (we will endeavour to always give as much notice as possible).

38 Residents agreement to a contract of Housing Support is a condition of occupancy. A "Personal Plan" will be drawn up which reflects the unique needs of the licensee and implements the Housing Support contract agreed to.

39 Residents are not to misuse any prescribed drugs on the Premises.

40 No overnight visitors are permitted in the Premises due to the Security and Safety risks to other Residents, staff and the building itself.

41 No furniture, equipment, goods or chattels are to be brought into the premises without the prior consent of the Manager.

42 The bedroom and any of the facilities made available to the Resident in the Premises are not to be used in such a way as to cause nuisance, damage, disturbance, annoyance, inconvenience or interference to the Premises, its members of staff or any other Resident or visitors on the Premises or neighbours.

43 The Manager reserves the right to be present when mail is being opened by a resident. This will only occur if it is suspected that contraband goods are contained in the letter/package.

44 The address and telephone numbers of the Premises must not be given out by residents without the express permission of the Manager. This is to ensure the safety and security of other Residents and members of Staff.

45 Due to the nature of communal living, and disputes which can arise between Residents out of the use of shared facilities, the viewing of the television and the listening to music will be managed by the Staff.

46 The Resident may not keep at the Premises any kind of pet animal whether domesticated or otherwise.

Important Notice

The Regulations are designed for the health safety and security of all Residents.

All Residents must abide by them.

Any Resident found breaking any of the Regulations may be issued with a written notice.

Ending his Licence and eviction from the Premises will follow.

SECOND SCHEDULE
The Services

Teen Challenge will provide you with the following service:

1. Heating
2. Lighting
3. Laundry facilities
4. Furniture (as specified in attached inventory)
5. Cleaning of communal areas
6. Warden services
7. Gardening services
8. Window cleaning
9. Housing Support (specified according to need)

THIRD SCHEDULE
Personal Charges

Itemised below are the cost of providing the following services within the license charge [these are ineligible charges for Housing Benefit purposes and must be met through the Residents own means]:-

Full Board	£ 29.05pw
Heating, Hot Water, Lighting & Fuel for Cooking	£ 9.34 pw
Laundry Supplies (Including TV Licence £0.25)	£ 0.79 pw
Cleaning Supplies	£ 1.64 pw

SIGNED on behalf of
TEEN CHALLENGE UK
By:

.....
Authorised Officer

SIGNED by the RESIDENT

.....

LICENCE FEE INCREASE NOTICE

To: Colin Kerr [*Licensee*]

of: Room 118
Sunnybrae, Woodhead, Fyvie [*Address of the premises subject to the Licence*]
Turriff, AB53 8LS
Aberdeenshire

From: Teen Challenge UK [*Landlord*]
Sunnybrae, Woodhead, Fyvie [*Address for correspondence*]
Turriff, AB53 8LS
Aberdeenshire

1. This notice affects the amount of rent you pay. Please read it carefully.
2. The date this notice was served on the Licensee: Thursday 24th December 2020.
3. The Landlord is notifying you of a new Licence Fee of £432.28 per week, in place of the existing one of £417.99 per week.
4. The starting date for the new Licence Fee will be Monday 25th January 2021.
5. Certain charges may be included and separately identified in your rent. The amounts of the following charges are:

Charges	Amount included and separately identified
Heating, Hot Water, Lighting & Fuel for Cooking	£9.34
Full Board	£29.05
Laundry Supplies	£0.54
Cleaning Supplies	£1.64
T.V. License	£0.25
	£40.82

I have notified the Licensee of the rent increase:

Signed: M. Duthie [The Landlord]

Name: MARTIN DUTHIE

Date: Thursay 24th December 2020

Claim Details

This document contains your questions and answers, this document cannot be used as a claim for benefit and is for your reference only.

Close this document to carry on and submit your claim.

Section A : Personal Details

Do you live with a partner as a couple?	▮ No
Your first name(s)	▮ Colin James
Your surname	▮ Kerr
Your title	▮ Mr
Do you use, or have you ever used, any other names?	▮ No
Your date of birth (Enter year in the format YYYY)	▮ 28/11/1979
What gender are you?	▮ Male
Do you have a National Insurance number?	▮ Yes, I know the number
What is your National Insurance number? (Enter NI Number in the format AA-99-99-99-A)	▮ JK760995D
What is your nationality?	▮ British
Have you lived in the United Kingdom for the last five years or more?	▮ Yes
Are you a student? By student we mean anyone who is attending a course of study at an educational establishment, including student nurses.	▮ No
Please enter your email address.	▮ martin.duthie@tcns.org.uk
Your telephone number	▮ 01651891627
What type of phone number is this?	▮ home

Section B : Your Address

What kind of home do you live in (or are going to live in)? Are you: • renting from Aberdeenshire Council • renting from a housing association • renting from another registered social landlord like a housing trust • renting from a private landlord • an owner-occupier • a boarder, with meals included in my rent • in temporary homelessness accommodation • commercial lodgings, guest house, hostel or hotel • in 'Supported' or 'Exempt' accommodation (please see the Help link above for further information)	in 'Supported' or 'Exempt' accommodation (please see the Help link above for further information)
Select from the following statements which applies to you. • Aberdeenshire Council has placed me in accommodation outside of the area they cover. • Another Council has placed me within the area covered by Aberdeenshire Council. • None of the above	None of the above
What is the address you are making this claim for? Enter the postcode with a space so it matches the format A1 1AA.	
Flat number/name	118 Teen Challenge
House number/name	, Sunnybrae
Street name	Woodhead
Town or city	Turriff
Postcode	AB53 8LS
Is this your permanent main home now, or are you going to move into it within the next few weeks?	main home now
When did you move into the address you are making this claim for?	25/08/2020
What address did you live at previously? Enter the postcode with a space so it matches the format A1 1AA.	
Flat number/name	Flat 3
House number/name	Holy Trinity House
Street name	St Marys Wynd

Town or city	Stirling
Postcode	FK8 1BU
What date did you move out of your previous address? (Enter year in the format YYYY)	14/07/2020
At your previous address were you: • renting from a council • renting from a private landlord or paying rent to live in part of someone's home • renting from a housing association or registered social landlord like a housing trust • an owner-occupier • living with relatives or friends • living in commercial lodgings, a guest house, hostel, hotel or bed and breakfast • other	renting from a council
Are you in legal custody (such as in prison, on remand, youth offenders centre)?	No
Have you **claimed** Housing Benefit, Council Tax Benefit or Council Tax Reduction in the past? If you claimed it but did not get it, please say Yes.	Yes
When did you last claim Housing Benefit, Council Tax Benefit or Council Tax Reduction? (Enter year in the format YYYY)	14/07/2020
What was your previous Housing Benefit Reference number?	
Was your last Housing Benefit, Council Tax Benefit or Council Tax Reduction claim for the same address as you are claiming for now?	No
Which council did you make your last claim for Housing Benefit, Council Tax Benefit or Council Tax Reduction from?	Stirling Council
What address was your last Housing Benefit, Council Tax Benefit or Council Tax Reduction claim for? Enter the postcode with a space so it matches the format A1 1AA.	
Flat number/name	Flat 3 Holy Trinity House
House number/name	St Marys Wynd
Street name	Stirling
Town or city	

Postcode	FK8 1BU
Have you told the council you claimed Housing Benefit, Council Tax Benefit or Council Tax Reduction from in the past, that you have moved?	Yes
When you last claimed Housing Benefit, Council Tax Benefit or Council Tax Reduction, did you use the same name as you have given for this claim?	Yes

Section C : Accommodation

What is your landlord's full name?	Teen Challenge UK
What is your landlord's address? If ur landlord isn't the owner of the property but manages it for someone else, please give the owner's details here.	
Flat number/name	Teen Challenge,,
House number/name	Sunnybrae
Street name	Woodhead
Town or city	
Postcode	AB53 8LS
When did your tenancy start? (Enter year in the format YYYY)	25/08/2020
Do you know when your current tenancy is due to end or be renewed?	No
V at sort of tenancy do you have?	licence agreement
Is the property rented out as furnished, unfurnished or part-furnished?	furnished

Section D : Rent and Council Tax

Do you own another property or any land in the United Kingdom or abroad?	No
Do you require a non-resident carer to stay over night in your home?	No
Are you an approved foster carer?	No
Do you have a bedroom kept for someone who usually lives with you, but is currently away serving with the Armed Forces?	No

Are you living in shared accommodation? Only answer Yes if you are sharing your house with other adults and if you only have exclusive use of a single room e.g. a bedroom for yourself and your partner (if you have one). If you have exclusive use of two rooms or more, then answer No.	▮ No
Do you live in one main room only (like a bedsit), or in accommodation where you do not have exclusive use of any main room?	▮ No
Do you know how much of your rent is for the fuel charge?	▮ Yes
How much is the fuel charge?	▮ 2.30
How often is the fuel charge due?	▮ every week
Do you know how much of your rent is for the heating charge?	▮ Yes
How much is the heating charge?	▮ 2.29
How often is the heating charge due?	▮ every week
Do you know how much of your rent is for the hot water charge?	▮ Yes
How much is the hot water charge?	▮ 2.30
How often is the hot water charge due?	▮ every week
Do you know how much of your rent is for the lighting charge?	▮ Yes
How much is the lighting charge?	▮ 2.30
How often is the lighting charge due?	▮ every week
Which of these charges (if any) are **included** in your rent?	▮ meals, heating, lighting, hot water, fuel for cooking, laundry, cleaning rooms or windows
Do you know how much of your rent is for cleaning?	▮ Yes
How much of your rent is for cleaning?	▮ 1.61
How often is the charge for cleaning due?	▮ every week
Do you know how much of your rent is for laundry?	▮ Yes
How much of your rent is for laundry?	▮ 0.78
How often is the charge for laundry due?	▮ every week

Do you know how much of your rent is for meals?	Yes
How much of your rent is for meals?	28.55
How often is the charge for meals due?	every week
Which meals are covered by the charge in your rent?	breakfast, lunch, evening meal
Do you pay for any service(s) as an extra charge **on top of** your rent?	No
How often is your rent due?	every week
How much rent do you pay?	£417.99
Who is responsible for the Council Tax for your home?	someone else
H your rent changed in the last 12 months?	No

Section E : Health and Disability

Benefits for disability or ill health. Which of the following benefits or allowances (if any) do **you** get because you have a disability, or because ill health or injury means you cannot work? • Disability Living Allowance (including any payment to Motability Fund) • Personal Independence Payment or Armed Forces Independence Payment • Attendance Allowance • Incapacity Benefit Severe Disablement Allowance • Disabled Student Allowance • Industrial Injuries Disablement Benefit • War Disablement Pension • Private Car Allowance • Armed Forces Compensation Scheme • none	none
Are you registered blind (or been registered blind within the previous six months)?	No
In the last eight weeks have you received Carer's Allowance for looking after a person with a disability?	No
Are you **entitled** to Carer's Allowance but not getting it?	No

Do you provide care or support (either paid or unpaid) for another person who is NOT your dependant child under 18, nor your partner?	No
Are you in hospital at the moment?	No
Are you severely mentally impaired?	No

Section F : Children

Do you live with any dependant children?	No

Section G : Other Adults

Do any other adults live in your home?	No
Is there anyone who usually lives in your home, but is not living there at the moment because they are in legal custody (such as in prison, on remand, youth offenders centre)?	No

Section H : Employment

Section I : Pensions, Benefits and Tax Credits

Which of the following benefits (if any) do you get? • Universal Credit • Income Support • Job Seeker's Allowance (Income Based) • Employment and Support Allowance (Income Related) • None	Universal Credit
Which of the following contributory benefits (if any) do you get? • Job Seeker's Allowance (Contribution Based) • Employment and Support Allowance (Contribution Based) • None	None
What is the start date of the Universal Credit assessment period?	08/07/2020
What is the end date of the Universal Credit assessment period?	07/08/2020
What is the total Universal Credit payment this month?	£318.82
What is the total entitlement of Universal Credit before deductions that applies to you?	£317.82

What is the Child element of your Universal Credit entitlement?	£0.00
What is the Disabled child element of your Universal Credit entitlement?	£0.00
What is the Housing element of your Universal Credit entitlement?	£0.00
What is the Limited capability for work and work-related activity element of your Universal Credit entitlement?	£0.00
What is the Carer element of your Universal Credit entitlement?	£0.00
What is the total amount of earnings used to work out your Universal Credit payment?	£0.00
What is the amount taken off your Universal Credit payment for Advance Payments?	£29.00
What is the amount taken off your Universal Credit payment for Debts and loan repayments?	£0.00
What is the Housing element of your Universal Credit entitlement?	£0.00
Do **you** get any pensions? Which of the following pensions (if any) do you get? • State Pension • Occupational pension (from an organisation you used to work for) • Private pension - including a pension from abroad • War Widow's/Widower's Pension (sometimes called a War Pension) • Widow's or Widower's Pension/Benefit • Industrial Death Benefit/Pension • none	none
Have you put off drawing all or part of a personal or private pension?	No

Benefits for family circumstances ▮ None

Which of the following benefits (if any) do **you** get?

- Maternity Allowance (paid by the Department for Work and Pensions (DWP) - not from work)
- Widowed Parent's Allowance (sometimes called Widowed Mother's Allowance)
- Bereavement Allowance
- Bereavement Support Payment
- Fostering Allowance
- None

Work-related benefits ▮ None

Which of the following benefits or credits (if any) do **you** get?

- Reduced Earnings Allowance
- In Work Credit
- None

Have you made a claim for any other benefits, pensions, allowances or tax credits; but are not getting them because you are still waiting to hear about the claim? ▮ No

Section J : Money Owed to You

Does anyone owe money to you? ▮ No

Are you expecting to get any other money in the next 12 months? ▮ No

Section K : Savings

Section L : Money Coming In

Do you get any maintenance payments or child support, from an ex-partner (or ex-partners) - include any money that goes directly to your child or children? ▮ No

Section M : Money Going Out

Do you pay any money to contribute to the expenses of a child who is a student in advanced education such as university? ▮ No

Do **you** pay any money into a personal (private) pension scheme (other than through work)? ▮ No

Section N : Other Information

If you think there is anything else to tell us about that you have not already covered, tell us below. This could include details of any other income or property that you have.	
Do you want Aberdeenshire Council to share information about your claim with anyone who helps you?	Yes
What is their first name?	Martin
What is their last name?	Duthie
What is their relationship to you? This person is my: • support worker • friend • parent son or daughter • other relative (please specify below) • other (please specify below)	support worker
If you entered other please specify below	
What is their telephone number?	01651891627
What is their address? Enter the postcode with a space so it matches the format A1 1AA.	
Flat number/name	AB53 8LS
House number/name	
Street name	Teen Challenge, Sunnybrae, Woodhead
Town or city	
Postcode	AB53 8LS
Do you give Aberdeenshire Council permission to share information about the status of your Housing Benefit claim with your landlord or their representative?	Yes
Are you the person making this claim, or have you answered the questions on behalf of the person making the claim?	I am making the claim

Section O : Getting Your Benefits

Who would you like your benefit to be paid to?	▮ I would like any benefit paid directly to my landlord
Do you want to backdate your claim for benefit?	▮ No

LICENCE TO OCCUPY

AN AGREEMENT made on the 25th August 2020, **BETWEEN TEEN CHALLENGE UK** of Teen Challenge Centre, Sunnybrae, Woodhead, Fyvie, Aberdeenshire, AB53 8LS ("Teen Challenge") and Colin Kerr of room 118 ("the Resident") (2)

1. DEFINITIONS

In this agreement the following expressions shall have the following meanings
"Premises" means the hostel known as Teen Challenge House comprising the building and all land within the boundaries of the Premises.
"Licence Period" means the period from the date of this agreement until the date on which the Residents rights under clause 2 are terminated in accordance with clause 4.1.
"Licence Fee" means £417.99 per week or such other amount as Teen Challenge may from time to time decide in its absolute discretion on 28 days written notice to the Resident. The payment of the licence charge is due in advance on the Monday of each week. The Landlord may increase or decrease the charge by giving the Licensee reasonable notice in writing.
"Bedroom" means the bedroom which will be allocated to the resident as his sleeping accommodation.
"The Regulations" means the Regulations which are set out in the First Schedule to this Licence both in their existing state and in any altered state (whether by way of deletion amendment or addition).

2. LICENCE

Subject to clauses 3 and 4 Teen Challenge gives the Resident the right (in common with Teen Challenge and all others authorised by Teen Challenge) to use for the Licence Period:

2.1 The bedroom allocated by Teen Challenge to the Resident either for the sole occupation of the Resident or to be shared with another Resident

2.2 The use of the facilities in the Premises for eating, sanitation and recreation

3. RESPONSIBILITIES OF TEEN CHALLENGE

3.1 Registration fee of £100 is non-refundable and must be paid on arrival. This cost is set to cover our administration costs.

3.2 The proprietor will make the tenants mail available on a daily basis, apart from the weekend, where the mail will be opened on the Monday following..

3.3 The proprietor will be responsible for maintenance, cleanliness and repair of the building and fixtures and fittings in accordance with legislative requirements and Aberdeenshire Council's Standards for HMOs.

3.4 Repossession of a room by the proprietor will be through lawful procedures.

3.5 A telephone is available in the corridor outside the chapel, to enable Residents to call the emergency services.

3.6 The proprietor will keep in satisfactory repair the structure and exterior of the property and keep it fit for human habitation.

3.7 The proprietor will remain and keep in proper working order any installations provided for space heating, water heating and sanitation and for the supply of water, gas and electricity in compliance with current safety legislation including:

- Basins, sinks, baths, toilets, flushing systems and waste pipes, showers, water tanks
- Electric wiring, fireplaces, fittings, fires and central heating installations, door entry systems, TV aerials and extractor fans.

3.8 An annual gas safety inspection by a CORGI registered person will be arranged by the landlord and a copy of the certificate made available to the tenant on request.

3.9 An inspection of electrical installations and appliances by a competent person will be arranged by the landlord every three years and a copy of the certificate of inspection made available to the tenant on request.

3.10 The proprietor will also maintain fire safety precautions and installations and exterior routes and ensure compliance with the fire safety provisions of Aberdeenshire Council's Standards for Houses in Multiple Occupation, A copy of these Standards will be made available from the proprietor upon request from the tenant.

3.11 Facilities and arrangements for the collection and disposal of rubbish are as follows: Teen Challenge staff will ensure all rubbish is taken to the road end, to be put in the bins provided, to be uplifted once weekly by Aberdeenshire Council.

3.12 The proprietor will ensure that tenants are aware of and comply with arrangements for refuse collection and disposal.

3.13 The proprietor will maintain comprehensive building insurance. The proprietor is not responsible for the arrangement of contents insurance for any property of belongings of the tenant.

3.14 The Proprietor will take reasonable care to keep common parts in good repair and fit for use by the tenant and other occupiers and visitors to the property.

3.15 The proprietor will take reasonable care to keep common parts in good repair and fit for use by the tenant and other occupiers and visitors to the property.

3.16 The proprietor will provide appropriate lighting in all common parts.

3.17 The proprietor will contribute to arrangements for maintaining and cleaning gardens and mutual areas.

4. RESIDENTS AGREEMENTS AND UNDERTAKINGS The Resident agrees and undertakes with Teen Challenge to pay to Teen Challenge the Licence Fee (together with any VAT) in arrears on the last day of each week the first payment (or a due proportion of it apportioned on a day to day basis) to be made on the day of.

4.1 Not to bring any furniture equipment goods or chattels onto the Premises without the consent of Teen Challenge.

4.2 Not to use the bedroom or any of the facilities made available to the Resident in the Premises in such a way as to cause any nuisance, damage, disturbance, annoyance or inconvenience or interference to Teen Challenge its members of staff or any other Residents or visitors at the Premises.

4.3 Not to commit any act which would or might constitute a breach of any statutory

requirements affecting the Premises or which would or might jeopardise or vitiate any insurance over the Premises.

4.4 To observe and abide at all times by the Regulations.

4.5 Not to hinder or impede in any way Teen Challenge or its officers staff or agents in the exercise of its rights of possession and control of the Premises and every part of the Premises including the bedroom.

4.6 The Resident shall not attach or display any advertisement, photograph, picture or painting, in the bedroom except on the board provided.

4.7 The Resident may not use any sound producing instrument (whether electrically or electronically controlled or not) in the Premises (whether in or outside the Bedroom) between the hours of 11.00 p.m. and 9.00 a.m. and at other times no such instrument shall be used to as to be a nuisance to any person in the Premises.

4.8 The Resident shall not assign charge or otherwise share or part with possession of the bedroom or his rights in it and shall not hold his rights in the bedroom on trust for any person.

5. GENERAL

5.1 Teen Challenge will provide the Resident (in common with all other Residents at The Premises) with the services which are set out in the

Second Schedule to this agreement

5.2 The rights granted by clause 2 of this agreement will terminate (without prejudice to Teen Challenges right in respect of any breach of the agreements and undertakings contained in clause 3):

5.2.1 Immediately on notice given by Teen Challenge at any time following any breach by the Resident of any of his agreements and undertakings contained in clause 3

5.2.2 On not less than seven days notice in writing given by Teen Challenge or by the Resident to Teen Challenge.

5.3 The benefit of this Licence is personal to the Resident and the rights given by clause 2 of this agreement may only be exercised by the Resident.

5.4 Teen Challenge shall not be liable for the death of or injury to or for damage to any personal property of the Resident or for any losses claims demands action proceedings damages costs expenses or other liability incurred by the Resident or by any person visiting the Resident at the Premises except as may be imposed by law upon Teen Challenge.

5.5 Teen Challenge reserves the right to alter the Regulations or any one or more of them by adding new ones or deleting or amending any of the existing Regulations. Any change in the Regulations will be made known to the Resident by one of the staff of Teen Challenge handing him a copy of the Regulations as altered. Any alteration in the Regulations will be binding on the Resident from the moment when a copy of the Regulations as altered has been personally delivered to the Resident.

5.6 Any provision of this Licence declared by a Court of Law or a tribunal to be void shall, where the context allows, be severed from the rest of the Licence which shall then be construed and interpreted as though the provision declared to be void had never been a part of it.

AS WITNESS the hands of the parties hereto

THE FIRST SCHEDULE

The Regulations

1. Show respect to staff and other residents at the Premises at all times.
2. Keep your room clean and tidy. Household chores are shared on a rota system. It is expected that you will carry out these duties to a satisfactory level and without further notice.
3. Permission must be sought from the Duty Manager before visitors are allowed access into the Premises.
4. The Duty Manager reserves the right to refuse access to the Premises not enforceable to any person who is not a resident. Visitors may also be required to leave the Premises at any time at the Manager's discretion.
5 Residents are to arrange times of visits with the Manager so Staff can be notified. This is due to Security and Safety issues. Visitors will be received in designated areas only.
6 To ensure the security and safety of everyone. Residents are to notify a member of staff on the arrival of any visitor/s.
7 Residents are responsible for their visitor's conduct whilst on the Premises.
8 Any person who has been banned or evicted from the Premises is not allowed to contact or visit any resident at the Premises without the express permission of the Manager
9 The front and back door/s of the Premises are to be answered by Staff only.
10 Under C.O.S.H.H. Regulations, all hazardous substances brought in by Residents must be stored in a safe and secure area designated by the Manager.
11 Residents are only permitted to enter each others rooms with the express permission of the other Residents and in their presence.
12 Co-habitation is not permitted within the Premises.
13 The meal-times as listed on the notice board in the Dining Room must be observed.
14 Staff are to be informed if and when meals are not needed or are required to be kept hot.
15 Posters, pictures or other materials are not to be placed on walls or doors without the express permission of the Manager.
16 Fire drills and Health & Safety Procedures within the Premises are to be adhered to.
17 Residents are required to inform Staff when leaving the building and state when they anticipate returning.
18 Offensive weapons are not allowed in the Premises under any circumstances.
19 Pornographic and other offensive materials are not permitted on the premises. The Manager will make the final decision on any issues of dispute.
20 Alcohol, Illegal Drugs, Solvents and other intoxicating sub stances are not permitted on the premises under any circumstances. If any of the above substances are found in the Resident's possession the Manager reserves the right to give notice to vacate the premises immediately.
21 Selling or buying of goods from other residents or staff is not permitted without the express permission of the Manager.
22 Obtaining loans or ordering items through catalogue or mail order is not permitted without the express permission of the Manager (because the Resident

may have left the Premises before a loan or item arrives or before paying for an item).

23 Residents are required to attend all appointments (e.g. DSS, Probation, Social Work, Key Worker) which relate to their stay at the Premises.

24 Residents are expected to comply with all reasonable requests made by Staff.

25 Staff reserve the right to enter and search the rooms on the instruction of the Duty Manager at any time. Two members of staff will always be present for this exercise which will, if possible, be carried out in the presence of the Resident.

26 For acts of violence, harassment, or any behaviour deemed to cause a risk of health or safety to others, the Manager reserves the right to give notice to vacate the premises immediately.

27 In the interest of Health & Safety all personal electrical equipment of Residents must be P.A.T. tested before being used at the Premises

28 Chewing gum is banned from the Premises due to the fact that damage is caused to the property through incorrect disposal of the gum.

29 The premises are protected by a smoke alarm system for your safety. For this reason, the use of cooking, heating or other open flamed appliances (including candles) is not permitted.

30 Smoking is not permitted on the Premises.

31 Appropriate dress, in a clean and tidy state must be worn in communal areas at the appropriate times. Shoes, sandals or slippers must also be worn in the communal areas.

32 The use of the premises for illegal purposes or the use of illegal substances is not permitted. Any Resident or visitor found breaking this rule will be reported to the Police and the Resident responsible will be given notice to leave.

33 Rubbish is not to be thrown out of windows or left in corridors but should be disposed of in the facilities provided.

34 Residents are requested to behave considerately towards others and not put Staff or other residents at risk.

35 Please always knock on an office door (even when open) before entering any of the offices. Do not enter if not invited to do so.

36 Residents are not permitted to enter designated areas which are "out of bounds" unless prior permission is given by a Staff member.

37 You should permit access to your bedroom between the hours of 9.00 a.m. and 5.00 p.m. for routine and cyclical maintenance, bedroom cleanliness checks and at other times in an emergency (we will endeavour to always give as much notice as possible).

38 Residents agreement to a contract of Housing Support is a condition of occupancy. A "Personal Plan" will be drawn up which reflects the unique needs of the licensee and implements the Housing Support contract agreed to.

39 Residents are not to misuse any prescribed drugs on the Premises.

40 No overnight visitors are permitted in the Premises due to the Security and Safety risks to other Residents, staff and the building itself.

41 No furniture, equipment, goods or chattels are to be brought into the premises without the prior consent of the Manager.

42 The bedroom and any of the facilities made available to the Resident in the Premises are not to be used in such a way as to cause nuisance, damage, disturbance, annoyance, inconvenience or interference to the Premises, its members of staff or any other Resident or visitors on the Premises or neighbours.

43 The Manager reserves the right to be present when mail is being opened by a resident. This will only occur if it is suspected that contraband goods are contained in the letter/package.
44 The address and telephone numbers of the Premises must not be given out by residents without the express permission of the Manager. This is to ensure the safety and security of other Residents and members of Staff.
45 Due to the nature of communal living, and disputes which can arise between Residents out of the use of shared facilities, the viewing of the television and the listening to music will be managed by the Staff.
46 The Resident may not keep at the Premises any kind of pet animal whether domesticated or otherwise.

Important Notice

The Regulations are designed for the health safety and security of all Residents.

All Residents must abide by them.

Any Resident found breaking any of the Regulations may be issued with a written notice.

Ending his Licence and eviction from the Premises will follow.

SECOND SCHEDULE
The Services

Teen Challenge will provide you with the following service:

1. Heating
2. Lighting
3. Laundry facilities
4. Furniture (as specified in attached inventory)
5. Cleaning of communal areas
6. Warden services
7. Gardening services
8. Window cleaning
9. Housing Support (specified according to need)

THIRD SCHEDULE
Personal Charges

Itemised below are the cost of providing the following services within the license charge [these are ineligible charges for Housing Benefit purposes and must be met through the Residents own means]:-

Full Board	£ 28.55pw
Heating, Hot Water, Lighting & Fuel for Cooking	£ 9.19 pw
Laundry Supplies (Including TV Licence £0.25)	£ 0.78 pw
Cleaning Supplies	£ 1.61 pw

SIGNED on behalf of
TEEN CHALLENGE UK
By:

.....
Authorised Officer

SIGNED by the RESIDENT

.....

Aberdeenshire Council Finance

BENEFIT DECISION NOTICE

Please read the notes overleaf carefully. A more detailed explanation of this calculation can be provided on request

MR CJ KERR ROOM 118, SUNNYBRAE WOODHEAD FYVIE TURRIFF AB53 8LS	**Claim Reference**	25050993
	Council Tax Reference	
	Landlord Reference	2436
	Rent Reference	
	Date	18 Sep 2020
	Benefit Enquiries	**03456 081200**

REASON FOR CALCULATION: New Claim

	HOUSING BENEFIT
Your weekly Benefit Award is:	£377.36
Less weekly overpayment recovery:	£0.00
Net Benefit Payable:	£377.36
Weekly gross Rent/Council Tax is:	£417.99
Benefit starts on:	25 Aug 2020
Weekly eligible Rent/Council Tax:	£377.36
Weekly ineligible service charges:	£40.63
The first payment will be:	£2964.97
This will be paid on:	19 Oct 2020
Payment will be made by:	Direct to TEEN CHALLENGE UK
Future payments will be made:	Bank Payment 4 weekly in arrears
NON DEPENDANT DEDUCTIONS:	£0.00

NAME	GROSS INCOME (WEEKLY)	INCOME BAND	DEDUCTION (RENT)	DEDUCTION (COUNCIL TAX)

In working out your weekly benefit, we have used the following information:

Claim based on Job Seekers Allowance

YOU MUST TELL US IMMEDIATELY IF YOUR CIRCUMSTANCES CHANGE

Information

Please read the notes below. If you have any queries, please telephone the number overleaf, or alternatively write or call into one of our Aberdeenshire Support and Advice Team offices listed below:

The Town House, Low Street, Banff, AB45 2AY	Tel: 03456 08 1200
The Faithlie Centre, 1 Saltoun Square, Fraserburgh, AB43 9DA	Tel: 03456 08 1200
Buchan House, St Peter Street, Peterhead, AB42 1QF	Tel: 03456 08 1200
16-22 Allardice Street, Stonehaven, AB39 2BR	Tel: 03456 08 1200
Gordon House, Blackhall Road, Inverurie, AB51 3WA	Tel: 03456 08 1200

What to do now

You should check the details overleaf to make sure that everything is correct. Some of the terms used are explained below. You must tell us straightaway if you think our decision on your claim is wrong, and you must also tell us why you think it is wrong.

What to do if you think the decision is wrong

If you want to know more about this decision or if you think it is wrong, you should contact us within **one month** of the date of this letter or we may not be able to consider any dispute. You can contact us by phone, or in writing. Our phone number is on the front page of this letter and a list of our offices is provided above. You can either ask us for an explanation, ask us to look at your claim again, or appeal against the decision – this can only be **in writing**. If you then decide to appeal against this decision, an Independent Tribunal administered by the Appeals Service may hear yc appeal.

What if your circumstances change?

You are responsible for telling us about changes to your circumstances. If your circumstances change it may affect the amount of housing benefit you receive. You must tell us about any changes straightaway as failure to do so may result in a loss of benefit. Failure to disclose a change that would affect your benefit may also result in an overpayment, which you will have to repay. If you are over the age of 60, and you get Pension Credit there are only certain changes that you must report to us – please contact us for more information.

What you need to pay

Rent: You are responsible for paying the difference between the housing benefit awarded and the rent charged. If you are a private tenant, you will be paid by BACS direct to your bank account. If you are a Council tenant, your benefit will be paid directly to your rent account.

Explanation of the terms used overleaf (If you are unsure about any other terms please contact us)

Your Earned Income	If you are working, any earnings will be shown here as a weekly figure.
Any Other Income	All other types of income, including any partner's earnings, Child Benefit, State Pensions, Pension Credit, Private Pensions, tariff income from capital will be shown here.
Your Total Capital	This is the total amount of capital and savings held by you.
Weekly Eligible Rent	This is the amount of rent on which benefit can be paid and can be less than the amount of rent that you actually pay, due to rent restrictions, and other ineligible charges.
Ineligible Weekly Fuel and Service Charges	This amount is for any charges made in your rent for electricity or gas, water rates, laundry provision etc.
Non-Dependant Deductions	Non-dependents are other adults living in your home. Some of them may be expected to contribute towards your rent and council tax. A deduction from your benefits may be made, according to the individual's income.
Applicable Amount	This is the weekly figure that the Government has worked out as the amount needed for day-to-day living expenses, dependant upon your individual circumstances.

Help us to help you

The Aberdeenshire Support and Advice Team is committed to ensuring that anyone who is entitled to receive benefit can do so. It is also important to ensure that people do not receive benefit if they are not entitled to it.

It may be possible to give you additional help, if your benefit is restricted. If this is the case, please contact us for further details.

BENEFIT DECISION NOTICE

Please read the notes overleaf carefully. A more detailed explanation of this calculation can be provided on request

TEEN CHALLENGE UK	**Claim Reference**	25050993
SUNNYBRAE CENTRE	**Council Tax Reference**	
WOODHEAD	**Landlord Reference**	2436
FYVIE	**Rent Reference**	
TURRIFF	**Date**	18 Sep 2020
AB53 8LS	**Benefit Enquiries**	**03456 081200**

Re: CJ KERR,SUNNYBRAE, WOODHEAD, FYVIE, TURRIFF, AB53 8LS

REASON FOR CALCULATION: New Claim

	HOUSING BENEFIT
The Weekly Benefit Award is:	£377.36
Less Overpayment Recovery:	£0.00
Net Benefit Payable:	£377.36
Weekly gross Rent :	£417.99
The Benefit Starts on:	25 Aug 2020
Weekly Eligible Rent:	£377.36
Weekly Ineligible Service Charges:	£40.63
The first/next payment will be:	£2964.97
This will be paid on:	19 Oct 2020
Payment will be made by:	BANK TRANSFER
Future Payments will be made:	Bank Payment 4 weekly in arrears
NON DEPENDANT DEDUCTIONS:	£0.00

We will be making payment of Housing Benefit for the above tenant direct to you, details as show above. The tenant is responsible for paying any shortfall between Housing Benefit paid and rent charged.

Please Note:

- If you are aware of any change that may affect your tenant's Housing Benefit you must tell us as soon as possible. (For example - if your tenant changes their address). Your tenant must also tell us about any changes.
- If Housing Benefit is overpaid we may recover any overpayments from you.
- You have the right to ask us to look at this decision again if you do not agree with Housing Benefit being paid direct to you. You may also request that your appeal is heard by the Appeals Service.
- Independently of this, you can ask for a more detailed explanation of how we made our decision. In each of the above cases you must phone or write to us at the address at the top of this decision notice, within one month of the decision.

YOU MUST TELL US IMMEDIATELY IF YOU ARE AWARE OF ANY CHANGES TO YOUR TENANT'S CIRCUMSTANCES

BENEFIT DECISION NOTICE

Please read the notes overleaf carefully. A more detailed explanation of this calculation can be provided on request

TEEN CHALLENGE UK
SUNNYBRAE CENTRE
WOODHEAD
FYVIE
TURRIFF
AB53 8LS

Claim Reference	25056860
Council Tax Reference	
Landlord Reference	2436
Rent Reference	
Date	18 Sep 2020
Benefit Enquiries	**03456 081200**

Re: GS PIPE,SUNNYBRAE, WOODHEAD, FYVIE, TURRIFF, AB53 8LS

REASON FOR CALCULATION: Claim Cancelled

HOUSING BENEFIT

The Benefit Starts on:	01 Jul 2020
The Benefit Ends on:	22 Jul 2020

Your tenant is no longer entitled to Housing Benefit. No further payments will be made to you in respect of this claim

Please Note:

- As a 'person affected' you have the right to ask us to look at our decision again. However, you cannot appeal against any part of the decision that relates to your tenant's personal or financial circumstances
- If you would like us to look at this decision again, or if you would like to appeal directly to the Appeals Service, please write to us at the address at the top of this decision notice within one month of the decision
- Independently of this, you can ask for a more detailed explanation of how we made our decision. Your request for a detailed explanation should be made by phone or in writing, to the address at the top of this decision notice, within one month of the decision

YOU MUST TELL US IMMEDIATELY IF YOU ARE AWARE OF ANY CHANGE TO YOUR TENANT'S CIRCUMSTANCES

Dr H. S Dhillon MbChb, MRCP
28 Forest Avenue, Aberdeen, AB15 4TH

Doctor's Statement

Name: Colin Kerr

DoB: 29/11/1979

Address: Teen Challenge
Sunnybrae
Woodhead
Fyvie
Turriff
AB53 8LS

I, Doctor Harvinder Singh Dhillon, of 28 Forest Avenue, Aberdeen AB15 4TH, GMC No. 2848394 Hereby state that I did see Colin Kerr and state that he is unfit for employment for a period of 3 Months due to reasons of Drug Dependance.

Signed:
H.Dhillon

Date of Signing: 25/08/2020

Dr H. S Dhillon MbChb, MRCP
28 Forest Avenue, Aberdeen, AB15 4TH

Doctor's Statement

Name: Colin Kerr

DoB: 29/11/1979

Address: Teen Challenge
Sunnybrae
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Date of Signing: 25/11/2020