

# **Procedure for Allocating Properties at Buckingham View, Chesham**

## **General**

In partnership with Chiltern District Council properties at Buckingham View will be allocated outside the Council's allocations policy. Section 8 of the Chiltern District Council Allocations policy on local lettings specifically allows for lettings to take place outside the points system.

The aims of the local lettings policy at Buckingham View are to:

1. Meet the needs of as many members of the local community as possible.
2. Address the concerns of local residents.
3. Ensure an economically balanced and sustainable community.

## **5 Wheelchair Adapted Units**

Social Services will have 100% nomination rights in respect of four of the wheelchair units. The fifth unit will be let to Buckinghamshire County Council Social Services Department for the housing of a full time carer for the four occupants of the wheelchair adapted units.

## **9 Key worker Units**

Nominations will be received from all relevant employers and all nominees will be home-visited. All nominees will be expected to meet the Chiltern District Council's local connection criteria. Should there be more nominees than units available employers will be asked to prioritise applications.

Once the key worker units have been allocated any further nominations will be kept on the waiting list and housed in date order.

## **Non-Priority Cases**

The remaining twenty six flats will be allocated on a 50-50 basis to priority and non-priority cases. For **non-priority cases** allocations will be made using the following criteria:

1. Chiltern Hundreds Housing Association will select twenty suitable applicants who have been on the Housing Register for the longest period of time.
2. Chiltern Hundreds Housing Association will then home visit all twenty applicants to confirm applicant's current housing circumstances, whether or not the applicant is in

employment, whether or not the applicant owns a car and, if the applicant is in private rented accommodation, to ask for a reference from their current landlord.

3. Chiltern Hundreds Housing Association will then work through the twenty applicants in date order, starting with the applicant that has been on the Housing Register for the longest period of time.
4. The thirteen units allocated for non-priority cases will then be allocated as follows;
  - a. Nine for those in employment
  - b. Three for those without a car
  - c. One to an applicant from Chiltern Hundreds Housing Associations transfer list. The allocation from the transfer list will be based on date order and then the type of accommodation being given up. Priority will be given to those that are giving up properties that are in greatest demand.

### **Priority Cases**

The steps for allocating the remaining thirteen properties will be the same as for non-priority applicants, except Chiltern Hundreds Housing Association will select twenty applicants from the Housing Register who have the greatest number of points.

All twenty applicants will still receive a home visit which will again confirm the applicant's current housing circumstances, whether or not the applicant is in employment, whether or not the applicant owns a car and, if the applicant is in private rented accommodation, a reference from their current landlord.

Chiltern Hundreds Housing Association will again work through the twenty applicants in point order starting with the applicant with the highest number of points. Chiltern Hundreds Housing Association will then allocate accordingly.

- a. Nine to those applicants in employment
- b. Three to those applicants without a car
- c. One to an applicant from the transfer list. Allocations from the transfer list will be based on the number of points and also the person giving up a property that is in greatest demand.

In the event of a non-car owner then purchasing a vehicle the Association would consider that the applicant was housed according to the circumstances at the time of their application, and there would be no obligation in the tenancy with regards to that remaining the case. Therefore no action would be taken in respect of the tenancy. However, once that unit becomes vacant we would look to re-allocate to an applicant without a car.

The allocation process will be fully minuted and it will be recorded against each flat exactly what processes were gone through to allocate that unit. As and when that unit

becomes available the same processes will be followed to allocate to the new tenant. This will ensure that the balance remains the same as at the point of the original allocations.

All units will be allocated to single persons or childless couples. Should any of the applicants have children the Association will look to re-house them via its transfer list.

No dogs or cats will be allowed at Buckingham View and tenants will also be asked to apply for permission to keep other pets such as budgerigars.