



Housing Allocations Policy

Summary

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Arabic

هذه الوثيقة متاحة أيضا بلغات أخرى والأحرف الطباعية الكبيرة وبطريقة سمعية عند الطلب.

Chinese (Cantonese)

本文件也可應要求，製作成其他語文或特大字體版本，也可製作成錄音帶。

Hindi

अनुरोध पर यह दस्तावेज़ अन्य भाषाओं में, बड़े अक्षरों की छपाई और सुनने वाले माध्यम पर भी उपलब्ध है

Polish

Dokument ten jest na życzenie udostępniany także w innych wersjach językowych, w dużym druku lub w formacie audio.

Punjabi

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਇਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।

Urdu

درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی اور سننے والے ذرائع پر بھی میسر ہے۔

1. Introduction

This summary policy booklet outlines the following;

- Who can apply for council housing
- How applicants are queued on the housing register
- How applicants are assessed and prioritised for housing

2. Access to housing

Anyone 16 years old or over can apply for housing with West Dunbartonshire Council. Applicants can also apply to have a joint tenancy with someone who is staying with them or intending to stay with them.

3. Assessment of housing need

We aim to assess all applications for housing fairly and consistently. When allocating housing we have a legal obligation to give reasonable preference to particular groups. These are applicants who are;

- Homeless or threatened with homelessness
- Occupying houses that are below tolerable standard
- Overcrowded
- Have large families
- Living under unsatisfactory housing conditions.

4. Housing allocation model

We use a Group plus Points Allocations Model which groups the housing register into clearly defined lists. When applicants apply for housing, their application will be assessed and placed in the appropriate group depending on their housing circumstances. Applicants will be awarded points in relation to their housing need. If applicants have the same number of points within that group, applications will be prioritised based on your date of application.

The four groups are:

- **Homeless applicants**- all applicants assessed as having priority need for housing in accordance with Homeless legislation
- **Transfer applicants** -all current WDC tenants
- **Strategic Housing Need/ Redevelopment applicants** -all WDC tenants and tenants of landlords working in partnership with the council, affected by regeneration/redevelopment programmes
- **General Housing List applicants** -all other applicants

5. Allocation targets

We will allocate to pre-determined targets for each group so that each group is given a percentage of overall lettings in the year.

The targets for 2014/15 are:

- Homeless - 40%
- Transfer - 14%
- General - 40%
- Strategic - 6%

6. House size eligibility

We aim to make best use of our housing stock and applicants will be eligible for a particular house size based on the size of their household.

Please note that 'your household' is considered to be anyone to be rehoused with you.

Household Size	Accommodation Size
Single person	Bedsit or 1 bedroom property
Couple	1 or 2 bedroom property
Single parent or couple with one child	2 bedroom property
Single parent or couple with two children	
- <i>both aged under 10</i>	2 bedroom property
- <i>one or both aged 10 or over</i>	3 bedroom property
Single parent or couple with three children	
- <i>if two able to share a room(aged under 10)</i>	3 bedroom property
- <i>none able to share a room</i>	4 bedroom property
Single parent or couple with four children	
- <i>if all children able to share rooms</i>	3 bedroom property
- <i>if two children able to share a room</i>	4 bedroom property
- <i>if none able to share a room</i>	4 bedroom property (Maximum size available)
Expectant Mother	
- <i>treated as two or more dependent of number of unborn children</i>	2 bedroom property

7. WDC tenants with less than 12 months tenancy

Applicants who have a tenancy with the Council must demonstrate that they have maintained their current tenancy, in a satisfactory manner, for a period of 12 months. Unless there are exceptional circumstances applicants will not be considered for another offer of housing, a mutual exchange or a nomination to another housing provider until they been in their tenancy for 12 months and received a satisfactory tenancy reference from their Housing Officer.

8. Suspension from the housing list

Suspension from the housing list will only occur as a result of eligibility or conduct. If we suspend a housing application the applicant will not be offered accommodation during the period of the suspension.

8.1 False information

Applicants will be suspended from the housing list if they provide false or misleading information to further their housing application. Housing applications will generally be suspended for six months and points reassessed based on the correct information.

8.2 Conditions of tenancy

Applicants will be suspended from the housing list for three months if they commit a serious breach of their tenancy conditions but will be subject to regular review.

8.3 Anti-social behaviour

If an applicant or member of their household is subject to an Anti Social Behaviour Order they can still access the housing list. However, any offers of housing will be made on the basis of a Short Scottish Secure Tenancy (SSST) with conditions of support attached to the tenancy. If the applicant is already has a SSST they will not be re housed until the tenancy reverts back to a Scottish Secure Tenancy (SST). If the applicant has been served with a Notice of Proceedings in relation to Anti Social Behaviour the housing application will remain suspended for the period of the legal notice.

8.4 Debt

Applicants will be suspended if they have outstanding housing related debt. However, we will not suspend an applicant if;

- The debt has been repaid in full
- The debt is less than or equal to 1/12th of the annual rent charge or
- An arrangement has been made to repay the outstanding housing related debt and has been maintained for a minimum of 3 months.
- The applicant was not the tenant or joint tenant responsible for the debt.

8.5 Three reasonable offers

The Council no longer makes unlimited offers of housing to applicants. From the 1st November 2015 applicants are limited to three reasonable offers. Applicants who refuse the third reasonable offer of housing are suspended from receiving further offers for a period of twelve months from the date of the third refusal. Applicants are encouraged to ensure that their application form reflects their needs and circumstances and areas where they are willing to live.

9. Removal from the housing register

We will only cancel applications for the following three reasons:

9.1 Death of an applicant

If we receive notification of death of an applicant we will remove the application from the housing list.

9.2 At an applicants' request

If the applicant has asked to be removed from the housing list. We will generally require written confirmation.

9.3 Failure to re-register

If an applicant fails to respond to the annual review of the housing list their housing application will be cancelled. However, this will only take place after we have sent a reminder letter and a further letter confirming that we have cancelled their housing application.

10. Points categories and points Structure

The following section outlines the points categories and points structure

10.1 Category 1 Insecurity of tenure

10.1.2 Notice to quit

We will award points to an applicant who has been served by their landlord with a valid Notice to Quit.

Points awarded: 25 points

10.1.3 Tied accommodation

Applicants may reside in a house that is part of their conditions of employment. These are known as tied tenancies. Points will be awarded in the following circumstances.

- If the applicant is a tied tenant retiring on ill health grounds or having to leave tied accommodation through loss of employment.
- If the applicant is the spouse or partner of a tied tenant who has died in service and is required to move out of the tied accommodation.

Points Award: 25 points

10.1.4 Regeneration

If an applicant is required to move to allow redevelopment or demolition works to take place, we will award them additional points. However, these points will only apply to comprehensive redevelopment schemes approved by WDC or where the council has agreed to rehouse applicants if they are displaced by other landlords working in partnership with the Council.

Points Award: 25 points

10.2 Category 2 Medical needs and disability

10.2.1 Medical needs and disability

Applicants can apply for Medical Needs and Disability points if they have a permanent or long lasting medical condition or physical disability which is made worse by their current accommodation.

Medical and disability points will be awarded based on the medical needs of each household. A **single** award of points will be made to the applicant with the most severe medical condition. A separate Medical Needs and Disability application form needs to be completed and we have a Medical Needs and Disability Assessment Guidance for applicants available.

As Medical Needs and Disability points are a reflection of your need to be rehoused, if you then request to defer your application once medical needs and disability points are awarded we will remove your medical points and when you wish again to be considered for offers of housing, you will need to complete a new medical assessment form. This will **not** apply if you only want to defer your application for a less than a month or due to a period of hospitalisation. This will apply to any new deferment request after 6/4/10.

- **Medical Award A: (Urgent)** Your current accommodation is causing extreme aggravation to your medical condition or disability.
Points Award: 100 points.
- **Medical Award B: (Serious)-.** Your current accommodation is causing serious aggravation to your medical condition or disability.
Points Award: 60 points
- **Medical Award C: (Significant)** –Your current accommodation is causing significant aggravation to your medical condition or disability.
Points Award: 10 points.

10.3 Category 3 Facilities

10.3.1 Sharing amenities (i.e. bathroom and kitchen)

If the applicant is sharing accommodation with people other than their household they will receive points. Applicants who share amenities – bathrooms and kitchens with other members of their household do not receive sharing amenities points nor does it apply to applicants who have sublet part of their property or have taken in lodgers. Points will be awarded to sub tenants, lodgers, or applicants who are living with parents, friends or relatives.

Points Award: 10 points for each amenity they share- potentially 20 point total

10.3.2 Lacking amenities (i.e. bathroom and kitchen)

Applicants will be awarded points if they lack basic amenities – i.e. a bathroom and a kitchen located within their house.

Points will be awarded if the applicant does not have access to these facilities to reflect the fact that their accommodation is not up to standard. If you have no fixed abode then you will also be considered as lacking amenities and be awarded lacking amenities points.

Points Award: 10 points for each amenity you lack - potentially 20 point total

10.4 Category 4 House size

10.4.1 Overcrowding

If an applicant is living in accommodation which is too small for their needs, they will receive overcrowding points. To assess this we will calculate how many bedrooms an applicant should have for their household and how many bedrooms they have at their current accommodation.

- To calculate how many bedrooms you should have for your household we take the following into consideration;
- Children over 10 should have their own bedroom.
- A physically disabled child or children should have their own bedroom, irrespective of age.
- Different generations (grandparents, their children and grandchildren) living together should have separate bedrooms.
- If a member of the household has a medical condition that requires an extra bedroom to accommodate an overnight carer or considerable medical equipment (a Medical Needs and Disability Application needs to be completed)
- Expectant mothers will be assessed as 2 persons from 3 months prior to their expected date of birth.
- If you have shared access of children who stay with you 3 nights a week or more.

Points Award:

20 points per household if overcrowded by 1 bedroom

25 points per household if overcrowded by 2 bedrooms

30 points per household if overcrowded by 3 or more bedrooms

10.4.2 Under occupation

Applicants can apply for under occupation points if they are occupying a property that has more bedrooms than they need to accommodate their household. Applicants will only be eligible for a particular size of property based on the size of their household (see table in section 6)

Points Award:

20 points per household if under-occupying by 1 bedroom

25 points per household if under-occupying by 2 bedrooms

30 points per household if under-occupying by 3 or more bedrooms

10.4.3 Living in multi-story flats

We will award points to applicants who live in a multi storey flat and have children under the age of 16 and who wish to move to alternative accommodation. These points can only be used when applying for properties other than multi-storey flats.

Points Award: 10 points per household.

10.5 Category 5 Social/ relocation points

10.5.1 Social/ Family support

We recognise that applicants may require being nearer a family member/ social network to give or receive support. Applicants will be required to provide evidence from the person giving or receiving the support. Social/ Family Support points will only be given if the applicant is moving from one town within the West Dunbartonshire area, Alexandria, Dumbarton or Clydebank to another or moving from outwith West Dunbartonshire to give/receive support to someone within West Dunbartonshire.

Points Award: 10 points

10.5.2 Incoming worker

We recognise that incoming workers may experience difficulty travelling to work. We will award points if an applicant is already working in the area but lives more than 30 miles from their place of work.

Points Award: 5 points

10.6 WDC Points Structure

Category 1 Insecurity of Tenure	Notice to Quit Tied Accommodation Regeneration	25 25 25
Category 2 Medical and Disability (Single award per household)	A (Urgent) B (serious) C (Significant)	100 60 10
Category 3 Facilities	Lacking Amenities • No Bathroom • No Kitchen Facilities Sharing Amenities • Kitchen • Bathroom	10 10 10 10
Category 4 House Size	Overcrowding Under Occupation Multi story flats for children under 16	20,25,30 20,25,30 10
Category 5 Social/Relocation	Social/Family Support Incoming Worker	10 5

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