



The Peterborough Housing
Allocations Policy

DRAFT

CONTENTS		Page Number
1	Introduction	4
2	Aims & Objectives	5
3	Scope	5
	3.1 Operation of the Housing Register	5
	3.2 Nomination's agreements	5
	3.3 Lettings covered by this policy	5
	3.4 Lettings not covered by this policy	6
	3.5 Annual Lettings Plan	6
4	Statement of Choice	6
5	Joining the Housing Register	7
	5.1 Who can apply to join the Housing Register?	7
	5.2 Young people aged 16 or 17	7
	5.3 Applications from councillors, board members, employees & their close relatives	7
6	Eligibility	7
7	Qualifying persons	8
	7.1 National Witness Mobility Scheme	8
	7.2 Multi Agency Public Protection Arrangements (MAPPA)	8
	7.3 Children Leaving Care	9
	7.4 Assured tenants of a Peterborough Homes Landlord in defined circumstances	9
	7.5 Occupants of supported accommodation	10
	7.6 Exceptions	10
	7.7 Unacceptable Behaviour	10
	7.8 Anti-Social Behaviour Injunctions	11
	7.9 Rent Arrears	11
	7.10 Homeowners and those with sufficient financial resources	13
	7.11 Local Connection	14
8	Information required to register	14
	8.1 Applicant's consent and declaration	14
9	How applications are processed	15
	9.1 Confirming application details	16
	9.2 Joint tenancies	17
	9.3 Changes of circumstances	17
	9.4 False statement and withholding information	17
10	How applications are assessed and prioritised	18
	10.1 Reasonable preference	18
	10.2 Homeless applicants	18
	10.3 Overcrowding	21
	10.4 Disability, mobility and medical needs	21
	10.5 Unsatisfactory Housing conditions	21
11	Additional preference	22

	11.1	Working households	23
	11.2	Community contribution	23
	11.3	Serving and former member of the forces	23
	11.4	Main duty acceptance households	23
12	Deliberately worsening circumstances		24
13	Other housing needs		24
	13.1	Under occupation	24
	13.2	Local lettings policies	25
	13.3	Adapted properties	25
	13.4	Composite Housing Need	26
	13.5	Management Transfer	26
	13.6	Harassment	26
14	Sheltered accommodation		26
	14.1	Standard sheltered accommodation	26
	14.2	Extra care/very sheltered accommodation	27
15	How the banding system works		27
	15.1	Prioritisation of applications	27
	15.2	Number of bids	28
	15.3	Offers	28
16	Property size and type		28
17	Notifications of refusing entry to the Housing Register and requests for reviews		29
18	Equality & Diversity		30
19	GDPR and freedom of information		30
20	The Registered Provider Panel (RPP)		30
Appendix 1	The Banding Scheme		32
Appendix 2	Bedroom Standards Examples		34

1. Introduction

This policy is the council's scheme for determining priorities, and the procedure to be followed, in allocating housing accommodation pursuant to its functions under Part VI of the Housing Act 1996 (as amended by the Homelessness Reduction Act 2017). It explains how Peterborough City Council ("the council"), working in partnership with a number of registered social landlords (housing associations), allocate social housing through Peterborough Homes, a jointly operated Choice Based Lettings scheme ("CBL"). CBL aims to provide applicants with as much choice as possible by openly advertising vacancies and inviting applicants to express their interest in available properties. This system further aims to simplify allocation procedures and provide an open and transparent service to applicants. The following registered social landlords ("the Peterborough Homes Landlords") and the council form the Peterborough Homes Partnership:

Registered Provider	Contact Number	Website Address
Accent	0345 678 0555	www.accentgroup.org/
Longhurst Group	0300 1231745	www.longhurst-group.org.uk/
Cross Keys Homes	01733 385000	www.crosskeyshomes.co.uk/
BPHA	0330 1000272	www.bpha.org.uk/
Hyde	0800 3282282	www.hyde-housing.co.uk/
Home Group	0345 1414663	www.homegroup.org.uk/
Clarion	0300 5008000	www.clarionhg.com/
Riverside ECHG	0345 1110000	www.riverside.org.uk/
Muir	0300 1231222	www.muir.org.uk/
Sage	020 81680500	www.sagehousing.co.uk

The Peterborough Homes Register ("the Housing Register") is the single register for access to most rented social housing in Peterborough.

With the level of demand for social housing exceeding supply, the Housing Register exists to enable all households who are in need of re-housing to be included on one register. The scheme seeks to offer choice, while giving reasonable preference to those in the greatest housing need.

By joining the Housing Register, those in housing need can be considered for vacancies, which become available in properties owned and managed by any of the Peterborough Homes Landlords and other providers who are not part of the partnership. The aim is to make the task of applying for social housing as simple as possible, requiring only one form to be completed for all social housing opportunities.

Housing is in short supply in Peterborough and waiting times are very long.

2. Aims & Objectives

The objectives of this policy include:

- i. allocating social housing fairly and transparently, according to the applicant's assessed priority,
- ii. meeting the council's statutory duties with regards to homeless households,
- iii. maximising choice for applicants as far as possible, whilst acknowledging that housing is in short supply,
- iv. making effective use of the social housing stock in Peterborough,
- v. helping build and sustain cohesive and sustainable communities,
- vi. recognising and supporting individual needs where appropriate,
- vii. ensuring that applicants are treated fairly, individually and in accordance with the commitment of the Peterborough Homes Partnership to equality and diversity.

3. Scope

3.1 Operation of the Housing Register

The Housing Register is operated and maintained by the council on behalf of the Peterborough Homes Partnership.

3.2 Nomination's agreements

The council has nominations agreements with the Peterborough Homes Landlords that govern the nominations to its housing stock in the city. Nominations agreements for new housing developments have their own individual agreements which are not affected or changed by this policy.

3.3 Lettings covered by this policy

This policy sets out the arrangements for allocating social housing in Peterborough by the council and applies to:

- i. new applicants,
- ii. existing tenants of a Peterborough Homes Landlord who want to transfer to accommodation let by their current landlord
- iii. existing tenants of a Peterborough Homes Landlord who want to transfer to accommodation let by a different Peterborough Homes Landlord
- iv. lettings to registered housing providers properties that the Council has nomination rights to.

Peterborough Homes Landlords may offer to transfer its own tenants within its own stock as set out in the Nominations Agreements with the Council.

Many of the Peterborough Homes Landlords have their own lettings policies which are separate to this policy. Applicants who are deemed a "qualifying person" in accordance

with the Peterborough Homes Allocations Policy can be shortlisted for any Peterborough Homes Landlord property that meets their needs. If a Peterborough Homes Landlord assesses that they do not meet the criteria of their own individual Lettings Policy, they will contact the applicant directly to explain the reasons why and the appeal process.

3.4 Lettings not covered by this policy

The following are examples of lettings not covered by this policy:

- i. assured and secure tenancies of their current homes granted to starter tenants
- ii. transfers of assured tenancies made by court orders
- iii. assignment of and succession to assured and secure tenancies
- iv. mutual exchange of assured and secure tenancies
- v. temporary accommodation offered to homeless families whilst applications under the homeless legislation are investigated
- vi. temporary accommodation to enable the landlord to carry out repairs and improvements to the tenant's existing home
- vii. succession rights.

3.5 Annual Lettings Plan

An Annual Lettings Plan will be produced in consultation with the members of the Peterborough Homes Partnership, covering:

- i. A review of the previous year's lettings
- ii. The anticipated percentage of void properties for the following year
- iii. The predicted lettings to each band,

The Annual Lettings Plan is bound by the contents of any nomination's agreement. It cannot change the provisions in that agreement. Any amendments that amount to a change in policy will be subject to negotiation and ratification by the Peterborough Homes Partnership.

4. Statement of choice

The Peterborough Homes Partnership is committed to offering the greatest choice possible in the allocation of social housing within the city. However, the ability to offer applicants choice must be balanced against a legal requirement for an allocation scheme to ensure that certain applicants in housing need are given priority.

This is achieved by advertising all social and affordable rented housing vacancies, other than direct offers, across the City and inviting applicants to state which property they would prefer to live in, by registering a 'bid' for the property.

Housing will only be allocated to applicants who bid for a specific property. Therefore, if an applicant does not bid for a property, they will not be considered for its allocation. The successful applicant will normally be the applicant with the greatest housing need that has been on the Housing Register the longest. There is very high demand for affordable housing in Peterborough, and this demand cannot be fully met from the current social/affordable housing stock. Consequently, it is usually the case that only those applicants in greatest housing need, will be successful in securing accommodation.

In some scenarios, we will directly allocate properties to ensure that we make best use of housing stock and meet our statutory duty for homeless households.

5. Joining the Housing Register

5.1 Who can apply to join the Housing Register?

Anyone who is aged 16 or over can apply to join the Housing Register as long as they and the members of their household are:

- i. eligible for an allocation of accommodation; (as defined by section 6)
- ii. a qualifying person (as defined by section 7).

5.2 Young people aged 16 or 17

By law, a landlord cannot grant a tenancy to a person under the age of 18.

An allocation of social housing to a person aged 16 or 17 will only be made if they nominate an adult who can hold a tenancy as their trustee until they are 18.

5.3 Applications from councillors, board members, employees and their close relatives

If a member (i.e., a councillor), an employee of the council, , an employee or board member of a Peterborough Homes Landlord or a close relative of such a person applies to join the Housing Register, they must disclose their position and/or relationship to the council.

For these purposes, a person is a “close relative” of another person if they are a member of the other person's family as defined by s.113 of the Housing Act 1985.

Prior to an offer of accommodation, these applications will need approval from the Assistant Director.

6. Eligibility

An applicant is not eligible for an allocation of accommodation if they are a person from abroad who is ineligible for an allocation under s.160ZA of the Housing Act 1996. There are two categories for the purposes of s.160ZA:

- i. *A person subject to immigration control* - such a person is not eligible for an allocation of accommodation unless he or she comes within a class prescribed in regulations made by the Secretary of State; and
- ii. *A person from abroad other than a person subject to immigration control* - the Secretary of State may make regulations to provide for other descriptions of persons from abroad who, although they are not subject to immigration control, are to be treated as ineligible for an allocation of accommodation.

7. Qualifying persons

Accommodation may only be allocated to qualifying persons. Subject to the exceptions set out below (see section 7.6), an applicant is a qualifying person in any of the following circumstances:

- i. they are entitled to a reasonable preference as detailed in section 10.1 below;
- ii. the application is made pursuant to the National Witness Mobility Scheme as detailed in section 7.1 below;
- iii. the application is made pursuant to Multi-Agency Public Protection Arrangements as detailed in section 7.2 below;
- iv. they are a child leaving care as detailed in section 7.3 below;
- v. they are an assured tenant of a Peterborough Homes Landlord in defined circumstances as detailed in section 7.4 below; or
- vi. they occupy recognised supported accommodation as detailed in section 7.5 below.

7.1 National Witness Mobility Scheme

The Peterborough Homes Partnership support the National Witness Mobility Scheme and may consider at its discretion referrals made to house witnesses. In deciding whether to make an allocation, the council will take into account the level of risk the applicant is facing and the demand and supply issues at the time in its district.

The council will seek to identify a suitable property and an offer of accommodation will be made directly outside the CBL scheme.

7.2 Multi Agency Public Protection Arrangements (MAPPA)

All local authorities and register housing providers have a duty to cooperate with Multi Agency Public Protection Arrangements (MAPPA). The council appreciates the importance of accommodation in the resettlement of offenders and hence in the assessment and management of risk.

The Council has an agreed protocol with the National Probation service, which details how it will support the managed resettlement of MAPPA nominals. Where an applicant

is subject to MAPPA levels 2 or 3, the council will liaise with the MAPPA panel to ensure an appropriate housing solution is sought to meet the needs of the applicant and the community as a whole.

On acceptance of the referral of a MAPPA level 2 or 3 client, the council will identify a prospective landlord to support the resettlement and they will be invited to the relevant MAPPP meeting to then assist by seeking to identify a suitable property in liaison with the public protection team. Offers of accommodation for MAPPA clients will be made directly and outside the CBL scheme.

7.3 Children leaving care

A child leaving care is a person:

- i. who has been looked after by Peterborough City Council for the purposes of s.22 of the Children Act 1989;
- ii. is between the ages of 16-25;
- iii. has left care or is likely to leave care within the next 6 months; and
- iv. has had no settled accommodation since leaving care or has applied for an allocation within 6 months of leaving care.

Housing Needs will work with Children's Social Services to prevent homelessness for children leaving care.

Children leaving care will be assessed by their Personal Advisor to determine whether they have the skills to live independently. Those who are assessed as being ready for independent living will be awarded Band 1 priority and will be eligible for additional preference if they qualify. Appropriate care packages must be in place prior to an offer being taken up.

Childrens Social Care will need to provide a letter to detailing how they believe that the child is ready for independent living and any future support that will be available to them. This letter will be required before an offer of accommodation can be made.

If the applicant is successful for an allocation prior to their 18th birthday, an adult nominated by the council's Leaving Care Team will hold the tenancy as their trustee until they are 18.

7.4 Assured & secure tenants of a Peterborough Homes Landlord in defined circumstances

Applicants who are assured & secure tenants of a Peterborough Homes Landlord are qualifying persons if:

- i. They are under-occupying their current accommodation.
- ii. They are considered to be overcrowded as detailed in section 18.

- iii. They need to move due on medical grounds which has been assessed through the medical process (see section 10.4)

Tenants must obtain their landlord's permission to transfer in writing.

7.5 Occupants of supported accommodation

Applicants in supported accommodation and are signed up to the Peterborough Supported Accommodation Pathway will be eligible to apply and will be made an offer of accommodation once they have been approved by partners at the Supported Accommodation Move on Panel.

Once approved at panel, the applicant will be able to apply to join the Housing Register and will be placed in band 1. Only one offer of accommodation will be made.

Applicants who reside in Supported Accommodation whose case has not been heard, or been refused at panel, will be deemed to be non-Qualifying.

7.6 Exceptions

An applicant is not a qualifying person in any of the following circumstances:

- i. the applicant or a member of their household has, in the last 12 months, been guilty of unacceptable behaviour, which would make them unsuitable to be a tenant as detailed in section 7.7;
- ii. the applicant or a member of their household is the subject of an anti-social behaviour injunction as detailed in section 7.8;
- iii. the applicant or a member of their household has unmanaged outstanding rent or service charge arrears as detailed in section 7.9;
- iv. the applicant or a member of their household has unmanaged rent or service charges from a former tenancy as detailed in section 7.9;
- v. the applicant or a member of their household owns a freehold or long leasehold interest in a property or has sufficient financial resources to secure a suitable property by way of purchase or rental in the private sector as detailed in section 7.10 or
- vi. the applicant does not have a local connection with the council's district as detailed in section 7.11.

7.7 Unacceptable behaviour

An applicant is not a qualifying person if they are guilty of unacceptable behaviour.

Unacceptable behaviour is behaviour of the applicant or a member of their household which would entitle the council to obtain at least a suspended possession order on any of grounds 1 – 7 of the Housing Act 1985 if the applicant were a secure tenant of the council. Such behaviour may include:

- i. failing to pay the rent.
- ii. breaking the terms of a tenancy agreement.
- iii. causing nuisance to neighbours or anti-social behaviour.
- iv. being convicted of using the home for immoral or illegal purposes.
- v. being convicted of an arrestable offence committed in, or in the vicinity of the home;
- vi. causing the condition of the property to deteriorate by a deliberate act, or by neglect; and
- vii. making a false statement to obtain a tenancy

If an applicant is not guilty of behaviour that would not reach the threshold of a suspended possession order, then their application would not be disqualified.

Applicants who have previously been guilty of unacceptable behaviour but can now demonstrate an ability to successfully maintain a tenancy without issue for a period of at least 12 months will be able to re-apply on the register. This includes those who have successfully resided in temporary accommodation provided by Peterborough City Council or supported accommodation provided by one of the Councils partners who work with us as part of the Supported Accommodation Pathway.

7.8 Anti-social behaviour injunctions

An applicant is not a qualifying person if they are the subject of an anti-social behaviour injunction.

Local Authorities, housing trusts and other housing organisations or companies who are landlords can apply for an injunction against a person or a member of their household to stop them behaving in a way which causes nuisance or annoyance to other people living in, or visiting, the rented property or the area itself. These are known as "injunctions against anti-social behaviour".

Anti-social behaviour can include noise, harassment, drug dealing, racial threats, violence or using property for immoral or illegal purposes.

7.9 Rent arrears

For the purposes of this policy , when carrying out an assessment, the Council will take into consideration all housing related debts.

Only debts that are both recoverable, documented and not statute barred will be taken into consideration.

For the purposes of this policy housing related debt includes:

- a) Current or former tenancy rent arrears (a) social, or b) private rented tenancy where the Council has been able to obtain information and after documentation reviewed that show that on the balance of probabilities the debt is owed
- b) Outstanding re-chargeable repairs
- c) Current and former housing related service charge arrears
- d) Bed and breakfast or other temporary accommodation charge arrears
- e) Housing benefit overpayments
- f) Associated court costs

Recoverable housing related debts apply to both the applicant and any members of their household included within their application for housing.

The following procedure will apply:

- The Council will consider whether the applicant still owes arrears/debt, and if they do, the extent of the arrears/debt and whether any housing related debt is recoverable.
- The Council will consider whether an arrangement has been made, the amount of arrears paid off, any debt outstanding, and the regularity of any payments made.

After applying the above procedure concerning rent arrears or housing related debt, the Council may decide that a person does not qualify for the housing register until the qualification criteria has been met.

The Council will consider any new application and if the Council is satisfied that appropriate action has been taken by the applicant to address the arrears, the Council will decide if the qualification criteria have been met.

Applicants with any current or former rent arrears who have not paid 13 weeks of consecutive payments will be deemed to be non-qualifying.

Applicants who owe 4 weeks rent arrears or less and have paid 13 weeks of consecutive payments will be eligible to apply. Prior to shortlisting for a property, they must have continued to make regular payments. If their payments have stopped or their debt goes over 4 weeks rent arrears, then they will be deemed to be non-qualifying. Once the debt is reduced to 4 weeks rent arrears or less and 13 consecutive payments have been made towards the arrears then they will be able to re-apply.

Applicants who owe over 4 weeks rent arrears must make 13 weeks consecutive repayments. After this time, the proof of these repayments must be uploaded to the applicants account alongside a request to go to Registered Provider Panel (RPP). At the RPP the client's circumstances will be taken into consideration and a decision made whether the client is able to join the housing register.

Amount owed	Eligible to join?	Conditions	Eligible to shortlist?
4 weeks rent arrears or less.	Yes	Must have made at least 13 consecutive re-payments	Must have maintained re-payments
Over 4 weeks rent arrears	Not until approved at Registered Provider panel	Not eligible until 13 consecutive re-payments have been made. After this point a Registered Provider panel referral will be made.	No

An applicant whom Peterborough City Council has decided does not qualify to join the register may request a review.

7.10 Homeowners and those with sufficient financial resources

Subject to the exception set out below, an application is not a qualifying person if they own a freehold or long leasehold interest in a residential property, which it would be reasonable for them to occupy, or they have sufficient resources to secure their own accommodation by purchasing or by renting privately.

An applicant is not a qualifying person if their household's gross annual income exceeds the following limits -

Size of accommodation required	Minimum Gross Annual Income
1 bedroom	£33,488
2 bedrooms	£43,108
3 bedrooms	£49,452
4 bedrooms	£62,400
5 bedrooms	£105,872

These figures have been calculated on the assumption that 30% of a household's net income should be used for housing costs. The formula used is detailed below

Average monthly rent by property size x 12 (months) ÷ 30% (minimum net income level) + 30% to include for deductions (Tax & NI) = Minimum Gross Annual Income

EXAMPLE: 1 bedroom need

Average monthly rent £644 x 12 months = Annual rent £7,728

Annual rent £7,728 ÷ 30% = Net Income level £25,760

Net Income Level £25,760 + 30% = Gross Annual Income £33,488

These figures will be reviewed annually in April to ensure that they reflect up to date average income and average rental rates in Peterborough.

7.11 Local Connection

Subject to the exceptions set out below, an applicant is not a qualifying person if they do not have a local connection with the council's district. For these purposes, a person has a local connection with the council's district if:

- i. the applicant or a member of their household has resided in the council's district for 6 months out of the last 12 months, or 3 out of the last 5 years and that residence is or was of their own choice, unless the reason that they came to the district was to attend an educational establishment;
- ii. the applicant or a member of their household works in the council's district full- or part-time of 16 hours or more;
- iii. the applicant or a member of their household has immediate family (parents, children, brothers, sisters and other family members if there is a particularly close relationship) who have lived in the district for at least the previous 5 years; or
- iv. there is a need for the applicant or a member of their household to be housed in the district because of special circumstances (special circumstances might include the need to be near special medical or support services which are available only in the council's district).

Despite not having a local connection with the council's district, an applicant is a qualifying person in any of the following circumstances;

- i. They are aged 55 or over and satisfy the criteria for sheltered accommodation as detailed in section 16 below. This only applies for offers of sheltered accommodation.
- ii. They are members of the British regular forces working in the council's district.
- iii. They are former members of the British regular forces working in the council's district or are due to leave the forces within the next 12 months whose principal home prior to them joining the forces was in the council's district.
- iv. Looked after children for whom Peterborough City Council is responsible who are placed outside the council's district.
- v. Former asylum-seekers who are leaving asylum support accommodation if their last placement was in the council's district.

8. Information required to register

Applicants wishing to join the Housing Register will need to complete an online application form:

www.peterborough.gov.uk/residents/housing/social-housing/apply-for-housing

In all circumstances, the council will require the main and joint applicant to upload proof of their:

- identity,
- current circumstances,
- children's details such as identity and child benefit entitlement,
- National insurance number,
- current address,
- eligibility,
- social landlords' acceptance to allow them onto the register.

There may also be other documents which are requested which must be provided prior to any offer of social housing.

8.1 Applicant's consent and declaration

Applicants will be required to sign a declaration that:

The information they have provided is true and accurate and that they will notify the council of any change in circumstances immediately it occurs.

They will be asked to declare any incidents of anti-social behaviour that they (or people living with or visiting them) have been involved in either as a victim or perpetrator they consent to the council verifying the information that they have provided.

This may include checking with:

- a credit reference agency to verify address, household and income details
- their previous and/or current landlords to establish whether tenancy conditions have been adhered to
- the Council's Prevention and Enforcement to verify any incidents of anti-social behaviour.

Applications will not qualify for an offer if this information has not been provided. Delay in providing this information will lead to any bid submitted being over-looked.

9 How applications are processed

Once a housing register application form has been submitted and all of the required proofs have been uploaded, Housing Needs will process the application in accordance with this Allocations Policy.

Housing Needs will not start assessing an application until all the required documentation has been submitted. Incomplete applications or those missing some of the required ID will be automatically deleted after 28 days.

Any award given will be subject to change once an application is reviewed prior to an allocation of accommodation.

It is the applicant's responsibility to provide information required in a timely manner. If information needed to verify circumstances is not uploaded onto their application, they may be bypassed for an offer of accommodation.

9.1 Confirming application details

Peterborough City Council will contact current and former landlords to confirm the applicants conduct in their tenancy. Any delays in providing this information will result in delays in the reviewing of an application. We may also check applicant's details with a credit-referencing agency.

An applicant will not be made live until all the information is provided and the review has been completed.

In cases where we have requested further information from an applicant, if after a 10-day period, they have not provided the information required, their housing application will be cancelled, and any new approach will be dealt with as a new application.

Any applicant who gives false and/or misleading information on their application form and during its processing may have their application cancelled, as defined in section 9.4, or have their application deferred for a period of 12 months, as defined in section 12. The council may also take legal action against the applicant.

Applicants are required to state on the application form whether they or a member of their household has any current and/or former arrears of accommodation charges in respect of any accommodation they are occupying or have occupied in the past. Failure to notify us of this information may result in their application being cancelled and legal action being taken.

Applicants will be required, where possible, to provide evidence of why they have rent arrears or rechargeable repairs. Applicants will need to provide evidence of payments made or arranged payment plans to reduce any arrears.

Representatives of the council or the Peterborough Homes Landlords may visit applicants in order to verify medical or other information. Visits may take place at any stage whilst an applicant is on the Housing Register.

Prior to an applicant being successful for an allocation of accommodation we will seek to verify that their circumstances are still the same as those described on the application form. If it is found that the applicant's circumstances have changed to the extent that they are now incorrectly banded in a higher band than their circumstances dictate and the council have not been informed of the change, an offer of accommodation will not be made. The application will be re-banded, and we may take action under section 9.4 False statements and withholding information.

9.2 Joint tenancies

If at the date of allocation, the applicant is married, living in a civil partnership, is cohabiting with another person as if they were married or living in a civil partnership, the relevant Peterborough Homes Landlord will grant the applicant and that other person a joint tenancy of the accommodation that is allocated provided that other person is eligible for an allocation. Joint tenancies will not normally be granted to other persons.

9.3 Changes of Circumstances

Once placed in a priority band, applicants must update their online application and upload any required proofs of their change of circumstances. Changes may include:

- a change of address, for themselves or any other person on the application,
- any additions to the family or any other person joining the application,
- any member of the family or any other person on the application who has left the accommodation,
- any change in income and/or savings,
- any medical or mobility needs which will affect the type of accommodation being offered deemed suitable.

Applications may be temporarily suspended while the council assesses the information provided by the applicant and further enquiries that may be necessary are completed. The council will carry out an assessment of each applicant's entitlement to and priority for rehousing on the basis of information which has been provided by the applicant or otherwise received in connection with the applicant.

Where the council believes that information about the applicant's personal circumstances have been withheld or misleadingly presented, then the council will reserve the right to withdraw any offer of accommodation made and may take action as described in section 9.4.

9.4 False statements and withholding information

Section 171 of the Housing Act 1996 states:

A person commits an offence if, in connection with the exercise by a local housing authority of their functions under this Part,

- i. he/she knowingly or recklessly makes a statement which is false in material particular, or
- ii. he/she knowingly withholds information which the authority has reasonably required him/her to give in connection with the exercise of those functions.

Where an applicant is found guilty of giving false information, they will be excluded from the Housing Register for a period of 12 months, and where false information has resulted in the applicant being allocated accommodation, The council or the relevant Peterborough Homes Landlord may bring possession proceedings for recovery of the property that was allocated to them.

10. How applications are assessed and prioritised

Applicants on the Housing Register will have their individual housing needs assessed and will be placed into the most appropriate application category as defined in Appendix 1. The application category will determine which of the 3 priority bands they will be placed into. In order to correctly assess applications a home visit may be carried out. Home visits will be carried out ad hoc and applicants may not receive notification of this in advance.

Tenants of Peterborough Homes Landlords wishing to transfer to alternative accommodation will be assessed in the same way.

10.1 Reasonable Preference

An applicant has a reasonable preference if they:

- i. are homeless (within the meaning of Part VII of the Housing Act 1996, as amended by the Homelessness reduction Act 2017) (see section 10.2).
- ii. are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act as amended by the Homelessness reduction Act 2017 (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under section 192(3) (see section 10.3).
- iii. are overcrowded housing (see section 10.4).
- iv. need to move on medical or welfare grounds, including grounds relating to a disability (see sections 10.5); and
- v. need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship to themselves or to others.

10.2 Homeless applicants

There are 3 different pathways for those who become homeless:

1. Those who are threatened with homelessness, known as the **prevention stage**. Clients can be in this prevention stage for up to 56 days or for their entire notice period if they are renting. During this time, we will support them by advocating for them to remain in their current accommodation or finding alternative accommodation before they become homeless.

2. Those who are homeless and do not have any other accommodation for their occupation, known as the **relief stage**. Clients can be in this relief stage for 56 days where we support them in finding alternative accommodation.
3. Those who are homeless and the 56 days in the relief stage has come to an end, known as the **main duty decision stage**. This decision considers whether the client is eligible, homeless, priority need, intentionally homeless and has a local connection, as per the Homeless Legislation.

Homelessness has harmful effects on households and where possible the council wants to prevent it from happening in the first place. The homelessness legislation is there to provide a safety net for households who are left with no alternative. It should not be considered as a housing option. Homelessness is not a route into social housing, and we will primarily be exploring options in the Private Rented Sector.

The Councils primary focus is on keeping people in their homes for as long as possible or by moving households to alternative accommodation before homelessness arises. We will give higher priority to those households who come to us early and work with us to prevent their homelessness.

Applicants who present to the council as homeless or threatened with homelessness within the next 56 days, will be assessed to determine whether they are owed a homelessness duty under the Housing Act 1996 Part VII (as amended by Homelessness Reduction Act 2017).

Cases where the applicant can stay in their accommodation temporarily

Where it has been established that a Homeless Prevention Duty s.195 is owed **and** the applicant is likely to be owed the s.193(2) Homeless Main Duty because they are believed to be in priority need and deemed not to have worsened their housing circumstances **and** they have a local connection to Peterborough the applicant will be awarded **band 1** priority. This band will be effective from the date the Prevention duty begins, which can only be on or after the application registration date.

These applicants will only be in band 1 whilst they are owed the Homeless Prevention Duty. This is for those applicants who, although may be threatened with homelessness, are able to remain in their current accommodation for a period of time. At the point where they become homeless and are unable to remain in their accommodation, they will be awarded band **2**.

Where it has been established that a Homeless Prevention Duty s.195 is owed **but** are **not** likely to be owed the s.193(2) Homeless Main Duty when the s.189b Relief Duty comes to an end because they are not believed to be in priority need or deemed to have worsened their housing circumstances the applicant will be awarded **band 2** priority.

Cases where the applicant cannot remain in their accommodation even temporarily

Where all prevention opportunities have been exhausted and the household is no longer able to stay in their accommodation, eligible applicants will be owed the Homeless Relief Duty s.189b. Where the applicant has a local connection to Peterborough, they will be awarded **band 2** priority. This band will be effective from the date the relief duty begins.

In cases where there is not an opportunity to prevent homelessness as the applicant is fleeing domestic abuse, eligible applicants will not be disadvantaged. Households who are owed the Homeless Relief Duty s.189b who are fleeing domestic abuse will be awarded **band 1** priority for the 56-day relief period.

In all cases, where accommodation has not been found and the 56-day relief duty period has come to an end, an assessment will be undertaken to determine whether the applicant is owed a full housing duty. Applicants who are not deemed to be in priority need as defined by s.189(1) of the act, are found to intentionally homeless and owed a duty under 195(5) or refuse an offer of suitable accommodation while owed a prevention or relief duty will be placed into **band 3**. These cases are more likely to be offered accommodation in the Private Rented Sector.

Those cases who are owed a full housing duty under s.193(2) Housing Act 1996 (as amended by Homelessness Reduction Act 2017) will also be placed into **band 3** but their band effective date will be backdated to by 3 months.

Summary of banding for Homeless applicants:

Band 1	Band 2	Band 3
Applicant is eligible, threatened with homelessness, likely priority need, not intentionally homeless <u>and</u> can remain in their current accommodation – band 1 only for the period they can remain in their accommodation	Applicant is eligible, threatened with homelessness, <u>unlikely</u> to be either priority need <u>or</u> may be intentionally homeless - band 2 for prevention and relief period.	56-day relief period has ended, and applicants found to be intentionally homeless
Eligible and confirmed as homeless as fleeing Domestic Abuse – Band 1 for the 56-relief period.	Applicant is eligible and homeless and unable to remain in their accommodation – band 2 for 56-day relief period	56-day relief period has ended, and applicants found Non-Priority
		Full housing duty owed – band effective date backdated for 3 months.

The council may allocate accommodation to homeless applicants by:

- i. the applicant bidding under the CBL Scheme;

- ii. the council bidding on behalf of the applicant: or
- iii. the council making a direct offer to the applicant - this may be either in the Private Rented Sector or through an offer of Social Housing.

10.3 Overcrowding

Accommodation is overcrowded if it is not of sufficient size to ensure that the bedroom requirements in section 16 are met.

Those who are overcrowded by 2 or more bedrooms will be awarded band 2.
Those who are overcrowded by 1 bedroom will be awarded band 3.

Where overcrowding occurs as a result of new people who would not normally be part of the persons household coming to live with them, priority will not be awarded as this would be considered as deliberately worsening housing circumstances.

Where an applicant is pregnant and will be entitled to a larger property, priority may only be given for overcrowding when that baby is born.

Where the applicant is not the main person who cares for the children named in their housing application, the children may not be considered in the assessment of overcrowding.

A second reception room will be counted as a bedroom in the assessment of overcrowding where it could reasonably be used as such.

Statutory Overcrowding

Cases where the Private Sector Housing team confirm that a household is statutory overcrowded, will be awarded Band 1.

Statutory overcrowding is defined by Part X of the Housing Act 1985.

10.4 Disability, mobility and medical needs

In the case of applicants with access needs, which are not met by their existing accommodation, we will consider, together with the applicant, whether their needs would be better served by remaining in their current accommodation, if appropriate aids and adaptations were put in place. This may not be possible in cases where there is over or under occupation.

Applicants who feel they need to be rehoused on medical grounds will be required to complete a separate medical assessment form giving details of their health problems, how their current accommodation affects their condition and how re-housing will help.

The council will consider advice before determining the level of priority that will be given. The advice will be sought either from the council's medical advisor who is an internal suitably qualified or experienced officer such as an occupational therapist or from an external advisor where necessary.

The priority awarded will be categorised as -

'Overriding' medical Band 1 - Those applicants who have the most urgent need as their housing is inaccessible due medical needs and is having a severe impact on their health

'High' medical Band 2 -Those applicants who have a recognised need to move as their housing has a significant impact on their health.

'Medical' Band 3 - Those applicants who have a need to move as their housing has a mild to moderate impact on their health.

Applicants should note that whilst advice will be sought, the council will make the final decision. In some cases, the council may feel that in the circumstances it is not appropriate or reasonable to accept the advice.

In all cases the applicant will be notified in writing of the outcome of the medical assessment form.

10.5 Unsatisfactory Housing conditions

The following are examples of insanitary housing and unsatisfactory housing conditions:

- Accommodation lacking a bathroom, kitchen or inside toilet
- Accommodation lacking hot or cold-water supplies, electricity, gas, or adequate heating
- Accommodation which is subject to a statutory nuisance

Priority will be awarded where it is identified there are category 1 hazards however the council will seek to remedy the hazards by way of enforcement notices and where necessary by carrying out 'works in default'. Where the hazards are remedied, priority will be withdrawn. This could result in the applicant being removed from the Housing Register if they are no longer considered to be a qualifying person.

11 Additional Preference

Applicants will be awarded additional preference where:

- i. they have a commitment to and contribute towards the economic growth of the council's district as working households.
- ii. they make a significant impact by their contribution to their local community, or
- iii. they are a former member of the regular forces (where the application is made within 5 years of discharge).

- iv. they are homeless or threatened with homelessness and are owed a prevention or relief duty and have a local connection with Peterborough.
- v. they are entitled to a reasonable preference and have urgent housing needs and:
 - a) they are serving in the regular forces and suffering from a severe injury, illness or disability which is attributable (wholly or partly) to their service;
 - b) they formerly served in the regular forces;
 - c) they have recently ceased, or will cease to be entitled to reside in accommodation provided by the Ministry of Defence following the death of their spouse or civil partner who has served in the regular forces and whose death was attributable (wholly or partly) to that service; or
 - d) are serving or have served in the reserve forces and are suffering from a severe injury, illness or disability which is attributable (wholly or partly) to their service.

Applicants who are awarded additional preference are given priority over an applicant in the same priority band, who does not have additional preference, irrespective of the length of time they have been in the band.

11.1 Working Households

Peterborough's economic growth is a key priority for the authority.

We want to encourage people to work and seek to raise levels of aspiration and ambition. We will give additional preference to applicants who are working and who are therefore contributing to Peterborough's economy.

Working households are defined as households where at least one adult member is in employment within the council's district. For this purpose, employment means having a permanent contract, working as a temporary member of staff or being self-employed.

Applicants would normally only qualify for the additional preference if the worker has been employed for 9 out of the last 12 months and has been working for a minimum of 16 hours per week.

11.2 Community contribution

People who play a part in making their neighbourhood strong, stable, and healthy, those who help make it a good place to live, work and play are valuable people. They are the backbone of their community, and they need to be recognised for those efforts.

Applicants will receive additional preference if they are able to demonstrate that they, or anyone moving with them undertakes voluntary work for at least ten hours per month and has done so for at least six months continuously, or they are registered with Peterborough City Council as an approved foster carer.

11.3 Serving and former member of the forces

Additional priority will be awarded to the following classes of armed forces personnel:

- serving members of the regular forces who are suffering from a severe injury, illness or disability which is wholly or partly attributable to their service
- former members of the regular forces
- bereaved spouses or civil partners of those serving in the regular forces where (i) the bereaved spouse or civil partner has recently ceased, or will cease to be entitled, to reside in Ministry of Defence accommodation following the death of their service spouse or civil partner, and (ii) the death was wholly or partly attributable to their service
- existing or former members of the reserve forces who are suffering from a severe injury, illness, or disability which is wholly or partly attributable to their service.

No additional preference or backdated priority will be awarded to a person who has been dishonourably discharged from the British regular or reserve forces.

12 Deliberately worsening circumstances

Applicants who are assessed as having deliberately worsened their own housing circumstances to receive higher priority, will have their applications cancelled for 12 months. After this time, they will be able to re-apply on the housing register.

Examples of deliberately worsening housing circumstances are:

- Abandoning a previous tenancy,
- Moving without good reason to accommodation, which is more overcrowded, or is considered more unsatisfactory or insanitary than their previous accommodation,
- Selling their home or otherwise terminating their right to occupy their home, such as terminating a tenancy without having alternative accommodation available to them.

13 Other housing needs

13.1 Under-occupation

Accommodation is under-occupied if there are more bedrooms than required when applying the criteria set out in section 16. Tenants of Peterborough Homes Landlords who are applying to move as they are under-occupying their current home will be given priority to move.

There are some property types that are in higher demand than others. Those applicants who are willing to downsize from one of the higher demand properties will receive greater priority than those who would be willing to move from lower demand properties.

Those property types are detailed below:

High Demand	Low Demand	No Demand
Band 1 priority	Band 2 priority	Band 3 Priority
2 bedroom houses	2 bedroom flats	2 bedroom sheltered flats
2 bedroom bungalows	2 bedroom Maisonettes	
4 bedroom houses	3 bedroom Maisonettes	
5 bedroom properties	3 bedroom Houses	
6 bedroom properties		

If an applicant who is under-occupying is made an offer of accommodation and refuses that offer their priority will be reassessed. Their application will remain in same band; however, the date of banding will be reset to the date we are notified of the refusal.

Applicants who are under occupying a property and are looking to move from general needs accommodation to sheltered accommodation will be awarded Band 1 priority irrespective of the type of property they will be vacating. This priority will only apply when shortlisting for sheltered properties.

13.2 Local Lettings Policies

Section 166A(6)(b) of the 1996 Act enables housing authorities to allocate accommodation to people of a particular description, regardless whether they fall within the reasonable preference categories, provided that overall, the authority can demonstrate compliance with the requirements of s.166A(3). This is the statutory basis for so-called 'local lettings policies'. Local lettings policies may be used to achieve a wide variety of housing management and policy objectives.

Before adopting a local lettings policy, the council and the relevant Peterborough Homes Landlord will consult those who are likely to be affected by the implementation of the policy e.g., tenants and residents. Local lettings policies will be published once implemented and will be reviewed annually. Policies will be revised or revoked where they are no longer appropriate or necessary.

13.3 Adapted Properties

In cases where a property has been fitted with adaptations, the council will seek to match a suitable applicant to the property. This may mean that higher priority applicants will be bypassed to make best use of the adaptations; for instance, where a property has been fitted with a stairlift, priority will be given to applicants who need this facility. These properties may be allocated via a direct allocation.

If an applicant is shortlisted and accepts a property with adaptations that they later decide they do not need, they will not be able to request that these are removed.

Applicants who apply to join the Housing Register and are currently residing in a property which has been adapted to meet the needs of a disabled member of the household who no longer resides with them, will be given priority to move. Applicants

will be placed into Band 1 and will be eligible for additional preference if they qualify. Applicants will be able to bid for properties in the normal way.

13.4 Composite Housing Need

Where an applicant presents with multiple high-level needs and an urgent need to be re-housed, Housing Needs will consider whether urgent priority must be awarded to an application. Housing Needs may, at their discretion award band 1 priority to these cases.

These cases will be considered by the head of service. All cases will be considered on a case-by-case basis.

Allocations may be either by direct allocation or through Choice Based Lettings.

13.5 Management Transfer

Where an applicant has been awarded a Management transfer from their Peterborough Homes Landlord, they will be awarded band 1 priority. It is only the landlord that can provide a tenant with a Management Transfer status.

13.6 Harassment

An applicant will be placed in band 2 due to harassment where there is evidence that the applicant (or a member of their household) is:

- a victim of harassment, violence, or abuse or
- is at significant risk of harm

The applicant will need to provide evidence for this to be considered.

14 Sheltered accommodation

14.1 Standard sheltered accommodation

Applicants will need to be eligible to register on the Housing Register (see sections 6 and 7).

Applications for sheltered accommodation will be considered where the main applicant is at least 55 years of age and:

- i. has an assessed need for housing related support;
- ii. would benefit from the social activities available in the sheltered accommodation;
or
- iii. would benefit from a different level of support need e.g., life skills support for people with mild learning disabilities.

Applications for sheltered accommodation from persons aged at least 50 may be considered where individual need is demonstrated.

Those who do not have a local connection to Peterborough or who are adequately housed but are over the age of 55 will qualify for an allocation of sheltered housing only.

Applicants aged at least 50 may apply for sheltered accommodation where:

- i. There are two joint applicants and one of them is aged at least 55, or
- ii. there is assessed risk, vulnerability or disability and living in sheltered accommodation would improve the applicant's quality of life.

Each Registered Provider may have their own criteria in relation to sheltered accommodation and there may be different age restrictions imposed. Adverts for individual properties will clearly state whether there are any restrictions and what they are.

14.2 Extra care accommodation

Applications for extra care accommodation should be made directly to Adult Social Care.

15. How the banding system works

15.1 Prioritisation of applications

Applications are prioritised for allocation in the following way.

Applications who are assessed in Band 1 with additional preference will be considered first. Where there are 2 applicants in the same band priority will be given to the applicant who has been in the band the longest. If there are not 3 successful applicants in band 1 applicants will be considered from band 2.

For example, the table below shows a dummy shortlist of applicants who have bid for a 2-bedroom house.

Name	Band	Additional Preference	Banding Date
Applicant 1	Band 2	Yes	13/05/2009
Applicant 2	Band 1	Yes	12/03/2012
Applicant 3	Band 3	Yes	04/01/2012
Applicant 4	Band 1	No	15/01/2011
Applicant 5	Band 2	No	12/09/2011
Applicant 6	Band 1	Yes	12/01/2012

Assuming all applicants were eligible to bid for a 2-bedroom house the applicants would be prioritised as below.

Name	Band	Additional Preference	Banding Date	Position for shortlist purposes
Applicant 6	Band 1	Yes	12/01/2012	1
Applicant 2	Band 1	Yes	12/03/2012	2
Applicant 4	Band 1	No	15/01/2011	3
Applicant 1	Band 2	Yes	13/05/2009	4
Applicant 5	Band 2	No	12/09/2011	5
Applicant 3	Band 3	Yes	04/01/2012	6

15.2 Number of bids

As some property adverts run concurrently, live applicants are able to bid on multiple properties per week, however they will only be considered for properties which meet their needs and once an applicant shortlists as position number 1 for a property, they will not be placed on any further shortlists.

15.3 Offers

Applicants in the most urgent housing need including both, applicants in band 1 and those who are Accepted as Homeless (Band 3) will only be made 1 offer of suitable accommodation. If this offer is refused then their application will be suspended for a period of 12 months and their homelessness priority may be ended. After 12 months, assuming they still have a housing need, they can re-apply on the Housing Register.

Applicants in bands 2 and 3 will be considered for a maximum of 2 offers of suitable accommodation. If an applicant refuses 2 suitable offers of accommodation their application will be suspended for a period of 12 months. After 12 months, assuming they still have a housing need, they can re-apply on the Housing Register.

16 Property size and type

The number of bedrooms needed is based on the number, age and sex of the people who form their household. The bedroom requirement is calculated as follows:

- one bedroom for a couple who are married, in a civil partnership or cohabiting as if they were married or in a civil partnership
- one bedroom for any other person aged 16 or over
- one bedroom for any two children of the same sex aged at least 10 and under 16
- one bedroom for any two children regardless of sex aged less than 10
- one bedroom for any other child
- one additional bedroom for each carer of a member of the household who is disabled or has a long-term health condition, provided that it is essential that overnight care of that member of the household is provided by a non-resident carer.

The council has discretion to allow under-occupation by a maximum of one bedroom where:

- it is assessed that an extra bedroom is required as a member of the household is disabled and requires space for specialist equipment, storage or to accommodation adaptations, or
- the household includes a disabled child who requires attention throughout the night, which would cause unreasonable disruption to a sibling if they were forced to share a bedroom.
- the household have been accepted by the council to be foster carers.

Any offer would be subject to an affordability assessment by the Registered Provider.

Certain properties may be designated for occupation by particular groups, or designated as not appropriate for certain applicants, either temporarily or on a longer-term basis, including flats designated for occupation by elderly or disabled persons; temporary accommodation for homeless families; to address the particular management needs of an area; or to ensure that the council facilitates the development of diverse and sustainable communities.

Bungalows are in short supply. Preference will be given to applicants with mobility, disability, or other special support needs.

Households which contain children under the age of 18 years old whom permanently reside in the household will be given preference for houses.

17. Notifications of refusing entry to the Housing Register and requests for reviews

Any person who is refused admission to or are removed from the Housing Register will be notified in writing. The letter will confirm the grounds for the decision. The letter will be uploaded to their online account.

An applicant has the right to ask the council to review:

- i. any decision about the facts of their case which is likely to be, or has been, taken into account in considering whether to allocate housing accommodation to them; and
- ii. any decision that they are ineligible for an allocation or are not a qualifying person,
- iii. any decision taken to suspend an application

Any request for a review must be made in writing and submitted to: housing.needs@peterborough.gov.uk . The correspondence must state the reasons why they are requesting the review.

Requests for review of decisions relating to priority awarded and suspensions will be carried out by an officer who was not involved in the original decision, and who is senior to the officer who took the decision.

Requests for review of applications which have previously been not eligible because of rent arrears or Anti-Social Behaviour will be considered by representatives from Peterborough City Council and the Peterborough Homes Landlord at the Peterborough Homes Partnership Panel.

18. Equality and diversity

The Peterborough Homes Partnership is committed to promoting equal opportunities for those requesting or receiving housing services. We aim to deliver quality services without prejudice and discrimination to meet the needs of all the community, regardless of age, cultural or ethnic background, disability, gender, marital status, religious or political persuasion or sexual orientation.

To view the council's [Equality and Diversity Policy](#) please visit the city council's website at www.peterborough.gov.uk.

19. GDPR and freedom of information

Any personal information that the council holds about applicants will be made available to applicants to view upon request. We will use the information provided by the applicant to enable us to assess applications. We may also use the information for issues of child protection, public protection and for preventing and detecting fraud and other criminal offences. This includes information we hold as paper and electronic records. If you would like to access your file, please contact the council.

Housing Needs has a privacy notice which can be found here:

<https://www.peterborough.gov.uk/asset-library/housing-needs-privacy-notice.pdf>

20. The Registered Provider Panel (RPP)

Any decisions relating to applicants being granted entry to the Housing Register where they have been excluded on the grounds of not qualifying due to unreasonable tenant like behaviour detailed in Sections 7.7 – 7.11 will be discussed at the Registered Providers Panel (RPP).

The panel will be made up of representatives from the Councils Housing Needs Service and the Registered providers.

Decisions of the panel will be taken in the best interests of the applicant, their household, the registered provider landlord and the communities they serve. Cases presented to the panel will be considered on a case by case basis and each member organisation of the panel will have a vote. In order for the panel meeting and voting to be quorate the panel must be made up of at least 1 senior officer of the Councils Housing Needs Service and a representative of at least 2 of the partner register providers.

In cases of equal voting the Council will hold the casting vote.

DRAFT

Appendix 1 – The banding scheme

BAND 1		SECTION
OVER	The applicant, or a member of their household, has an overriding medical priority	10.4
SPNP	The applicant has multiple housing needs requiring an urgent move as agreed by a Special Priority Needs Panel	13.4
MT5%	Management Transfer agreed by the Peterborough Homes landlord	13.5
SAP	Approved move on from the Supported Accommodation Panel	7.5
PREVPN	Owed Homeless Prevention Duty S.195 and <ul style="list-style-type: none"> • are likely to be owed the s.193(2) Homeless Main Duty when the s.189b Relief Duty comes to an end because they are believed to be in priority need and deemed not to have worsened their housing circumstances and • have a local connection 	10.2
RELIEFDA	The applicant is owed a Relief Duty S.189b and they are homeless due to being a victim of Domestic Abuse.	10.2
CARE	Leaving Peterborough City Council care	7.3
UNDERSHEL	Under-occupying a property, which is let to them by one of the Peterborough Homes Landlords and <u>only</u> moving to sheltered.	13.1
UNDERHIGH	Under-occupying a high demand property, which is let to them by one of the Peterborough Homes Landlords	13.1
STATOVER	Statutory overcrowded as confirmed by the Private Sector Housing Team	10.3
DISR	The applicant's landlord has been served with an improvement notice because a category 1 hazard exists at their accommodation. (Priority may be withdrawn if the hazard ceases to exist.)	10.5
BAND 2		
OVEROCC2	Overcrowded in current accommodation by 2 bedrooms or more	10.3
HIGH	High medical priority for a move	10.4
UNDERLOW	Under-occupying a low demand property, which is let to them by one of the Peterborough Homes Landlords	13.1
HARA	The applicant (or a member of their household) is: <ul style="list-style-type: none"> • a victim of harassment, violence or abuse or • is at significant risk of harm 	13.6

PREV	Owed Homeless Prevention Duty S.195 but are not likely to be owed the s.193(2) Homeless Main Duty when the s.189b Relief Duty comes to an end because they are not believed to be in priority need or deemed to have worsened their housing circumstances	10.2
RELIEF	Owed Homeless Relief Duty s.189b and <ul style="list-style-type: none"> • have a local connection to Peterborough 	10.2
BAND 3		
OVEROCC1	Overcrowded in current accommodation by 1 bedroom	10.3
MEDICAL	Low medical need to move	10.4
ACAH	Accepted as homeless. The applicant is owed a duty under section 193 (2) or 195 (2) of the Housing Act 1996 (as amended by Homelessness Reduction Act 2017)	10.2
INTE	Intentionally Homeless under either s.193 (2) or s.190 of the Housing Act 1996 (as amended by Homelessness Reduction Act 2017)	10.2
NONP	Non-Priority under s.192 (2) Housing Act 1996 (as amended by Homeless Reduction Act 2017)	10.2
UNDERNO	Under-occupying a no demand property, which is let to them by one of the Peterborough Homes Landlords	13.1
ADEQ	Adequately housed – over 55 years old for sheltered accommodation or those who have had their homelessness relieved.	14.1
AWAY	No local connection to Peterborough – over 55 years old for sheltered accommodation only	14.1

Appendix 2

Please note: This table shows examples of household compositions and the property types they will be considered for. Other household types that do not appear within this table will be advised what size and type of property they qualify to bid for.

- 'Household' includes single adult or couple.
- 'Couple' includes same sex couples.
- Houses will be allocated to families with children under the age of 18 years old.
- Preference for bungalows will be given to households where the council has assessed the applicant, or a member of their household requires accommodation of that type.
- Sheltered accommodation will be offered to households over 55 with a need for a level of support.

	BS	Flat Bedrooms			Bungalow bedrooms				House / Maisonette bedrooms					
		1	2	3	1	2	3	4	1	2	3	4	5	6
Single Applicant	X	X			X				X					
Couple Without Children		X			X				X					
Household with 1 Child			X			X				X				
Household with 2 Children (2 Boys aged 15 & 8)			X	X		X	X			X	X			
Household with 2 Children (1 Boy aged 8 & 1 Girl aged 4)			X	X		X	X			X	X			
Household with 2 Children (2 Boys aged 17 & 6)				X			X				X			
Household with 2 Children (1 Boy aged 15 & 1 Girl aged 14)				X			X				X			
Household with 3 Children (2 Boys aged 15 & 8 and 1 Girl aged 6)							X				X			
Household with 3 Children (2 Boys aged 17 & 6 and 1 Girl aged 6)							X				X			
Household with 3 Children (2 Boys aged 17 & 12 and 1 Girl aged 6)								X				X		
Household with 4 Children (2 Boys aged 15 & 12 and 2 Girls aged 6 & 4)							X				X			

Household with 4 Children (2 Boys aged 17 & 12 and 2 Girls aged 6 & 4)									X				X		
Household with 4 Children (3 Boys aged 17, 15 & 12 and 1 Girl aged 6)									X				X		
Household with 4 Children (2 Boys aged 17 & 12 and 2 Girls aged 16 & 6)														X	
Household with 4 Children (3 Boys aged 17, 16 & 12 and 1 Girl aged 6)														X	
Household with 5 Children (3 Boys aged 17, 13 & 12 and 2 Girls aged 14 & 6)									X				X		
Household with 5 Children (3 Boys aged 17, 13 & 12 and 2 Girls aged 16 & 6)														X	
Household with 5 Children (3 Boys aged 17, 16 & 12 and 2 Girls aged 16 & 6)															X
Household with 6 Children (3 Boys aged 15, 13 & 8 and 3 Girls aged 14, 9 & 6)									X				X		
Household with 6 Children (3 Boys aged 17, 13 & 8 and 3 Girls aged 14, 9 & 6)														X	
Household with 6 Children (3 Boys aged 17, 16 & 8 and 3 Girls aged 16, 9 & 6)															X
Household with 7 Children (4 Boys aged 17, 16, 9 & 8 and 3 Girls aged 16, 9 & 6)															X
Household with 7 Children (4 Boys aged 9, 7, 5 & 2 and 3 Girls aged 16, 9 & 6)														X	
Household with 7 Children (4 Boys aged 17, 7, 5 & 2 and 3 Girls aged 16, 9 & 6)															X
Household with 8 Children (4 Boys aged 9, 7, 5 & 2 and 4 Girls aged 15, 12, 9 & 6)														X	
Household with 8 Children (4 Boys aged 9, 7, 5 & 2 and 4 Girls aged 16, 12, 9 & 6)															X
Household with 9 or more children															X

This page is intentionally left blank