



CHICHESTER GREYFRIARS  
HOUSING ASSOCIATION  
— FOUNDED IN 1969 —

## **ALLOCATIONS POLICY**

Chichester Greyfriars Housing Association works within 'The Partnership' agreement with Chichester District Council and other Registered Providers of Social Housing operating a choice based lettings scheme. It sets out the priorities and procedures for the letting of all forms of affordable housing and applies to new applicants and existing Registered Provider tenants wanting to transfer.

The Association is committed to allocating 50% of the vacant properties through The Partnership agreement. The remaining 50% will be allocated to applicants registered on the Association's waiting list.

Properties will be let without discrimination on grounds of sex, race, colour, nationality, gender, religion, age or disability.

## **REQUIREMENTS**

### 1. Age

The Association's properties are designated solely for older persons. Applicants must be state pension age or over. In the case of joint applicants both must be state pension age.

### 2. Local Connection

Applicants with a proven local connection to Chichester District will be given a higher priority. This will be determined by fulfilling one of the criteria listed below:

- a) Currently living in Chichester District and done so for a minimum of 2 years.
- b) Currently living outside of Chichester District but have close family living in Chichester who provide help and support. Close family includes adult children and siblings.

### 3. Ineligible Applications

The following applicants may be ineligible:

- a) The applicant or a member of the applicant's household has a history of unacceptable and/or anti-social behaviour. Such applicants will need to show that there has been a material change in their behaviour or their circumstances.
- b) There are outstanding debts to either a Registered Provider.
- c) The applicant is subject to immigration control.
- d) The applicant(s) have assets of more than £200,000.

Where the Association decides that an applicant is ineligible to join the housing register for any of the reasons given above, the Association will record its decision and will provide the applicant with written notification. The notification will give clear grounds for the decision. Applicants have the right to request a review of any decision by the Association as to eligibility. All requests will be considered by 2 members of the Allocations Sub Committee.

#### 4. Registration

- a) All applicants must be able to provide the Association with a correspondence address at the time of applying.
- b) Two of the following documents are required for each adult applicant. They must be original documents:
  - Birth certificate
  - Driving licence
  - Passport
  - Other official document confirming place and date of birth

If the applicant is not a British/UK citizen he/she will also need to be able to produce documents confirming the current residency status.

- c) Documents to demonstrate local connection eg Council Tax statement, bank statement, utility bill, driving licence.

#### 5. Assessment Process

An applicants' relative priority for housing is based on the following criteria and order of importance:

- Relative assessed need for housing with Band A being the highest assessed need and Band D being the lowest.
- Time spent in the applicant's current band.

## **Band A**

- Applicants living in unsatisfactory housing conditions or accommodation that is in disrepair, overcrowded or lacking in essential facilities.
- Applicants who have a medical condition or disability which affects the type of accommodation they need. Applicants will be asked to provide supporting evidence of their medical need.
- Those living in temporary or insecure accommodation.

## **Band B**

- Applicants living in private rented accommodation which meets their current needs but does not provide long term security of tenure.
- Applicants who own their own home which is no longer suitable for their needs.

## **Band C**

- Applicants who fulfil one of the criteria stated in Band A or Band B but are unable to provide evidence of a local connection.

## **Band D**

- Applicants who wish to live in a property owned by the Association but do not meet the criteria in Band A or Band B.

Where applicants live in mobile and holiday homes of varying types particular attention will be paid to whether or not the home is considered fit for the applicant having regard to the purpose for which it was designed. For example if the applicant has developed serious medical problems that make their accommodation unsuitable their circumstances will be fully investigated and their application will be given the appropriate priority.

- i) On receipt of the application the decision will be made on the priority it is to be awarded and the applicant informed in writing.
- ii) Applicants in Band A or Band B will be visited by the Housing Manager within 3 months of applying. The purpose of the visit is to confirm information provided with the application, provide information on the Association's developments and policies and discuss current circumstances together with any options available.
- iii) Applicants in Band C will be asked to arrange an interview with the Housing Manager when they are in the area.
- iv) Applicants in Band D will be visited by the Housing Manager when there is a possibility of them being offered a property.

- v) Applicants must inform the Housing Manager of any change in circumstances. The application will be re-assessed and any change in banding informed in writing.
- vi) Moving up a Band - If an applicant moves up a Band, then their priority date will become the date they entered that higher Band.
- vii) Moving Down a Band - If an applicant moves down a Band, then their priority date will revert to the date that applied when the applicant was previously in that Band, or any earlier date in a higher Band.

## 6. Lettings Process for Direct Lettings

- i) When a property becomes available priority will be given to existing tenants who have applied for a transfer (irrespective of the Banding). If the property is accepted the flat vacated by the transferring tenant will be offered to the applicant(s) in the highest Priority Band who has been registered for the longest time.
- ii) Applicants have 2 working days to either accept or refuse any property that is offered to them.
- iii) Refusal of an offer with a valid reason will normally not adversely affect the applicant's position on the waiting list.

## 7. Transfers

Requests for transfers will be assessed and registered as either Band A or Band D. Those registered within Band A are those who have a medical condition which makes their current accommodation unsuitable. This includes couples living in a 1 bedroom accommodation who require 2 bedrooms because the medical condition of one of them requires the additional room.

Tenants who request a move because they have issues living in a particular development will need to satisfy the Housing Manager of the relevant circumstances. The application will be awarded Band D but referred to the Allocations Sub Committee for consideration of a Band A priority.

Applicants applying to move from a 2 bedroom flat to a 1 bedroom will be awarded a Band A priority.

Tenants transferring to another property are responsible for ensuring the property they are vacating is left in good decorative order.