



The Common Housing Register Allocations Policy



**Growing the right way for
a bigger, better Peterborough**

Informacioni që përmban ky dokument mund të përkthehet në gjuhën tuaj. Ju lutem na tregoni për gjuhën që ju kërkoni, detajet që të mund të ju kontaktojmë dhe dorëzoje këtë formë tek ndërtesa e kansullit të qytetit Peterborough (Peterborough City Council).

Gjuha:
Emri:
Adresa:
Numri Telefonit:

ALBANIAN

我們可以把這份檔的內容翻譯成你的語言。請告訴我們你要求的語言，以及你的詳細聯繫地址，並把這張表格交到 Peterborough 市政廳大樓。

語言：
姓名：
地址：
電話：

CHINESE

Informace v tomto dokumentu můžou být přeloženy do Vašeho jazyka. Láskavě uveďte jaký jazyk vyžadujete a kde se s Vámi je možné spojit a odevzdejte toto tlačítko v budově městské rady v Peterborough (City Council).

Jazyk:
Jméno:
Adresa:
Tel. číslo:

CZECH

Le informazioni contenute in questo documento possono essere tradotte nella Sua lingua madre; ci comunichi in quale lingua desidera ricevere la traduzione insieme al suo nome e indirizzo e consegnare questo modulo a uno degli uffici del Peterborough City Council.

lingua richiesta:
nome:
indirizzo:
telefono:

ITALIAN

આ દસ્તાવેજમાં જે માહિતી સમાવેલ છે તેને તમે તમારી ભાષામાં ભાષાંતર કરી શકો છો, તમને કઈ ભાષા જોઈએ છે અને તમારા સંપર્કની વિગતો કૃપા કરી અમને બતાવો અને આ પત્રકને પીટર્સ બરો, સિટી કાઉન્સિલ બિલ્ડિંગમાં આપો.

ભાષા :
નામ :
સરનામું :
ફોન :

GUJARATI

A informação constante deste documento pode ser traduzida para a sua língua. Queira fazer o favor de nos indicar a língua que requer e os pormenores para entrarmos em contacto consigo e, preenchido este impresso, entregue-o num edifício do Município da Cidade de Peterborough [Peterborough City Council].

Língua:
Nome:
Morada:
Telefone:

PORTUGUESE

ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਨੂੰ ਤੁਹਾਡੀ ਭਾਸ਼ਾ ਵਿਚ ਅਨੁਵਾਦ ਕਰਿਤਾ ਜਾ ਸਕਦਾ ਹੈ, ਕਿਰਪਾ ਕਰਕੇ ਸਾਨੂੰ ਆਪਣੀ ਭਾਸ਼ਾ ਅਤੇ ਸੰਪਰਕ ਵੇਰਵਿਆਂ ਬਾਰੇ ਦੱਸੋ ਅਤੇ ਇਸ ਫਾਰਮ ਨੂੰ ਪੀਟਰਬਰੋ ਸਿਟੀ ਕੌਂਸਲ ਦੀ ਬਿਲਡਿੰਗ 'ਚ ਦਿਓ।

ਭਾਸ਼ਾ:
ਨਾਂ:
ਪਤਾ:
ਟੈਲੀਫੋਨ:

PUNJABI

اس دستاویز میں جو معلومات دی گئی ہیں ان کا آپ کی زبان میں بھی ترجمہ ہو سکتا ہے۔ برائے مہربانی ہمیں بتائیں کہ آپ کو کس زبان میں ترجمہ کی ضرورت ہے۔ آپ سے کس طرح رابطہ کیا جاسکتا ہے۔ اس بارے میں تفصیلات بھی بتائیں اور یہ فارم ذمہ طور پر پیٹربوروی کونسل (Peterborough City Council) کی عمارت میں پہنچادیں۔

زبان:
نام:
پتہ:
ٹیلیفون:

URDU

CONTENTS		Page Number
1	Introduction	
2	Aims & Objectives	
3	Scope	
	3.1 Operation of the housing register	
	3.2 Legal Framework	
	3.3 Nominations Agreements	
	3.4 Allocations covered by the policy	
	3.5 Allocations not covered by the policy	
	3.6 Annual lettings plan	
4	Statement of Choice	
5	Equality & Diversity	
	5.1 Help in applying to join the Housing Register	
6	Data Protection & The Freedom of Information	
7	Joining the Peterborough Homes Housing Register	
	7.1 Applications from young people aged 16 or 17	
	7.2 Applications from councillors, board members, employees & their close relatives	
	7.3 Joint tenancies	
	7.3 Who cannot apply to join the Peterborough homes housing register?	
8	Eligibility	
	8.1 Persons subject to immigration control	
	8.2 Persons subject to immigration control who are eligible for an allocation of accommodation	
	8.3 Other persons from abroad who may be ineligible for an allocation	
9	Qualifying persons	
	9.1 Definition of unacceptable behaviour	
	9.2 Housing Injunctions	
	9.3 Rent Arrears	
	9.4 Homeowners and those with sufficient financial resources	
	9.5 Local Connection	
	9.6 Insanitary or overcrowded and unsatisfactory housing conditions	
	9.7 Medical and welfare grounds	
	9.8 Hardship grounds	
	9.9 Reasonable Preference exemptions	
10	Information required to register	
	10.1 Proofs of identification required	
	10.2 Other personal information required to register	
	10.3 Applicant's consent and declaration	
11	How applications are processed	
	11.1 Confirming application details	
	11.2 False statements and withholding information	

12	How applications are assessed and prioritised		
	12.1	Reasonable Preference	
	12.2	Applicants who are accepted as homeless	
	12.3	Disability, mobility and medical needs	
	12.4	Under Occupation & Overcrowding	
	12.5	Insanitary and unsatisfactory housing conditions	
	12.6	Need to move on welfare or hardship grounds	
13	Additional Preference		
	13.1	Definition of strong local connection	
	13.2	Working Households	
	13.3	Community contribution	
14	Deferred Priority		
15	Other housing needs		
	15.1	Retiring or redundant council or RSL service occupiers (tied accommodation)	
	15.2	Key Workers	
	15.3	Sustainable lettings policies	
	15.4	Local Lettings Policies	
	15.5	Adapted Properties	
	15.6	Indirect exchanges	
	15.7	Where there is no right of succession (following tenant's death)	
	15.8	National witness mobility scheme (NWMS)	
	15.9	Multi Agency Public Protection Arrangements (MAPPA)	
	15.10	Children leaving care	
16	The annual lettings plan		
17	Sheltered housing		
	17.1	Conventional/category 1 or 2 sheltered housing: who can register?	
	17.2	Extra care/very sheltered housing: who can register?	
18	How choice works		
	18.1	Banding date	
	18.2	The choice based lettings process	
	18.3	Hard to let properties	
	18.4	Number of offers	
19	Property size and type		
20	Notifications of refusing entry to the housing register and requests for review		

1. Introduction

This Allocations Policy, which is an annex of the Peterborough Housing Strategy 2011-2014, explains how Peterborough City Council, working in partnership with a number of Registered Social Landlords (RSLs), allocates social housing through Peterborough Homes, a jointly operated choice based lettings scheme. Choice based lettings aims to provide applicants with as much choice as possible by openly advertising vacancies and inviting applicants to express their interest in available properties for which they are eligible. This system further aims to simplify allocations procedures and provide an open and transparent service to applicants.

The following Registered Social Landlords and Peterborough City Council form the Peterborough Homes partnership:

 <p>Cross Keys Homes Shrewsbury Avenue Woodston Peterborough PE2 7BZ</p> <p>Tel: 01733 385000 http://www.crosskeyshomes.co.uk/</p>	 <p>Accent Nene Manor House 57 Lincoln Road Peterborough PE1 2RR</p> <p>Tel: 01733 294500 http://www.accentnene.org/</p>
 <p>Axiom Housing Association Axiom House Maskew Avenue Peterborough PE1 2SX</p> <p>Tel: 01733 347135 http://www.axiomha.org.uk</p>	 <p>Minster General Housing Jubilee House 92 Lincoln Road Peterborough PE1 2SN</p> <p>01733 349800 http://www.minsterha.co.uk/</p>
 <p>BPHA Pilgrims House Horne Lane Bedford MK40 1NY</p> <p>Tel: 01234 791000 http://www.bpha.org.uk/</p>	 <p>Home Housing Group 39 Broadway Peterborough PE1 1SQ</p> <p>Tel: 0845 1550376 http://www.homegroup.org.uk/</p>
 <p>Circle Anglia Circle Anglia House 1-3 Highbury Station Road London N1 1SE</p> <p>Tel: 020 7288 4000</p>	 <p>ECHG Riverside House 49 Western Boulevard Leicester LE2 7HN</p> <p>http://www.echg.org.uk/</p>

<http://www.circleanglia.org>



Muir Group
Stable Court
Ferrars Road
Huntingdon
PE18 6DH

Tel: 01480 453234

<http://www.muir.org.uk/>



Longhurst Group
Leverett House
Gilbert Drive
Endeavour Park
Boston
PE21 7TQ

Tel: 0845 30 90 700

<http://www.longhurst-group.org.uk/>

The Peterborough Homes register is the single register for access to all social housing in Peterborough.

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

By joining the register, those in housing need can be considered for vacancies, which occur in properties owned and managed by any of the Landlords who form the Peterborough Homes 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.

Some allocations are not covered by this policy. This is explained later in this document.

Housing is in short supply in Peterborough and waiting times are very long. We use this policy to allocate homes to those in greatest need.

Peterborough City Council and the Peterborough Homes Landlords are committed to equal opportunities and to making sure that everyone is treated fairly.

2. Aims & Objectives

The aims of this Allocation Policy and of having choice-based lettings is to help people with housing need choose where they would like to live and to prevent people from becoming homeless.

The objectives of this policy are:

- i. to provide a single route of access to social housing in Peterborough by using a common housing register and a common allocation policy
- ii. to allocate social housing fairly and transparently, according to the applicant's assessed priority
- iii. meet the Council's statutory duties with regards to homeless households

- iv. prevent where possible the use of bed and breakfast accommodation for homeless families
- v. minimise the cost of homelessness to the Council and to Council tax payers
- vi. maximise choice for applicants as far as possible, whilst acknowledging that housing is in short supply
- vii. make effective use of the social housing stock in Peterborough
- viii. maximise opportunities for mobility amongst tenants
- ix. help build and sustain cohesive communities
- x. contribute to the speedy allocation of properties
- xi. recognise and support individual needs where appropriate
- xii. enable partner RSLs to meet their charitable objectives
- xiii. encourage and support sustainable communities
- xiv. encourage and support social and financial inclusion
- xv. ensure applicants are treated fairly, individually and in accordance with the partners commitment to Equality and Diversity
- xvi. provide timely feedback about homes let through the scheme

3. Scope

Operation of the housing register

This CBL scheme has been designed to provide consistency across the Peterborough LA area. The scheme aims to take account of both the geographical and demographic make up of the sub region as well as the diversity of Peterborough's population.

The common housing register will be operated and maintained by Peterborough City Council on behalf of the Council and its RSL Partners.

3.2 Legal framework

This allocation policy has been written to meet the duties of Part VI of the Housing Act 1996, as amended by the Homelessness Act 2002.

Part VI of the Housing Act 1996 covers:

- i. allocating local authority properties to new tenants
- ii. transfers that are requested by local authority and registered social landlord tenants
- iii. allocating local authority properties to current tenants of Registered Social Landlords (RSLs)
- iv. nominations that the Council makes to Registered Social Landlords (RSLs)

The Housing Act 1996, as amended by the Homelessness Act 2002, also sets out the housing circumstances of those applicants that must be given reasonable preference within an allocation scheme.

Section 167(2) Housing Act 1996 states that the scheme should be framed so as to secure that reasonable preference is given to:

- i. people who are homeless (within the meaning of part 7 of the 1996 Act); this includes people who are intentionally homeless, and those who are not in priority need;
- ii. people who are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act (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);
- iii. people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions;
- iv. people who need to move on medical or welfare grounds, including grounds relating to a disability; and
- v. people who 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).

3.3 Nominations agreements

Peterborough City Council has existing nominations agreements with the partner housing associations for current housing stock in the city. Nominations agreements for future housing developments will be included in the Section 106 agreement. The detail contained in these agreements is not affected or changed by this common allocations policy.

3.4 Allocations covered by the policy

This policy sets out the arrangements for allocating social housing in Peterborough by the Council and its RSL partners.

This allocations policy applies to:

- i. new applicants
- ii. existing partner Registered Social Landlord (RSL) tenants who want to transfer from one tenancy to another with their current landlord
- iii. existing partner Registered Social Landlord (RSL) tenants who want to transfer from one tenancy with their current landlord to another tenancy with a different partner Registered Social Landlord and vice versa

The RSL partners reserve the right to facilitate tenant transfers internally. Where this right is exercised void properties will be allocated in line with the individual RSL's policy and the number of properties made available for transfer will be in accordance with the terms of existing nominations agreements.

3.5 Allocations not covered by the policy

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

- i. offers of assured tenancies of their current homes to starter tenants

- ii. transfers of tenancies made by court orders
- iii. assignment of and succession to tenancies
- iv. mutual exchange of tenancies by assignment
- v. temporary tenancies offered to homeless families whilst applications under the homeless legislation are investigated
- vi. temporary moves (known as decants) to enable the landlord to carry out repairs and improvements

3.6 Annual lettings plan

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

- i. the percentage of void properties to be allocated between priority Bands as determined by the Council's statutory duties and the charitable or other regulatory requirements of the partner organisations;
- ii. the level of nominations to be offered to social services and any other organisations;
- iii. the operation of the Homes scheme or any subsequent replacement scheme;
- iv. the nominations to be made to key workers;
- v. the number of voids to be made available for those in designated, short term move on accommodation
- vi. and any other operational issues.

The Annual Lettings plan is bound by the contents of the Nominations Agreement. It cannot change the provisions in that agreement.

The plan will be re-produced annually and reviewed and amended as and when necessary to ensure that the aims and objectives of the Common Housing Register are met. Any amendments that amount to a change in policy will be subject to negotiation and ratification by the Peterborough Homes Choice Based Lettings board, which is made up of the council's Operations Director, Head of Neighbourhoods, Housing Strategic Manager, Housing Needs Manager and the Operations Directors of the RSL partners.

4. Statement of Choice

Peterborough City Council and the partner Registered Social Landlords (RSLs) involved in the Peterborough Homes partnership are committed to offering the greatest choice possible in the allocation of social housing within the city. However, the ability to offer applicants choice has to be balanced against a legal requirement for an allocation scheme to ensure that those in greatest housing need are given priority for social housing.

This is achieved by advertising all social housing vacancies within the borough) and inviting applicants to state which property they would prefer to live in, by registering a 'bid' for the property (see section 18.2 of this document for further information).

Applicants can only bid for a property that is suitable for their household need. 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 (as defined in section 18.1 of this document) that has waited 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 our expectation is that only those applicants in greatest housing need, will be successful in securing accommodation.

5. Equality & Diversity

Peterborough City Council and the partner Registered Social Landlords (RSLs) are 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 Peterborough City Council's Equality and Diversity Policy please visit:

<http://www.peterborough.gov.uk/pdf/diversity-hr-equalityanddiversitypolicy.pdf>

or contact Peterborough City Council on 01733 747474.

5.1 Help in applying to take part in the Peterborough homes CBL scheme

Staff from Peterborough City Council, Peterborough Homes Partner Landlords, statutory organisations and voluntary bodies are able to provide help to applicants when joining and taking part in the Peterborough Homes CBL scheme.

In particular, help will be provided to anyone who may have difficulty participating in the Peterborough Homes CBL scheme. For example, due to physical disability, learning disability, illness, age, those for whom English is not a first language, or any other reason that might make it harder for someone to participate within the scheme.

Statutory and voluntary bodies that may be able to help applicants take part in the scheme include:

Peterborough Streets Day Centre
The Salvation Army - Peterborough
Citizens Advice Bureau
Connexions – Peterborough
Cambridgeshire & Peterborough Community Mental Health Team
Peterborough MIND
National Probation Service
Peterborough Women's Aid
Peterborough City Council Leaving Care Team
The New Haven Hostel

Fairview Court
Axiom Young Parents Project
Timestop YMCA
The YMCA Bretton
Aspire Drug Services
Peterborough Drug Intervention Programme
Drinksense Alcohol Services
HMP Peterborough Resettlement Teams
Youth Offending Team
The One Service / St Giles Trust

6. Data Protection & The Freedom of Information

Any personal information we hold about applicants will be made available for viewing should they request it. We will use the information provided by the applicant at a registration interview to enable us to assess & prioritise applications correctly. 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 Peterborough City Council's Housing Needs team on 01733 864064.

7. Joining the Peterborough Homes Housing Register

Peterborough City Council maintains a single housing register, called the Peterborough Homes Housing Register. This means applicants only have to fill in one housing application form to be considered for housing by all the Peterborough Homes Landlords.

We will accept an application from applicants who are aged 16 or over, except those defined in section 7.3 below.

7.1 Young people aged 16 or 17

Anyone can apply to join the Peterborough Homes Register once they reach 16 years of age, however they are not legally entitled to hold a legal estate in land and cannot be offered a tenancy until they reach 18 years of age.

Where someone aged 16 or 17 wishes to apply to join the Peterborough Housing Register, they will be required to provide details of a suitable trustee/guarantor who will be expected take a certain amount of responsibility for their conduct if successful in being offered a property.

Applications will therefore be accepted from those aged 16 or 17 if one or more of the following apply:

- i. Accepted as statutorily homeless and in priority need under the Housing Act 1996, as amended by the Homelessness Act 2002

- ii. Over the age of 16 where Social Services authorities under section 27 of the Children's Act 1989 have made a referral for assistance
- iii. They are able to provide details of a suitable trustee/guarantor (the guarantor will be required to countersign a tenancy agreement)

Single applicants under 18 years of age who do not meet one or more of the above will be deferred until their 18th birthday.

7.2 Applications from councillors, board members, employees & their close relatives

Councillors, board members and employees of Peterborough Council and the partner Registered Social Landlords and their close relatives, can apply to join the Peterborough Homes Housing Register. However, applicants must make their position or relationship within the Council or with the partner Landlord known at the point of verification. If it is discovered later that such a relationship exists and we have not been notified, it may affect their tenancy.

The applicant's/relative's employer will be notified at the point of offer to verify eligibility for offer. We will neither give an advantage to nor disadvantage an applicant falling into this category.

7.3 Joint tenancies

The Council and its RSL partners encourage joint tenancies by people who are:

- a) Married or Civil Partners
- b) Co-habiting as a couple

Both the parties to a joint tenancy must individually qualify to be placed on the housing register. Joint tenancies will not normally be offered to parents and children in order to prevent future under-occupation.

7.4 Who cannot apply to join the Peterborough homes housing register?

Peterborough City Council will not consider applications for social/affordable housing where:

- i. An applicant is not eligible for an allocation of accommodation, or (as detailed in sections 8)
- ii. If he or she is not considered to be a qualifying person for an allocation of accommodation (as detailed in section 9).

8. Eligibility

An applicant will not be eligible for an allocation of accommodation if he or she is 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 (s.160ZA(2)), 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 (s.160ZA(4))

8.1 Persons subject to immigration control

The term 'person subject to immigration control' is defined in s.13(2) of the Asylum and Immigration Act 1996 as a person who under the Immigration Act 1971 requires leave to enter or remain in the United Kingdom (whether or not such leave has been given).

Only the following categories of persons do not require leave to enter or remain in the UK:

- i. British citizens
- ii. Certain Commonwealth citizens with a right of abode in the UK
- iii. Citizens of an EEA country ('EEA nationals'), and their family members, who have a right to reside in the UK that derives from EU law.
- iv. Persons who are exempt from immigration control under the Immigration Acts, including diplomats and their family members based in the UK, and some military personnel.

Any person who does not fall within one of the four categories in the paragraph above will be a person subject to immigration control and will be ineligible for an allocation of accommodation unless they fall within a class of persons prescribed by regulation 3 of the Eligibility Regulations.

8.2 Persons subject to immigration control who are eligible for an allocation of accommodation

Regulation 3 of the Eligibility Regulations provides that the following classes of persons subject to immigration control are eligible for an allocation of accommodation:

- i. *A person granted refugee status*: persons granted refugee status are granted 5 years' limited leave to remain in the UK.

- ii. *A person granted exceptional leave to enter or remain in the UK without condition that they and any dependants should make no recourse to public funds: this status is granted for a limited period where there are compelling humanitarian and/or compassionate circumstances for allowing them to stay. However, if leave was granted on condition that the applicant and any dependants should not be a charge on public funds, the applicant will not be eligible for an allocation of accommodation. Exceptional leave to remain (which is granted at the Secretary of State's discretion outside the Immigration Rules) now takes the form of 'discretionary leave'.*
- iii. *A person with current leave to enter or remain in the UK with no condition or limitation, and who is habitually resident in the UK, the Channel Islands, the Isle of Man or the Republic of Ireland (the Common Travel Area): such a person will have indefinite leave to enter (ILE) or remain (ILR) and will be regarded as having settled status. However, where ILE or ILR status was granted as a result of an undertaking that a sponsor would be responsible for the applicant's maintenance and accommodation, the person must have been resident in the Common Travel Area for five years since the date of entry - or the date of the sponsorship undertaking whichever is later - for the applicant to be eligible. Where all sponsors have died within the first five years, the applicant will be eligible for an allocation of accommodation.*
- iv. *A person who has humanitarian protection granted under the Immigration Rules: humanitarian protection is a form of leave granted to persons who do not qualify for refugee status but who would face a real risk of suffering serious harm if returned to their state of origin.*

8.3 Other persons from abroad who may be ineligible for an allocation

By virtue of regulation 4 of the Eligibility Regulations, a person who is not subject to immigration control and who falls within one of the following descriptions is to be treated as a person from abroad who is ineligible for an allocation of accommodation:

- i. A person who is not habitually resident in the Common Travel Area (subject to certain exceptions)
- ii. A person whose only right to reside in the UK is derived from his status as a jobseeker (or his status as the family member of a jobseeker). For this purpose, 'jobseeker' has the same meaning as for the purpose of regulation 6(1)(a) of the Immigration (European Economic Area) Regulations 2006 (SI 2006/1003) ('the EEA Regulations')
- iii. A person whose only right to reside in the UK is an initial right to reside for a period not exceeding three months under regulation 13 of the EEA Regulations
- iv. A person whose only right to reside in the Common Travel Area is a right equivalent to one of the rights mentioned in (ii) or (iii) above and which is derived from EU Treaty rights.

9. Qualifying persons

The Localism Act 2011 introduced significant amendments to Part VI of the Housing Act 1996. Most notably was that housing authorities were given power to determine locally what classes of persons do or do not qualify for an allocation of social housing.

Social and affordable housing is in significant demand and many of the applicants who apply for housing will never be successful in being offered a property, as they do not have an urgent housing need. Peterborough City Council recognises that it is important to manage residents expectations and ensure that resources are best utilised assisting those in the most urgent need.

Therefore applications will only be accepted from those who fall into at least one of the reasonable preference categories as set out in s.166A(3) of the Housing Act 1996. These are:

- a) people who are accepted as homeless (within the meaning of Part 7 of the Housing Act 1996) *this includes people who are intentionally homeless, and those who are not in priority need*
- b) people who are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under s.192(3)
- c) people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions (see section 9.2 for further information)
- d) people who need to move on medical or welfare grounds, including grounds relating to a disability, and (see section 9.3 for further information)
- e) people who 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 others). (see section 9.4 for further information)

Applicants will not be given reasonable preference under paragraph a) or b) above if they would only qualify for reasonable preference by taking into account a 'restricted person' within the meaning of Part 7 s.166A(4) of the Housing Act 1996. A restricted person is a person subject to immigration control who is not eligible for homelessness assistance because he or she does not have leave to enter or remain in the UK or has leave which is subject to a 'no recourse to public funds' condition (s.184(7) of the 1996 Act). (Exemptions apply see section 9.1)

In addition, we will not consider an applicant to be a 'qualified person' and therefore will not accept an application to join the housing register where:

- i. The Council (or in the case of transfers, the relevant Housing Association) is satisfied that the applicant or a member of their household has previously been guilty of unacceptable behaviour, which would make them unsuitable to be a tenant, or (see section 9.5 for further information)

- ii. The applicant or a member of their household has been served with an injunction by a council or their landlord to stop them behaving in a way which causes nuisance or annoyance to others, or (see section 9.6 for further information)
- iii. The applicant or a member of their household has current tenancy arrears in excess of 8 weeks rent, or (see section 9.7 for further information)
- iv. The applicant or a member of their household has any outstanding former tenant arrears, or (see section 9.7 for further information)
- v. The applicant or a member of their household own a property or has sufficient financial resources to secure a suitable property by way of purchase or rental in the private sector, or (exemptions apply see section 9.8)
- vi. The applicant does not have a local connection with Peterborough. (exemptions apply see section 9.9)

9.1 Reasonable Preference exemptions

Applicants who are current assured tenants of a housing association in the Peterborough Homes Partnership will also be accepted onto the Housing Register where:

- i. They are currently under occupying their property, or
- ii. They are residing in sheltered accommodation and wish to move to alternative sheltered accommodation, or
- iii. They have been identified as needing to move on management grounds

Prior to acceptance onto the housing register, current housing association tenants will have to obtain a letter from their landlord granting them permission to transfer.

Generally, tenants of RSL partners who wish to transfer will not be allowed to move until their landlord has carried out an inspection of their property and is satisfied that:

- i. the applicant(s) have held a tenancy for at least twelve months, and
- ii. there are no rent arrears, and
- iii. the property is in good condition, and
- iv. there are no breaches of tenancy conditions.

Applicants aged 55 or over who do not fall within one of the reasonable preference categories and would be suitable for sheltered accommodation will be accepted onto the housing register, but they will only be considered for accommodation of this type.

Peterborough City Council also works in partnership with a number of short-term temporary accommodation providers in the City. This accommodation is generally managed by RSL's and charities and provides supported accommodation to those who would otherwise be homeless.

Applicants are generally able stay for between 8 weeks and 2 years. These schemes are:

The YMCA Cresset
Eastlands
Fairview Court
The New Haven
Peterborough Foyer
The YMCA Timestop

Peterborough City Council recognises the valuable work these schemes undertake to prevent homelessness amongst needy and non-priority groups and will continue to support their efforts by accepting applications from their residents, except where the applicant is guilty of previous unacceptable behaviour as defined in section 9.5 or does not satisfy the local connection criteria as defined in section 9.9.

9.2 Insanitary or overcrowded and unsatisfactory housing conditions

The Secretary of State takes the view that the bedroom standard is an appropriate measure of overcrowding for allocation purposes, and recommends that all housing authorities should adopt a similar approach. Therefore Peterborough City Council considers that when determining overcrowding in a property there should be a separate bedroom available to each:

- i. married or cohabiting couple
- ii. any other person in the household aged 16 years or more
- iii. pair of adolescents aged 10-16 years of the same sex
- iv. pair of children aged under 10 years regardless of sex
- v. an additional bedroom will considered essential when a disabled member of the household person, or someone with a long term health condition, has a proven need for overnight care and this is provided by a non-resident carer.

The council will also accept applications from applicants who are lodging with family or friends and have to share a bedroom with another friend/family member where it would not be reasonable to do so as defined above.

Examples of insanitary and unsatisfactory housing conditions may include:

- i. Lacking bathroom or kitchen
- ii. Lacking inside WC
- iii. Lacking cold or hot water supplies, electricity, gas, or adequate heating
- iv. Property in disrepair

Peterborough City council will confirm all reports of insanitary and unsatisfactory housing conditions prior to acceptance onto the housing register. The council's Private Sector Housing Enforcement team will visit the property and explore the use of enforcement action under the Housing Act 2004.

9.3 Medical and welfare grounds

The medical and welfare reasonable preference category includes people who need to move because of their disability or access 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 staying put in their current accommodation, if appropriate aids and adaptations were put in place.

Applicants who feel they need to be housed 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 an internal suitably qualified or experienced officer such as an occupational therapist or from the Council's medical adviser.

Applicants should note that whilst advice will be sought, the Council would 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. If this is the case the applicant will be notified reasons will be given.

'Welfare grounds' would encompass a wide range of needs, including, but not limited to, the need to:

- i. Provide a secure base from which a care leaver, or a person who is moving on from a drug or alcohol recovery programme, can build a stable life
- ii. Provide accommodation, with appropriate care and support, for those who could not be expected to find their own accommodation, such as young adults with learning disabilities who wish to leave the family home so that they can live independently within the community
- iii. Provide or receive care or support. This would include foster carers, those approved to adopt, or those being assessed for approval to foster or adopt, who need to move to a larger home in order to accommodate a looked after child or a child who was previously looked after by a local authority.

Peterborough City Council will work closely with social services, to ensure that those whom social services identify as having housing needs (as part of a community care assessment, for example) are given appropriate priority for suitable housing which meets those needs.

9.4 Hardship grounds

This would include, for example, a person who needs to move to Peterborough in order to give or receive care, to access specialised medical treatment, or to take up a particular employment, education or training opportunity.

9.5 Definition of unacceptable behaviour

Applications will be considered on a case-by-case basis, taking into account all available evidence. Unacceptable behaviour is behaviour, which is considered serious enough that if the applicant or a member of their household were a council tenant there would be sufficient evidence for the council to obtain at least a suspended possession order. 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
- vii. making a false statement to obtain a tenancy

9.6 Housing Injunctions

Local Authorities, housing trusts or 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.

9.7 Rent Arrears

Applicants who have current tenant arrears in excess of 8 weeks rent or any former outstanding former tenant arrears will not be accepted onto the Peterborough Housing Register. Applicants can request a review of a decision where they can first demonstrate that they have entered into a regular arrangement to re-pay the arrears and have maintained that agreement for at least thirteen (13) weeks.

Requests for review of decisions concerning rent arrears will be considered by a panel of at least three representatives from Peterborough City Council and the partner registered social landlords.

9.8 Homeowners and those with sufficient financial resources

Applications will not be accepted from applicants who currently own a property, which it would be reasonable for them to occupy or where it is determined that they have sufficient resources by way of savings or capital to secure a suitable home by way of outright purchase, mortgage or rent privately.

In determining reasonableness medical, disability, community care and other relevant needs will be taken into account.

An income assessment will be undertaken for each application. Those households with an income in excess of £60,000 per annum will be considered to have sufficient income to secure alternative accommodation either by way of mortgage for either regular home ownership or shared ownership, by securing a property through an intermediate rent scheme or by renting accommodation privately .

Exemption

- i. Applicants aged 55 or over who own a property and would be suitable for sheltered accommodation will be accepted onto the housing register, but they will only be considered for accommodation of this type.

9.9 Local Connection

Applications will not be accepted from applicants who do not have a local connection with Peterborough. The Local Authority agreement sets out that an applicant will be accepted as having a local connection with Peterborough if:

- i. The applicant or a member of their household has lived in the unitary authority of Peterborough for 6 months out of the last 12 months, or 3 out of the last 5 years, unless they came to the area to attend an educational establishment.
- ii. The applicant or a member of their household works in the district full or part time in permanent employment
- 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 past 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 Peterborough).

Note - Residence in an area is not of a person's own choice if it is the consequence of being detained in prison, being placed in the probation services approved premises, while subject to license conditions or being detained in hospital under the Mental Health Act.

Exemptions:

- i. Applicants aged 55 or over who do not have a local connection with Peterborough, but would be suitable for sheltered accommodation will be

accepted onto the housing register, but they will only be considered for accommodation of this type.

- ii. Applicants who have been serving in the armed forces in the Peterborough Unitary authority boundary will be considered as being employed in the district in the same way as a civilian.
- iii. Applicants who are leaving armed forces accommodation outside of the Peterborough Unitary Authority boundary will be deemed to have a local connection if their principal home prior to them moving into forces accommodation was within the district.
- iv. Children for whom the Council is acting as corporate parent and who are placed outside the district will be deemed to have a local connection with Peterborough.
- v. Former asylum seekers who are leaving accommodation provided by National Asylum Support Services (NASS) will be considered to have a local connection with Peterborough if their last placement was in the city.

10. Information required to register

Applicants wishing to join the Peterborough Housing Register will need to complete an application form for housing. Application forms can be downloaded from:

www.peterborough-homes.com, or
www.peterborough.gov.uk/housing/housing_needs

Or contact/visit:

- The Customer Service Centre, Bayard Place, Broadway, Peterborough
- Telephone Housing Needs on 01733 864064
- In the offices of our Housing Association Partners

Where a paper copy of the form can be obtained.

In all circumstances Peterborough City Council will require proof of identity, national insurance number, proof of eligibility and proof of an applicant's current address **before** it will accept an application onto the housing register. In the case of joint applicants proof will be required for both applicants.

10.1 Proofs of identification required

The table below shows the identification required to register.

Applicants must provide either:

- i. TWO items from Group A for each applicant; or
- ii. One item from Group A and TWO from Group B

GROUP A	GROUP B
Passport National Identity Card Drivers Licence Birth Certificate	Marriage Certificate NHS Medical Card (Doctors Registration Letter) Bank Card Other Photo Identification

These must be original documents photocopies will not be accepted.

10.2 Other personal information required to register

1. Proof of National Insurance Number	Examples include: National insurance card, recent pay slips, tax credits award letter, child benefit award letter and other correspondence from the DWP or HMRC.
2. Two proofs of the applicants current address	Examples include: Bank Statements, Utility Bill, Medical Card (GP registration letter), tenancy agreement and driver's licence.
3. Identity proofs for dependant children to be housed with the applicant(s)	We will need to see birth certificates and proof of child benefit or tax credits for all dependant children who are to be housed with the applicant(s)
If you are not a British Citizen, but from another EU member state we need to confirm you have a right to reside and are eligible for an allocation of accommodation	
4. Proof of employment, or	Examples include: payslips for your last 2 months employment
5. Proof of self employment, or	Self-employed persons should be able to confirm that they are a self-employed person by providing documents relating to their business such as: a) invoices, b) tax accounts, c) utility bills, and d) current client list
6. Proof of benefits, or	Examples include: DWP award letter
Applicants who have been granted refugee status or have leave to enter or remain in the UK, will need to provide confirmation of their status in the UK	
7. Proof of leave to remain in the UK	Examples include: Original Home Office papers or entry visa endorsements

In cases where an applicant from outside of the UK are unable to provide proof of their status in the UK the council shall make enquiries with the Home Office's UK Border Agency (UKBA) to confirm their status. The Council will not accept an application until it is satisfied that the applicant(s) is eligible for an allocation of accommodation.

The Council will not register the application if it is not satisfied that the applicant has given sufficient proof of identity and address. In exceptional circumstances a senior manager may agree to accept alternative proofs of identification and/or address.

10.3 Applicant's consent and declaration

Applicants will be required to sign a declaration that:

- i. the information they have provided is true and accurate and that they will notify the Council of any change in circumstances immediately it occurs;
- ii. 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
- iii. 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
 - checking with their previous and/or current landlords to establish whether tenancy conditions have been adhered to
 - checking with the Council's Community Safety team to verify any incidents of anti social behaviour

If the above is not provided the applicant will not be registered because insufficient information will have been given.

11 How applications are processed

All applicants wishing to join the housing register will be required to attend an interview with Housing Needs. Applicants will need to attend the interview with their completed application form and the documents relevant to their circumstances listed in sections 11.1 – 11.3.

Once the officer who conducts the interview is satisfied that the applicant has provided sufficient documentation in order to be registered they will update the Housing Register database and carry out an assessment based on the information available at that time.

In most cases further checks will be required in order to confirm eligibility to join the housing register or the applicants priority. The officer will make every effort to obtain this information at the Housing Register interview, however where this is not possible the applicant may be required to provide further information.

We will contact the applicant within five (5) working days of the application interview to advise if we require any further information.

Once we have received all of the information we require to process an application we will contact the applicant within ten (10) working days of their application to confirm

whether their application has been accepted onto the housing register and the priority their application has been awarded.

Applicants who attend their housing register interview with insufficient documents to enable the interviewing officer to confirm their identity or eligibility may have their application refused and an interview arranged for an alternative time when the applicant is able to provide further required documentation.

11.1 Confirming application details

It is the applicant's responsibility to provide all of the information the council requires so that a correct assessment of need is made. Failure to provide information will result in delays in processing of an application or outright refusal.

All housing applications will be checked prior to being accepted onto the housing register. We may contact current and former landlords to confirm applicant's conduct in their tenancy. Any delays in providing this information will result in delays in the processing of an application. We may also check applicant's details with a credit-referencing agency.

In cases where we have requested further information from an applicant if, after a 28-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 and be considered as guilty of unacceptable behaviour (as defined in section 9.5) or have their application deferred for a period of 12 months (as defined in section 3.3). 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 current and/or past rent arrears from any council, housing association or private tenancy. 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. They will also need to provide evidence of payments made or arranged payment plans to reduce any arrears.

The Council or RSL may visit applicants in order to verify medical or other information. Applicants may not be registered until this has taken place and any queries arising resolved. Visits may take place at any stage whilst an applicant is on the housing register.

If you are successful in making a bid for accommodation we will seek to verify that your circumstances are still the same as those on your application form prior to making an offer of accommodation. If it is found that your circumstances have changed to the extent that you are now incorrectly banded in a higher band than your circumstances

dictate and you have not told us of the change, we will not make you an offer of accommodation. Your application will be re-banded and we may take action under section 8.1 (False statements and withholding information).

11.2 False statements and withholding information

Section 171 of the Housing Act 1996 as amended by the Homelessness Act 2002 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 knowingly or recklessly makes a statement which is false in material particular, or
- ii. he knowingly withholds information which the authority have reasonably required him to give in connection with the exercise of those functions.

The Peterborough Homes Housing Register is the local housing authority's mechanism for discharging its functions under Part VI of the Act. Consequently where section 171 applies, Peterborough City Council will bring a prosecution.

Where an applicant is found guilty of giving false information they will also be excluded from the Peterborough Homes Housing Register for a period of 12 months, and where false information has resulted in the applicant obtaining accommodation, Peterborough City Council or the relevant partner Registered Social Landlord (RSL) may bring possession proceedings for recovery of the property.

12. How applications are assessed and prioritised

Applicants who have been accepted onto the Peterborough Homes 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 5 priority bands they will be placed into. In order to correctly assess applications applicants will be required to attend an interview and a home visit may be carried out. Home visits will be carried out ad hoc and applicants may not be warned in advance.

Tenants of partner RSL's wishing to transfer to alternative accommodation will be assessed in the same way.

12.1 Reasonable Preference

In accordance with s.166A(3) of the Housing Act 1996 applicants who are assessed as falling into at least one of the reasonable preference categories will be given priority for housing. These categories are:

- a) people who are accepted as homeless (within the meaning of Part 7 of the Housing Act 1996) *this includes people who are intentionally homeless, and those who are not in priority need*

- b) people who are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under s.192(3)
- c) people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
- d) people who need to move on medical or welfare grounds, including grounds relating to a disability, and
- e) people who 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 others).

12.2 Applicants who are accepted as homeless

Applicants who, following an assessment, have been determined as homeless, eligible for assistance, in priority need and unintentionally homeless will be prioritised in band 1 except where it has been determined that the applicant does not have a local connection with Peterborough.

While an applicant is placed into band 1 as they have been accepted as homeless, eligible for assistance, in priority need, unintentionally homeless and has a local connection with Peterborough the council will pursue all available options in order to discharge their duty under S.193(2) of the Housing Act 1996. This may be an offer of suitable accommodation secured by:

- i. the applicant bidding under the Choice Based Lettings Scheme, or by
- ii. the Council bidding on behalf of the applicant, or by
- iii. the council making a direct offer of a tenancy through the Council's nomination rights; or by
- iv. the Council offering a suitable property with a private landlord.

12.3 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 staying put in their current accommodation, if appropriate aids and adaptations were put in place.

Applicants who feel they need to be housed 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 an internal suitably qualified or experienced officer such as an occupational therapist or from the Council's medical adviser.

The priority awarded will be categorised as, overriding (band 1), high (band 2), medium (band 3) or low (band 4).

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. If this is the case the applicant will be notified in writing and reasons will be given.

12.4 Under Occupation & Overcrowding

The Secretary of State takes the view that the bedroom standard is an appropriate measure of under occupation and overcrowding for allocation purposes, and recommends that all housing authorities should adopt a similar approach.

Therefore Peterborough City Council considers that when determining under occupation or overcrowding in a property there should be a separate bedroom available to each:

- i. married or cohabiting couple
- ii. any other person in the household aged 16 years or more
- iii. pair of adolescents aged 10-16 years of the same sex
- iv. pair of children aged under 10 years regardless of sex
- v. an additional bedroom will be considered essential when a disabled member of the household person, or someone with a long term health condition, has a proven need for overnight care and this is provided by a non-resident carer.

Tenants of partner RSL's who are applying to move as they are under occupying their current home will be given priority to move. All applicants who are assured tenants of a partner RSL and are resident in Peterborough will be given band 1 priority. The recent Welfare Benefits Reform will mean that from April 2013 there is likely to be a large number of RSL tenants who are considered to be under occupying and will receive band 1 priority. For existing applicants this priority will be backdated to when they became under occupied. For new applicants or change of circumstances this priority will be awarded from the application date or notification of change.

While Peterborough City Council is keen to assist those who will be most affected by Welfare Reform and in particular those who receive a reduction in their benefit as they are considered to be under occupying. In order to ensure that the allocations scheme is not dominated by applicants wishing to transfer as they are under occupied their accumulated time spent in band 1 will only apply to one offer of accommodation. Therefore, should an applicant who is considered to be under occupying and is made an offer of accommodation refuse that offer their priority will be reassessed. Their application will remain in band 1; however the date of banding will be reset to the date we are notified of the refusal.

This may change subject to changes in demand. In this case all affected applicants will be notified in advance.

Where an applicant is deemed to have worsened their situation by inviting additional persons to reside with them their priority may be deferred as detailed in section 13.4

12.5 Insanitary and unsatisfactory housing conditions

Examples of insanitary and unsatisfactory housing conditions may include:

- v. Lacking bathroom or kitchen
- vi. Lacking inside WC
- vii. Lacking cold or hot water supplies, electricity, gas, or adequate heating
- viii. Property in disrepair

Peterborough City council will confirm all reports of insanitary and unsatisfactory housing conditions with the council's Housing Enforcement team. Where necessary they will visit the property and conduct an inspection under the Housing Health and Safety Rating System (HHSRS) and determine whether there are identifiable hazards.

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)

12.6 Need to move on welfare or hardship grounds

Priority will be given to those who are assessed as needing to move on welfare or hardship grounds.

Welfare and hardship grounds would encompass a wide range of needs, including, but not limited to, the need to:

- iv. Provide a secure base from which a care leaver, or a person who is moving on from a drug or alcohol recovery programme, can build a stable life
- v. Provide accommodation, with appropriate care and support, for those who could not be expected to find their own accommodation, such as young adults with learning disabilities who wish to leave the family home so that they can live independently within the community
- vi. Provide or receive care or support. This would include foster carers, those approved to adopt, or those being assessed for approval to foster or adopt, who need to move to a larger home in order to accommodate a looked after child or a child who was previously looked after by a local authority.
- vii. To access specialised medical treatment, or
- viii. To take up a particular employment, education or training opportunity.

Peterborough City Council will work closely with social services, to ensure that those whom social services identify as having housing needs (as part of a community care assessment, for example) are given appropriate priority for suitable housing which meets those needs.

The Housing Assessment Panel will consider cases where it has been identified that an applicant may need to move because of welfare or hardship grounds. If agreed applicants will be placed into band 2.

13 Additional Preference

Section 166A(3) of the Housing Act 1996 gives housing authorities the power to frame their allocation scheme so as to give additional preference to particular descriptions of people.

Additional preference will be awarded where applicants can demonstrate:

- i. a strong local connection with Peterborough, or
- ii. a commitment to and contribute towards the economic growth of the Peterborough City Council district as working households, or
- iii. that they make a significant impact by their contribution to their local community, or
- iv. that they are a former member of the armed forces (where the application is made within 5 years of discharge)

13.1 Definition of strong local connection

Additional preference will be given to applicants who can demonstrate a substantive and long-standing local connection through 5 years continuous settled residence in the city.

Applicants will be required to provide documentary evidence of continued residence in the city although the council may be able to confirm this through council tax records or the electoral register. It is for the applicant to prove continued residence, where the council is not completely satisfied additional preference will not be awarded.

13.2 Working Households

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

We want to encourage people, who can, 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 making a contribution to Peterborough's economy.

Working households are defined as households where at least one adult member is in employment within Peterborough unitary authority boundary. For the purposes of this Allocations Scheme employment is described as 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. Peterborough City Council does however recognise the important

role part-time workers play within the local economy and want to reward those who are making a concerted effort to get back into work. Such activities may include participating in partner RSL's back to work schemes. In cases where special circumstances present themselves additional priority may be awarded at the discretion of the RSL panel.

Verification will be sought at point of application as well as at the point of offer under the same terms. Applicants must provide pay slips, P60, bank statements or a verifying letter from their employer or accountant in order to be eligible for additional preference.

13.3 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.

Applicants who are awarded additional preference would receive 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.

14 Deferred priority

In some cases we may determine that an applicant has knowingly worsened their own housing circumstances without good cause. The outcome of this would mean that the applicants would receive higher priority on the housing register.

Examples of such include:

- abandoning a previous tenancy
- moved to alternative accommodation, which is worse than their previous accommodation without good reason
- sold a property or gave notice on a tenancy and failed to make alternative accommodation arrangements first

Where we are satisfied that an applicant has worsened their own housing circumstances we will place their housing application in the lower priority band, which best reflects their housing needs from their previous accommodation for a period of 12 months.

If this assessment would mean that their application would not be accepted onto the housing register, as they are not considered to be a qualified person as defined in section 9 their application will be deferred for a period of 12 months.

15 Other housing needs

15.1 Retiring or redundant council or RSL service occupiers (tied accommodation)

A service occupier is someone occupying tied accommodation as a condition of their employment with the Council or with a partner RSL (who is a member of the Common Housing Register) for the better performance of their duties.

When a service occupier retires, is made redundant, leaves after a reasonable period of service (other than as a result of disciplinary investigations or proceedings), or is no longer required to occupy the accommodation for the better performance of his/her duties, he/she will be made one suitable offer provided they meet the eligibility criteria for registration onto the register, do not own a property elsewhere which is, or could be, available for their occupation, and it is not reasonable for them to purchase a home. Where the property is required quickly to enable the new post-holder to carry out the essential requirements of their job description, additional priority may be awarded and an offer made as soon as possible.

Service occupiers who are dismissed for misconduct, who resign as a result of disciplinary investigations or proceedings, who fail to satisfactorily complete probationary periods or who resign within a year of appointment will not receive any additional priority as a result of having to leave a service tenancy.

Former service occupiers will not normally be re-housed in schemes or establishments in which they were employed, or in the locality of such schemes.

In all cases of re-housing from tied accommodation, the applicant must be eligible to apply and considered to be a qualified person as detailed in section 9.

Only one suitable offer will be made. Note will be taken of the applicant's choice of area and property type, but it may not be possible to meet these. The property will be required urgently for the post-holder. If the offer is refused, possession proceedings will be commenced and the applicant will not be given preference on the Council's housing register. If the applicant re-applies to go on the register, no further offers will be made whilst the applicant remains living at this address. Note will, however, be taken of individual and any changed circumstances.

Applicants will need to be aware that the Housing Corporation normally prohibits the housing of former employees unless this is a contractual right. In these cases, it will be necessary to nominate to a different RSL and this could, depending upon demand for that RSL's housing, result in a longer waiting time.

15.2 Key Workers

The Council is working with a number of partners to deliver affordable housing for key workers. The arrangements for the nomination will be contained in a separate Key Worker Policy document, which the Council will negotiate with its partners, and will be

subject to separate consultation. Priorities under these schemes will be defined in the individual schemes that are produced.

15.3 Sustainable lettings policies

In rural areas, there may be some sites where planning permission and/or funding was given subject to a condition that the development should be for local people. In such areas, priority will be given to local people.

This policy contains provision to maximise choice and this is seen as a key step in achieving cohesive communities (See *“Offering Communities Real Choice – Lettings and Community Cohesion”* from the Chartered Institute of Housing).

15.4 Local Lettings Policies

Section 166A(6)(b) of the 1996 Act enables housing authorities to allocate particular accommodation to people of a particular description, whether or not they fall within the reasonable preference categories, provided that overall the authority is able to 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 its RSL partner will consult with 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.

15.5 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 applicant will be bypassed in order to make best use of the adaptations. E.g. where a property has been fitted with stairlift, priority will be given to applicants who have been assessed by the council as requiring this facility.

Households 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 on the housing register and will be eligible for additional preference if they qualify. Applicants will be able to bid for properties in the normal way. This will release the property for allocation to a household who needs the facilities.

15.6 Indirect exchanges

Mutual exchanges by assignment are not governed by this policy. An indirect exchange occurs when one tenant is offered a vacant property, which will then enable a chain of exchanges to take place and to free up a much-needed property. Such indirect exchanges will be allowed only at the discretion of the Housing Needs Manager where they best make use of all properties involved and where it is reasonable to do so, taking into account supply and demand issues.

15.7 Where there is no right of succession (following tenant's death)

In cases where there is no statutory or contractual right of succession, requests are often received from those remaining in the property to be granted the tenancy. The designated officer may agree to such requests after taking into account how long the applicant has lived in the property as their sole or principal home, the size and type of the property, particularly any under-occupation, whether there are special facilities or adaptations which would be unused, whether the applicant benefits from any local support networks and any other relevant issues. However, in all cases, the applicant will be required to meet the criteria for entry to the housing register.

15.8 National witness mobility scheme (NWMS)

The Council and its partner RSLs support the national witness mobility scheme and may consider at its discretion referrals made to house witnesses. On receipt of a referral the Council will take into account the level of risk the applicant is facing and the demand and supply issues at the time in Peterborough.

It will be necessary for the applicants to meet the eligibility criteria for entry on to the register in accordance with section 7 of this policy, and the proof of identity requirements in section 10.

In order to protect the identity of witness on acceptance of the referral the council will liaise with one of the RSL partners to identify a suitable property and an offer of accommodation will be made directly and outside of the choice based lettings scheme.

15.9 Multi Agency Public Protection Arrangements (MAPPA)

All local authorities have a duty to co operate with MAPPA. Peterborough City Council appreciates the importance of accommodation in the resettlement of offenders and hence in the assessment and management of risk.

Where an applicant is subject to Multi Agency Public Protection Arrangements (MAPPA), Peterborough City 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 the council will liaise with one of the RSL partners to identify a suitable property and an offer of accommodation will be made directly and outside of the choice based lettings scheme. Only one offer will be made and it will be necessary for the applicants to meet the eligibility criteria for entry on to the register

in accordance with section 7 of this policy, and the proof of identity requirements in section 10.

15.10 Children leaving care

In cases where the Council has been the corporate parent, former looked after children will be offered a tenancy when they leave care and where possible will not be required to make a homeless declaration and enter temporary accommodation.

Peterborough City Council will liaise with the leaving care team to identify applicants prior to a child in care reaching 18 years of age. Applicants will be placed into Band 1 on the housing register and will be eligible for additional preference if they qualify. Applicants will be able to bid for properties in the normal way. Appropriate care packages must be in place before an offer can be made. If the applicant is successful for an allocation prior to their 18th birthday Peterborough City Councils leaving care team will act as trustee/guarantor to the tenancy until the applicant reaches 18.

Only one offer will be made and it will be necessary for the applicants to meet the eligibility criteria for entry on to the register in accordance with section 7 of this policy, and the proof of identity requirements in section 10.

16 The annual lettings plan

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

- the level of nominations to be offered to social services and any other organisations;
- the nominations to be made to key workers;
- the number of voids to be made available for those in designated, short term move on accommodation
- and any other operational issues.

The Annual Lettings plan is bound by the contents of the Nominations Agreement. It cannot change the provisions in that agreement.

The plan will be re-produced annually and reviewed and amended as and when necessary to ensure that the aims and objectives of the Common Housing Register are met. Any amendments that amount to a change in policy will be subject to negotiation and ratification by the members of the Peterborough Homes partnership.

A number of nominations under the annual lettings plan will be given to Adult Social Care and Children's Social Services. Applicants must meet the eligibility criteria for entry on to the register in accordance with section 7 of this policy, and the proof of identity requirements in section 10.

Any nomination request must be made to the Housing Needs Manager and must be authorised by the Head of the Division (for example, Head of Adult Social Care, or Head of Children's Services or their equivalent).

Where a nomination is accepted the applicant will be placed into band 1 on the housing register and will be eligible for additional preference if they qualify. Applicants will be able to bid for properties in the normal way. Appropriate care packages must be in place before an offer can be made.

17 Sheltered housing

17.1 Conventional/category 1 or 2 sheltered housing: who can register?

Applicants will need to be eligible to register on the Council's housing register as specified in section 7.3.

In addition, applicants will be considered where:

- The main applicant is at least 55/60 years of age, and
- has an assessed need for housing related support (scheme manager services), or
- would benefit from the social activities available, or
- a different level of support need e.g. life skills support for people with mild learning disabilities.

Younger persons may be accepted under certain circumstances for sheltered housing where individual need is demonstrated. In these circumstances the minimum age of consideration will be 50.

Applicants 50 plus will be considered for sheltered housing where:

- The main applicant in a couple is 55 plus and partner is younger, or
- there is assessed risk, vulnerability or disability and living in sheltered accommodation will improve quality of life
- a different level of support need e.g. life skills support for people with mild learning disabilities is required.

There is no maximum age limit for applicants to our sheltered housing schemes. Though applicants must be able to live independently in their home with the support or care where this is provided.

17.2 Extra care/very sheltered housing: who can register?

In addition to the above, applicants for this form of housing will require assistance with daily and or personal care and support tasks but will be able to care for themselves and live independently with the support of community care services such as home care and meals on wheels. The needs of carers and their ability to cope and provide the support required are taken into account.

A joint housing and community care assessment will be carried out by a panel of professionals dealing with the case, (for example, housing, health, social care) who will recommend allocation on the basis of individual need. The Banding system will not be used. Priority will be given to those applicants at greatest risk as a result of living in unsuitable accommodation where adequate support cannot reasonably be provided, who are requiring discharge from hospital or who would otherwise have to go into residential or nursing care. Priority will be given to applicants with a local connection.

18. How choice works

18.1 Banding date

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.

	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.

	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

18.2 The choice based lettings process

Step 1. As the councils RSL partners become aware that a property is due to become available for letting, they will notify the council by way of a nomination request.

Step 2. Peterborough City Council will advertise the property as available to let to those applicants who have been accepted onto the Peterborough Housing Register. Adverts will generally run from 9 am on Tuesday through to 12 midnight on the following Sunday (The Bidding Period). Properties are advertised in our partner RSL's offices; local libraries; the customer service centre at Bayard Place; the Peterborough Homes website www.peterborough-homes.com and in the offices of other agencies that we work closely with. The bidding period may be extended where there is a public holiday e.g. Christmas and Easter.

Step 3. During the bidding period applicants are invited to express interest (bid) in up to 3 properties per week, which they would like to be considered for. Applicants can bid by:

- Logging on to the Peterborough Homes website at www.peterborough-homes.com and following the on screen instructions, or
- Telephoning Housing Needs on 01733 864064, or
- E-mailing housing Needs on housing.needs@peterborough.gov.uk, or
- Sending a text message to **07920 160435**. Text must be in the following format: Texts should start with the edition/advert reference number followed by a #. Then the application number followed by a #. Then the property details. For example, 0448#10912# woodland way, or
- In person to the Customer Service Centre at Bayard Place and using the kiosks provided.

Bids must be received before the closing date and time of the edition. Bids received after this time will not be considered.

Step 4. On the weekday immediately after the bidding period closing, the Council will collate all of the bids against each individual property.

Please note: Bids for properties for which the applicant is not eligible for will be disregarded. If an applicant bids for more than the allowed 3 properties in one week their first 3 bids will be considered and the rest disregarded.

Step 5. The Council will generate a shortlist of the remaining eligible applicants and they will be prioritised in order of their assessed housing need. As described in section 14.1.

Please note: 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 in order to make best use of the adaptations. E.g. where a property has been fitted with stair lift, priority will be given to applicants who have been assessed by the council as requiring this facility.

Step 6. The 3 highest priority applicants who have bid and are eligible to be considered for the property will be contacted, normally on the Monday afternoon or Tuesday morning, and invited to view the property. Viewings will normally take place later in the same week.

Please note: Applicants will not be advised of their position on the shortlist prior to the viewing.

Step 7. The partner RSL who manages the property will conduct accompanied viewings. After the accompanied viewing has taken place the RSL representative will contact the applicant who is placed number 1 on the shortlist and make them the offer.

If applicant number 1 refuses the property, the RSL representative will repeat the process with the applicant number 2 and if necessary with applicant number 3 respectively.

Step 8. The RSL representative will inform the council, which applicant the property has been offered to and the council will confirm that the applicant is still eligible to be offered the property.

Step 9. Where the council is satisfied that the applicant remains eligible to be offered the property they will confirm this with the RSL representative who will make contact with the successful applicant to make arrangements to sign up.

There will be occasions where all 3 applicants who shortlist do not accept or are no longer eligible to be offered the property. In this case the council will provide the RSL with the next 3 placed applicants on the original shortlist and the process will be repeated from Step 6. This process will be repeated until all eligible applicants on the original shortlist have been exhausted. On the very rare occasions that this happens the RSL will be given the choice to re advertise the available property and repeat the above process for Step 2 or to treat the property as hard to let.

18.3 Hard to let properties

Where a property has been advertised through choice based letting and an applicant has not been found, the RSL who manages the property may wish for the property to be considered as 'Hard To Let'.

Where this is the case, the council will advertise the available property in the reception area of Bayard Place as well the partner RSL's offices as available to the 1st applicant who wishes to be considered. Applicants must be eligible to apply to join the housing register as defined in section 7 and have a household, which meets the eligibility for the size of the property as defined in appendix 2.

If the property has still not be let after 7 days the bedrooms standards policy may be relaxed to allow under occupation by a maximum of 1 bedroom, however the

applicant will be made fully aware that, if required, there is a possibility that Housing Benefit may not meet the full rent as a result.

18.4 Number of offers

While Peterborough City Council and its RSL partners are committed to offering applicants accepted onto the housing register as much choice as possible. Entry to the Housing Register is generally restricted to those in the most urgent Housing Need and refusals of offers should be few and far between.

Applicants, who fail to attend viewings and those who refuse properties without good cause, can become a burden on the administration of the scheme and could be denying other applicants the opportunity to shortlist for properties. Therefore applicants who refuse three offers of accommodation or who fail to attend viewings without good reason will have their application suspended for a period of 12 months.

As part of an ongoing review of the housing register those applicants who do not express interest in any properties within a 12 month period will be deemed as no longer in housing need and will have their application cancelled.

19 Property size and type

As detailed earlier in this document social/affordable housing is in significant demand and only applicants in the most urgent housing need will be successful in being allocated a property.

Recent changes in the Welfare Benefits system as a result of the recent reform have reduced the amount of Housing Benefit working age claimants receive if they under-occupy a property. Peterborough City Council is committed to preventing homelessness and sees no merit in exposing applicants to the possibility of failure because a tenancy is not affordable.

With this in mind under occupation will not be supported and the bedrooms standards policy will mirror the eligibility applied when assessing Local Housing Allowance (LHA).

LHA is calculated on the number of rooms the applicant's household needs not the number of rooms in the property or the amount of rent charged.

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

- one bedroom for the claimant and partner (over 16 - including same sex couples)
- one bedroom for any other person aged 16 or over
- one bedroom for any two children of the same sex aged under 16
- one bedroom for any two children regardless of sex who are less than ten years old
- one bedroom for any other child

We will also allocate an extra bedroom when a disabled member of the household, or someone with a long term health condition, has a proven need for overnight care and this is provided by a non-resident carer.

We may also allow under occupation by a maximum of 1 bedroom, where a property is considered to be 'hard to let' as defined by section 14.2, however the applicant will be made fully aware that, if required, there is a possibility that Housing Benefit may not meet the full rent as a result.

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 normally usually given to applicants with mobility, disability or other special support needs.

From time to time, it may be necessary for the Council to restrict the offers of accommodation it makes to families, in order to meet the child density rules required by the Housing Corporation, or to meet the management needs of an area in order to build sustainable and balanced communities.

20. Notifications of refusing entry to the housing register and requests for review

Any person who is refused admission to or are removed from the register will be notified in writing. The letter will confirm the grounds for the decision. The letter will be posted to their home or mailing address and will also be made available for collection at The Customer Service Centre, Peterborough City Council, Broadway, Peterborough for a period of 14 days.

Where an applicant wishes to request a review of a decision to refuse entry to the housing register on the grounds that they are not eligible to make an application or they are not considered to be a 'qualified person' they must submit their request within 21 days of notification of the decision in writing to:

The Review Officer
Housing Needs
Peterborough City Council
4th Floor Bayard Place
Broadway
Peterborough
PE1 1HZ

Where an applicant wishes to request a review of a decision to refuse entry to the housing register because they have former or current tenant rent arrears they should detail their continued commitment to clearing the outstanding debt and provide

evidence that they have entered into a regular arrangement to re-pay the arrears and have maintained that agreement for at least thirteen (13) consecutive weeks.

Where an applicant wishes to request a review of a decision to refuse entry to the housing register because of previous unacceptable behaviour they should provide evidence that they have changed their behaviours and are committed to being a good tenant, such evidence may include:

- i. references from landlords whom they have rented property from more recently, and/or
- ii. character references from supporting agencies, who will continue to support you if accepted onto the housing register

Requests for review of decisions will be considered by a panel of at least three representatives from Peterborough City Council and the partner registered social landlords. Applicants may be required to attend the panel to give personal representations where the panel feels it is necessary.

Appendix 1 – The banding scheme

BAND 1	
ACAHL	Applicant(s) who, following an assessment, have been accepted as homeless, eligible for assistance, in priority need, unintentionally homeless and have a local connection with Peterborough. (Until the council is satisfied its duty has come to an end)
UND2	Applicant(s) who are currently under occupying a property with 2 or 4 or more bedrooms, which is rented from one of the Peterborough Homes partner RSLs.
2OVER	Applicant(s) who are currently overcrowded by 2 or more bedrooms.
OVERM	Applicant(s) who have been assessed as having an overriding medical priority for a move.
SHELM	Applicant(s) who are a current RSL partner tenant(s), living in sheltered accommodation and have been assessed as needing to move from 1 st to ground floor because of medical need. (This priority will only apply where the applicant bids for alternative sheltered accommodation)
SPNP	Applicant(s) have been assessed as having composite housing needs, which have been determined by the housing assessment panel or RSL panel as requiring an urgent move.
PROBN	Applicant(s) whose property has been assessed by the council's private sector housing team and a prohibition/closing order has been served due to poor disrepair.
HARAM	The Council is satisfied that the applicant (or a member of their household) has medical priority and is:

	<ul style="list-style-type: none"> • a victim of harassment, or • violence, or • abuse, or • is at significant risk of harm
DISRM	The council is satisfied that the applicant (or a member of their household) has medical priority and whose property has been assessed by the council's private sector housing team who have identified category 1 hazards and is subject to a repairs notice. (Priority may be withdrawn where landlord complies with repairs notice or the council carries out the works in default, therefore rectifying the hazards)
CARE	Children leaving the care of Peterborough City Council
BAND2	
UND3	Applicant(s) who are currently under occupying a property with 3 bedrooms, which is rented from one of the Peterborough Homes partner RSLs.
1OVER	Applicant(s) who are currently overcrowded by 1 bedroom.
HIGHM	Applicant(s) who have been assessed as having a high medical priority for a move.
SHEL	Sheltered tenants of partner RSLs who wish to move to alternative sheltered accommodation (This priority will only apply where the applicant bids for alternative sheltered accommodation)
SHOV	Applicants who are residing in accommodation where they share facilities with other residents and have to share a bedroom with a friend/family member where it would not be reasonable to do so.
NONP	Applicant(s) who, following an assessment, have been accepted as homeless, eligible for assistance, but are not considered in priority need and those who have been accepted as homeless, eligible for assistance, in priority need, unintentionally homeless and have a local connection with Peterborough, but have refused an offer of suitable accommodation resulting in the Council discharging its homelessness duty.
INTE	Applicant(s) who, following an assessment, have been accepted as homeless, eligible for assistance, in priority need, have a local connection with Peterborough, but have been found to have become homeless intentionally.
SOCW	<p>Applicants who need to move on welfare or hardship grounds, which would encompass a wide range of needs, including, but not limited to, the need to:</p> <ul style="list-style-type: none"> • Provide a secure base from which a care leaver, or a person who is moving on from a drug or alcohol recovery programme, can build a stable life • Provide accommodation, with appropriate care and support, for those who could not be expected to find their own accommodation, such as young adults with learning disabilities who wish to leave the family home so that they can live independently within the community

	<ul style="list-style-type: none"> • Provide or receive care or support. This would include foster carers, those approved to adopt, or those being assessed for approval to foster or adopt, who need to move to a larger home in order to accommodate a looked after child or a child who was previously looked after by a local authority. • To access specialised medical treatment, or • To take up a particular employment, education or training opportunity.
DISR	The council is satisfied that the applicants property has been assessed by the council's private sector housing team, who have identified category 1 hazards and is subject to a repairs notice. (Priority may be withdrawn where landlord complies with repairs notice or the council carries out the works in default, therefore rectifying the hazards)
HARA	The Council is satisfied that the applicant (or a member of their household) is: <ul style="list-style-type: none"> • a victim of harassment, or • violence, or • abuse, or • is at significant risk of harm
BAND 3	
ACAHNL	Applicants who, following an assessment, have been determined as homeless, eligible for assistance, in priority need and unintentionally homeless, but do not have local connection with Peterborough, or applicants who are owed a duty by another housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under s.192(3), but do not have local connection with Peterborough.
MEDM	Applicant(s) who have been assessed as having a medium medical priority for a move.
BAND 4	
LOWM	Applicant(s) who have been assessed as having a low medical priority for a move.
ADEQ	Applicant(s) who are currently residing in a property, which is of the right bedroom size and has all the required facilities. (This priority will only apply where the applicant bids for sheltered accommodation)
BAND 5	
AWAY	Applicants who do not have a local connection with Peterborough unless they need to move to a particular locality on social and welfare grounds. (This priority will only apply where applicants are aged 55 or over and would be suitable for sheltered accommodation, bids will only be considered for accommodation of this type)
CARO	Applicants with sufficient resources to purchase a property (outright or by

	<p>way of a mortgage) or who can afford to rent privately. (This priority will only apply where applicants are aged 55 or over and would be suitable for sheltered accommodation, bids will only be considered for accommodation of this type)</p>
OWN	<p>Owner occupiers who:</p> <ul style="list-style-type: none"> • are adequately housed, or have sufficient resources to finance the purchase of a suitable property (outright or by way of a mortgage), or • have sufficient resources to rent privately and in the circumstances it would be reasonable for them to do so, or • own or rent a property elsewhere which it would be reasonable for them to occupy. <p>(This priority will only apply where applicants are aged 55 or over and would be suitable for sheltered accommodation, bids will only be considered for accommodation of this type)</p>

Draft

Appendix 2 – Bedroom Standards Example

<p>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.</p> <ul style="list-style-type: none"> • ‘Household’ includes single adult or couple. • ‘Couple’ includes same sex couples. • 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. 	Single Person Bedsit	1 Bedroom Flat	2 Bedroom Flat	3 Bedroom Flat	1 Bedroom Bungalow	2 Bedroom Bungalow	3 Bedroom Bungalow	4 Bedroom Bungalow	1 Bedroom House / Maisonette	2 Bedroom House / Maisonette	3 Bedroom House / Maisonette	4 Bedroom House / Maisonette	5 Bedroom House / Maisonette	6 Bedroom House / Maisonette
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				
Household with 2 Children (1 Boy aged 8 & 1 Girl aged 4)			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					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

Draft