

**ST MARY'S HOSPITAL (ALMSHOUSES)
CHICHESTER**

**GENERAL NOTES FOR
APPLICATIONS FOR ADMISSION AS A RESIDENT**

Applicants to be eligible for appointment must be elderly poor persons of good character who, except in special cases to be approved by the Charity Commissioners, have resided for not less than five years next preceding the date of their appointment in the City of Chichester or in an Ecclesiastical Parish in the Diocese of Chichester any part of which is within 15 miles of the Cathedral Church of Chichester (with a preference for such persons who have so resided in the City of Chichester) and who for the most part are able to manage for themselves.

The Trustees of St Mary's Hospital are the Dean and Chapter of Chichester and it is preferable that applicants are in sympathy with the religion of the Church of England. Residents of St Mary's Almshouses are encouraged to attend daily prayers in the Hospital Chapel where regular worship has been offered for more than seven centuries.

No rent is payable by the residents but a monthly contribution is required towards the cost of lighting, heating, hot water and maintenance of the flat (currently £89.50 for single occupancy or £109 for double occupancy). In addition residents are responsible for payment of their own Council Tax.

The apartments comprise a sitting room, bedroom, bathroom and toilet, and fully-fitted kitchen with cooker and refrigerator. The apartments are carpeted throughout and are centrally heated. A connection is provided for the residents' own television, the licence for which is provided by the Trustees. A telephone is provided by the Trustees but residents are billed for call charges.

A Warden is available to assist residents if needs be, although residents must be able to look after themselves and their apartments. An alarm system has been installed so that in an emergency the Warden can be called at any time during the day or night.

Prospective applicants will no doubt wish to visit St Mary's Almshouses before making formal application to be considered as a resident. In that event they should telephone the Warden, Mrs Monica Winnett (01243 783377), with a view to arranging a mutually convenient date for their visit.

Applications will be considered by the Trustees at least twice a year and, in the event of applicants appearing to meet the criteria set out in the Charity Commission Scheme, references will be sought and enquiries made as to the suitability and circumstances of the applicants. During the application process, applicants will be required to provide medical evidence of their ability to maintain themselves and their accommodation or, at the discretion of the Trustees, be invited to attend a medical examination by the Trustees' consultant

physician. All applicants are also required to provide evidence of their entitlement to reside in the UK under immigration law.

In considering applications the Trustees will take into consideration the applicant's financial circumstances, their need for housing, the suitability of their character to live within the community of St Mary's Almshouses and their eligibility according to the requirements of the Charity Commission Scheme.

The final stage of the application process is an interview with a panel of Trustees. Applicants invited for interview will be sent a copy of St Mary's Hospital's Terms of Appointment and Regulations in order that they have an opportunity to read it before the interview.

Successful applicants may either be appointed, if accommodation is immediately available, with preference being given to those most in need at the time, or will join a waiting list.

When appointed, applicants will be required to sign a copy of their formal Letter of Appointment prior to admission as a resident of St Mary's Hospital to indicate their acceptance of the Terms of Appointment and Regulations.

Clerk to the Trustees of St Mary's Hospital

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