

Annex A – Housing Allocation Scheme

Hammersmith & Fulham Council

**Housing Allocation
Scheme**

November 2015

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1. INTRODUCTION

- 1.1 This Housing Allocation Scheme sets out the 'rules' by which affordable housing and other accommodation available to the council is allocated to applicants who are eligible and qualify to be on the Council's Housing Register. The council is required by law to produce this document which must comply with primary legislation (i.e., Acts of Parliament) and secondary legislation (principally government regulations) and have regard to guidance documents that are periodically issued.
- 1.2 This Scheme replaces the previously adopted Housing Allocation Scheme (December 2012). Whilst the structure and sequence of the Scheme is broadly the same, changes have been made to the content which are intended to make the council's approach to reflect the policy direction set out in the administration's manifesto, *Delivering the change we need in housing* and reflected in the Housing Strategy adopted in May 2015.
- 1.3 The Scheme will be monitored on an ongoing basis and reviewed from time to time, particularly when regulatory changes are introduced or new case law requires a change in approach. The Director of Housing responsible for Housing Options in consultation with the Cabinet Member for Housing may make **minor** amendments to the Scheme (and approve any associated documents such as Local Lettings Plans) if required. Before making any **major** alterations to the scheme reflecting major policy changes the Council is required to consult with Registered Providers (housing associations) and allow them the opportunity to comment on the alterations.
- 1.4 For the purposes of this document the term 'applicant' will also mean joint applicants, where appropriate. The term applicant (or applicants) will also mean person (or persons) as defined in legislation and government guidance. Dependent members (e.g., the applicant's children) will be described as household members.
- 1.5 For ease of reference, the term 'Housing Associations' is used to describe Private Registered Providers. References to 'The Council' are principally in relation to its role as the strategic housing authority for the borough. Where reference is made to the Council in its Registered Provider landlord role, this will be made clear.

2. PRIORITIES FOR THE ALLOCATION OF ACCOMMODATION

Eligibility

- 2.1 Any person can approach the Council's Housing Options Division for housing advice and assistance. However, the amount of accommodation in Hammersmith & Fulham is very limited, and the Council does not operate an 'open' system

whereby any person can be registered. Instead, the Council will operate a managed register approach with standard checks for eligibility undertaken, but with a tighter approach as to who qualifies to be on the register.

- 2.2 Where the Council is unable to give support to applicants through registration, it will be able to provide housing options advice and support.
- 2.3 In terms of **eligibility**, any person who does not fall into one of the categories below will be a person subject to immigration control and will be ineligible for an allocation of accommodation.
- (i) British citizens
 - (ii) certain Commonwealth citizens with a right of abode in the UK
 - (iii) citizens of an European Economic Area (EEA) country ('EEA nationals'¹) and their family members who have a right to reside in the UK that derives from EU law. The question of whether an EEA national (or family member) has a particular right to reside in the UK (or in another Member State) will depend on the circumstances, particularly the economic status of the EEA national (e.g., whether he or she is a worker, self-employed, a student, or economically inactive)
 - (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.
- 2.4 This means that people subject to immigration control and certain other people from abroad (outside the categories identified above) will not usually be eligible for accommodation arranged by the Council.
- 2.5 More generally, the council will decide in each case as to whether the people included in the application by the applicant will be considered as a part of the household. For example, the council will generally **not** consider the following as members of a household: people who are subject to immigration control (as set out above); non-dependent adult children; other adult relatives; non-relatives; lodgers; 'live in' help. Furthermore due to a shortage of properties with 4 bedrooms or more the council will discuss with large households whether they can be divided into two or more smaller households.
- 2.6 The statutory provisions regarding eligibility and qualification are set out in s 160ZA of the 1996 Housing Act as amended by the 2011 Localism Act.

¹ EEA nationals are nationals of any EU member state (except the UK) and nationals of Iceland, Norway, Liechtenstein and Switzerland)

Qualification and Reasonable Preference

2.7 Central to any Housing Allocation Scheme is ensuring that 'reasonable preference' is given to people with high levels of assessed housing need. In drafting this Housing Allocation Scheme, the Council has had regard to CLG's *Allocation of accommodation: guidance for local housing authorities in England*. Reasonable preference groups are defined as follows:

- All homeless people as defined in Part VII of the 1996 Housing Act including people who are intentionally homeless and those who are not in priority need
- People who are owed a duty by an 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 s192(3)
- People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
- People who need to move on medical or welfare grounds, including grounds relating to disability
- People who need to move to a particular locality in the housing authority area, whose failure to meet that need would cause hardship (to themselves or others) which includes those needing to move on 'Right to Move' grounds (see Section 2.51 for more information)

2.8 In framing this Housing Allocation Scheme the Council intends to give effect to s.166A(3) of the 1996 Housing Act (as amended); housing authorities should have regard to the following considerations:

- The scheme must be framed so as to give reasonable preference to applicants who fall within the categories set out in s.166A(3), over those who do not
- Although there is no requirement to give equal weight to each of the reasonable preference categories, housing authorities will need to demonstrate that, overall reasonable preference has been given to all the reasonable preference categories
- There is no requirement for housing authorities to frame their scheme to afford greater priority to applicants who fall within more than one reasonable preference category (cumulative preference) over those who have reasonable preference on a single non-urgent basis

2.9 In respect of Hammersmith & Fulham's Housing Allocation Scheme, the Council intends to ensure that **all** successful applicants have reasonable preference. But it will give 'additional preference' to applicants who are making a community contribution. The Council is obliged to provide advice, information and assistance to all applicants, even if they are likely to be unsuccessful with their application for accommodation. **To be considered for housing, all applicants must**

complete an application form in accordance with the requirements of this Housing Allocation Scheme. Application Forms should be completed online using the Council's 'My Account' service which can be accessed on the Council's website at www.lbhf.gov.uk . We understand that some applicants may not be able to apply in this way. If this is the case, they should:

- Visit us or write to us at 145 King Street, Hammersmith, London W6 9XY
- Telephone us at **0845 313 3935** for further information
- Email us at h&fadvice.housing@lbhf.gov.uk for more information

2.10 These are the only categories of people that the Council will consider for housing, except for Management transfers set out in Section 3 and where the Council adopts a Local Lettings Plan (See Sections 2.43 – 2.50). The latter may include new and existing accommodation in its five regeneration opportunity areas where specific outcomes are sought, such as mixed, balanced sustainable communities. Local Lettings Plans will be adopted to achieve this specific objective which may include offering accommodation to working households on the Council's Home Buy Register on short fixed term tenancies (e.g., two years) who may be waiting for a home ownership option that is right for them, but are content to live in an alternative interim rented housing option.

2.11 Except in case of Management Transfers or under a Local Lettings Plan and subject to the exceptions set out below, to qualify for an allocation of housing an applicant must meet at least one of the statutory 'reasonable preference' criteria, defined in section 2.7 and described in Annex 3 of this document. Applicants should seek advice as individual circumstances vary. Where the Council adopts a Local Lettings Plan (see Sections 2.43 – 2.50), the Council may seek to nominate eligible and qualifying applicants from the Homebuy Register for affordable rented housing (i.e., social rent or Affordable Rent).

2.12 The council has a housing banding system which determines who will be prioritised for housing in the borough. The housing bands are summarised below and full details of what the criteria for individual cases will be are described in more detail in Annex 3:

Band 1: Urgent Need to Move due to Reasonable Preference PLUS Additional Priority

Band 2 Need to move – Reasonable Preference AND a Community Contribution

Band 3 : Need to move – Reasonable Preference BUT NO Community Contribution

Band 4: Reduced Priority: Need to Move - Reasonable Preference but with Reduced Priority

- 2.13 The Council will only register eligible applicants who qualify to meet at least one of the reasonable preference criteria set out in Section 2.7 of this document (except for allocations under a Local Lettings Plan). Whilst the Council is giving clear preference to applicants making a community contribution, it is also keen to have qualifying criteria which better fits the supply of accommodation that the Council can reasonably have access to.

Exceptional Cases including Classes of Person that do not Qualify

- 2.14 the following classes of person will **not** normally qualify for registration:

(a) Applicants who are single or a couple without dependents and who are overcrowded by only 1 bedroom and this is their only housing need

(b) Applicants who have been convicted of housing or welfare benefits related fraud (including subletting) where that conviction is unspent under the Rehabilitation Offenders Act 1974. Any person caught by this may re-apply once this conviction is spent.

(c) Applicants who qualified for registration by reason of the Council having owed them the main homelessness duty, but the Council has ceased to be subject to that duty because of the refusal of a suitable offer.

(d) Applicants who are homeowners, including joint homeowners

(e) Applicants who do not meet the local residency qualifications set out in section 2.21

(f) Applicants whose income, savings and assets exceeds the limits set by the Council (see section 6.8).

(g) Applicants who owe arrears of rent or other accommodation charges in respect of the current tenancy or former accommodation, unless an appropriate agreement has been reached and sustained for a reasonable period. In assessing the application for registration, the Council will take into account the size of the debt, the means to pay and the degree of the household's need.

(h) Applicants who have been guilty of unacceptable behaviour which makes them unsuitable to be a tenant. Examples of such unacceptable behaviour include:

- persistent failure to pay rent and/or service charges;
- anti-social behaviour which has caused a nuisance by the applicant or a member of his or her household;
- no on-going culpable involvement in anti-social behaviour or criminal activities;
- illegal or immoral behaviour;

- threats of and/or actual violence; racial harassment;
- hate crime towards and/or harassment of disabled people (including people with learning disabilities);
- obtaining a tenancy by deception and/or an attempt at tenancy fraud;
- breach of tenancy conditions within the last three years.

(i) Transfer applicants who have breached the terms of their tenancy by not looking after their home and causing damage.

(j) Applicants who are Secure tenants, assured tenants and assured shorthold tenants of registered providers (i.e., council landlords including arm's length management organisations and housing associations) from outside the borough.

2.15 There is discretion to waive these classes in exceptional circumstances as approved by the Director of Housing responsible for Housing Options or delegated officer who shall be a Head of Service.

2.16 Applicants may also be eligible and qualify to meet the criteria necessary to access the Home Buy Register. Housing Options staff will be able to advise applicants on the necessary criteria.

2.17 **Acts of Violence and Aggression to employees will not be tolerated by the Council and any Applicant who threatens or uses violence towards any Council employee or contractor will be removed from the register immediately.**

2.18 The Council recognises that there may be exceptional circumstances where the only way an exceptional housing need can be resolved is through the use of discretion. In the interests of fairness to all these applicants these circumstances are kept to a minimum. Examples of exceptional circumstances include, but are not limited to:

2.18.1 Threat to life in the area in which they are residing.

2.18.2 Emergency cases whose homes are damaged by fire, flood or other disaster may be provided with other accommodation if it is not possible to repair the existing home, or if any work to repair is to take such a long period of time that there will be serious disruption to family life.

2.18.3 Households who, on police advice, must be moved immediately due to serious threats to one or more members of the household, or whose continuing occupation would pose a threat to the community.

2.18.4 Cases nominated under the Police Witness Protection Scheme or other similar schemes that the council has agreed to be part of.

2.18.5 An Applicant with exceptional need that is not covered in the Housing Allocation Scheme and for whom the council has accepted a long term

re-housing duty under the Housing Act 1996 part VII. For example, where child or public protection issues require re-housing or for severe domestic abuse where all other options to remain in the home have been considered.

- 2.19 Other exceptional circumstances will be authorised by the Director of Housing responsible for Housing Options.
- 2.20 Where the Council decides that it wishes to make a discretionary offer where exceptional circumstances apply, the offer of a tenancy will normally be a 2 year tenancy (plus a year's introductory tenancy). In the event the tenant is unable to sustain that tenancy, no further housing accommodation will be offered. This will not prevent the applicant receiving advice and support as necessary. All applicants who do not qualify under the criteria set out above may submit a new housing register application if their circumstances change. This will be considered against the criteria set out in this Housing Allocation Scheme.

Local Residency Qualification

- 2.21 Meeting a local residency qualification is a central tenet of this Housing Allocation Scheme. **Local residency qualification** within the terms of this scheme will normally mean that an applicant:

- has lived in this borough, through their own choice, for a **minimum of five years** up to and including the date of their application, or the date on which a decision is made on their application, whichever is later,

OR

- has been resident for a total of **five out of the last seven years** and are resident in the borough at the time of application.

2.21.1 Accepted homeless households placed by this authority in accommodation outside Hammersmith & Fulham will also meet the local residency qualification as long as they fulfil the five year (including five out of the last seven years) residential qualification (i.e., time spent placed in previously designated temporary accommodation outside the borough will count towards time spent in Hammersmith & Fulham). Applicants owed the full homeless duty who do not meet the local residency qualification described in Section 2.21 will be placed in Band 4 until such time as this qualification criteria is met unless other disqualification criteria apply.

2.21.2 Applicants who are placed and funded by the Council in residential care (e.g., elderly in care and children in care) accommodation outside the borough will also qualify under the local residency rule.

2.21.3 Where applicants are applying jointly, both applicants must meet the local residency qualification, including household members. Children under 5 will not be disqualified from inclusion in the assessment on the basis of the residency criteria so long as they were born to parents resident in the borough.

2.21.4 The local residency qualification may also be awarded to people who need to move to a particular locality in the borough, where failure to meet that need would cause exceptional hardship to themselves or to others.

2.22 The local residency qualification will not be applied to the groups specified in *The Allocation of Housing (Qualification Criteria for Armed Forces)(England) Regulations 2012*. Local residency criteria will also not be applied to local applicants who have left Hammersmith & Fulham to attend a full time course at a higher education institution outside the Borough, nor does it apply to applicants (existing social housing tenants in England only) seeking accommodation on Right to Move grounds.

2.23 People in the following categories will **not** normally be considered as having met the local residency qualification are:

- Those placed in the borough of Hammersmith & Fulham in temporary accommodation by another local housing authority
- Those placed in the borough of Hammersmith & Fulham in residential or supported housing by another borough
- Secure or flexible tenants of other boroughs

Assessing your Application

2.24 Applications for housing will be assessed by Housing Options Officers using information supplied by the applicant and as a result of further necessary enquiries that follow from an application. The Housing Options Officer will decide whether the applicant qualifies to join the register and if so, which band will apply. All qualifying applicants' priority date will usually be the date of their application. However, if an applicant's circumstances change and their banding changes upwards (e.g., from Band 3 to Band 2), their new priority date will be the date on which their banding priority changed. Applicants whose banding priority date is reduced will retain their existing priority date.

2.25 Applicants who are assessed as not qualifying for one of the Council's Housing Bands will be offered housing advice and assistance as necessary. Some housing associations maintain their own housing registers and applicants may wish to approach such landlords directly.

2.26 Medical priority will be awarded and banded according to the extent to which the health or welfare of one or more members of the applicant's household is

affected by their housing conditions and the expected benefits of providing suitable alternative settled housing. Applicants who are assessed as having an overriding welfare housing need will be placed in Band 1. The circumstances that justify this are detailed in Annex 3. Such priority will be approved by a panel of senior officers.

- 2.27 Housing Options Officers will work with social services and other agencies to identify clients currently in supported housing who are ready for independent living. Subject to these discussions and agreement that the client's housing needs cannot be met outside of social housing, these clients will be placed in Band 2, unless there is an urgent need to move in line with the Band 1 criteria.
- 2.28 Housing Options Officers will work with Children's Services and other agencies to identify clients currently in children's care accommodation who are ready for independent living. Subject to discussion and agreement at the appropriate panel with the officers/agencies concerned, and there are no compelling reasons why the client's housing needs cannot be met outside of social housing, these clients will be placed in Band 3. If the applicant meets the community contribution criteria, then the client will be placed in Band 2.
- 2.29 In operating this Housing Allocation Scheme, the Council will have regard to the housing related aspects of the 2014 Care Act and work with officers from Adult Social Care and other officers of the council to ensure that all reasonable efforts are made to consider applicants' housing and related care needs

Condition and Size of Offered Accommodation

- 2.30 All accommodation offered will be habitable, in reasonable repair and fit for letting. The size of accommodation for which each applicant will be considered will depend upon the size and composition of the applicant's household at the time of offer. The requirements for each size of household are set out at Annex 1.
- 2.31 Larger accommodation than specified in Annex 1 may be considered in exceptional circumstances on the recommendation of the Housing Options Officer and approved by a Panel of Senior Officers. The Council may draw on specialist advice, for example, the Council's Medical Advisor, Occupational Therapy Service, or senior social worker.
- 2.32 In calculating the number of bedrooms available within properties the Council may treat every habitable room as a bedroom except kitchens, bathrooms and kitchen/dining rooms. The Council will normally consider additional rooms in homes for use as bedrooms in accordance with Housing Benefit regulations.
- 2.33 Cases of existing secure Council tenants agreed as Management Transfers will be offered homes on a 'like for like' basis.

- 2.34 Where the Council is discharging its homelessness duty into private rented accommodation, the accommodation should meet the suitability criteria set out in the *Homelessness (Suitability of Accommodation) (England) Order 2012* , subject to availability and affordability of accommodation.

Suitability of Housing Offers

- 2.35 Where accommodation is offered through the assisted choice process described below, an applicant will normally be expected to accept an offer of a property that meets their specified needs which is deemed as suitable and appropriate to meet the housing and medical needs of the household concerned.
- 2.36 The Council will seek to take into account applicants' particular or special needs (including need for an additional bedroom for carers) but it will not always be possible to ensure that these needs are met. In considering what is reasonable, the Council will have regard to the overall supply of Council accommodation and the demands placed upon it by all priority groups.
- 2.37 As a guideline and subject to the individual circumstances of each application, the Council will normally consider that a property is suitable if:
- It is located close to an area which the applicant has selected or an area that the Council considers to be reasonable.
 - It is sized in accordance with the criteria in Annex 1.
 - The offer takes account of any recommendation made by a medical advisor.
- 2.38 An offer of accommodation which is arranged by way of a nomination to a housing association property will be considered to be as reasonable as an offer of a council tenancy.
- 2.39 If a housing applicant refuses two reasonable offers of accommodation through the assisted choice scheme or a direct allocation, their priority under this allocation scheme will be reduced by a Band for twelve months. This will not necessarily mean no further offers will be made, but will reduce their priority.
- 2.40 An exception to such a reduction in priority this may apply if there has been a material change in circumstances such that the offer of accommodation would no longer be suitable.
- 2.41 The Council may use private rented housing to discharge its homelessness duties in appropriate cases pursuant to Section 193 of the Housing Act 1996 (as amended) and the *Homelessness (Suitability of Accommodation) (England) Order 2012*.

Local Lettings Plans

- 2.43 The Council may adopt individual Local Lettings Plans to vary the allocations approach to homes for new schemes; homes in certain areas of the borough; or particular types of housing where it wishes to deliver the broad housing strategy objectives, using social housing available as efficiently and effectively as possible.
- 2.44 Section 166A(6) of the Housing Act 1996 enables local housing authorities to do this, allowing the allocation of accommodation to people of a particular description, whether or not they fall within the reasonable preference categories.
- 2.45 The simplest approach to delivering this objective would be through using the Council's Home Buy Register, which includes applicants who wish to rent at sub market levels. Some of these households may be seeking to save money for a deposit to enter low cost home ownership which the Council is keen to encourage. This will give such households the experience of managing a household budget and also provide an opportunity for such households to save money towards a deposit for a low cost home ownership option.
- 2.46 Separate qualification criteria will apply to those persons on the Home Buy Register who qualify for an allocation under a Local Lettings Plan. Persons who qualify will need to meet all of the following criteria:
1. Eligibility under the rules of this Housing Allocation Scheme (See Section 2.3 – 2.6 of this document)
 2. Qualifying criteria of the Home Buy Allocation Scheme
 3. Successful application to be considered for a tenancy under a Local Lettings Plan meeting any specified qualifying criteria
 4. Local residency qualification within the terms of this Housing Allocation Scheme (unless the applicant falls within Armed Forces Qualification Regulations or the Right to Move Regulations)
 5. Satisfying the income threshold set out in paragraph 6.8
- 2.47 The Council will from time to time set procedures for the operation of the scheme to allocate to applicants from the Home Buy Register and these procedures may include criteria for establishing priorities between persons who qualify. These procedures may include giving priority to those within the reasonable preference categories
- 2.48 The Council's broad approach will be to prioritise households from the Home Buy Register for Affordable Rent accommodation available from housing associations. Where the Council wishes to prioritise applicants who meet criteria associated with a Council-approved scheme which helps deliver housing options for one or more of the community contribution groups identified in Annex 2, these applicants may be prioritised for Council rented accommodation.

- 2.49 The Council will monitor the impacts of this approach on both its Housing Register and Home Buy Register. It will need to ensure and make necessary interventions to ensure that the number of households drawn from the Homebuy Register who are not in a reasonable preference category do not dominate the Housing Allocation Scheme. It will also seek to ensure that the rules governing each of the approaches are broadly aligned.
- 2.50 Before introducing a local lettings plan, the Council will consult with those who are likely to be affected, which shall include the residents of the scheme/area impacted by the plan and local social landlords. A copy of the final policy will be published on the Council's website.

Right to Move

- 2.51 Government regulations on 'Right to Move' came into force on 20 April 2015. The regulations are intended to help existing social housing tenants who need to relocate from their local authority area (or within their local authority area) to an area where they have been offered employment.
- 2.52 These regulations are applicable only to applicants who are already social housing tenants in England who would experience hardship to themselves or to others if they were unable to take up an offer of employment in the borough. Applicants who are seeking accommodation under the Right to Move regulations should contact the Council as described in Section 2.9 of this Housing Allocation Scheme.

3. TENANCY MATTERS INCLUDING SUCCESSION AND FLEXIBLE TENANCIES

Council Tenants

- 3.1 Council tenants wishing to move from their existing home will be assessed in the same way as other applicants applying for the housing register under will need to meet the qualifying criteria set out in this Housing Allocation Scheme. Applications for transfer may be made jointly by separate tenants of the Council who wish to apply for housing together, on the condition that both tenancies will be relinquished if the Council makes an acceptable offer of a transfer to a third property. The Council will consider each application on a discretionary and case by case basis. Officers will have regard to the wider availability of accommodation to the Council when making such a decision which will be made by a panel of senior officers.

Transfers, Tenants who need to be decanted, Management Transfers and London Mobility

Transfers

- 3.2 Transfer applicants will be considered in the same way as other housing register applicants. The Council expects existing tenants and household members to maintain their homes in a reasonable condition and similarly expects tenants of other Registered Providers to adopt the same approach. If the existing home has been either significantly damaged and/or kept in a poor condition by the sitting tenant, the Council will not be minded to permit a transfer. A transfer will only be permitted when the property concerned is brought up to a good condition. The Council will expect other housing associations to adopt the same approach.

Tenants who need to be decanted

- 3.3 On occasion it may be necessary for a council tenant to move out of their existing home to allow major works to be carried out or because their home is due to be demolished. In these circumstances, the Council will use its discretion to prioritise a move to a suitable alternative home by placing the tenant in Band 1 at an appropriate time.
- 3.4 Council tenants who have to move because major works are required to their home will have the option of moving back to their original home (or local area if the home is being demolished) once the works have been completed. Existing re-housing commitments to residents are set out in the Council's Core Strategy (to be replaced by a new Local Plan in the next few years) and Tenancy Strategy.
- 3.5 Where council homes may be demolished and replaced with new homes owned and managed by the council or housing associations, the council is likely to adopt a Local Lettings Plan that will set out in more detail the specific approach, tailored to key features of the regeneration scheme, e.g., phasing of decants, home loss and disturbance financial arrangements; and priority for re-housing. In these such circumstances, tenants who are relinquishing a secure ('lifetime') tenancy will be entitled to a new secure tenancy or a housing association equivalent, currently an Assured Tenancy.

Management Transfers – Council Tenants

- 3.6 Management transfers are only for situations where a Council tenant or members of the tenant's household, , are at serious risk by remaining in their current home and need an immediate move. The council will only re-house households in alternative accommodation assessed as suitable for their housing needs. However, due to the limited number of homes available the council is not always able to re-house residents quickly and so we will discuss the alternative options available. Where there is a real and immediate threat to a tenant's safety

and we do not have a suitable property available we may offer 'temporary accommodation' for a fixed period while an investigation is carried out.

3.6.1 There are number of referral routes for a management transfer, these include a request by the tenant, the Housing Management Team, Anti-social Behaviour Unit, or Housing Options Officer. The officer managing the request must produce a Management Transfer Report to support the request to be approved by the Neighbourhood Manager or external housing management contractor equivalent.

3.6.2 Tenants who have been approved for a management transfer will receive one reasonable offer of alternative accommodation. If the tenant rejects the offer the Council will remove their name from the Housing Register and terminate their temporary accommodation from the date of this decision.

3.6.3 A reasonable offer is one that meets the tenant's current housing need.

3.6.4 In very exceptional, urgent cases, where management requires an under-occupier to move, the council may consider offering a home 1-bedroom larger than their needs However this is at the discretion of the Director of Housing responsible for Housing Options.

3.6.5 Tenants that have been assessed for and accepted on the Council Register will be placed in Band 1: Urgent Need to Move due to Reasonable Preference Plus Additional Priority. Such banding will need to be approved by the Director of Housing responsible for Housing Options.

3.6.6 The Council aims to make one direct offer of secure accommodation within 3 months of being accepted as a management transfer. However this is dependent on a suitable property available in the 'property pool' being matched against the tenant's housing need.

3.6.7 The relevant manager will review the Management Transfer status of all tenants that have been accepted on the Council Register on a quarterly basis.. The review is intended to ensure the most up to date information about individual tenants' housing circumstances is taken into account. Tenants who fail to respond to either the review or reminder letter within 20 working days will have their application cancelled and will be required to re-apply.

3.7 Council tenants will be able to access affordable housing elsewhere in London through the Housing Moves Scheme (previously known as the Pan London Mobility Scheme) administered by the Greater London Authority. More information on this scheme is set out in section 4.23 of this document.

Housing Association Tenants

3.8 Housing association tenants will be assessed in the same way as other applicants applying for housing advice and assistance under this scheme.

Tenancy Succession

3.9 The law on council tenancy succession is different for secure tenants (and household members) where a tenancy was created before 1 April 2012 and those created after this date.. The statutory right only applies to the first time that a succession occurs,

3.10 Where **a tenancy was created before 1 April 2012**, family members have a right to succeed to the tenancy. This may be the tenant's spouse or registered civil partner or could be a co-habiting partner or another family member(s). Family members seeking to succeed the tenancy will need to have lived at the property for at least twelve months before the succession is sought. Where a joint tenant dies, the other joint tenant becomes the sole tenant. Where **a tenancy was created on or after 1 April 2012**, only a spouse, civil partner or a person who lives with the tenant as if they were a spouse or civil partner will have a statutory right to succession.

3.11 Where there is no statutory right to succession the council will use its discretion to allow a new secure 'lifetime' tenancy to be granted in the following circumstances:

- The person applying for succession has lived continuously with the tenant in the property as their principal home for twelve months before the death of the tenant **and**
- They are the spouse, civil partner, a close relative of the tenant, or someone who had to live with the tenant in order to provide them with care, without which the tenant could not have maintained their tenancy **and**
- They would qualify for the property they have applied to succeed to under the council's allocations policy (i.e., this Housing Allocation Scheme) including being both an eligible and qualifying person(s).

3.12 This process will be triggered by a Housing Register Application which will be considered in the first instance by Housing Management Officers from the Area Housing Office responsible for the tenancy. They may seek advice from Housing Options Officers on the application of the policies set out in this Housing Allocation Scheme.

3.13 Where a property is not suitable for the person applying to succeed, for example because it is too large, the council will assist them to find alternative

accommodation if they qualify for help under this Housing Allocation Scheme, which could include an offer of accommodation in the private rented sector.

- 3.14 Where a new tenancy is granted as a result of a discretionary succession, the tenancy will be treated as a new tenancy under the Council's Tenancy Strategy. This means that in most cases a new secure 'lifetime' tenancy, will be granted. Exceptions to this, i.e., where the Council may grant a flexible (fixed term tenancy), will be set out in its Tenancy Strategy. Failure to accept a suitable property offered or made available under this Housing Allocation Scheme will result in proceedings for possession of the home currently occupied. Each situation will be considered on its merits and tenancies will be granted at the discretion of the Council.
- 3.15 Tenancy succession rules for housing association tenants are governed by different legislation. Current and future housing association tenants should check with individual landlords what the rules are for succession for their respective tenancies.

Service Tenancies

- 3.16 Employees of the Council who have a service tenancy associated with their employment may be re-housed by the council in pursuance of a contractual agreement that may be in place. This may be achieved outside of assisted choice through a direct nomination.

Sustaining a Tenancy

- 3.17 The Council intends to scrutinise more closely the ability of applicants to sustain the tenancy that is being sought for two reasons. Firstly, there needs to be some certainty that the applicant is able to take on the responsibilities associated with a new tenancy and that there is no history of anti-social and/or criminal behaviour associated with a previous tenancy. Secondly, the Council also needs to be mindful of the Government's welfare reforms, specifically in respect to the implementation of the Universal Credit which will 'cap' the amount of benefits a single household can receive, where no one applicant is in work. This is likely to be particularly relevant to households in large family accommodation (three bedrooms or more) where a significant proportion of this house type is both expensive to rent and in short supply.

Approach to Secure and Flexible Tenancies

- 3.18 The Council's approach to secure and flexible tenancies is set out in its Tenancy Strategy. In summary, the Council (in its landlord role) intends to grant secure tenancies (also known as 'lifetime tenancies') for general needs applicants, but will retain the option to issue fixed term tenancies (two year and five year tenancies in particular circumstances, such as where the applicant has a history

of anti-social or criminal behaviour. It may also include where the council adopts a Local Lettings Plan which allows applicants from certain employment groups from the Home Buy Register to access affordable rented housing). The large majority of council tenancies will start with an introductory tenancy.

Investigation of Fraud: Offences related to information given or withheld by applicants

- 3.19 The Council recognises its duty to protect the public resources it administers. Detailed enquiries about applications will therefore be made in order to guard against misrepresentation and fraud. Such enquiries will be made in all cases where applicants appear to have sufficient priority for an offer for re-housing, and in other cases as resources allow and may be made at any time either at the time of application or subsequently including after any grant of tenancy. Applications will be suspended if there is evidence of misrepresentation or fraud until enquiries are completed.
- 3.20 Any applicant seeking to obtain accommodation by making a false or misleading statement or by withholding relevant information or by failing to inform the Council of any material change in circumstances is liable to have his/her application cancelled. Prosecution will be considered where it appears to the Council that a criminal offence has been committed.
- 3.21 Proceedings for possession will be taken to recover any tenancy granted in consequence of a fraudulent application for housing.
- 3.22 Section 171 makes it an offence for anyone seeking assistance from a housing authority under Part 6 of the 1996 Act to:
- Knowingly or recklessly give false information, or
 - Knowingly withhold information which the housing authority has reasonably required the applicant to give
- 3.23 It is for individual housing authorities to determine when these provisions apply and when to institute criminal proceedings. However, the circumstances in which an offence is committed could include:
- Any false information given on an application form for social housing
 - Any false information given in response to subsequent review letters
 - Any false information given or submitted by applicants during the proceedings of a review
- 3.24 Ground 5 in Schedule 2 of the Housing Act 1985 (as amended by s 146 of the 1996 Act) enables a housing authority to seek possession of a tenancy granted

as a result of a false statement by the tenants or a person acting as the tenant's instigation.

- 3.25 Any tenancy fraud that may occur after the grant of a tenancy (e.g., tenancy passed on to a third party such as subletting of a tenancy) will be approached in a similar fashion. **It is a criminal offence to sublet social housing and the Council will prosecute offenders.**
- 3.26 In both instances - at application stage and tenancy stage – the Council will support and work with all Registered Providers to reduce and eliminate tenancy fraud.

Community Contribution and Tenancy Renewals

- 3.27 Where an applicant for housing has been made an allocation of housing from Band 2 of the Housing Allocation Scheme, based on a Community Contribution award and the basis for that award ceases to apply during the term of the tenancy, the Council may seek to provide opportunities for the tenant to make a community contribution in an alternative way. Non-performance against an award of a community contribution may be one factor taken into account in the consideration of the renewal of a flexible tenancy.

Accessing Affordable Market Housing

- 3.28 The Council will continue to promote affordable home ownership and private rented options to those who are able to afford it. Where the applicant's (applicants') household income is over the level which the Council considers eligible for registration on the Home Buy Register, the Council will consider such households for affordable home ownership or direct them to private rented housing options. More information on income and savings thresholds is set out in section 6.7 – 6.9 of this Housing Allocation Scheme.

4. HOW THE COUNCIL ALLOCATES PROPERTIES

The Property Pool and Assisted Choice

- 4.1 Hammersmith & Fulham Council will operate a 'property pool' and assisted choice lettings system. In essence, this means that the council will maintain a list of properties that are available to let to housing applicants who fall into one of the housing bands described in section 2.12 and detailed with examples in Annex 3. Successful applicants will need to annually update their registration. The Property Pool will comprise properties available from the council (a registered provider); housing associations; landlords from the private rented sector; and other agencies. In allocating the homes that the Council has access to, it will

take account of the applicant's preferences; the suitability of accommodation available; and, the supply of accommodation available.

- 4.2 Properties available from the property pool will be matched to applicants' preferences and, taking into account the suitability of the accommodation against applicants' needs, offers will be made by Housing Options Officers, based on the housing supply available. The Council will seek to make a maximum of two offers to applicants, with discretion to make a third offer. If an applicant turns down offers made by the Council, they will be demoted a band for twelve months. Where applicants are in Band 4 and turns down a second offer, they will be removed from the Housing Register altogether and not be able to re-apply for a year. Homeless applicants will normally receive one suitable offer. In the event that homeless applicants turn down an offer made by the Council, they will be removed from the register..

How will it work in practice?

- 4.3 In sequence, the key characteristics of this service will be as follows:

1. Applicants will discuss with the Housing Options Officer eligibility and qualification criteria to enter the Council's Housing Register. This will include a discussion on all housing options, including obtaining accommodation outside the housing registration route (e.g., private rented sector, low cost home ownership, etc)
2. If registered, applicants will be allocated a Band ranging from 1 (the highest priority) to 4 (the lowest priority). It will be explained at this stage that allocation to Band 4 status is highly unlikely to lead to the allocation of an affordable home for rent let by a Registered Provider (i.e. principally the Council in its landlord role and housing association landlords). In the case of a homeless applicant who successfully registers, the Council may seek to discharge its homelessness duty into the private rented sector.
3. Over time, Housing Options Officers will assess available homes from the 'property pool' as they become available, match them with applicants' accommodation needs and invite them to consider offers as and when they arise. Applicants' preference will be taken into account wherever possible. The supply, tenure and type of available accommodation will vary according to the area's housing market. Clearly, where there is a more available housing in a preferred area of the borough, such housing choices are more likely to be met. Conversely, where there is available accommodation housing in a preferred area, such accommodation is less likely to be available.
4. The urgency with which offers are made to housing applicants will depend on the supply of available accommodation in the property pool and their Band status, with Band 1 having the greatest urgency. The Council will expect applicants in

urgent housing need to take up reasonable housing offers quickly. In the event that housing offers to Band 1 applicants have been exhausted, housing offers will be made to Band 2, and then Band 3. The approach will vary where Local Lettings Plans are in place (See Sections 2.43 – 2.50).

5. The property pool will comprise homes from the Council in its Registered Provider landlord role; housing associations; and the private rented sector. This will include accommodation for Supported Housing purposes and the elderly. Some homes in the property pool will be located outside the borough due to the shortage of affordable accommodation, particularly large family accommodation, in Hammersmith & Fulham.
 6. Where applicants who are not owed a homeless duty are made a second final offer (with the Council reserving the right to make a third offer if special circumstances apply) which will meet the applicant's need and that offer is turned down, then that applicant will be demoted a band for twelve months. Where the Council owes a homelessness duty and a suitable offer has been turned down, then the Council will have met its duty towards that applicant. In either case, the offer may be in the private rented sector.
 7. On making an offer to a homeless applicant, the Council will have met its homelessness duty. At this point, the applicant will be removed from the register altogether. In respect of other housing applicants (e.g., transfer cases), where a second offer has been turned down, the applicant will be moved down a band for twelve months. If such a (non-homeless) applicant were in Band 4, they would be removed from the Housing Register altogether and not be able to re-register for another year.
- 4.4 Priority for accommodation will be determined by housing band, with those applicants in Band 1 having a greater priority than those in Bands 2-4, and those in band 2 having a greater priority than those in Bands 3-4, and so on. Within bands, priority will be determined by date order when placed in the appropriate band. Date order means that date that an applicant was placed in the housing band.
 - 4.5 In considering priority for re-housing between applicants with a similar priority under the banding scheme, the Council will also take account of the immediacy of need of each applicant. This means, for example, that where two applicants in the same band are interested in the same property, preference may be given where one of the applicants is facing a more immediate loss of their existing home than the other.
 - 4.6 To avoid the loss of properties available to the Council, properties in the private rented sector will normally be made available on a 'first come, first served' basis to applicants across Bands 1-4. Where more than one applicant is being

considered for a private sector property, priority will be determined by band and date in band.

- 4.7 Applicants will be asked to choose a property or properties to view from a selection of those that are available and meet their needs, and will be asked to accept one of these as their offer of re-housing. Officers will have regard to preferences expressed by the applicant, but it may not be possible to meet all of them when making an offer. If no suitable properties are available, the applicant's case will remain open until a property becomes available and their Housing Options Officer will be proactive in working with them to secure a suitable offer of accommodation.

Exceptions to Assisted Choice

- 4.8 Available properties which are adapted or which are suitable for adaptation and Extra Care and Sheltered Housing or accommodation which is otherwise potentially suitable for applicants with a substantial disability or other special or support needs may be allocated outside strict banding and date order priority. Specifically on Sheltered Housing, the Council intends to maximise its use, ensuring that increased use of such housing is made for applicants from the need groups identified above. This is likely to require joint assessments of need by the Council's Adult Social Care and Housing Options teams. Where nominations are being considered for applicants, the Council will first review what level of support applicants will need to live independently, before granting the tenancy.
- 4.9 An allocation may also be made outside banding priority in the case of a Council tenant who is willing to transfer from a property which he/she does not require, i.e., under-occupiers, and which is particularly suitable for an applicant with special or support needs.
- 4.10 Applicants who have a special need for adapted property or other particular type of accommodation which is in very short supply may be invited to consider a suitable property which becomes available outside of the areas preferred by the applicants concerned.
- 4.11 The Council reserves the right to restrict the operation of the property pool to certain groups of applicants or to make direct offers of accommodation to households waiting for re-housing in order to fulfil its housing management and financial duties and responsibilities, including achieving a balance of lettings as set out in the Council's Annual Lettings Plan and delivering value for money.
- 4.12 Exceptions to Assisted Choice will include Local Lettings Plans allocation arrangements as described in Section 2.43 – 2.50 of this Scheme.

- 4.13 Decisions to allocate properties outside of assisted choice will be authorised by the Director of Housing responsible for Housing Options, or delegated officer.
- 4.14 The Council may consider reciprocal lettings arrangements with other local housing authorities and housing associations in order to maximise the use of affordable housing accommodation both locally and in other areas. This may include a 'chain letting' approach where a number of lettings are mutually dependent to deliver individual applicants' preferences. The Director of Housing responsible for Housing Options shall have discretion to make any necessary decision to achieve any such reciprocal arrangement.
- 4.15 This flexible approach will help facilitate greater choice for applicants who wish to move in their immediate locality, remaining close to family and friend networks. The Director of Housing responsible for Housing Options or delegated officer, will have the authority to allocate accommodation through either the Assisted Choice process or through a direct nomination to facilitate a successful chain letting.

Types of Property

- 4.16 Some properties or blocks of properties are designated for allocation only to applicants sharing a common characteristic or need, for example:
- Properties in sheltered housing developments for people over a specified age,
 - Properties in supported housing schemes offering special services,
 - Individual properties which are adapted or otherwise particularly suitable for applicants who use a wheelchair

Selection of Properties

- 4.17 In selecting properties from the property pool for applicants to consider, the Council will normally take into account the following factors:
- The number of bedrooms required (see Annex 1)
 - Any essential requirement concerning the type or location of re-housing
 - The housing band into which the applicant's case falls
- 4.18 As far as reasonably possible, the Council will also take into account:
- An applicant's preference as between an allocation of a Council property **or** a nomination to a housing association **or** an allocation to the private rented sector.
 - The standard, type or location of the applicant's current accommodation (except where this is related to the assessment of their need)

Homeswap

- 4.19 Homeswap enables existing tenants, principally in the registered provider affordable rented sector (i.e., tenants of councils and housing associations) the opportunity to swap their home with another, often called 'mutual exchanges'. Such schemes help tenants to be closer to new places of work and/or friends and family. The Council supports the Government's 'Homes Swap Direct' initiative, bringing together the range of mutual exchange regimes that exist. The Council will make available facilities at its principal office to enable applicants wishing to review housing options using the 'homeswap' mechanism as well as promoting the initiative more widely. The Homeswap website can be found at the following address: www.homesdirect.org.uk

Mutual Exchanges

- 4.20 Secure tenants have certain rights in relation to exchanging their tenancies with other secure tenants and in relation to the circumstances in which a member of their household can succeed to their tenancy. These do not fall within the scope of this allocations scheme, and full details for how these schemes operate can be obtained from Hammersmith & Fulham Council in their landlord role or their Landlord in the case of Private Registered Provider (housing association) tenants. The Mutual Exchange website can be found at the following address: <http://www.houseexchange.org.uk/>

Reciprocal Nomination Arrangements

- 4.21 The Council may consider reciprocal nomination arrangements with other local housing authorities and private registered providers in exceptional circumstances, at the discretion of the Director of Housing responsible for Housing Options.

Accessible Housing

- 4.22 The Council will seek to ensure accommodation opportunities for housing register applicants who require accessible housing are maximised. Where Housing Options Officers are fully appraised of applicants' housing needs, all reasonable efforts will be used to ensure that offers are made to applicants in line with the Banding priority using the Assisted Choice approach. Where new or re-let homes are wheelchair accessible, then applicants on the Housing Register who have been assessed as requiring wheelchair accessible accommodation will have priority over other need groups.

Housing Moves (previously known as the Pan London Mobility Scheme)

- 4.23 Hammersmith & Fulham currently participates in the Mayor of London's pan-London mobility scheme, now known as *Housing Moves*. The reason for this scheme is to help applicants who are in work or training; or currently have more

bedrooms than; or they need to move in order to provide care for friends or relatives. Details about the eligibility criteria for the Mayor's scheme can be found at www.housingmoves.org. Tenants wishing to move through this scheme should apply directly online at the above address. Council officers will be responsible for verifying and approving applications.

Annual Lettings Plan

- 4.24 The Council will adopt an Annual Lettings Plan for the April – March year which will forecast the number of affordable lettings the Council expects for the relevant year and estimate the proportions of lettings that will be allocated to certain need groups. This will include adopting quotas for specific priority groups (who meet the eligibility and qualifying criteria of this Scheme), such as applicants leaving supported housing; young people leaving care; working households; ex armed services personnel; community lettings; right to move; and other need groups that may be identified in any given year.

Average Waiting Time on the Housing Register

- 4.25 The Council will maintain on its website a schedule of information setting out what the average waiting times will be for applicants on the Housing Register, broken down by priority band and bedroom needs.

5. PROCEDURE FOR REQUESTING INFORMATION, APPEALS AND REVIEWS

Requesting Information

- 5.1 All applicants have the right to request general information about their application; whether they are entitled to any preference for housing; whether and when suitable accommodation will be offered to them; and, information about why any application has been unsuccessful. Specifically, applicants have the right to:
- Request general information about their prospects of success following their application
 - Request information about the decision concerning the facts of their case
 - Request a review of such a decision and decisions that a person is not eligible or qualifying, and to be informed of the review decision and the grounds for it
- 5.2 An unsuccessful applicant(s) to the Housing Register will be informed in writing of any decision regarding their eligibility and/or qualifying status. The notification

will give clear grounds for the decision which will be based on the relevant facts of the case. The applicant(s) will be informed of their right to request a review of the decision.

- 5.3 Applicants who are unhappy with a decision made under this policy should in the first instance contact the housing officer who has dealt with their case and explain why they think that the decision is not reasonable. The applicant will be notified whether the decision still stands and the reasons for this usually within 48 hours.
- 5.4 If an applicant wishes to take the matter further, they can make a request for a formal review of the decision within 21 days. In these cases the applicant will be invited to make a written submission stating the reasons for their request for a review and the Council will seek any further information it requires, including advice from medical and other specialist advisors. Formal reviews will be conducted by a team leader, manager or other delegated officer within the Council's Housing Service with no previous involvement in the case who will notify the applicant of the outcome of the review including the reasons for their decision within 56 days.

Appeals

- 5.5 Where an applicant wishes to appeal the suitability of an offer of accommodation under 5.3 of this policy, the property will be held available whilst the appeal is considered where this is not likely to lead to an unreasonable delay in letting the property.
- 5.6 Where an applicant requests a formal review concerning the suitability of accommodation under sections 5.4 of this policy, the property will not normally be held available whilst the appeal is considered.

Right of Review – Homeless Applicants

- 5.7 A homeless applicant has the right to a S202 (of the 1996 Housing Act) review of the suitability of an offer of accommodation. In addition they have a s204 (of the 2002 Act) right of appeal to the County Court. Whilst seeking a review and appeal, the applicant may still move into the property in question, without prejudicing the outcome of a review and appeal case, if either is sought.

6. GENERAL RULES AND CONDITIONS

Decisions

- 6.1 All decisions taken under this policy will be by Housing Options officers from the Council's Housing Department unless otherwise specified. Housing Options officers are supported by Team leaders and may receive ad hoc advice from

other officers of the Council as required. Where the applicant (and any eligible household members/dependents) have specific needs which have been reported to, or recorded by, other departments of the Council, the applicant should highlight any such reports to the Housing Options officer concerned.

Requests for Assistance

- 6.2 Requests for housing assistance must be made to the Housing Options Service. The Council aims to notify applicants of the result of the assessment of their priority under the Housing Banding System within 15 working days. However, in cases where a medical assessment or other special assessment is required, it may take longer to notify the result.

Persons Eligible for Assistance

- 6.3 Persons entitled to consideration and assistance under an application must generally be members of the applicant's immediate (i.e., spouse, partner and children) family who normally reside with the applicant. Any other person or persons will only be taken into consideration in the assessment of an application and/or any allocation of accommodation if the Council is satisfied that it is reasonable for that person to reside with the applicant. Exclusions are set out in Section 2.14 of this Scheme which will apply in general to persons other than immediate applicant(s) whose circumstances are relied on to support the application and/or who are included in the household for which re-housing is sought. Children under 5 will not be disqualified from inclusion in the assessment on the basis of the residency criteria so long as their parents were resident in the borough at the time of their birth.
- 6.4 The Council will also refuse to consider an application for assistance or someone's inclusion on an application if the person concerned (i.e. other than the applicant) has made a separate housing application.

Evidence of Identity and Housing Circumstances

- 6.5 All applicants must provide satisfactory evidence of identity and past and current residences for themselves and all household members. The Council will request documentary evidence from each applicant and will conduct such further enquiries as are reasonable in the circumstances. An application will be cancelled if the applicant has failed to provide documentary evidence or other information reasonably required by the Council in order to validate the application.
- 6.6 The Council will normally carry out a visit to each applicant's residence if their priority is sufficient for an allocation of housing under this scheme. Visits

conducted will include an inspection of the accommodation and facilities and are normally but not necessarily arranged by appointment.

Income and Resources

- 6.7 All prospective new tenants will be required to supply evidence of their financial income and resources. Where applicants are not able to show current entitlement to Universal Credit (Income Support, Housing Benefit, or Council Tax Benefit), verification of income and savings will be required prior to applicants being offered accommodation. Where applicants have resources considered sufficient to access low cost home ownership or other intermediate housing option, the applicant will normally only be offered advice or assistance, or placed in Band 4 Advice on home ownership; sub market renting; and private sector renting options will also be offered including opportunities to join the Council's Home Buy Register.
- 6.8 Applicants with a gross income higher than set out below will generally not qualify to access the Housing Register and will be offered advice on other housing options including joining the Home Buy Register. Applicants above this income level seeking this form of accommodation are considered to have access to low cost home ownership.
- Where an applicant(s) gross income (or combined gross income) is greater than £46,250 and their housing requirements is for 2 bedroom accommodation or less,
 - Where an applicant(s) gross income (or combined gross income) is greater than £46,250 p.a., and their housing requirement is for 3 bedrooms or more, they will qualify if their combined assets/savings are less than £4,600, representing the costs of accessing another housing tenure.
 - In any event, applicants will not qualify if their income is above the top of the Home Buy income range, currently £71,000. These income ranges and financial limits will be reviewed annually and posted on the Council's website. Where applicants are not eligible to access the Housing Register, they will be provided with advice and assistance which is likely to include private sector renting and low cost home ownership opportunities. Where applicants successfully access the Home Buy Register, they may succeed in qualifying for an affordable rented opportunity under a Local Lettings Plan.
- 6.9 When considering the allocation of accommodation, Housing Options Officers will review applicants' income and expenditure in order to assess their ability to sustain a proposed tenancy. The implementation of the Universal Credit regime will cash limit eligible annual household benefits. If housing costs are considered to be a disproportionate amount of eligible benefits, then the Housing Options Officer will consider appropriate options for the household concerned. In all

instances, the Council will generally not be minded to allocate accommodation that is too small for applicants' needs (as set out in Annex 1).

Allocation of Smaller Accommodation in Certain Circumstances

6.10 In certain circumstances, the Council will make such an allocation where the applicant makes clear he/she is willing to take smaller accommodation than they need. The applicant may only choose accommodation which is less than one bedroom than they need (as set out in Annex 1). The Council will not make an allocation which causes statutory overcrowding at the point of letting.

Changes of Circumstances

6.11 Once placed in a priority band, applicants should notify the Council in writing of any material change in their circumstances that will affect their priority for housing, for example:

- a change of address, for themselves or any other person on the application.
- any additions to the family or any other person joining the application
- any member of the family or any other person on the application who has left the accommodation.
- any change in income and/or savings.
- Any medical or mobility need which will affect the type of accommodation being offered deemed suitable
- Community Contribution status (See Annex 2 for more detail)

6.12 Applications may be temporarily suspended while the Council assesses the information provided by the applicant and completes further enquiries that may be necessary. The Council will carry out an assessment of each applicant's entitlement to and priority for re-housing on the basis of information which has been provided by the applicant or otherwise received in connection with the applicant. Where the Council believes that information about the applicant's personal circumstances have been deliberately withheld or misleadingly presented, then the Council will reserve the right to withdraw any offer of accommodation or not renew a tenancy where one has been granted.

Members of the Council, Staff Members and their Relations

6.13 In order to ensure that the Council is seen to be treating all applicants fairly, any application for housing or re-housing from members of the Council, employees of the Council or associated persons must be disclosed. Where any officer of the Council is involved, directly or indirectly, in assessing or verifying or involved or administering an individual applicant's cases, and they discover they have a family or friendship connection with such an applicant, they should declare an

interest to their line manager immediately. Failure to declare such a connection will be considered a disciplinary matter. Such applications will be assessed in the normal way but any allocation of housing will require specific approval by the Director of Housing responsible for Housing Options.

Equal Opportunities and Monitoring

- 6.14 The Council is committed to the principle of equal opportunities in the delivery of all its services. If an applicant does not understand any part of the housing register application process due to speaking/reading a different language; difficulty with speaking/reading; visual impairment; hearing difficulties or other disability, applicants should ask for additional assistance (e.g., translation and interpretation services) to help them with their application.
- 6.15 Confidential interview facilities are provided at all housing offices. There is full access to the Housing Options Office (see address in Section 2.9 of this document) for people who use a wheelchair. Home interview services are available for applicants who are elderly or who experience mobility difficulties.
- 6.16 All applicants for housing or re-housing will be asked to provide details of ethnic origin, sexuality, disability and other equalities information. Provision of this information will not be obligatory and not a requirement for acceptance of an application. However, such information will help monitor the number and types of equality groups seeking support and therefore applicants will be strongly advised to complete the relevant information. Equalities records will be monitored on a regular and systematic basis to ensure properties are being offered and allocated fairly. Allocation policies and any changes to them will be reviewed regularly to ensure they do not operate in ways that discriminate against or disadvantage any particular group.
- 6.17 The Council will seek to ensure that its allocation policies are being operated in a manner that is fair to all sections of the community regardless of nationality, ethnic origin, marital status, age, gender, sexual orientation or disability. The information provided will be kept confidential and treated with respect. The council believes it is important to understand the different communities who apply for housing and it is only by asking these questions can the Council check that it is operating a fair system.

Confidentiality

- 6.18 **The Council will take disciplinary action against any employee who makes use of any information obtained in the course of their employment for personal gain or benefit, or who passes it to others who might use it in such a way. A report to the police will be made if it appears that a criminal offence has been committed.**

- 6.19 The disclosure of information about any housing application to a third party is prohibited except on a “need to know” basis in the following circumstances:
- to plan and provide assistance jointly with health and social services agencies in appropriate cases.
 - for the purpose of fraud detection, the prevention of crime, and the promotion of community safety.
 - to enable efficient administration of offers of re-housing, lettings, housing association nominations, and rent and benefit accountancy etc.
 - where disclosure is a legal requirement.

Data Protection – Privacy Notice

- 6.20 Hammersmith and Fulham’s Housing Department is committed to complying with the 8 principles of the Data Protection Act 1998, as well as people’s rights to confidentiality and respect for privacy. The information you supply to the council when submitting or updating information to support an application to access the council’s housing register for accommodation, this information will be shared with other H&F departments or third parties/service delivery partners who deliver these services.
- 6.21 Under the Data Protection Act 1998, individuals have a right to access and receive a permanent copy of all their personal information which H&F holds. Details of how to submit a request are published on H&F’s website: [http://www.lbhf.gov.uk/Directory/Council and Democracy/Data Protection and Freedom of Information/Data Protection Act/39929 Data Protection Act.asp#0](http://www.lbhf.gov.uk/Directory/Council%20and%20Democracy/Data%20Protection%20and%20Freedom%20of%20Information/Data%20Protection%20Act/39929%20Data%20Protection%20Act.asp#0) Requests for access to data must be made in writing to the Director Housing responsible for Housing Options. Information will be provided within 40 working days of the application. No fee is charged for this service.

Developing and testing business applications

- 6.23 The Housing Department and their service delivery partners (see above) may use the information you give us to maintain and improve the services which we deliver, this includes developing and upgrading the systems which we use to process your information.

Corporate business intelligence

- 6.24 The Housing Department may share the information you give us with other council services and service delivery partners (see above) for research and analysis purposes, to help us design the services we provide and to identify and contact residents who may benefit from them.

Prevention and detection of fraud

6.25 The Housing Department may share and compare your information with other council services and other organisations to make sure the information is accurate, to protect public funds, recover debt and/or prevent or detect fraud. These other organisations include government departments, other local authorities and private sector organisations such as banks or organisations that lend money.

Legal requirements

6.26 The Housing Department will use all information held by us for the purposes of law enforcement, regulation and licensing, criminal prosecutions and court proceedings.

Role of the Priority Housing Panel

6.27 It is not possible for the boundary of this Housing Allocation Scheme to adequately reflect every possible combination of housing need. The purpose of the Priority Housing Panel is to assess and make recommendations in relation to exceptional cases which do not fit easily within the boundary of the Scheme. Meetings of this Panel (which shall comprise not fewer than 3 designated officers) may meet on an *ad hoc* basis and seek additional advice where necessary.

Annex 1 - Sizes of Homes

The Council's approach to sizes of homes that are allocated to applicants is drawn from current Department for Work and Pensions (DWP) rules on Housing Benefit. The rules allow one bedroom for:

- Every adult couple (married or unmarried)
- Any adult aged 16 years or over
- Any two children of the same sex aged under 16 years
- Any two children aged under 10 years
- Any other child (other than a foster child or child whose main home is elsewhere)
- Children who cannot share because of a disability or medical condition
- A Carer (or team of carers) providing overnight care

One spare bedroom is allowed for:

- an approved foster carer who is between placements, but only for up to 52 weeks from the end of the last placement
- a newly approved foster carer for up to 52 weeks from the date of approval if no child is placed with them during that time.

Source: DWP Housing Benefit Claimant Factsheet (Removal of Spare Room Subsidy)

In the case of non-dependent adults 18 or over who are not carers; vulnerable; or the subject of other exceptional circumstances; they will not be considered as members of the household for the purpose of this Housing Allocation Scheme. Carers will only be considered as a household member where overnight care is essential.

The annex table sets out the size of a property a household successfully applying for home can expect The Council will not offer a home that is larger or smaller than the identified need (subject to Section 6.10). In detail:

- The number of bedrooms you need depends upon the size of your family
- The chart shows the size of home that we consider you need
- A single parent is counted as a couple and an unborn baby after the second trimester is counted as a child
- Single people without children will usually be offered a studio/bedsit
- Two children of the opposite sex under ten will be expected to share a bedroom
- Council or Private Registered Provider (PRP) tenants 'trading down' from properties with three or more bedrooms may choose a property with one bedroom more than they need
- Some housing associations may have policies that vary from the bedroom requirements set out below
- In exceptional circumstances, applicants with a disabled child who requires their own bedroom will be considered on a case by case basis.

Size Category	Size of Household – Common Examples	Size of Property
1	Single Person	Studio / Bedsit
2	A couple or single parent without children	1 Bedroom
3	Two adults of the same generation*	2 Bedrooms
4	A couple or single parent expecting a child or with a child (including a non-dependent adult son or daughter)	1 / 2 Bedrooms
5	A couple or single parent with two children of the same sex	2 Bedrooms
7	A couple or single parent with two children of opposite sex and both under ten	2 Bedrooms
8	A couple or single parent with two children of opposite sex one of whom is over ten	3 Bedrooms
9	A couple or single parent with three children	3 Bedrooms
10	A couple or single parent with four children (all of the same sex or two of each sex)	3 Bedrooms
11	A couple or single parent with two children of the opposite sex under ten and one dependent relative	3 Bedrooms
12	A couple or single parent with four children (three of one sex and one of the opposite sex)	3 / 4 Bedrooms
13	A couple or single parent with more than four children	4 Bedrooms (or more)
14	A couple or single parent with three children and one dependent relative	4 Bedrooms

* Less than 20 years apart not applying to parents/children

Note: An applicant or applicants may be considered to be one person; a couple who are married or in a civil partnership; or two persons in a relationship. Both applicants and household members must be able to meet the residence criteria set out in Section 2.21 of this document.

Annex 2 – COMMUNITY CONTRIBUTION: HOW PRIORITY IS AWARDED

Community Contribution

The Council believes that people who make a community contribution should have greater priority for accommodation allocated by the Council than those who do not.

The Community Contribution priority scheme is a Hammersmith & Fulham Council policy which gives a qualifying applicant increased priority for housing. Increased priority will be awarded to applicants qualifying under the community contribution criteria who also have reasonable preference and they will be placed in Band 2 by virtue of this award.

Community Contribution Awards – How they work in practice

Applicants must meet at least one of the eligibility and qualifying criteria in order to be considered for a community contribution award. They will also need to demonstrate they meet the local residency qualification. Applicants should have:

1. No on-going culpable involvement in anti-social behaviour or criminal activities
2. No breaches of tenancy within the last 3 years
3. No outstanding lawfully recoverable housing-related debt over £100
4. An outstanding unspent conviction

Applicants can access increased priority for housing in eight ways:

1. Working Households

This policy aims to support the economic growth of Hammersmith & Fulham. We will offer increased priority to applicants who are working but are on a low income and will therefore find difficulty in accessing outright home ownership or low cost home ownership.

Definition of a Working Household

Households where at least one adult household member is in employment. The criteria that applies is defined by Department for Work and Pensions (DWP) guidance on eligibility for Working Tax Credit. The number of hours per week required for employment varies according to household size and status. Current criteria can be found at the following webpage: <https://www.gov.uk/working-tax-credit/eligibility>

For the purposes of this Allocation Scheme, employment is described as having a permanent contract, working as a temporary member of staff or being self-employed. Applicants will only qualify if the worker has been employed for 9 out of the last 12 months. Verification will be sought at point of application as well as point of offer of tenancy under the same terms. Applicants must provide payslips, P60, bank statements or an original (i.e., not photocopied) verifying letter on headed paper in order to qualify.

2. Volunteering

Volunteers must have been volunteering for a continuous period of at least 6 months up to the point of application for community contribution status and at point of tenancy offer. Volunteering must be for a not-for profit organisation that is recognised by the Council, or a charity that is registered with the Charity Commission or is funded by the Council or another local authority. Tenants and Residents Associations which are constituted are classified as not-for-profit organisation. They must be registered with Hammersmith & Fulham Council or a Private Registered Provider to qualify. Volunteering must be for a minimum of 20 hours per month.

Evidence Required for voluntary work

A letter on the organisation's headed paper from the manager responsible for volunteers confirming the applicant's involvement in a minimum of 20 hours per month of voluntary work for at least 6 months. This person must not be related to the applicant in any way.

3. Training or Education

We want to encourage people to move closer to gaining paid employment by gaining employability skills and becoming job ready. This may be achieved by attending higher or further education or by accessing a longer vocational course of study or engaging in a programme of work-related training courses. In all cases the course of study must lead to achieving accredited qualifications and / or certification by a registered awarding body.

Study or training may be undertaken at a range of recognised institutions and organisations such as: Further Education College; registered Private Training Provider; registered Voluntary Sector Organisation or University.

To be eligible for the vocational training award a person must initially access a recognised Information, Advice and Guidance (IAG) service for young people up to age 19 years to develop an agreed employment action plan and to be signposted to relevant training providers. Candidates must be working towards gaining employment in a vocational occupation.

A person must have been studying or training against the eligible criteria and definition outlined, for a continuous period of at least 6 months up to the point of application and the same at point of offer. Applicants eligible for out-of-work related benefits must also be registered with Job Centre Plus and accessing mainstream job brokerage provision, thus actively seeking work (this may not apply to full time students dependent on the hours they are studying). Training must be in addition to, or supplementary to any mandatory training required and may be undertaken in conjunction with volunteering to gain further knowledge and experience. Training must be a minimum of 10 hours a month.

Some people undertaking training are not actively seeking work. Where the Department for Work and Pensions can confirm that the applicant is not required to actively seek work because of their circumstances, for example they have caring responsibilities, their training can be recognised in this policy.

Evidence required for Training element

Further/higher education candidates must supply evidence of:

- letter from college or university confirming participation in course of study for period of 6 months

For vocational training award the following evidence must be provided:

- an agreed employment action plan developed through a recognised IAG service plus verification of steps taken towards achievement of action plan targets
- certificate or letter from a registered awarding body for the course or by a recognised training provider as evidence of gaining a recognised vocational qualification or successfully completing accredited work-related training (over a continuous period of at least 6 months)

4. Ex Armed Service Personnel

Applicants who have served in the British Armed Forces and lived in Hammersmith & Fulham for at least 6 months immediately prior to enlisting, will qualify for a community contribution award automatically, with the exception of those who have been dishonourably discharged. This includes people who have served in the Royal Navy, Royal Air Force and British Army.

Service with the armed forces will be confirmed with the Royal British Legion.

The Council intends to work with one or more housing organisations with experience of ex-service personnel issues in order to develop criteria and maximise housing options opportunities for ex service personnel.

5. Registered Foster Carers, Adopters and Special Guardians

The Council recognises the contribution that Hammersmith & Fulham foster carers, adopters and Special Guardians make towards ensuring that children in care receive a settled environment to grow up in. To qualify for a community contribution award under this policy, applicants will require written confirmation from the Council's Children's Service confirming that they have been approved as a Hammersmith & Fulham foster carer and/or adopter and/or accepted as a Special Guardian (i.e., the child concerned is the subject of a Special Guardianship Order) and that they are in a position to take one or more placements. Any re-housing requirements will be dealt with on a case by case basis.

6. Carers

The applicant will usually need to be receiving Carer's Allowance to meet this criteria. Applicants who undertake formal care of dependents who are in receipt of Disability Living Allowance (DLA) higher rate or care element DLA may qualify for the community contribution award under this policy.

Note: Welfare reforms are changing the way disabled people are considered for benefit entitlement and this section (i.e., impact of such changes on carers) will need to be reviewed to reflect any changes that come into force.

7. People with disabilities and older residents

Whilst many older people and those with disabilities work or volunteer (or where the applicant is receiving carer's allowance as described above), there may be circumstances in which frailty or a disability prevents this, or means that the full eligibility criteria set out in this annex. A Senior Officer will need to approve such as award.

8. Young People

Generally young people (applicants aged 25 and under) will be required to meet the full community contribution criteria set out in this annex. However, a Senior Officer will have discretion with regard to the length of time a young person has been in employment. In addition where a young person is able to participate in volunteering and is not in employment or training the number of hours per month required is 20 hours.

The Council will have discretion to consider applicants who are referred to it by other sections of the Council.

ANNEX 3 – HAMMERSMITH & FULHAM HOUSING BANDS	
Band 1	
Urgent Need to Move due to Reasonable Preference PLUS additional priority	
Summary Guide of Criteria	
<p>Emergency medical or disability Reasonable preference category S.167(2)(d)</p>	<ul style="list-style-type: none"> • Where an applicant’s condition is expected to be terminal within a period of twelve months and re-housing is required to provide a basis for the provision of suitable care. • The condition is life threatening and the applicant’s existing accommodation is a major contributory factor. • The applicant’s health is so severely affected by the accommodation that it is likely to become life threatening. • The applicant (or household member) is unable to access their accommodation and requires re-housing into accommodation suitable for their use. • The applicant’s accommodation is directly contributing to the deterioration of the applicant’s health such as severe chest condition requiring intermittent hospitalisation as a result of chronic dampness in the accommodation and the condition of the property cannot be resolved within a reasonable period of time – usually 6 months. • Where overcrowding in the property leaves the applicant at risk of life threatening infection.
<p>Exceptional Circumstances Welfare and Hardship Criteria Reasonable preference category S.167(2)(e)</p>	<ul style="list-style-type: none"> • Emergency need to move determined by the Council and authorised by the Director of Housing responsible for Housing Options.
<p>Exceptional need to move Reasonable preference category S.167(2)(e)</p>	<ul style="list-style-type: none"> • Applicants who need to move due to domestic abuse, extreme violence or extreme harassment. • Extreme violence or harassment will be verified by the Police and/or other agencies as necessary. This may include where a move is necessary to protect a witness to criminal acts. • Agreed in exceptional circumstances due to significant problems associated with the tenant’s occupation of a council dwelling and there is a high risk to the tenant or their family’s safety if they remain in the dwelling/area. For council housing tenants, transfers will be to properties of the same size, type or smaller if they are under-occupying where required, but locations or areas are likely to change.
<p>Disability need to move on hardship grounds Reasonable preference category S.167(2)(d)</p>	<ul style="list-style-type: none"> • This is any applicant who needs to move to suitable adapted accommodation because of a serious injury, medical condition or disability which he or she, or a member of their household, has sustained as a result of service in the Armed Forces

<p>Release of adapted property Reasonable preference category S.167(2)(e)</p>	<ul style="list-style-type: none"> • Where a social housing tenant is willing to transfer to a suitable non adapted property and is releasing an adapted home or designated older persons property.
<p>Statutory Overcrowded Reasonable preference category S.167(2)(c)</p>	<ul style="list-style-type: none"> • Council tenants who are statutorily overcrowded and who require at least two additional bedrooms.
<p>Acute Overcrowding Reasonable preference category S.167(2)(c)</p>	<ul style="list-style-type: none"> • Where a household is 3 bedrooms short of the bedroom standard set out in 'Size of Household – Common Examples' set out in Annex 1.
<p>Private sector properties unsanitary or unfit. Those living in unsanitary conditions where the conditions pose an ongoing and serious threat to health; Reasonable preference category S.167(2)(c)</p>	<ul style="list-style-type: none"> • Private sector tenants and residents of dwellings that the Council's Private Sector Housing Team has determined that the property poses a category 1 hazard under the Health and Safety fitness rating and the Council are satisfied that the problem cannot be resolved by the landlord within 6 months and as a result continuing to occupy the accommodation will pose a considerable risk to the applicant's health, where the applicant has an existing health condition that is exacerbated by these conditions. This includes a property that has severe damp, major structural defects including subsidence, flooding, collapse of roof, or have living conditions which are a statutory nuisance, and there is no prospect of the problems being remedied within a 6 month time period. • A private sector property either owned or rented where a statutory notice has been issued by the environmental health department that an unfit property is to be demolished under the Housing Act 2004.
<p>Under-occupation Reasonable preference category S.167(2)(e)</p>	<p>Where a Council tenant will release a home with two or more bedrooms by moving to a property which is either a 1 bedroom or studio/bedsit.</p> <p>Where a housing association tenant who will release a home with two or more bedrooms are eligible if their landlord agrees that the vacated property can be used for a nomination by the Council.</p>
<p>Major works or demolition Reasonable preference category S.167(2)(c)</p>	<ul style="list-style-type: none"> • Where a council tenant has to move either temporarily or permanently whilst major works are undertaken or where their home is due to be demolished.
<p>Foster carers referred by the Council's Children's Service Reasonable preference category 167(2) (d) or (e)</p>	<ul style="list-style-type: none"> • Foster carers or adopters approved by the Council whose housing prevents them from being able to start, or continue, to provide foster or adoptive care.

Band 2	
Need to Move Reasonable Preference AND a Community Contribution as identified in Annex 2 (i.e., eligible and qualifying applicants who are working; volunteers; in training or education; ex-armed service personnel; registered foster carers and adopters; carers; people with disabilities and older residents; and certain categories of young people.	
Band 3	
Need to Move Reasonable Preference (as set out in Band 2) but NO Community Contribution as identified in Annex 2 (See above)	
Summary Guide of Criteria	
<p>Homeless Households owed a full homeless duty under section 193(2) or 195(2). Reasonable Preference categories s167(2) (b)</p>	<ul style="list-style-type: none"> • People who are owed a duty under section 193 (2) Or 195 (2) of the 1996 Act (or under section 65 (2) or 68(2) of the Housing Act 1985) - This means households who are homeless or threatened with homelessness, eligible and in priority need
<p>Overcrowded by the Bedroom standard. Reasonable Preference category s167(2)(c)</p>	<p>Where an applicant (but not a single applicant or a couple without dependants) is one or two bedrooms short of the bedroom standard set out in 'Size of Household – Common Examples' set out in Annex 1.</p>
<p>Applicants living in unsatisfactory housing lacking basic facilities. Reasonable Preference category s167(2)(c)</p>	<p>Applicants without access at all to any of the following facilities. No access to:</p> <ul style="list-style-type: none"> • a bathroom or kitchen • an inside WC • hot or cold water supplies, electricity, gas or adequate heating <p>Applicants who occupy a private property which is in disrepair or is unfit for occupation and is subject to a Prohibition Order and recovery of the premises is required in order to comply with the Order as defined by Section 33 of the Housing Act 2004. Applicants who only have access to shared facilities in shared accommodation will not qualify under these criteria.</p>

<p>Medical grounds Reasonable Preference category s167(2)(d)</p>	<p>Where an applicant's housing is unsuitable for moderate or severe medical reasons or due to their disability, but who are not housebound or whose life is not at risk due to their current housing, but whose housing conditions directly contribute to causing serious ill-health. Such applicants (or applicants with a household member) may include a person with a learning disability. Housing Options officers will only consider applications where officers from the Council's Adult Social Care Department consider the applicant is capable of independent living, taking account of any necessary and funded package of care and support.</p>
<p>Hardship or welfare need to move for care or support Reasonable Preference category s167(2) (c) and (d)</p>	<p>Those in hardship or welfare who need to move to give or receive care that is substantial and ongoing (or receive care that is acute and exceptional).</p>
<p>Housing need due to age Reasonable Preference category s167(2)(d)</p>	<p>Older or disabled applicants seeking Retirement or Extra Care or Sheltered housing (where available in each instance). At least one of the applicants will need to be over 65 years old to be eligible.</p>
<p>Ready to move on from Council accredited supported housing schemes Reasonable Preference category s167(2)(c)</p>	<p>An applicant is ready to move to independent settled housing; the applicant is in need of medium to long term rather than short term ongoing tenancy support; and, a support package has been assessed and is in place.</p>
<p>Move on from Care Reasonable Preference category s167(2)(c)</p>	<p>A care leaver who has been agreed by the Care Leaver's Panel who is ready to move to independent settled housing and is genuinely prepared for a move to independent living; possess the life skills to manage a tenancy including managing a rent account; and is in need of either a long term or medium term tenancy support; and that a support package has been assessed and is in place.</p>
<p>Discretionary Succession</p>	<p>Where the Council has agreed to grant a tenancy under sections 3.9 – 3.15 of this policy.</p>
<p>Ex Armed Service Personnel with urgent housing needs (all reasonable preference categories)</p>	<p>Ex Armed Service personnel meeting the criteria set out in the <i>Housing Act 1996 (Additional Preference for Armed Forces)(England) Regulations 2012</i></p>
<p>Existing Foster Carers and Adopters approved by the Council willing to provide care for an additional child Reasonable preference category 167(2) (d) or (e)</p>	<p>Where a Foster Carer or Adopter already provides a home for at least one foster or adoptive child offers to provide care for an additional foster or adoptive child.</p>

Band 4	
Reduced Priority : Need to Move - Reasonable Preference but with Reduced Priority	
Summary Guide of Criteria	
<p>Applicants owed Reasonable Preference but who have been given reduced priority. This will include applicants owed the full homelessness duty who satisfy statutory local connection criteria* but not the full local residency qualification condition as set out in this scheme (See Sections 2.21 – 2.23).</p> <p>* See Section 4.18 of Communities & Local Government (CLG) Allocation of Accommodation: guidance for local housing authorities (June 2012) for the local connection criteria.</p>	<p>Applicants in this band have reduced preference and are extremely unlikely to be offered social housing but may be offered assistance to find a home in the private rented sector.</p>

Reference Documents

Communities & Local Government (CLG) Allocation of Accommodation: guidance for local housing authorities (June 2012)

CLG Providing social housing for local people. Statutory guidance on social housing allocations for local authorities in England (December 2013)

CLG Right to Move- Statutory guidance on social housing allocations for local housing authorities in England (March 2015)

The Allocation of Housing (Qualification Criteria for Armed Forces)(England) Regulations 2012

The Allocation of Housing (Qualification Criteria for Right to Move)(England) Regulations 2015.