



# HOUSING ALLOCATIONS POLICY

<b>Policy Date</b>	2022
<b>Approved by</b>	Housing & Wellbeing Committee

## CONTENTS

<b>Section</b>	<b>Title</b>	<b>Page</b>
<b>1</b>	<b>Introduction</b>	<b>4</b>
<b>2</b>	<b>Choice</b>	<b>6</b>
<b>3</b>	<b>Equality &amp; Diversity</b>	<b>7</b>
<b>4</b>	<b>Roles &amp; Responsibilities</b>	<b>7</b>
<b>5</b>	<b>The Housing Register</b>	<b>8</b>
<b>6</b>	<b>Local Connection</b>	<b>9</b>
<b>7</b>	<b>Exclusions from the Housing Register</b>	<b>11</b>
<b>8</b>	<b>Making the Application</b>	<b>13</b>
<b>9</b>	<b>Processing the Application</b>	<b>15</b>
<b>10</b>	<b>Verifying the Application</b>	<b>16</b>
<b>11</b>	<b>Assessment</b>	<b>16</b>
<b>12</b>	<b>Registration</b>	<b>17</b>
<b>13</b>	<b>Change of Circumstance</b>	<b>18</b>
<b>14</b>	<b>Intentionally Altering Circumstances and False Information</b>	<b>19</b>
<b>15</b>	<b>Renewing Applications</b>	<b>20</b>
<b>16</b>	<b>Removals from the Housing Register</b>	<b>20</b>

<b>17</b>	<b>Housing Needs Bandings</b>	<b>21</b>
<b>18</b>	<b>Advertising Properties</b>	<b>23</b>
<b>19</b>	<b>Bidding and Selection</b>	<b>25</b>
<b>20</b>	<b>Review and Appeal</b>	<b>28</b>
<b>21</b>	<b>Data Protection</b>	<b>29</b>
<b>22</b>	<b>Performance and Monitoring</b>	<b>29</b>
<b>Appendix A</b>	<b>Banding Tables</b>	<b>31</b>

## **1.0 Introduction**

- 1.1 The Allocations Policy sets out the priorities and procedures for the allocation of social rented housing in the Arun District. It applies to both (1) applicants joining the Housing Register for the first time and (2) current Arun District Council (ADC) or Registered Provider (Registered Provider) tenants wanting to transfer.
- 1.2 ADC is required under Section 166A of the Housing Act 1996 to have a Housing Allocations Scheme for determining priorities and to advise on our procedures in selecting a household for Local Authority or other Social Housing Registered Provider (RP) accommodation.
- 1.3 The Allocations Policy operates under the provisions of the Housing Act 1996, the Homelessness Act 2002, the Localism Act 2011, Homelessness Reduction Act 2017 and the relevant Codes of Guidance including the Allocation of Accommodation: Guidance for Local Housing Authorities in England.
- 1.4 ADC is committed to the principles of Choice Based Lettings in enabling people to make well-informed decisions about their housing options. Available vacant properties are advertised for applicants on the Housing Register to place 'bids' for properties suitable for their housing needs and in their desired location. ADC considers that this element of choice helps to improve the sustainability of housing stock and encourages residents to have a stake in their community.
- 1.5 The ability to enable and offer choice will be balanced against the availability of homes and the requirement to ensure that those in greatest housing need are given priority for housing.
- 1.6 The key aims and objectives of this Allocations Policy are to:
- Allow ADC to best manage its Housing Register and make the best use of its housing stock to meet local needs, local circumstances including to help promote safe, balanced and sustainable communities
  - Allocate housing fairly, consistently and carefully and to ensure that our decisions are transparent
  - Target scarce resources to those in the greatest need
  - Ensure sufficient priority is awarded to applicants (including transferring tenants) in order to make best use of social housing stock
  - Effectively deliver ADC's Tenancy, Housing and Homelessness Strategies in a way that also takes into account the needs of local communities

1.7 The Policy is based on key principles shared by ADC and our RP partners, which include:

- Creating sustainable communities, having regard to local circumstances
- Removing barriers to accessing social housing for homeless households
- Meeting the emergency and long-term housing needs of people fleeing domestic violence and abuse
- Meeting the housing needs of people leaving care
- Improving access to suitable homes for people with disabilities
- Allocating housing in a way which complements the ADC Tenancy and Lettings Policy and the tenancy policies of our RP partners
- Ensuring vulnerable households can navigate the allocations process by providing clear and easy to understand information
- Enabling applicants to express choice in selecting their accommodation where possible

1.8 The Allocations Policy applies to ADC as a provider of social housing and our RP partners which currently include:

- Worthing Homes
- Arun Housing
- VIVID
- Sage Housing
- Sanctuary Housing
- Southern Housing Group
- The Hyde Group
- Places for People
- Clarion Housing Association
- Hastoe Housing Association
- Stonewater Ltd
- Saxon Weald
- Guinness Homes
- Optivo

1.9 In framing the Allocation Policy, ADC has had regard to relevant legislation and regulations, including:

- Housing Act 1996 as amended
- Housing Act 1985 as amended
- Localism Act 2011
- Homelessness Reduction Act 2017

- Domestic Abuse Act 2021
- Allocation of Accommodation: Guidance for Local Housing Authorities in England
- Homelessness Code of Guidance for Local Authorities
- Improving Access to Social Housing for Members of the Armed Forces Statutory Guidance
- Equality Act 2010
- Human Rights Act 1998
- Freedom of Information Act 2000
- Data Protection Act 2018
- Welfare Reform Act 2012

## **2.0 Choice**

- 2.1 ADC is committed to the principles of Choice Based Lettings, enabling people to make well-informed decisions about their housing options. ADC considers that choice helps to improve tenancy and community sustainment and encourage residents to have a stake in their community.
- 2.2 Due to the high demand for social housing, the ability to enable and offer choice must be balanced against the availability of homes, the best management of housing stock and the requirement to ensure that those in greatest housing need are given priority for housing.
- 2.3 Applicants on the Housing Register can bid for properties suitable for their housing needs and in their chosen location.
- 2.4 The properties are advertised online. ADC will provide relevant information about the property, together with links to information about the local neighbourhood in order to help applicants to make informed decisions about the properties on which they wish to bid.
- 2.5 ADC aims to provide choice in the allocation of social housing in the Arun district. However, in a number of exceptional circumstances this will not be possible. In such cases a property will be let to an applicant on the Housing Register as a direct offer and the property will not be advertised in accordance with the Allocations Policy. Full details of such circumstances are set out in this Allocations Policy.
- 2.6 ADC will support those Applicants who do not qualify to join the Housing Register or those who are on the Housing Register but may have a long time to wait for an offer due to their priority need by providing advice in relation to alternative housing options, including:

- Use of the private sector
- Home ownership
- Intermediate housing
- Build to rent
- First Homes
- Local Housing Companies
- Mutual exchange

### **3.0 Equality and Diversity**

3.1 ADC promotes equality in the services it provides and is committed to delivering a fair and equitable service that is appropriate and accessible to all sections of the communities it serves.

3.2 The Allocations Policy has regard to ADC’s public sector equality duty as defined in s149 of the Equality Act 2010. ADC operates an Equality and Diversity policy and has given due regard to the Equality Act 2010, particularly Chapter 1 (protected characteristics) and Chapter 2 (Prohibited Conduct). The letting of property will be in accordance with the individual Equality and Diversity policies of ADC and our RP partners.

3.3 Access to the policy may be more difficult for people with a disability, sight, or hearing impairment and for those who do not speak English as a first language. ADC is committed to helping all those who need assistance to access the policy. A full copy of the Allocations Policy will also be provided to an applicant in an alternative format and/or language upon request.

### **4.0 Roles and Responsibilities**

#### **4.1 Housing Options Team**

<b>Role</b>	<b>Responsibility</b>
Assistant Housing Options Officers	Managing the Housing Register including eligibility, qualification, verification, assessment, registration, banding, allocation, and nomination stages  Assisting vulnerable applicants with registration and bidding  Providing housing options advice for people who are unable to join the Housing Register
Housing Options Officers	Managing homelessness cases including prevention and relief  Assisting vulnerable applicants with registration and bidding

	Housing options advice for people who are unable to join the Housing Register
Housing Options Team Leaders	Managing main duty and direct allocation decisions Handling appeals on decisions made by Assistant Housing Options Officers and Housing Options Officers
Housing Options Manager	Overall responsibility for the Housing Register, homelessness decisions, appeals, exceptional circumstances and direct allocations
Residential Services Manager	Ability to make minor changes to the Allocations Policy

## 4.2. Exceptional Circumstances

- 4.2.1. The Allocation Policy may be overridden where the Housing Options Manager considers that an individual's exceptional circumstances warrant a departure from any part of this policy.
- 4.2.2. The Housing Options Manager must record the reasons for any decision that departs from the Allocations Policy and has the written or emailed agreement of the Group Head of Residential Services.

## 4.3. Safeguarding

- 4.3.1. Where ADC reasonably determines that there is sufficient evidence that a child or adult may be at risk, we will act promptly and in accordance with our safeguarding policies and procedures.

## 5.0 The Housing Register

- 5.1 To join the Housing Register applicants must both qualify for inclusion on the register and be eligible for housing. The threshold for both of these conditions are detailed below.
- 5.2 Where a person is not a qualifying person for inclusion on the Housing Register, does not satisfy the eligibility criteria, and/or is disqualified from the Housing Register because of any of the criteria set out below, they will not be able to join the Housing Register.



5.3 Applicants aged 16 or over who have been assessed as meeting the threshold conditions for inclusion on the Housing Register will be permitted to complete a full application. However tenancies are not usually offered until they are over 18.

## 5.4 Eligibility

5.4.1 Eligibility is set out in section 160ZA of the Housing Act 1996 (as amended by the Localism Act 2011).

5.4.2 A person may not be allocated accommodation under the Housing Act 1996 Part XI if they are a person from abroad who is ineligible for an allocation. There are two categories for this purpose:

- A person subject to immigration control  
Such person is not eligible for an allocation of accommodation unless they are of a class prescribed in regulations made by the Secretary of State (s160ZA(2)), or
- A person from abroad who is not subject to immigration control  
Regulations may provide for other descriptions of persons from abroad who, although not subject to immigration control, are to be treated as ineligible for an allocation of accommodation (s106ZA(4)).

5.4.3 The categories are subject to change. ADC will advise Applicants from abroad on the regulations and how they affect their application.

## 5.5 Qualifying Persons

5.5.1 ADC is permitted to set qualifying criteria for people applying to the Housing Register and can only allocate accommodation to people who are defined as 'qualifying persons'. Subject to the requirement not to allocate to persons who are ineligible (set out at paragraph 5.4.2 above) and the exception for members of the Armed and Reserve Forces (set out at paragraph 6.2 below), ADC may decide the class of people who are, or are not, qualifying persons.

5.5.2 ADC has decided that it will only make an allocation to persons who qualify as a result of all of the criteria set out at paragraphs 6 - 7 below.

## 6.0 Local Connection

6.1 Where an applicant can demonstrate that they have a local connection to the Arun district. To establish a local connection an applicant must meet at least one of the following conditions:

- The Applicant and/or their partner is currently living in the Arun district as their principal home and has lived in the Arun district as their principle home continuously for at least 3 years immediately prior to the application date.
- The Applicant and/or their partner is currently living in the Arun district as their principle home and has lived in the Arun District as their principle home for at least 5 non-consecutive years in the last 10-year period prior to the application date. Examples of this could be hospital, HMP, temporary lodgings, and refuges.
- The Applicant and/or their partner can evidence full or part time work (at least 16 hours per week) in the Arun District continuously for the past 2 years and remains working in the Arun District as at the application date.
- The Applicant and/or their partner needs to be in the Arun District to give or receive regular daily support from or to a close relative (parents, adult children, siblings). The support must be such that it is required on an ongoing and long-term basis and is not capable of being provided by other family members or available support agencies. The close relative must be permanently resident in the Arun District and have lived in the district continuously for at least 10 years immediately prior to the application date.

6.2 There are exceptions to the local connection requirement. ADC will not disqualify the following applicants on the grounds that they do not have a local connection:

- Serving or former members of the Armed Forces where the application is made within five years of discharge
- Bereaved or divorced or separated spouses and civil partners of members of the Armed Forces leaving services family accommodation following the death of their spouse or partner, or divorce or separation
- Serving or former members of the Reserve Forces who require a move because of serious injury, medical condition or disability sustained wholly or partly as a result of their service
- Those who have been accepted by ADC as being owed the main homeless duty. The Homelessness main duty is defined as the main duty under Part XII of the Housing Act 1996 (as amended)
- Young persons who are owed a 'leaving care' duty by West Sussex County Council (WSSCC) under section 23C of the Children Act 1989

- People who have experienced domestic abuse as defined by the Domestic Abuse Act 2021 and have established accommodation in refuge or other temporary accommodation located in the ADC district and it is safe to remain in the ADC District
- People over 60 – such applicants with no local connection will be considered for sheltered accommodation only where there is no other competing housing need

## **7.0 Exclusions from the Housing Register**

7.1 ADC reserves the right to exclude someone from the Housing Register where having considered all of the available evidence ADC is satisfied that one or more of the following applies to their household:

### **7.2 Unacceptable Behaviour**

7.2.1 ADC considers unacceptable behaviour to be where the Applicant, or a member of the household, has been guilty of unacceptable behaviour within the past 5 years, which if the Applicant was a tenant of ADC would entitle ADC to obtain a possession order against them on one or more of Part 1 of Schedule 2 to the Housing Act 1985.

7.2.2 Applicants excluded because of unacceptable behaviour will remain excluded for a period of 5 years from the date of the unacceptable behaviour incident or offence. Applicants may re-apply to the housing register after this period of exclusion.

7.2.3 Unacceptable behaviour can include:

- Engaging in anti-social and/or violent behaviour in or their home or its locality
- Engaging in behaviour in their home or its locality which causes or is likely to cause harm, distress, nuisance and/or annoyance
- Engaging in behaviour which is considered domestic abuse
- Conviction of an arrestable offence committed in their home or its locality
- Conviction of an arrestable offence relating to violence or threats of violence against a member staff at ADC or its RP partners
- Using accommodation or allowing its use for immoral or illegal purposes
- Damage to property
- Being subject to an order for Demoted Tenancy, Civil Injunction, Criminal Behaviour Order, Community Protection Notice or Noise Abatement Notice
- Making a false statement to obtain a tenancy
- Benefit fraud

### **7.3 Rent arrears and Housing Related Debt**

7.3.1 Applicants with rent arrears or housing related debts to ADC or other RPs will not be accepted onto the Housing Register save for the exceptions at paragraph 7.3.3 below.

7.3.2 ADC will consider an applicant with rent arrears or housing related debts onto the Housing Register where it can be evidenced that the applicant has maintained a regular repayment plan for a minimum of twelve months. In such case, the housing related debts will be further reviewed by ADC or RP partners at the point of offer and in accordance with their Tenancy/Lettings Policy.

7.3.3 Applicants with housing related debts due solely to the social sector size criteria (bedroom tax), will qualify to join the Housing Register where there is a housing need to downsize to a smaller property and where the debts will be cleared by qualification for the Under-Occupation Incentive Policy.

7.3.4 Housing related debt includes:

- Current rent and service charges
- Rent bonds and deposits
- Any recoverable payments made on behalf of the applicant in respect of homelessness
- Debts in relation to previous tenancies with ADC or our RP partners
- Council Tax debt
- Housing benefit overpayment
- Storage and removal costs
- Rechargeable repairs
- Support charges
- Legal costs

7.3.5 ADC will carry out verification of housing related debts and will exempt any debts which result from benefit delay and the applicant will remain excluded from the Housing Register until the debt is cleared in full.

### **7.4 Homeowners**

7.4.1 Applicants will not qualify for inclusion on the Housing Register if they or a member of their household own their own residential property or part own a property by way of a shared ownership or subsided scheme in the UK or abroad.

7.4.2 At ADC's sole discretion, an Applicant may be accepted on to the Housing Register where the owned residential property is no longer suitable on medical grounds and/or

the applicant does not have the financial resources to meet their housing costs through the sale of the property. ADC considers the circumstances below as examples for when this may apply:

- Those who are in financial difficulty because their home is being repossessed
- Those who meet the criteria for older persons housing
- Those who require specialist housing because they have a disability or a medical condition where their current accommodation cannot be adapted
- Those who are fleeing domestic abuse and where a homeless duty has been accepted

## **7.5 Applicants with Financial Means to obtain Alternative Housing**

7.5.1 Applicants (including joint applicants and applicants with a partner) with a combined gross annual income in excess of £50,000 per year (not including means tested benefits) will not qualify for inclusion on the Housing Register.

7.5.2 Applicants (including joint applicants and applicants with a partner) with combined savings in excess of £16,000 (or £50,000 for applicants eligible for sheltered housing) will not qualify to be included on the Housing Register. Savings includes accessible equity within a property.

7.5.3 The income and savings criteria do not apply to current tenants of ADC seeking to downsize.

7.5.4 Armed Forces compensation payments will not be considered in calculations of financial resources.

7.6 Any exceptions in this regard must be assessed on a case by case basis and be at the absolute discretion and authority of the Head of Housing.

## **8.0. Making the Application**

8.1. All applicants are to complete an online application form to join the housing register. The form is found on ADC's website: (to be confirmed when our new system is in place)

8.2. ADC will provide help to complete an application form upon request from the Applicant, a partner agency supporting the Applicant, or where it is clear that an Applicant is being disadvantaged by the online process.

8.3. Full details as to the application form can be found on ADC's website. (to be confirmed when our new system is in place)

#### **8.4. People who can be included in the Application**

8.4.1 In their application, an applicant can only include people who normally live with them or might reasonably be expected to live with them as a member of their household. This will usually mean members of the applicants family to be:

- Spouse, civil partner or committed partner (a committed partnership will be evidenced by proven relationship of at least 12 months)
- Dependent children

8.4.2 In respect of dependent children, this normally means children for whom the applicant has principal caring responsibility and who resides with the applicant for the majority of the week. Child Benefit may be used as an indicator of usual residence for these purposes.

8.4.3 ADC can decide whether a person is normally resident as a member of the household. A Housing options Team Leader (or above) has the discretion to allow additional people to be included on the application when they consider it appropriate taking into account all of the circumstances

#### **8.5 Joint Applications**

8.5.1 Where more than one eligible applicant wishes to have a shared application they will be considered as joint applicants.

8.5.2 Joint tenancies will normally be offered to couples where marriage, civil partnership or a committed partnership is evidenced. A committed partnership will be evidenced by proven relationship of at least 12 months. Other adults who are not partners of the applicant (such as residential carers) will only be accepted as joint applicants based on evidence of need.

8.5.3 All proposed Joint Applicants must be meet the conditions for eligibility and qualify for inclusion on the Housing Register set out above. Joint Applicants will not be accepted where any proposed joint applicant does not meet such criteria. For example, where one of the applicants is a person from abroad who is ineligible, the other applicant(s) will be registered as the sole applicant.

8.5.4 If Joint Applicants seek to amend their application to individual sole applications (for example, due to relationship breakdown) and wish to remain on the Housing

Register, each sole applicant will retain the application date of the original joint application as long as they are still entitled to join the Housing Register. Where there are children included within the original joint application, only the Applicant with residency and parenting responsibilities may include such children on the sole application. The other applicant must not include the children, even if there are shared custody or access arrangements.

## **8.6 Non-Resident Children**

- 8.6.1 Applicants with access to children who they would like to include in their application will need to demonstrate their involvement and the care and supervision of the child.
- 8.6.2 Unless there is an exceptional circumstance, it is unlikely that non-resident children will be considered as part of the household when assessing an application where the applicant not the primary carer for the child - even if they have 50% access rights to their child.
- 8.6.3 In considering an application containing non-resident children, a Senior Officer within ADC will give consideration to all facts of the matter, including, regularity of contact, the relevant person in receipt of any benefits in respect of the child and any residency orders to assist in determining primary responsibility for the children.

## **8.7 Transferring Tenants**

- 8.7.1 Tenants of ADC may apply to move to alternative ADC and/or RP owned property if they meet the criteria to join the Housing Register as at the time they wish to seek to transfer.
- 8.7.2 As part of the application to transfer, a reference will be provided by the Neighbourhood Housing Team to verify that there are no grounds for exclusion described at Section 7 of this Allocations Policy.
- 8.7.3 Our RP partners operate their own transfer policies and their tenants can apply to join the Housing Register if they meet the criteria to join the Housing Register.

## **9.0. Processing the Application**

- 9.1. Prior to an Applicant being placed on the Housing Register, the application form must be verified and the Applicant's needs must be assessed based on the information provided on the application form. Once this is complete, ADC will register the application and provide a registration date.

- 9.2. The registration date is the date the application is fully verified, or in the case of homeless applicants to whom a full duty is accepted, is the date that ADC accepts a duty to accommodate, whichever is earlier.
- 9.3. Where an Applicant disagrees with their registration date, their priority band or the assessment of their needs, they may request a review. If the Applicant is dissatisfied with the review decision, they have a final right of appeal as set out at Section 20 of this Allocations Policy.

## **10.0. Verifying the Application**

- 10.1. An application will be verified upon the production of satisfactory documents including, but not limited to, those listed below. ADC may request further information as required. The verification documents are:
- 2 x items of identification for all adult members of the household listed within the application. Ideally, one photographic ID in respect of personal identity (such as passport, driving license or birth certificate) and one showing their current address (such as a utility bill or bank statement)
  - For any child in the household, evidence of receipt of child benefit or child tax credit
  - Proof of the right to reside in the UK
- 10.2. Applicants from abroad will be required to provide proof of their nationality and immigration status which must be verified.
- 10.3. ADC may undertake further verification such as identity, address and income checks and it may be necessary to visit an Applicant at home in order to assess the current housing circumstances.

## **11.0 Assessment**

- 11.1 Applications will be assessed based on the information provided on the application form. It is the applicant's responsibility to ensure that the form has been completed accurately
- 11.2 Applicants will be requested to provide supporting documents in order to enable their application to be properly assessed within any reasonable timescale given.
- 11.3 ADC may request additional information or evidence where the details provided are not clear or not relevant to the information requested.



- 11.4 Incorrect information could result in a change in priority at any stage of the process. False information could result in exclusion from the Housing Register.
- 11.5 ADC will seek from the Applicant most of the documents to evidence the content of the application form at the point of nomination (matching the applicant for a property) and/or making an offer. This process may differ in accordance with the requirements of any RP partner as described in their Tenancy/Lettings Policies.
- 11.6 Without applicable information it may not be possible to award any level of priority, and ADC and/or its RP partners may decline to offer a property. Therefore, if information is not provided, ADC may ask landlords or agencies for this information to enable assessment of the applicant's eligibility, qualification, entitlement and housing need.

### **11.7 Medical and/or Care Needs**

- 11.7.1 Applicants with medical and/or care needs which may be improved or relieved by a move should include these details on the housing register application form.
- 11.7.2 ADC will assess the reported impact of the current accommodation and how that impact might be reduced by moving to alternative accommodation. This assessment will determine the medical priority of the application.
- 11.7.3 ADC may require additional evidence in order to assess relevant medical and/or care needs, the impact that the current housing is having on such medical and/or care need, and the effect of a move to an alternative property on such condition. Such evidence may include evidence and/or opinion from a relevant medical professional, social services or other individuals or agencies, as appropriate. The Applicant is responsible for obtaining such evidence, opinion or information and any associated cost.
- 11.7.4 ADC may seek its own specialist advice to determine medical, mental health or care needs.
- 11.7.5 A home visit may be carried out to aid the assessment.
- 11.7.6 ADC may seek the advice of the Occupational Therapy service to assess housing needs when a member of the household has a substantial and permanent physical disability or other mobility needs

### **12.0 Registration**

- 12.1 As part of the process, the Applicant is required to:

- Provide information to verify any application within 14 days of the application being made
- Keep ADC informed of any changes of circumstances
- Ensure that ADC have an up to date address
- Reply to requests for information as quickly as possible
- Treat ADC staff with courtesy
- Give accurate information regarding personal circumstances

12.2 A failure to act in accordance with the above may result in an application being refused or rejected from consideration.

12.3 ADC will aim to adhere to the timescales set out below:

- Register applications within 14 working days of the receipt of all verification documents
- Process changes in circumstances within 14 working days
- Reply to letters within 10 working days
- Provide advice to Applicants to help them with bidding choices by phone, email and in person

12.4 The Applicant will receive written confirmation of their registration date, their priority status and reason for it and the property size for which they can bid.

12.5 If the Applicant disagrees with their registration date, their priority band, or the assessment of their needs, they can appeal as described in the Review and Appeal section below.

### **13.0. Change of Circumstances**

13.1. Applicants are required to inform ADC immediately when there is a change in their housing circumstances, or any other circumstances relevant to their application. The Applicant is required to promptly provide any documentary evidence of the change as requested by ADC.

13.2. ADC will reassess the Applicant's position and determine whether the change in circumstances results in a change to the Applicant's eligibility, qualification or priority banding. Any such change will be communicated to the applicant in writing. The Applicant will also be advised of their new priority date if applicable and their right to appeal.

- 13.3. If the Applicant is moved into a higher band, then their priority date will be the date they were accepted into the higher band. If the Applicant is moved to a lower band then their priority date will be their original acceptance date.
- 13.4. Any change of circumstance to include additional adults as part of the application (who were not included in the original application) will not be accepted where this results in the need for larger accommodation than the Applicant's household was originally eligible unless satisfactory evidence of an overriding medical, mobility, or care need is provided. This will be considered by a Housing Options Team Leader on a case by case basis.
- 13.5. Applicants who require an additional bedroom to enable full time (24 hour) care, or couples who need to have separate bedrooms for this reason, may include this on their application subject to evidence of need.
- 13.6. An Applicant or member of their registered household expecting a child or children will be able to include the child or children on their application from 6 months into the pregnancy and have their housing need and housing requirements reassessed accordingly.

#### **14.0 Intentionally Altering Circumstances and False Information**

- 14.1 Applicants have a responsibility not to intentionally alter their circumstances in such a way as to allow them to join the Housing Register and/or to progress to a higher band or greater priority need. Examples of such behaviour includes:
- Where an Applicant has voluntarily given up accommodation which is suitable for their needs
  - Where a deliberate act results in or contributes to overcrowding, or other housing circumstances without good reason
  - Where an Applicant has failed to take ADC's advice regarding their housing need without good reason
- 14.2 Where an Applicant has intentionally altered their circumstances in such a way, ADC may assess the application based on previous circumstances only, based on their previous accommodation prior to the intentional act.
- 14.3 It is an offence under section 171 of the Housing Act 1996 to intentionally provide false information or intentionally withhold information that should have been given to ADC. If an Applicant intentionally provides false information or withholds information when applying to ADC for housing, ADC will exclude the application from the housing register for a period of 5 years. ADC may also take legal action against the Applicant. This could include a fine of up to £5000.

- 14.4 If the Applicant has already been granted a tenancy, and false information was used to obtain it, ADC may take action using the powers of the Housing Act 1996 and the Prevention of Social Housing Fraud Act 2013.
- 14.5 Allocations of accommodation made to employees of ADC or to Arun District Councillors, or to members of their family where these family links are known to ADC, will be checked and authorised by the Group Head of Residential Services to ensure these allocations comply fully with the Allocations Policy.

## **15.0 Renewing Applications**

- 15.1. ADC will write to an Applicant on or after the anniversary of their application to establish whether the Applicant wishes to remain on the Housing Register and to confirm that the Applicant's household circumstances have not changed.
- 15.2. If no response is received by ADC within 14 days, ADC will assume that the Applicant no longer requires assistance and their application will be cancelled and removed from the register. ADC will seek to make additional contact with vulnerable Applicants as appropriate.
- 15.3. Applicants who have not placed a bid during a twelve-month period will be subject to the same review process. ADC will take account of the availability of suitable properties for bidding during the 12-month period.

## **16.0 Removals from the Housing Register**

- 16.1 An application may be removed from the Housing Register in the following circumstances:
- The Applicant no longer qualifies for the Housing Register and/or the Applicant is no longer eligible to be on the Housing Register
  - The Applicant does not respond to correspondence within 14 days
  - The Applicant requests their application be cancelled
  - The Applicant has been rehoused
  - The Applicant successfully moves under the Mutual Exchange Policy
- 16.2 The Applicant will be notified in writing if ADC intends to remove them from the Housing Register and will be given the reasons for removal and the time period, where appropriate.
- 16.3 Where an Applicant disagrees with the decision to remove their application from the Housing Register, they can request a review. If the Applicant is dissatisfied with the

review decision, they have a final right of appeal in accordance with Section 21 of this Allocations Policy.

## **17.0 Housing Needs Bandings**

17.1 There are four priority bands as listed below.

- Band A: Emergency and high priority
- Band B: High priority including reasonable preference
- Band C: Medium priority
- Band D: Low or deferred priority

17.2 Once an application is fully assessed it will be placed in a one of the subcategories defined within each priority reflecting the housing need of the application, including reasonable preference.

17.3 To prioritise between Applicants of the same band, additional criteria are applied as set out in the tables at Appendix 1

17.4 Applicants may fall into more than one of these categories. In such cases, the highest priority band will apply.

## **17.5 Reasonable Preference**

17.5.1 ADC is required to give reasonable preference to the following categories of person:

- Those who are threatened with homelessness (to whom ADC owes a 'Prevention' duty); or homeless (to whom ADC owes a 'Relief' duty); or to whom a main homelessness duty has been accepted. These definitions are set out within the Housing Act 1996 (as amended) and the Homelessness Reduction Act 2017. These applicants are placed in:
  - Band A as defined by Priority A8, A9, A10; or
  - Band B, as defined by Priorities B2 & B6
- Those in unsanitary or overcrowded housing or living in unsatisfactory conditions. These applicants are placed in:
  - Band A, as defined by Priority A5;
  - Band B, as defined by Priority B4; or
  - Band C, as defined by Priority C6
- Those who need to move on medical or welfare grounds, including a disability. These applicants are placed in:

- Band C as defined by Priority C1
- Those who need to live in a particular locality in the district, where failure to meet that need would cause hardship to themselves or others. This includes social housing tenants who need to move for work-related reasons. These applicants are placed in:
  - Band C, as defined by Priority C4.

## **17.6 Local Lettings Plan**

- 17.6.1 A local lettings plan is an agreement between ADC and an RP Partner. It sets out how properties will be allocated in exceptional circumstances in certain areas to meet area specific issues.
- 17.6.2 The aim of a local lettings plan is to assist ADC or RP Partners in establishing and sustaining mixed, stable, and sustainable communities to foster a sense of ownership and community.
- 17.6.3 Local Lettings Plans will be agreed by the Housing Options Manager and the Strategy and Enabling Manager (or above) at ADC in conjunction with Senior Officers at the relevant partners, and will be published on ADC's website.
- 17.6.4 A local lettings plan will supplement the Allocations Policy. Any properties subject to a plan will be clearly labelled when advertised for lettings.
- 17.6.5 Local lettings plans may include but are not limited, allocating priority as follows:
- Setting age criteria for properties in certain areas
  - Allocating preference to applicants with a local connection or who already live or work in the relevant area
  - Allocating preference to Applicants who are giving or receiving support to or from family/extended family, voluntary work, day care, playgroups or other support from locally-based organisations
  - Allocating preference to Applicants who are employed
  - Allocating preference to household certain types e.g. couples without children, where there is a high density of families with children
  - Allocating preference in accordance with Community Land Trust Developments
  - Allocating preference in accordance with Rural Housing
  - Allocating preference in accordance with local management agreements

## 18.0 Advertising Properties

18.1 Available properties will be advertised on ADC's Choice Based Lettings website. (to be confirmed when our new system is in place) The advertisement will provide information about the property, including but not limited to:

- The rent charge and whether an 'affordable' or a 'social' rent is being applied
- The level of care and support available
- Permissions to keep pets
- Whether the property is owned by ADC or one of its RP Partners
- Estimated date of availability
- Whether a local letting plan applies

18.2 ADC seeks to promote responsible pet ownership and will make decisions in relation to permission for pets in accordance with the Pets Policy and terms of tenancy. (to be confirmed when our new system is in place) Equally, RP partners will make decisions regarding pets in accordance with their policies and terms of tenancy.

18.3 The advertisement will set out the eligibility criteria, including but not limited to:

- Size of household
- Suitability for children
- Age limitations
- Suitable care and support needs
- Whether it is sheltered accommodation

18.4 ADC needs to ensure that all properties are used as effectively as possible and will advertise and allocate social housing vacancies properties with a bedroom entitlement for each of the following:

	Single Person	Single Person with access to children (*)	Couple	Couple or Lone Parent Plus 1 Other	Couple or Lone Parent Plus 2 others	Couple or Lone Parent Plus 3 Others	Couple or Lone Parent Plus 4 or More Others
Studio	✓	✓					
1 Bedroom Flat	✓	✓	✓				

	Single Person	Single Person with access to children (*)	Couple	Couple or Lone Parent Plus 1 Other	Couple or Lone Parent Plus 2 others	Couple or Lone Parent Plus 3 Others	Couple or Lone Parent Plus 4 or More Others
1 Bedroom House	✓	✓	✓				
1 Bedroom Bungalow	✓	✓	✓				
2 Bedroom Flat			✓	✓	✓		
2 Bedroom House				✓	✓		
2 Bedroom Bungalow	✓ (**)		✓	✓	✓ (**)		
3 Bedroom House					✓	✓	✓
3 Bedroom Flat or Maisonette					✓	✓	✓
3 Bedroom Parlour House					✓	✓	✓
4 Bedroom House						✓	✓
5 Bedroom or More House							✓

(\*) *Single person with children who do not live with them on a permanent basis. Anyone with access to children will need to demonstrate their involvement and the care and supervision of the child.*

(\*\*) *Where a medical, mobility, or care need is assessed*

18.5 ADC may allocate properties outside these size criteria to larger households, or where a bedroom is too small for more than one occupant.

18.6 Households that include a pregnant woman are normally assessed as if the baby has already been born (i.e. the baby is counted as a child), where the expected date of delivery is within 3 months.



- 18.7 Where an Applicant and/or a member of the household requires an additional bedroom (for example, for medical reasons, or because of behavioural issues), then an additional bedroom may be permitted. Evidence may be required
- 18.8 An additional bedroom may be permitted where applicant and/or member of the household has medical, care, support or behavioural need that requires an additional bedroom. ADC may require sufficient evidence of such need.
- 18.9 RP Partners may have their own size criteria for their properties which may vary from the criteria stated above. Where this occurs, it will be made clear in their advertisements.
- 18.10 Details of recent allocations, the number of bidders for each property and the band and priority date of the successful applicant are published on ADC's website.

## **19.0 Bidding and Selection**

- 19.1 Applicants will be permitted to bid for the size and type of property as shown in the table above at Paragraph 18.4. In some circumstances the opportunity may be given to bid for larger properties where they are in low demand.
- 19.2 All bids for property will be checked against the eligibility criteria. Ineligible bids are excluded from consideration. ADC will contact and advise Applicants who regularly bid for properties for which they are not eligible.
- 19.3 Applicants may exercise choice regarding the properties for which they bid. However, if the Applicant is subject to bidding time limits, they will be expected to bid for both social and affordable rented homes.
- 19.4 Applicants accepted as being owed a prevention, relief or main housing duty will be expected to bid on each suitable property that becomes available otherwise ADC may take action that includes making a direct offer of accommodation or reducing prioritisation by lowering the applicant's band.
- 19.5 ADC is aware that some applicants may need assistance to engage in the bidding process. ADC seeks to address this issue in the following ways:
- Providing training and awareness events for agencies who support vulnerable people to help them guide their clients through the process of registration and bidding, as requested

- Offering direct advice and assistance to applicants, support staff and agencies during office hours either in person or by phone and by providing information on ADC's website, as requested
  - By providing information in a variety of formats and languages, upon request
  - Submitting bids on behalf of applicants, and accepting proxy bidding by support staff, friends or family of a vulnerable person, upon request.
- 19.6 Qualifying bids for each property are placed in priority order. Priority is determined with reference to (1) the specific qualification criteria set out in this policy (where one applies), (2) by band, and finally (3) by date order, according to the date that the Applicant was placed within a band
- 19.7 An offer of a tenancy of the property will normally be made to the Applicant at the top of the shortlist, subject to verification checks and acceptance of a nomination as set out above.
- 19.8 ADC will arrange accompanied viewings with the Applicant and advise on any non-essential repairs to be completed after the tenancy start date and give a target date for the completion of these repairs.
- 19.9 ADC's Tenancy and Lettings Policy requires that before offering a tenancy within ADC's housing stock will undertake:
- Vulnerability Risk Assessment – ADC will risk assess the Applicant to identify any support needs. Where we identify a need, we will need to be satisfied that adequate support is in place.
  - Affordability assessment – The Applicant will be asked to complete an affordability assessment including proof of income and expenditure and full details of any debts. ADC will also seek permission to carry out credit checks. Where the Applicant has housing-related debts, they will need to demonstrate that they have arrangements in place to repay them. If it is evident that the Applicant cannot afford the tenancy, an offer of a tenancy may be withdrawn
  - References – ADC will seek references for the Applicant to ensure they are able to maintain a tenancy, including maintaining the condition of property, acceptable behaviour and rent payments. If there is evidence of previous significant tenancy breaches, ADC will withdraw an offer.

- 19.10 An Applicant who successfully bids for a property will be subject to a further review or verification by ADC or the RP making an offer in accordance with their Tenancy/Lettings Policy.
- 19.11 ADC will offer the successful applicant an offer of a tenancy in respect of the property and arrange for them to sign the tenancy agreement.
- 19.12 The Applicant has the choice to refuse an offer of accommodation if it has been made via the choice-based lettings system. The Applicant may bid for other properties in subsequent choice-based lettings adverts.
- 19.13 Refusals of properties offered by a direct allocation may lead to a discharge of homelessness duty, or to a review of the priority banding. This may result in down-banding or removal from the Housing Register.
- 19.14 If the Applicant refuses the offer the ADC will re-shortlist the existing bidders to allow an offer to be made to the next highest priority Applicant
- 19.15 Non-homeless Applicants will not normally be penalised for refusing offers however persistent and unreasonable refusals will result in enquiries being made and a review of the application. This may result in the Applicant being excluded from the Housing Register.
- 19.16 Where there are no eligible bids for a property, ADC may decide to make a direct allocation or to re-advertise the property.
- 19.17 Direct Allocations**
- 19.16.1 Some properties will not be advertised or made available for bidding. ADC will directly allocate these properties where direct allocations are stipulated in the Priority Band or with the authorisation of the Housing Options Manager.
- 19.16.2 Direct allocations will be a suitable offer, which as far as possible matches the size and type of property for which the applicant qualifies; and not in an area known to be unsafe for the household.
- 19.16.3 The offer of properties by direct allocations will take place as set out on the Priority Bands in sections 17 and Appendix A of this Allocations Policy
- 19.18 If the Applicant disagrees with the Council's direct letting decision they may request a review. If the Applicant is dissatisfied with the review decision they have a final right of appeal to the Housing Appeals Panel.

## **20.0 Review and Appeal**

- 20.1 Applicants may request a review of a decision made by ADC in respect of their housing application. Requests for a review must be made in writing. Applicants will be asked to explain why they consider ADC decision to be unreasonable, and to provide any additional evidence to support their request
- 20.2 A request for a review must be made within 21 days from the day on which the Applicant received notification of the decision. ADC has the discretion to extend the time limit if it considered that this would be reasonable.
- 20.3 At the first stage of the review a Housing Options Team Leader will reassess actions and decision of the Allocations Team. The Team Leader will respond to the Applicant within 2 weeks of the review request. Applicants will be advised if the decision is going to be delayed for any reason. A first appeal will be to a Housing Options Team Leader. A final appeal will be to the Housing Options Manager.
- 20.4 If the Applicant disagrees with the Team Leader's reassessment, they can request a final review by the Housing Options Manager who will carry out the second stage review and respond to the applicant within 8 weeks of the review request being received. Applicants will be advised if the decision is going to be delayed for any reason
- 20.5 If the Applicant disagrees with the second stage review decision, they have a final right of appeal to the Housing Appeals Panel which comprises of three Arun District Councillors. The panel will be supported by a senior member of staff who has not been involved in the original decision.
- 20.6 A request for an appeal must be made within 21 days from the day on which the Applicant received notification of the ADC's second stage review decision. The Council has the discretion to extend the time limit if it considered that this would be reasonable.
- 20.7 Any request for an appeal must be on the basis that the Allocation Policy has not been applied correctly to the household's circumstances. If the applicant wishes to challenge the Allocations Policy itself, they are advised to seek independent legal advice.
- 20.8 Requests for an appeal must be made in writing. Applicants will be asked to explain why they consider ADC has misapplied the published policy. Applicants may present their case to the Panel in person and may be accompanied by a relative or friend but may not be formally represented by a third party.

20.9 ADC will aim to carry out an appeal hearing and respond to the applicant within 8 weeks of the appeal request being received. Applicants will be advised if for any reason the decision is going to be delay.

20.10 If the applicant remains dissatisfied with the decision, they will be advised that they have the right to refer their case to the Local Government and Social Care Ombudsman details of which can be found at [Home - Local Government and Social Care Ombudsman](#)

## **21.0 Data Protection**

21.1 ADC regards the lawful and appropriate treatment of personal information important to its successful operations and maintaining confidence with its users. More information about the handling of personal information can be found at [Data protection | Arun District Council](#).

21.2 Personal information is handled in accordance with the Data Protection Act 2018 and will be subject to appropriate confidentiality.

21.4 By submitting an application form to join the Housing Register, Applicants consent to the processing of sensitive personal data about them. Where an applicant's household includes non-dependent adults, their consent will also be obtained.

21.5 ADC may disclose information contained in an application and about associated bidding activity and rehousing prospects to agents and/or service providers and may also share this information with other relevant ADC services as the law permits.

21.6 All information submitted in respect of an application will be verified. Verification may include credit checks, Electoral Register and Council Tax records checks, and other agencies.

21.7 Applicants have the right to see the information held about them and receive a copy of all information held on computer or on paper file, upon request.

## **22.0 Performance and Monitoring**

22.1 The Allocation Policy will be subject to review in four years from its implementation and on publication of any significant change in legislation, codes of guidance or the Regulatory Standards.

22.2 ADC has service standards for the Allocations Policy. These are included in the housing service standards agreed for and with ADC's tenants. ADC will review and publicise its performance against these standards annually.

- 22.3 ADC will publish waiting list numbers and lettings outcomes on its website at (to be confirmed when our new system is in place)
- 22.4 The Group Head of Residential Circumstances can make minor amendments to the Allocations Policy to address changes in legislation, statutory guidance, and local need.

## APPENDIX A

### Band A – Emergency and High Priority

Band code	Criteria	Definition	Bidding requirement
A1	Medical A	The current housing conditions are having a serious or debilitating impact on an Applicant or a member of the household who has an emergency or life-threatening medical condition and it is essential to urgently rectify the situation. A relevant medical professional must confirm (1) the emergency or life-threatening condition (2) the serious or debilitating impact of the current accommodation and (3) explanation of how this can only be improved in alternative suitable accommodation and the type of accommodation required	ADC may override the choice-based lettings process in order to make a reasonable direct allocation of suitable alternative accommodation.  If this allocation is refused, the priority of the case will be reviewed and may be down banded or removed from the housing register.  In addition, if no successful bid has been made within 6 months the banding will be reviewed.
A2	Under-occupying 1+ bedroom	Applicants living in ADC or RP accommodation within the Arun District who are under-occupying one or more bedrooms.	No required timescale for bidding.
A3	Disabled adaptations	Applicants releasing an adapted property or to make best use of adapted stock where the applicant does not require adaptations.	No required timescale for bidding.
A4	Successors	Statutory and discretionary successors living in ADC properties, where the Neighbourhood Housing Manager has agreed to rehouse an applicant to more suitable	Applicants required to bid within 12 weeks of being placed in Band A. However, ADC may override the choice

Band code	Criteria	Definition	Bidding requirement
		accommodation than that currently occupied by the Applicant	based lettings process to make a reasonable direct allocation of suitable alternative accommodation.
A5	Overcrowding Notice or Prohibition Order	An Overcrowding Notice or Prohibition Order has been served by ADC's Private Sector Housing Section as a result of statutory overcrowding or disrepair; <b>and</b> where there is an imminent risk to the household; or it would be impossible to remain in the property whilst remedial works are carried out.	ADC will override the choice based lettings process in order to make a reasonable direct allocation of suitable alternative accommodation. This may include an offer of suitable accommodation in the private rented sector, which will discharge the main unintentional duty.
A6	Emergency priority	Severe housing need for exceptional circumstances in crisis situations which warrant emergency priority as agreed by the Housing Options Manager. This excludes homeless applicants to whom ADC has a duty under Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002)	ADC may override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation.
A7	Additional priority for ex Armed Forces personnel, where the assessed need falls within Band B	The following categories will be awarded one Band higher priority than their assessed need: <ul style="list-style-type: none"> <li>• Former members of the Regular Forces</li> <li>• Serving members of the Regular Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service</li> </ul>	No required timescale for bidding.



Band code	Criteria	Definition	Bidding requirement
		<ul style="list-style-type: none"> <li>• Bereaved spouses and civil partners of members of the Regular Forces leaving Services Family Accommodation following the death of their spouse or partner</li> <li>• Serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service</li> </ul>	
A8	Homeless (owed the main duty)	<p>Homeless Applicants owed a full homelessness duty by ADC under Section 193 of the Housing Act 1996 (as amended), except those who are owed this duty because of the inclusion of a 'restricted person' in their household.</p> <p>Priority A8 includes homeless applicants owed the main duty by ADC, who qualify for a 'reasonable preference' as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017, and to whom the local connection criteria of the Allocations Policy do not apply.</p>	<p>For homeless applicants placed in emergency or temporary accommodation, ADC will make a reasonable direct allocation of suitable alternative accommodation. This may include an offer of suitable accommodation in the private rented sector, which will discharge ADC's main unintentional duty.</p> <p>An Applicant owed a duty under Section 193(2) of the Housing Act 1996 (as amended), and who subsequently refuses a suitable final offer of accommodation made under Section 193(7) or a private sector offer made under Section 193(7AA) of this Act,</p>

Band code	Criteria	Definition	Bidding requirement
			will no longer be owed a homelessness duty, and will be from the housing register for 6 months. The decision to end a homelessness duty will be made by a Housing Options Officer.
A9	Homeless (making own arrangements)	<p>Homeless Applicants owed the main duty by ADC and making their own temporary arrangements. Main unintentional duty is defined as in Section 193 Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017). Arrangements will be subject to home visit and safeguarding checks by ADC's staff</p> <p>Priority A11 includes homeless applicants owed the main duty by ADC, who qualify for a 'reasonable preference' as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017, and to whom the local connection criteria of the allocations Policy do not apply.</p>	<p>Homeless applicants making their own housing arrangements while bidding for permanent accommodation, Band A will apply for a maximum period of 6 months. Applicants will only be permitted to remain in Band A if no suitable properties have been advertised</p> <p>ADC may make a reasonable direct allocation of suitable alternative accommodation.</p> <p>This may include an offer of suitable accommodation in the private rented sector, which will discharge ADC's main unintentional duty.</p>
A10	Homeless (Relief stage) and owed the s188 interim	Applicants who have been placed in emergency accommodation and are owed the s.188 interim accommodation duty and the relief	Band A will apply until a main duty decision is made on the application.

Band code	Criteria	Definition	Bidding requirement
	accommodation duty	duty. The household must be actively engaging with the Local Authority to relieve their homelessness and be working to achieve the agreed actions within their personal housing plan.	ADC may make a reasonable direct allocation of suitable alternative accommodation.  This may include an offer of suitable accommodation in the private rented sector, which will discharge ADC's main duty.

## Band B

Band code	Criteria	Definition	Bidding requirement
B1	Medical B	The current housing conditions are having a significant adverse effect on the medical condition, learning difficulties or care needs of the Applicant or a member of the household. Evidence is required from a relevant medical professional confirming (1) the condition (2) that the condition will significantly worsen over a period of time in the current accommodation and (3) that this will be rectified or significantly improved by alternative suitable accommodation.	Where an applicant fails to bid successfully within 6 months, the priority of the case will be reviewed, which may result in down-banding or the removal of the application.  This will not apply where no suitable properties have been advertised for bidding.  ADC may override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation.
B2	Homeless (Relief stage) and <b>not</b> owed	Applicants who are defined as homeless under Part 7 of the Housing Act 1996 (as amended by	Band B will apply until a main duty decision is made on the application,

Band code	Criteria	Definition	Bidding requirement
	the s188 interim accommodation duty	the Homelessness Act 2002 and the Homelessness Reduction Act 2017), prior to the main homelessness duty being determined.	<p>the application will then be reviewed and re-banded accordingly</p> <p>ADC may make a reasonable direct allocation of suitable alternative accommodation.</p> <p>This may include an offer of suitable accommodation in the private rented sector, which will discharge ADC's main unintentional duty.</p>
B3	Returning homeless after being accommodated in the private rented sector	<p>Previously homeless applicants accommodated in the private rented sector (which discharged ADC's main unintentional duty) who have become unintentionally homeless again within 2 years. Main duty is defined as in Section 193 Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017).</p> <p>In these cases, the local connection criteria of the allocations Policy does not apply.</p>	<p>For homeless applicants making their own housing arrangements while bidding for permanent accommodation: no required timescale for bidding.</p> <p>For homeless applicants placed in emergency or temporary accommodation: ADC may make a reasonable direct allocation of suitable alternative accommodation.</p> <p>This may include an offer of suitable accommodation in the private rented sector, which will discharge</p>

<b>Band code</b>	<b>Criteria</b>	<b>Definition</b>	<b>Bidding requirement</b>
			ADC's main unintentional duty.
B4	Lacking rooms	<p>Applicants with dependent children lacking 1 bedroom and lacking kitchen or bathroom; or sharing kitchen or bathroom with non-family members (as defined by S.113 Housing Act 1985); or lacking 2 bedrooms.</p> <p>This excludes households in interim or temporary accommodation provided by ADC</p>	No required timescale for bidding
B5	Fostering or adoption	To enable fostering or adoption where an assessed need and an agreement has been reached between Social Services and the Housing Options Manager to provide permanent accommodation prior to any placement taking place	No required timescale for bidding
B6	Threatened with homelessness or homeless (Prevention)	Applicants who are defined as threatened with homelessness under Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017), prior to either the relief duty or the main homelessness duty being determined.	<p>Where an applicant fails to bid successfully within 6 months, the priority of the case will be reviewed, which may result in down-banding or the removal of the application.</p> <p>This will not apply where no suitable properties have been advertised for bidding.</p> <p>ADC may make a reasonable direct allocation of suitable alternative accommodation which may include an offer of</p>

Band code	Criteria	Definition	Bidding requirement
			suitable accommodation in the private rented sector
B7	From care or supported housing	Applicants moving on from care or supported housing, as authorised by the Housing Options Manager	<p>Where an applicant fails to bid successfully within 6 months, the priority of the case will be reviewed, which may result in down-banding or the removal of the application.</p> <p>This will not apply where no suitable properties have been advertised for bidding.</p>
B8	Additional priority for ex Armed Forces personnel, where the assessed need falls within Band C	<p>The following categories will be awarded one Band higher priority than their assessed need:</p> <ul style="list-style-type: none"> <li>• Former members of the Regular Forces.</li> <li>• Serving members of the Regular Forces who need to move because of a serious injury, medical condition or disability sustained because of their service.</li> <li>• Bereaved spouses and civil partners of members of the Regular Forces leaving Services Family Accommodation following the death of their spouse or partner.</li> <li>• Serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained because of</li> </ul>	No required timescale for bidding.

Band code	Criteria	Definition	Bidding requirement
		their service	
B9	Additional preference for people fleeing domestic abuse	Applicants, including those who do not have a local connection, who are being accommodated in a refuge or temporary accommodation	No required timescale for bidding  ADC may override the choice based lettings bidding process to make a reasonable direct allocation of suitable alternative accommodation
B10	Additional preference for young people leaving local authority care	<p>West Sussex County Council (WSSCC) has a corporate parenting responsibility where a young person who has been looked after, fostered, or accommodated and has had a duty of care accepted under the Children Act in West Sussex, and is ready for independent living.</p> <p>To enable a planned move on to independent suitable accommodation providing a support plan is in place the following criteria will apply:</p> <ul style="list-style-type: none"> <li>• they are ready and prepared to move to independent settled accommodation</li> <li>• they have the life skills to manage a tenancy</li> <li>• they have a support package and appropriate Pathway Plan</li> <li>• they have not, or have not previously, been a tenant of a RP as a result of being granted this priority In exceptional circumstances priority may be given to former relevant children (up to the age of 25) who have</li> </ul>	<p>Where an applicant fails to bid successfully within 6 months, the priority of the case will be reviewed, which may result in down-banding or the removal of the application.</p> <p>This will not apply where no suitable properties have been advertised for bidding.</p>

Band code	Criteria	Definition	Bidding requirement
		completed higher education funded by WSCC	

### Band C

Band code	Criteria	Definition	Bidding requirement
C1	Medical C	<p>The current housing conditions have a negative impact on the medical condition or learning difficulties of the applicant or a member of the household; and either the condition, or the person's ability to cope with it, is likely to be improved by alternative suitable accommodation. Evidence is required from a medical professional confirming (1) the medical or mental health condition, learning difficulty, or unmet care need (2) the effect of the current accommodation and (3) how suitable alternative accommodation will prevent worsening or promote an improvement</p> <p>Priority C1 includes applicants who qualify for a 'reasonable preference' on medical or welfare grounds, as per the Housing Act 1996, Part 6, and the Homelessness Reduction Act 2017, and to whom the local connection criteria of the Allocation Policy do not apply.</p>	No timescales for bidding
C2	Lacking 1 bedroom	Households lacking one bedroom.	No required timescale for bidding
C3	Sharing kitchen/ bathroom with family members	Applicants with dependent children living with, and sharing a kitchen or bathroom with, family members (as defined by S.113 Housing Act 1985) who are not part of the immediate household and not part of the housing	No required timescale for bidding.



		application .This excludes households in interim or temporary accommodation provided by ADC	
C4	Give or receive support; or to take up employment	<p>Applicants who need to move to a particular area within Arun to give support, which cannot be met by others; or to receive support or specialised medical treatment, which is not available in the current location; <b>and</b> where failure to meet that need would cause hardship; <b>and</b> where the distance from the applicant's current location is significantly impacting on the ability to deliver or receive that support. The housing need within Arun is to be confirmed by a healthcare professional or other statutory agency.</p> <p>Existing social housing tenants who need to move into Arun, or to a particular area within Arun, for permanent employment and who cannot fulfil their contract of employment in their current accommodation after making reasonable adjustments.</p> <p>Before applying to the Arun housing register, applicants must make reasonable adjustments to remain in their current accommodation when taking up new employment. These may include arranging transport to work or organising the care of dependents. Band C6 will only apply when the employment cannot be fulfilled, even after making such adjustments.</p> <p>Applicants will need to provide proof of their current social tenancy; their</p>	No required timescale for bidding.

		<p>employment start date and work location and to demonstrate why reasonable adjustments are not possible.</p> <p>Priority C6 includes applicants who: i) qualify for a 'reasonable preference', as per the Housing Act 1996, Part 6, and the Homelessness Reduction Act 2017;</p> <p>or</p> <p>ii) need to move for employment reasons, as per the Qualification Criteria for Right to Move Regulations 2015; and</p> <p>iii) to whom the local connection criteria of the Allocations Policy do not apply.</p> <p>People who are homeless including those who have not made an application (within the meaning of Part 7 of the 1996 Housing Act as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017). This includes people who are intentionally homeless and those who are not in priority need.</p> <p>People who are owed a (homeless) duty by ANY local 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). The letter detailing the outcome of a homeless application will specify whether one of these sections applies.</p>	
C5	Housing for Older People	Applicants for housing for older people over 60 where there is no higher housing need	No required timescale for bidding

C6	Insanitary or overcrowded housing	<p>Applicants living in insanitary or overcrowded housing.</p> <p>For C6 priority, 'insanitary housing' will contain Category 1 hazards as assessed under the Housing Health &amp; Safety Rating System (HHSRS), as confirmed by ADC's Private Sector Housing team or the Neighbourhood Housing team; and where there is no planned remedial or improvement works or enforcement action.</p> <p>'Overcrowded housing' is defined by the statutory standard set out in the Housing Act 1985, sections 324 to 326, as confirmed by ADC's Private Sector Housing team or the Neighbourhood Housing team; and where there is no planned remedy or enforcement action to resolve the overcrowding.</p> <p>Priority C6 includes applicants who qualify for a 'reasonable preference' on the grounds of insanitary or overcrowded housing, as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017, and to whom the local connection criteria of the allocation Policy do not apply.</p>	No required timescale for bidding.
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### Band D

Band code	Criteria	Definition	Bidding requirement
D1	Older People's Housing with no Local	Households qualifying for housing for older people who are deemed to have no local connection may be considered for hard to let sheltered accommodation.	Households in this band will be able to bid for properties but their bids will only be considered after all bids from households who

	Connection and no housing need		do meet the local connection requirements have been dealt with. Any bids placed for properties other than housing for older persons will be considered as ineligible bids and not considered for nomination
D2	Community Land Trust Allocations	<p>Community Land Trust properties are subject to a separate allocations Policy which provides affordable housing for residents of a specific parish.</p> <p>Band D2 will awarded to applicants who would not ordinarily be eligible to join the housing register but would meet the qualification criteria of the CLT allocation policy</p>	Applicants accepted onto the housing register for the specific reason of applying for CLT properties will be restricted to bid on said properties only. They will be excluded from bidding on any other general needs properties.
D3	Reduced priority – no bids in six months	<p>The decision to reduce priority for applicants who are not bidding in any band will be made on the basis that they will be demoted to Band D for a period of 6 months unless there is a significant change in circumstances. Exceptions may be considered depending on the availability of suitable accommodation and personal circumstances of the applicant. At the end of the 6-month period applicants can request their application is reassessed. An application will only be re-instated if in accordance with the assessment process above. Applicants can appeal a decision to reassess.</p>	<p>Applicants in Bands A and B have 6 months from the date of assessment to place a bid. If they do not place a bid on properties which will meet their needs during that time, they will be reassessed to Band D for six months unless they continue to qualify in Band C.</p> <p>This will not apply to applicants owed a homelessness duty or where no suitable properties have been advertised for bidding.</p>