

Allocations and Lettings Policy

POLICY STATEMENT

This document explains how CHP manages the lettings to its social and affordable rent homes.

Most of the homes we provide are advertised via Choice Based Lettings (CBL) systems and let to people on the local Housing Register for that area, to our existing tenants and occasionally to applicants registered on our own waiting list.

1. POLICY AIMS

1.1 As demand for our homes exceeds supply this policy describes how we prioritise lettings.

2. STATUTORY, REGULATORY AND CORPORATE RESPONSIBILITIES

2.1 As a Registered Provider of social housing CHP meets the current regulatory requirements.

Therefore, we will:

Let our homes in a fair, transparent and efficient way. Take into account the housing needs and aspirations of tenants and potential tenants.

Demonstrate how we:

- Make the best use of available housing;
- Ensure lettings are compatible with the purpose of the housing;
- Contribute to local authorities' strategic housing function and sustainable communities;
- Implement clear application, decision-making and appeals processes.

(taken from the HCA Regulatory Framework for Social Housing (Tenancy Standard))

2.2 The principles of this policy are central to our corporate plan objectives.

3. WHERE WE OPERATE

3.1 We operate across Essex in partnership with the local housing authorities listed below.

Local council	CBL scheme – website address	Nomination Agreement
Basildon	Basildon's CBL scheme	100% Nominations from local council
Braintree	Gateway to Homechoice	100% Nominations from local council

Responsible Member of Staff:	Housing Options Manager
Approved by:	Board May 2017
Review Date:	May 2020

Brentwood	<u>HomeOption</u>	75% Nominations from local council / 25% to CHP transfers
Castle Point	<u>Castle Point CBL Website</u>	75% Nominations from local council / 25% to CHP transfers
Chelmsford	<u>HomeOption</u>	75% Nominations from local council / 25% to CHP transfers
Colchester	<u>Gateway to Homechoice</u>	100% Nomination from local council
Harlow	<u>Harlow CBL website</u>	100% nominations from local Council
Maldon	<u>Gateway to Homechoice</u>	100% Nominations from local council. Some local lettings plans differ.
Rochford	<u>Rochford Housing Register</u>	100% nominations from local Council
Southend	<u>Southend CBL Scheme</u>	75% Nominations from local council /25% to CHP transfers
Tendring	<u>Tendring District Council - Allocations</u>	75% Nominations from local council / 25% to CHP transfers
Thurrock	<u>Thurrock CBL Scheme</u>	75% Nominations from local council /25% to CHP transfers
Uttlesford	<u>HomeOption</u>	75% Nominations from local council / 25% to CHP transfers

- 3.2 Nominated applicants will need to meet both the local authority's' and CHP's Allocations and Lettings Policy including any decision on appropriate size of property.
- 3.3 Where properties have been advertised via Choice Based Lettings (CBL) and no eligible applicants have expressed an interest then CHP will let those properties to applicants accepted onto its own waiting list as outlined in Attachment 2.

4. FIXED TERM, ASSURED OR PROTECTED ASSURED TENANTS WHO WISH TO TRANSFER

- 4.1 Assured tenants, protected assured tenants and fixed term tenants have the right to apply for a transfer within CHP stock in line with this Policy. Assured shorthold tenants and probationary tenants do not have the right to apply for a transfer.

Tenants, including fixed term tenants will be offered new tenancies in line with the CHP Tenure and Affordable Rents Policy.

A probationary tenant will not generally be permitted to apply for transfer. Assistant Director of Housing Management has discretion to accept a

Responsible Member of Staff:	Housing Options Manager
Approved by:	Board May 2017
Review Date:	May 2020

probationary tenant for consideration for a transfer. If in the first 12 months of the tenancy an alternative offer of accommodation is made by CHP the tenancy granted to this household will, at the discretion of the Assistant Director of Housing Management, be a further 12 month probationary tenancy.

4.2 CHP will only agree to grant joint tenancies where applicants are spouse, civil partner and partner. CHP will grant a joint tenancy to partners when evidence is provided that the partners have lived together for a minimum of 12 months.

4.3 CHP enables existing tenants to seek a transfer to other accommodation using the Choice Based Lettings (CBL) system operating in Chelmsford.

We will advertise vacant properties on a weekly basis. We may arrange multiple viewings with applicants to let our homes as quickly as possible.

4.4 Advertisements will include details of:

- Location;
- Property type;
- Floor level (if flat);
- Number of bedrooms;
- Any special features, for example adaptations, garden;
- Any restrictions on applicants who are eligible;
- Rent and service charges;
- Amenity charges where appropriate.

4.5 To make a bid for a property you must be eligible to register on a CBL system. Bids can be made by:

- Internet;
- Text message;
- Telephone.

Full details are included in the scheme's online newsletter and website.

4.6 Tenants are able to make three bids for properties for which they are eligible, per advertising cycle.

If a property reserved for a CHP tenant transfer is not needed then CHP will accept applicants from the local council's Housing Register in priority order according to their band priority within the local council's allocations scheme.

4.7 CHP reserves its right to withdraw any property advertised for letting prior to any tenancy agreement being confirmed.

4.8 **National Mobility**

CHP Housing Options Manager can allocate up to 1.25% of available annual relets to assist tenants of other registered providers who need to move for economic or social reasons. CHP would support its own tenants who need to move to other locations for financial or social reasons by seeking a reciprocal agreement with other registered providers.

CHP will also encourage tenants wishing to move for economic and social reasons to use the mutual exchange process where appropriate.

Responsible Member of Staff:	Housing Options Manager
Approved by:	Board May 2017
Review Date:	May 2020

5. POLICY DETAILS

5.1 Who we will house

We will consider applications from people through:

- Nominations from local councils;
- Our existing tenants who wish to move to other accommodation;
- Other agencies where we have agreements;
- Our own waiting list.

5.2 Council nominees are subject to that council's and CHP's own Allocations and Lettings Policy. We reserve the right to refuse an application subject to providing reasonable justification for such refusal.

5.3 For CHP transfer properties we will endeavour to use CBL as much as is possible, except where a direct offer is more appropriate to enable the best use of our homes or a "management move" is approved.

5.4 CHP tenants wishing to transfer will be placed into allocation bands determined on priority of housing need (see Attachment 1). Priority within the bands will primarily be on the date of the application. The date of your application will be the date when placed into initial relevant banding. Approved transfer applicants are provided with a CBL identity number. Attachment 3 specifies the size of property that transfer applicants may bid for. CHP will review transfer applications at point of offer, before confirming any offer of accommodation. If the applicant is subsequently re-assessed due to a change of circumstances and the applicant's banding increases, the date of the decision will be the date the re-assessment of banding took place.

5.5 If CHP tenants have difficulty accessing the CBL system and are in either band one or two, our Housing Options Team can express an interest in appropriate properties on behalf of applicants on this list as and when properties become available.

5.6 CHP may suspend applications from existing tenants where any of the grounds set out in section 5.8 of this policy apply and in particular:

- Legal enforcement action has or is being taken for ASB or breach of tenancy;
- An injunction or outright / suspended / postponed possession order is in place for ASB or any other breach;
- Tenancy has been demoted;
- Current property condition is unsatisfactory;
- Outstanding rent and / or other charges.

All transfers will be subject to a satisfactory property inspection which will be carried out prior to an offer being confirmed.

Responsible Member of Staff:	Housing Options Manager	
Approved by:	Board May 2017	
Review Date:	May 2020	Page 4 of 14

5.7 CHP tenants who have negotiated a surrender of their tenancy

1. If a CHP tenant needs to enter institutional or therapeutic care and it is known that a return to the current accommodation would be inadvisable or not possible, a tenant can surrender their tenancy and when once again able to sustain a tenancy, at the discretion of the Director of Housing, will be given band one priority for rehousing.
2. These former tenants will be placed on the assisted bidders' list. It is not however possible to guarantee the availability of accommodation for a particular individual on a given date and applicants may have to rent privately or rely on family and friends initially.

5.8 People not eligible for accommodation

We reserve the right to refuse an application subject to providing reasonable justification for such refusal. Examples of reasons for refusal include, but are not limited to:

- Where unsatisfactory references are provided;
- Where there is insufficient evidence of a satisfactory package of care and support;
- Where the tenant has not complied with tenancy conditions, which includes outstanding rent arrears as outlined in section 5.9 of this policy, failure to report repairs or allow access for property inspections or causing deliberate damage to a property;
- Applicants or a member of the household who have previously been involved with any conduct of anti-social behaviour or have had legal action taken against them. *An assessment will be carried out and particular attention will be given to how the situation could impact on our residents and the wider community;*
- The applicant or a member of their household has caused anti-social behaviour serious enough to make them unsuitable to be a tenant;
- Applicant details not verified by nominating authority, and / or CHP;
- Household has accepted a move to another CHP property;
- Property has age restriction and the applicant or member of household is not of the correct age;
- Property is subject to local lettings plan which, if it is a local council nomination, has previously been agreed with the relevant local council and applicant does not meet criteria laid out in the plan;
- Applicant's household size does not meet our Allocations and Lettings Policy – please refer to Attachment 3 to this policy;
- Sensitive letting required;
- Fraudulent application;
- Applicant has previously sublet to a third party a social housing property in breach of his / her then tenancy agreement;
- Applicant previously sublet from a social housing tenant knowing (or where he / she should have known taking into account all the circumstances of the subletting) that the tenant was not entitled to do so under their tenancy agreement or had not obtained the necessary consent from their landlord;
- Property would need to be suitably adapted to meet needs of

Responsible Member of Staff:	Housing Options Manager
Approved by:	Board May 2017
Review Date:	May 2020

Page 5 of 14

applicant(s) to ensure housing needs are met in the long term and the applicant is not willing to pay rent loss incurred while adaptation works are on-going and is not willing to agree to building costs over and above DFG funding available;

- Applicant's circumstances have changed since original application;
- Property type not suitable;
- Property is not affordable for the applicant which would mean the tenancy is not sustainable;
- Not able to visit / contact to verify information within five working days of receiving nomination from local council or completing shortlisting when all reasonable efforts have been made to contact the applicant; (other local council policy may apply);
- The applicant holds an existing interest in another property, e.g. as an owner, leaseholder or licensee, which is not subject to a repossession order. However, with the agreement of the Director of Housing in exceptional circumstances, we may accept applicants into sheltered or designated elderly properties – please refer to Attachment 2;
- The applicant has been moved by us under the Spacesaver scheme and received financial compensation for this move – we will not accept an application to move into a larger property if payment to downsize has been granted or any incentive paid will have to be repaid prior to a move being agreed;
- Applicant fleeing domestic violence and would be at risk if housed in the area the property is located.

NB: When an applicant holds sole / joint or tenancy-in-common or financial interest in another property, and they are unable to return to their home because of domestic violence with the agreement of the Director of Housing CHP may agree to grant an Assured Shorthold Tenancy;

CHP reserves the right to add other reasons for refusal to this policy.

5.9 Where an applicant has outstanding debts such as, but not restricted to, rent arrears or recharged costs (whether to us or other third parties), we will only consider housing where:

- There are extenuating social and welfare reasons for the build-up of the debt; or
- There has been an error on behalf of the housing benefit authority or DWP for Universal Credit.

In all cases above, an arrangement to pay off any debt(s) (to CHP or other third parties) has been upheld for the past three months and applicants currently have a clear rent account. However, with the agreement of the Director of Housing, our transfer applicants can be moved when it is in the best interests of housing management, e.g. use of Spacesaver scheme money to clear their debt to make available larger, family-sized accommodation for transfer applicants.

Responsible Member of Staff:	Housing Options Manager	
Approved by:	Board May 2017	
Review Date:	May 2020	Page 6 of 14

6 GUIDELINES ON THE OPERATION OF THE BANDING CRITERIA AND POLICY

6.1 Offer of accommodation

At the end of each bidding cycle we may offer up to the three highest priority applicants within bandings an accompanied viewing at the advertised property. The property will be let to the highest accepting applicant.

6.2 Age-related properties / Adapted properties

Where adapted or age-related properties are advertised these will be ring-fenced for applicants that meet the criteria of the property to ensure appropriate letting.

To accommodate appropriate letting of properties with adaptations adverts will include details of any adaptations in the vacant property. Applicants who express an interest in the property and need similar adaptations will be prioritised. In the event that no applicant needing adaptation expresses an interest the property will be let to the highest priority applicant. Properties where possible will be let with adaptations in situ, for example level access showers.

6.3 Relationship breakdown

Our relationship breakdown leaflet identifies how we will deal with applications for housing by tenants who have suffered relationship breakdowns.

6.4 Overcrowding and under occupation.

We will comply with the terms of the Housing Act 1985 in relation to statutory overcrowding and permitted numbers in the allocation of property and the Housing Health and Safety Rating System 2004.

In order to make the best use of our stock we may from time to time operate an incentive scheme for tenants who are under-occupying homes suitable for families This is called the Spacesaver Scheme, please see leaflet for details.

CHP will assess household members according to their dependency with the lead or joint tenant. CHP will not recognise household members who are not dependent on the lead or joint tenant when determining accommodation size and type required as outlined in Attachment 3.

6.5 Pregnancy

As soon as a woman has passed six months gestation (evidence from GP to be provided) the household will require an additional bedroom to accommodate the expected child as outlined in Attachment 3.

6.6 Visiting children

Due consideration will be given to transfer applicants who can prove they have joint custody, care and control of children for four days or more each week. Proof should be provided in the format of either a court order or solicitor's letter confirming a signed agreement between two parties and confirmation / evidence that they have not got a bedroom provided for them in social housing either in CHP stock or another Registered Provider. The Housing Options Manager will consider the application for a transfer and take into consideration the housing need of other applicants on the transfer

Responsible Member of Staff:	Housing Options Manager
Approved by:	Board May 2017
Review Date:	May 2020

list. For example if there are any applicants that have main custody care and control of children living in similar circumstances these households will always take precedence over applicants who have joint custody of children.

6.7 Condition of property

Tenants who are subject to a prohibition order or Category 1 property defect under the Housing Health and Safety Rating System ('HHSRS') (Part I, Housing Act 2004) which cannot be remedied immediately will be given band 2 priority. However, if the prohibition order relates solely to overcrowding according to the HHSRS, see Bands at Attachment 1.

6.8 Size and type of accommodation

Properties will be offered to transfer and direct applicants as per Attachments 2 and 3 of this policy. It should be noted that CHP will give priority to applicants for a family home with a self-contained garden who have children of the age of 15 years or younger in their household. CHP reserve the right to allow greater occupation of family homes providing this would not be applicable to a hazard notice regarding a crowding and space assessment under HHSRS (Part 1 HA 2004). In all cases this would be in agreement with the local council and applicants.

7 Immigration Act 2014 and right to rent checks

7.1 Under the Immigration Act 2014 CHP is not allowed to not grant a residential tenancy to any one unless the prospective tenant is a British citizen, or EEA or Swiss National, or has a right to rent in the UK. Tenants have a right to rent if they are present in the UK lawfully, in accordance with immigration laws. Where an applicant has been nominated by the local authority, CHP can assume that the applicant has the right to rent.

Where an applicant(s) has a time limited right to rent, they may be granted an assured shorthold tenancy which will be reviewed annually or whenever the right expires, whichever is sooner.

Applicant(s) with no right to rent will not be allowed entry onto our waiting list and will not be offered accommodation under any circumstances.

The Home Office website contains the step-by-step checklist which enables a landlord to check whether a prospective tenant has the right to rent residential property. We will use this to carry out our checks: <https://www.gov.uk/landlord-immigration-check>

8 HOW TO APPEAL

8.1 If an applicant or tenant disagrees with any decision on qualification for re-housing, priority awarded or reasonableness of an offer, they can make an appeal. The applicant should first contact the Housing Options Co-ordinator to discuss the reasons for CHP's decision. The applicant can also appeal to the Housing Options Manager in writing within 10 working days of the decision. A written response will be given within 10 working days of an appeal being received. If an appeal is from a CHP tenant and is identified by Housing Options as a possible service failure then the CHP complaints process will be followed. On the first rejection all rejected applicants will be informed in writing within five working days and be given information on how

Responsible Member of Staff:	Housing Options Manager
Approved by:	Board May 2017
Review Date:	May 2020

to appeal against the decision. In the case of any subsequent rejection for the same reason the applicant will be contacted by telephone or their preferred method of communication.

9 SUSPENDING TRANSFER APPLICANTS FOR UNREASONABLE REFUSAL

- 9.1 If the tenant unreasonably refuses three offers then CHP will cancel their application for a transfer and they will be advised that they are only able to re-apply for a transfer after 12 months has passed from the date the decision was made.

The applicant should have fully understood the type and size of property for which they have expressed an interest and will, before viewing, have this confirmed to them via their preferred method of contact.

10 POLICY CONSULTATION, PROMOTION AND EVALUATION

- 10.1 CHP will monitor both usage of, and satisfaction with the service, to identify if there is a particular group which is less successful or less participative than others and why. The policy may be developed in response to these findings.
- 10.2 The policy will be produced in a number of formats.
- 10.3 This policy will be available from a variety of places including the internet, intranet, our offices, in local advice centres and other public areas such as libraries, council offices and voluntary organisations.
- 10.4 The delivery of this policy is the responsibility of the Director of Housing and the CHP's Executive Management Team and Board is responsible for its monitoring and development.

11 EQUALITIES CONSIDERATIONS

- 11.1 Equality and diversity within lettings will be monitored and quarterly reports will be produced by the Housing Options Manager to the Executive Management Team to ensure that lettings are in line with demographics of the community.

12 LINKS

- 12.1
- Asset management strategy;
 - Rent restructuring policy;
 - Equality and diversity policy;
 - Mutual exchange policy;
 - Succession policy;
 - The Regulatory Framework for Social Housing – Tenancy Standard;
 - Tenure and Affordable Rent policy;
 - Pet Policy.

Responsible Member of Staff:	Housing Options Manager
Approved by:	Board May 2017
Review Date:	May 2020

Attachment 1 - Bandings

Band one

- Where the tenant, or a member of the tenant’s household, has an immediately life-threatening or progressive medical condition which is seriously affected by their current housing. This band priority will be for a maximum of six months after which the medical panel will review activity on CBL to ensure the household is engaging and / or is on the assisted bidders list;
- Tenants who are fleeing domestic violence or who are subject to either violence, harassment (of any sort, including racial, sexual, and homophobic harassment) or hate crime; subject to supporting evidence from CHP’s Quality of Life team;
- Tenants under-occupying¹ by two or more bedrooms moving to a one-bed property;
- Tenants under-occupying a four-bedroom property moving to a two-bedroom property;
- A household member has either the contractual or statutory right to succeed to a tenancy as outlined in CHP’s Succession Policy and CHP have determined the property is unsuitable because it is larger than they reasonably need or has special facilities which they do not need;
- The tenant’s current accommodation is due to be demolished, modernised, refurbished or needs major work which cannot reasonably be done whilst they are living in the property;
- Households that are statutorily overcrowded in line with the 1985 Housing Act;
- Management move agreed by Director of Housing, example of this would be property un-inhabitable due to need for extensive repairs; victims of severe antisocial behaviour; to prevent child or elder going into institutional care.

Band two

- Tenant’s under-occupying a three-bedroom property and need a two-bedroom property;
- Tenants who are under-occupying their current two-bedroom general needs property or two-bedroom designated elderly bungalow and are moving to a one-bedroom property;
- Tenants under-occupying a four-bedroom house and need to move to a three- bedroom house;
- Where the current housing conditions are having a major adverse effect on the tenant’s, or a member of their household’s, medical condition;
- CHP is satisfied that the tenant is living in a property subject to a prohibition order or which has a Category 1 property defect under the HHSRS (Part I, Housing Act 2004) which cannot be remedied immediately; the local council may seek to remedy defects through enforcement action and this banding award will only apply if the defect cannot be remedied;
- Tenants over 60 years of age, living in general needs or designated elderly accommodation and willing to move into sheltered accommodation;
- The applicant is living in accommodation which has had a crowding and space assessment under the HHSRS which has identified a Category 1

¹ As assessed in line with CHP’s occupation policy – see Attachment 3

Responsible Member of Staff:	Housing Options Manager
Approved by:	Board May 2017
Review Date:	May 2020

hazard, because there is a lack of two or more bedrooms and that this has not occurred through any deliberate or unnecessary overcrowding;

- Tenants in receipt of housing benefit and deemed through Housing Benefit Regulations to be under-occupying their property by two bedrooms.

Band three – household has to meet at least two of the following criteria to be in this band

- Tenant households which through no fault of their own are forced to live apart;
- Where the current housing conditions are having a moderate or variable adverse effect on the tenant's, or a member of their household's, medical condition;
- Where agreement has been reached with Social Services, e.g. fostering to provide permanent accommodation for additional occupants;
- Tenants requiring a bigger property due to growth in family size / age of children. (For size refer to sections 6 to 10 in Attachment 3 to this policy.);
- Applicants who have lived in their flat for a period of not less than one year, have at least one child under the age of fifteen and are using the tenancy address as their sole or principal home;
- The applicant is living in accommodation which has had a crowding and space assessment under the HHSRS which has identified a Category 1 hazard because they are lacking one bedroom and that this has not occurred through any deliberate or unnecessary overcrowding.

Or meeting the following sole criteria (without the need for a second criteria to be met):

- Tenants in receipt of housing benefit and deemed through Housing Benefit Regulations to be under-occupying their property by one bedroom.

Band four – households have to meet one of the following criteria

- Tenant households which through no fault of their own are forced to live apart;
- Where the current housing conditions are having a moderate or variable adverse effect on the tenant's, or a member of their household's, medical condition;
- Where a vulnerable person needs to move to receive support that would not be available to them in the vicinity of their current home;
- Where a CHP tenant needs to move closer to a relative / partner to provide support which is not available to the relative / partner by any other means;
- Where agreement has been reached with Social Services, e.g. fostering to provide permanent accommodation for additional occupants;
- Tenants requiring a bigger property due to growth in family size / age of children. For size refer to sections 6 to 10 in Attachment 3 to this policy;
- Families living in flats requesting a transfer to a house because they are applicants who have lived in their flat for a period of not less than one year, have at least one child under the age of fifteen and are using the tenancy address as their sole or principal home.

Band five

- Tenants wishing to move to similar sized property;
- Tenants who want to move because their current home does not meet religious or cultural requirements.

Responsible Member of Staff:	Housing Options Manager	
Approved by:	Board May 2017	
Review Date:	May 2020	Page 11 of 14

Attachment 2

Band priority for direct applicants on CHP open waiting list

Band 1

CHP tenants who meet the guidelines for accommodation size and type as outlined in Attachment 3.

Band 2

Direct applicants who meet the guidelines for accommodation size and type as outlined in Attachment 3.

Band 3

Direct applicants who meet the guidelines for accommodation size and type as outlined in Attachment 3 and who own their own home. In these circumstances an assured shorthold tenancy will be granted with no right to apply for a transfer. If the property becomes unsuitable due to medical grounds a financial assessment will be undertaken by CHP prior to any transfer being granted. If the tenant does not have the financial means to resolve their housing need a transfer will be considered.

Responsible Member of Staff:	Housing Options Manager	
Approved by:	Board May 2017	
Review Date:	May 2020	Page 12 of 14

Attachment 3

Guidelines for accommodation size and type – for all applications made to us for re-housing, other than nominees from some local councils (which are subject to the council’s own property size criteria). CHP reserve the right to allow greater occupation of family homes providing this would not risk service of a hazard notice arising from a crowding and space assessment under the HHSRS. In all cases this would be in agreement with the Local Council and applicants.

	Family composition	Property type	Comments
1	One adult Over 50 / 60 / or applicant with disability	Studio flat or one-bedroom flat or bungalow – designated elderly or sheltered unit	Prospective tenants must be: i) Over 60 years or over 50 and in receipt of disability benefits to be offered sheltered accommodation; ii) Over 50 years or in receipt of disability benefits to be offered non-sheltered elderly designated bungalows or flats.
2	Two adults (co-habiting couple) Two adults with medical needs for separate bedrooms	One-bedroom flat or bungalow Two-bedroom flat or bungalow	Note: Assessment will be made to ensure applicants are suitable for older person properties.
3	One adult	Studio flat or one-bedroom flat	General needs accommodation.
4	Two + adults	One or two-bedroom flat or bungalow	Each additional adult (over 18 years) may have a bedroom if not a part of a co-habiting couple. Priority will be given to providing families with children 15 years and under with access to a separate garden wherever possible. (General needs accommodation)
5	Two adults with medical needs for separate bedrooms (CHP assessment applies)	Two-bedroom flat, or bungalow	Each additional adult (over 18 years) may have a bedroom if not part of a co-habiting couple. Priority will be given to providing families with children 15 years and under with access to a separate garden wherever possible. (General needs accommodation)
6	One adult + one child	Two-bedroom flat ,house or bungalow	Priority will be given to providing families with children 15 years and under with access to a separate garden wherever possible. (General needs accommodation)

Responsible Member of Staff:	Housing Options Manager
Approved by:	Board May 2017
Review Date:	May 2020

CHP – ALLOCATIONS and LETTINGS POLICY

7	One adult + one child two adults (co-habiting couple) + one child	Two-bedroom flat, bungalow or house	<p>Priority will be given to providing families with children 15 years and under with access to a separate garden wherever possible. (General needs accommodation)</p> <p>Two children of the opposite sex may share a bedroom until one reaches the age of 6 years after which priority will be given for separate bedrooms. (General needs accommodation)</p>
8	One adult + two children or 2 adults (co-habiting couple + two children	Two or three-bedroom flat, house or bungalow	<p>Priority will be given to providing families with children 15 years and under with access to a separate garden wherever possible. (General needs accommodation)</p> <p>Two children of the opposite sex may share a bedroom until one reaches the age of 6 years after which priority will be given for separate bedrooms. (General needs accommodation)</p>
9	One adult + three children Or two adults (co-habiting couple) + three children	Three or four-bedroom flat or house	<p>Priority will be given to providing families with children 15 years and under with access to a separate garden wherever possible. (General needs accommodation)</p> <p>Two children of the opposite sex may share a bedroom until one reaches the age of 6 years after which priority will be given for separate bedrooms. (General needs accommodation)</p>
10	Larger households with children	Three or four-bedroom house	<p>Limited number available. Priority will be given to providing families with children 15 years and under with access to a separate garden wherever possible. (General needs accommodation)</p> <p>Two children of the opposite sex may share a bedroom until one reaches the age of 6 years after which priority will be given for separate bedrooms. (General needs accommodation)</p>

Responsible Member of Staff:	Housing Options Manager	
Approved by:	Board May 2017	
Review Date:	May 2020	Page 14 of 14