

Allocations Scheme

This scheme of allocations relates to the exercising of the Council's functions under Section 167 of the Housing Act 1996.

The allocation scheme reflects, where appropriate, relevant Guidance issued by Government under Section 169 of the Housing Act 1996, together with all current and relevant orders and circulars.

The current scheme of allocations is based on the outcomes of the comprehensive review of undertaken between 2005-2007. The review was undertaken in full consultation with the Sustainable Communities Overview Committee, and the proposals incorporate the completed work and recommendations of the Housing Single Issue Panel.

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1 Aims and Objectives

1.1 The key aims and objectives of the revised scheme of allocations which shape the allocation scheme are:

- The two key strategic priorities –
 - a) homeless prevention (and meeting statutory homelessness responsibilities)
 - b) meeting needs of vulnerable people with support needs
- Ensuring sufficient priority is awarded to transfers in order to make best use of the social housing stock
- The scheme must have substantial reference to housing need
- No one type of housing need should have overriding priority – all housing need indicators should be given equal weight.
- There should be provision for a minority of exceptional and critically urgent cases to be given top priority
- Priority for vacancies in rural areas should be given to households with a relevant local connection.

2 Strategic Fit

2.1 The allocation policy accords fully with the aims and objectives of the Council's [Housing Homelessness and Benefits Strategy](#) and [Community Strategy](#). It will also accord with the Council's forthcoming Tenancy Strategy

3 Scope

3.1 The Council maintains the Housing Register as the central point of contact for all applicants wishing to apply for a social housing tenancy, including supported / older persons accommodation within the borough of Basingstoke and Deane.

3.2 The Council also maintains and hosts a website called 'Basingstoke Homebid.' This website enables housing applicants to view available properties and make bids on those vacancies for which they are eligible (see Section 5) and interested in. The majority of the council's housing associations advertise their vacant properties on the website and the council supply prioritised lists of applicants to the registered providers for each property that is advertised.

3.3 All vacancies are allocated directly by the registered providers themselves. Applicants are shortlisted according to the priorities contained within this scheme of allocations. Some registered providers may reject nominations made by the council, for reasons set out in their independent exclusion policies. This may also include reasons relating to the Association's charitable status or its own eligibility criteria relating to size / property types

In such circumstances, the council will require the Association to provide written confirmation of the reasons for their rejection to both the council and the

applicant, within 3 working days. Applicants will be able to request that the registered provider reviews its decision according to its own independent appeals procedure.

3.4 Some Associations offer a proportion of their vacancies to applicants from their independent waiting lists according to their own independent schemes of allocations. In addition, some Associations operate their own transfer list for existing tenants wishing to transfer.

3.5 Associations may make some properties available for rent at “Affordable Rent” levels (typically these levels are set at up to 80% of market rent levels and are therefore higher than social rent). Associations may reject nominations of potential applicants where there the Association can demonstrate the nominee will be unable to afford the rent due to insufficient income. In such circumstances, the council will require the Association to provide written confirmation of the reasons for their rejection to both the council and the applicant, within 3 working days. Applicants will be able to request that the registered provider reviews its decision according to its own independent appeals procedure.

4 Applications to join the Council’s Housing Register

4.1 Housing applicants will only be registered onto the list following receipt by the Council of a duly completed [housing application form and requisite verification documentation](#). Applicants will be allowed a period of 21 days to return any required verification information. A failure to do so within this timescale will result in their application to join the register being refused.

4.2 An applicant’s relevant date of application will be the date on which all relevant information has been received.

4.3 The Council will endeavour to process all applications and notify the applicant of their position on the register within 15 working days of receipt of all relevant information

5 Applicant Eligibility

5.1 The provisions governing the ineligibility of certain categories of persons from abroad are governed by relevant statute (Housing Act 1996 s.160(A), relevant Codes of Guidance and Circulars). The legislation prevents the Council offering accommodation to, or providing a nomination to a Registered Social Landlord (RSL) to a person who is not eligible. This means that a person’s eligibility to remain on the register will have to be reviewed periodically (at least annually), and also at the point an allocation / nomination might be made to that person.

5.2 The Council does not operate any additional exclusions to its housing register.

5.3 Subject to eligibility, any person aged 16 or over will be able to join the Housing Register.

6 Joint / Shared applications

6.1 Joint or shared applications will be considered from any applicants who intend to cohabit or live together as a family / household unit. This includes applications from single sex households.

7 Remaining on the Housing Register / Renewals

- 7.1 Applicants will be required to renew their housing application on an annual basis, on the anniversary of their relevant application date – known as the “renewal” date.
- 7.2 If applicants fail to voluntarily renew their application they will be sent a written reminder to do so within 7 days of the renewal date.
- 7.3 Two calendar weeks from the renewal date will then be allowed for applicants to renew their applications. Thereafter, an application will be deemed to have been cancelled and written confirmation of this sent.
- 7.4 Applications will be reinstated at a previous relevant date if further contact is made, if within 6 months from the date of cancellation. If contact is not made within 6 months and satisfactory evidence is provided of an incapacity causing the failure to renew, the application can be reinstated from the date of cancellation.
- 7.5 Where joint applicants subsequently decide to pursue individual applications for housing they can individually retain the application date their names first appeared on the housing register (whether jointly or as individuals).

8 Vulnerable Applicants / Support Needs

- 8.1 The Council is committed to ensure that all residents in the borough have every opportunity to sustain their homes. A framework for achieving this is set out in the Vulnerable Persons Protocol (VPP)
- 8.2 The VPP establishes a common assessment tool to identify potential support needs, and that the following points are included in a list of potential stages for undertaking such an assessment:
- applications for housing
 - change of circumstances / applications for additional priority on social / medical / mental health grounds
 - nominations / allocations
- 8.3 In accordance with the VPP, the Council will provide details of the following when providing shortlisted details of applicants:
- any tenancy support provided to an applicant;
 - any known involvement by any support agency with an applicant; and
 - any concern that an applicant may need tenancy support even if tenancy support has not been given and there is no involvement of any support agency

9 Prioritising Applications for Housing

- 9.1 Allocations for nominations to housing are made according to a banding scheme (Bands 1 [Critical band], 2, 3, 4 and 5 [bottom band]).

9.2 The points thresholds for Bands 1 to 5 are:

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| Band 1 | Critical |
| Band 2 | 50 plus points |
| Band 3 | 30 and 40 points |
| Band 4 | 10 and 20 points |
| Band 5 | no points |

9.3 Positions within bands are determined in date order according to:

- Length of time in band, then
- Length of Time on the Housing Register, then
- Earliest application reference (lowest reference number)

9.4 An applicant's banding will be determined according to their cumulative points total assessed using the following housing need assessment criteria:

| CATEGORY | DEFINITION |
|---|--|
| Overcrowding | <p>Applicants in settled* accommodation where they are lacking one or more bedroom. A property will normally be considered to be overcrowded if:</p> <ul style="list-style-type: none"> • 2 children of the same sex are sharing, where there is an age difference of 8+ years, or • 2 children of the opposite sex are sharing, where one child is aged over 5. <p>There may be exceptional instances where separate bedrooms for household members may be warranted on medical or social grounds. The assessment used to determine this will be the same as set out in the assessment of welfare / medical or mental health grounds - (see below). In making an overcrowding assessment, it will be assumed that best use is made of sleeping rooms within the accommodation. Overcrowding points will not normally be awarded where an applicant occupies supported housing (as these have separate move-on arrangements)</p> <p><i>* Accommodation will be regarded as settled where an applicant has a minimum express permission / licence to occupy, where the arrangement is not considered to be temporary, transitory or contrived and is likely to be available for occupation for a minimum of 6 – 12 months</i></p> |
| No legal right to occupy/ homeless | <p>People who have no legal entitlement to occupy any accommodation, e.g. sofa surfing, sleeping rough. Will not include people with settled licenced accommodation (lodgers), people with matrimonial / civil partnership rights to accommodation or people who have rights to owner occupied accommodation whether reasonable to occupy or not. NB Excludes people accepted as homeless by the Council under S 193 of Housing Act 1996 although does includes people found intentionally homeless by virtue of Section 191 of Part VII of the Housing Act 1996. People found intentionally homeless will be awarded this additional preference for a period of 6 months from the date of the decision notification (or until the date alternative accommodation is found, if sooner). This will also include applicants living in hostel or supported accommodation including refuges,</p> |
| Transfers | <p>RSL tenants (within the borough only where the resultant vacancy will be available for letting as social housing)</p> |
| Sharing Facilities | <p>Applicants with private sector settled* accommodation sharing cooking, washing, facilities with a household , including where the household is separate but related by birth / marriage / partnership</p> <p>Sharing Facilities points will not normally be awarded where an applicant occupies supported housing (as these have separate move-on arrangements)</p> |
| Will become homeless within 28 days and valid notice given | <p>An applicant becomes threatened with homelessness and their right to occupy accommodation has been brought to an end, which will be on expiry of court possession orders. Points will only be awarded for cases where the Council has not accepted a rehousing duty under S.193 Housing Act 1996. This priority will only be awarded where applicants are considered not to have the financial means available to find alternative accommodation, which includes assistance through the council's Rent Bond scheme where appropriate</p> |
| Welfare / Social Grounds | <p>Where the accommodation has a demonstrably detrimental impact on the social and welfare well-being of an applicant and/or a member of their family who resides (and will continue to reside) with them as part of their household, or there is a high risk of doing so, and that this will be resolved by a move to alternative accommodation. "Welfare" in this context might include educational issues, an ability to attain or achieve independence, or an ability to undertake routine daily functions and activities required to achieve a healthy/balanced lifestyle. It would also include people who need to move to a particular locality in order to avoid hardship either to themselves or others. It would not include factors effecting mental health (e.g. stress / depression) as these will be accounted for under the mental health/disability category. <i>Requires housing officer assessment.</i></p> |

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| Medical / Disability Grounds | Where an applicant has a medical condition or disability that impacts on their mobility and the property by type or design is not appropriate for their needs/exacerbates their condition/ is difficult for them to manage and there is a prognosis that the situation will not improve and will demonstrably be alleviated by a move to alternative accommodation. Applies to applicant and/or member of household who resides with them as part of their family (i.e. to be re-housed). This additional preference shall also apply where an applicant needs to move to suitable adapted accommodation because of a serious injury, medical condition or disability which he or she or a member of their household has sustained as a result of service in the Armed Forces. <i>Requires support/verification from GP/medical or qualified health advisor and assessment by housing officer.</i> |
| Mental Health / Disability Grounds | Where an applicant suffers from a mental illness which is caused or exacerbated by their housing circumstances or the property by type or design is not appropriate for their needs/exacerbates their condition and there is a prognosis that the situation will not improve and will demonstrably be alleviated by a move to alternative accommodation. <i>Requires support/verification from GP/medical or qualified health advisor and assessment by housing officer.</i> |
| Leaving tied accommodation | Where an applicant's accommodation is tied to their employment and proper notice of their termination of employment within a 3 month timescale has been served. Includes Armed Services personnel. |
| Accommodation is Unsuitable / unsatisfactory | Where the accommodation is not suited to an applicants needs, or is unsatisfactory, and has not been accounted for elsewhere within the housing priority factors . This following factors will be considered under this category: children in flats (only where the applicant's landlord or a housing officer confirms the flat is not suitable for children), split households (where household members have previously occupied accommodation as one household), hardship (where a failure to move to a locality would cause hardship), serious hazard / disrepair (where remedial action cannot reasonably resolve the disrepair), situations where a risk of domestic violence is likely to occur if a move cannot be effected, or specifically housing cost related affordability. This may also include where an applicant is ready to move on from supported housing (and yet move-on priority has not been awarded) |
| Statutory Homeless Households (i) | For applicants to whom a statutory rehousing obligation has been accepted under Section 193 (unintentionally homeless and in priority need) of the Housing Act 1996 and to whom the full housing duty has not yet been discharged |
| Statutory Homeless Households (ii) | For applicants to whom a statutory rehousing obligation has been accepted under Section 193 of the Housing Act 1996 and accommodation provided under subsection (2) and who have occupied accommodation provided under subsection (2) for a period of 12. and to whom the full housing duty has not yet been discharged |

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| Local Connection | <p>An applicant will be considered to have a local connection by virtue of:</p> <ul style="list-style-type: none">- Current residence, where proof of residence as main or principal home has been given- Previous residence, if no longer resident. Previous residence must be for a continuous period of 3 out of the last 10 years – <u>consequently the award of priority for local connection on the basis of previous residence will be time limited</u>- Employment, of a permanent contractual nature amounting to a minimum of 16 hours per week. Where employment is the only connection held with the borough or a village, the job must have been held for a continuous period of 12 months prior to the award being made. The priority will be removed in the event of the employment being lost.- A need to move to offer or receive support to / from close adult family members where no other support is available in the locality. A close family member would normally be regarded as parents, siblings, adult offspring and grandparents. Any other relatives would only be considered if no close relatives exist and the applicant can demonstrate a close and continuous relationship with that relative. <p>An “area” for the purposes of a non-urban vacancy will be regarded as a parish.</p> <p>An applicant who is serving in the armed forces and who is either employed or resident in the district will be deemed to have a local connection.</p> <p>Applicants who are serving, or former members of, the Armed Forces, who are not currently residing in the district will have a local connection if they have previously resided in the borough for 3 out of the 5 years, prior to being posted in the Armed Forces.</p> |
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10 Critical Band / Urgent Cases for Housing

- 10.1 Some cases may be deemed so critical / urgent that priority should be awarded above all other cases within the general needs bands.
- 10.2 Applicants who come within in an “urgent housing” band will be given overriding priority for a period of 3 calendar months only. Intractability or a refusal to extend choices will not be considered as a reason to extend the priority period. The period will only be extended if:
- The applicant requires an adapted property, including ground floor / bungalow accommodation, or
 - The applicant requires a specific area due to a need to be near family for support. (this would be a proven/evidenced need NOT a preference), (or they cannot reasonably move to certain areas for specific reasons), and
 - No appropriate vacancy has become available for letting / offered to the applicant
- 10.3 The applicant will be contacted by letter at the start of the priority period and advised of their options. This will be supported by an interview or visit so they can be fully advised about their choices of area and likelihood of vacancies. The priority period will commence once an agreement has been reached regarding the location and types of property an applicant will be considered for.
- 10.4 If applicants decide to refuse an offer of accommodation made during the period there will be no penalty applied to their application, although they must and will be advised that the period of priority would not be extended following expiry.
- 10.5 The definition of cases which may be considered to be Critical / Urgent are:

| CATEGORY | DEFINITION | ASSESSMENT / DECISION TAKING PROCESS |
|---|--|--|
| Applicants/ households towards whom the Council has a statutory obligation to provide accommodation other than under Section 193 of Housing Act 1996 Part VII. | <p>This might be where the Council is satisfied it has a statutory obligation under:</p> <ul style="list-style-type: none"> • Rent Agriculture Act 1976 (<i>retiring farm workers</i>) • Housing Act 1996 Section 213 (homeless referrals from other Local Authorities) • Children Act 1989 Section 27 (requests for assistance by Childrens Services) • Criminal Justice Act 2003 Section 325 (<i>duty to cooperate with Multi Agency Public Protection Panels</i>)NB in such cases it will not be possible to offer a choice of accommodation as the need to manage risk will be the primary determinant of accommodation to be offered. • Any reciprocal arrangement made by the Council in pursuance of these statutory duties • Any exceptional rehousing requirement the Council is satisfied it has a statutory obligation to undertake (e.g. Serious Organised Crime etc Act 2005 [<i>witness protection schemes</i>]). <p>Additions to this category to be agreed by the relevant Head of Service and Portfolio Holder</p> | Delegated - Designated Council Officer |

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| <p>Management Transfers</p> | <p>These will be exceptional transfer cases where the need for a transfer to be carried out as soon as possible is both acute and urgent. It might include transfers to deal with cases of harassment and/or domestic violence, as well as situations where 2 tenants wish to become 1 household and both current properties are unsuitable</p> <p>(NB– cases of under occupation [where exceptional i.e. of 2+ bedrooms], succession cases, decants required to facilitate a regeneration programme and transfers in order to release a strategically required or adapted property will be dealt with by individual housing associations using their own discretion although tenants may also apply to the council's housing register.)</p> | <p>Decision to recommend exceptional priority to designated Council Officer will be made by the tenant's RSL landlord Priority will only be awarded in such circumstances if the RSL landlord agrees to accept a nomination to the pending vacancy from the Council's Housing Register, and not from its own list.</p> |
| <p>Supported Housing Panel Move-ons</p> | <p>Single Persons Accommodation</p> <p>The award of this priority will be recommended by the Supported Housing Panel and 16/17 Year old Supported Housing Panels. These Panels meet monthly and will jointly recommend no more than 3 cases per month for move on</p> <p>Each provider requesting move-on will undertake an assessment to demonstrate:</p> <ul style="list-style-type: none"> • An applicant's eligibility to be on the Council's Housing Register • The length of time spent on the housing register • Any relevant local connection held with the borough prior to accessing supported housing • an applicant's suitability for independent accommodation / ability to cope • where additional floating support/care package is required, that these have been identified and put in readiness • the pending vacancy will be made available to a further Supported Housing Panel referral/nomination • that applicant's stipulated rehousing requirements/ preferences reflect realistically achievable outcomes • all other options for securing alternative accommodation have demonstrably been exhausted <p>Supported Housing Accommodation for Families</p> <p>The award of this priority will be recommended by the Joshua Tree Supported Housing</p> <p>The annual move on quota will be determined by the relevant Head of Service</p> | <p>Panel meetings where move-on recommendations are made will only be considered quorate in the event of two other providers and the Council's designated Officer being present and able to assess the Nominating Provider's request.</p> <p>Recommendations for Move-on will then be made to the Council's Designated Officer</p> |
| <p>Critical Rehousing Cases</p> | <p>Those cases where an inability to move will inevitably lead to fatal harm, and that the risks posed by the applicant's current housing conditions are so great that death or critical injury to the applicant and/or a member of their household is imminent, and that the situation can only be resolved by a move to alternative accommodation</p> <p>It will also include cases where an applicant is totally housebound in their current accommodation and unable to access support to vital amenities and services, or is unable to return home from hospital because their property cannot be adapted. This will require support and verification from a GP or other health professional and assessment by an Occupational Therapist.</p> <p>It may also, depending on the severity, include cases where an applicant must move to suitable adapted accommodation because of a serious injury, medical condition or disability which he or she or a member of their household has sustained as a result of service in the Armed Forces</p> | <p>Designated Council Officer to consider</p> <p>Supporting information must be obtained and considered from relevant Senior Expert Witnesses – e.g. Police, Probation, Health. When determining if exceptional priority should be given, the resources available to an applicant to resolve their own housing circumstances must be taken into account</p> |
| <p>Directors Discretion</p> | <p>Any exceptional cases whose circumstances are not set out / defined in the above categories.</p> | <p>Corporate Director</p> |

11 Determining Between Applications

- 11.1 When determining an allocation or nomination for a vacancy, the Council will consider allocating according to the following rank orders:
- suitable applicants within Band 1 the “Critical / Urgent” rehousing band (by date order of approval as an agreed critical / urgent case)
 - suitable applicants within Band 2 (by date order of entry into the band)
 - suitable applicants within Band 3 (by date order of entry into the band)
 - suitable applicants within Band 4 (by date order of entry into the band)
 - suitable applicants within Band 5 (by date order of entry into the band)
- 11.2 A decision on the “suitability” of a particular applicant will also have reference to the appropriate occupation / eligibility criteria which are set out in Section 13 (below).

12 Occupation / Property Eligibility Criteria

- 12.1 This will be a two fold assessment. When determining suitable applicants for vacancies, the following issues will be considered:
- 1. Achieving an appropriate balance between the following range of factors:**
 - management issues (e.g. child density, “child” or “car free” schemes, etc)
 - balancing competing levels of demand between different household types
 - making best use of available stock
 - the particular design, layout and room sizes of the property
 - in non urban areas outside of Basingstoke town, any alternative stock availability within the locality
 - whether the vacancy is deemed accessible to meet the needs of a disabled person (see section 13 below)
 - the current status of relevant allocations quota (see section 14 below)
 - Housing Associations’ individual allocations policies
 - An applicant’s ability to maintain a tenancy (particularly when moving on from supported housing)

2. Assessing what households are eligible for designated property “types”(n.b. these are not listed in priority order unless otherwise stated)

The following rules will be applied:

| Size / Type of Accommodation | Eligible Households |
|-------------------------------------|---|
| Bedsit | Single Person |
| 1 bed flat (above ground floor) | Couples Single Person |
| 1 bed house | Couples Single Person |
| 1 bed flat (ground floor) | Couples Single Person <i>Priority will be given to applicants who are disabled or require ground floor accommodation on medical grounds.</i> |
| 1 bed bungalow | Couples Single Person <i>Priority will be given to applicants who are disabled or require ground floor accommodation on medical grounds.</i> |
| 2 bed flat (above ground floor) | Couples Single Person (with a need for an additional to accommodate contact arrangements with children or a carer) Households with 1 or 2 children where the design of the property renders it suitable for family accommodation Single persons who are existing RSL tenants within the borough and wish to release larger accommodation |
| 2 bed flat (ground floor) | Couples Single Person (with a need for an additional room to accommodate contact arrangements with children, or who have a carer) Households with 1 or 2 children where the design of the property renders it suitable for family or accommodation Single persons who are existing RSL tenants within the borough and wish to release larger accommodation |
| 2 bed bungalow | Couples Single People (with a need for an additional room to accommodate contact arrangements with children, or who have a carer) Households with 1 or 2 children where the design of the property renders it suitable for family or accommodation <i>Priority will be given to applicants who are disabled or require ground floor accommodation on medical grounds</i> |

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|------------------------------|--|
| 2 bed house | Couples Households with 1 child Households with 2 children Single persons who are existing RSL tenants within the borough and wish to release larger accommodation |
| 3 bed bungalow | Households with 1 or 2 children Households with 2 – 4 children <i>Priority will usually be given to applicants who are disabled or require ground floor accommodation on medical grounds</i> |
| 3 bed ground floor flat | Households with 1 child Households with 2 - 4 children <i>Priority will be given to applicants who are disabled or require ground floor accommodation on medical grounds</i> |
| 3 bed upper floor flat | Households with 1 child (aged 10+) Households with 2 – 4 children (all aged 10+) |
| 3 bed house | Households with 1 child Households with 2 – 4 children |
| 3 bed lower level maisonette | Couples Households with 1 child Households with 2 - 4 children |
| 3 bed upper level maisonette | Couples Households with 1 child (aged 10+) Households with 2 – 4 children (all aged 10+) |
| 4 bed house | Households with 3+ children |
| 5 bed house | Households with 4 + children |

13 Local Connection

13.1 For non-urban areas (i.e. outside of Basingstoke Town) applicants with need (i. with housing need points) will be short listed for consideration if they have a relevant local connection with the area* in which the vacancy occurs, and then by the ranking process outlined in Section 10.

** An “area” for the purposes of a non-urban vacancy will be regarded as a parish. Connections for priority purposes will then be considered for adjoining parishes within Basingstoke and Deane.*

13.2 An applicant is considered to have a local connection by virtue of:

- Current residence, where proof of residence as main or principal home has been given

- Previous residence, if no longer resident. Previous residence must be for a continuous period of 3 out of the last 10 years – consequently the award of priority for local connection on the basis of previous residence will be time limited
- Employment, of a permanent contractual nature amounting to a minimum of 16 hours per week. Where employment is the only connection held with the borough or a village, the job must have been held for a continuous period of 12 months prior to the award being made. The priority will be removed in the event of the employment being lost.
- Need to move to offer or receive support to / from close adult family members where no other support is available in the locality. A close family member would normally be regarded as parents, siblings, adult offspring and grandparents. Any other relatives would only be considered if no close relatives exist and the applicant can demonstrate a close and continuous relationship with that relative.

13.3 Areas considered within the “urban” area of Basingstoke for allocation purposes include Basingstoke Town and its fringes. These include:

Chineham
Hatch Warren / Beggarwood
Kempshott
Oakley
Old Basing

14 Accommodation for Disabled People with Access Needs

- 14.1 Properties which are deemed accessible (i.e. housing that has been designed or adapted to meet the needs of disabled people) will be prioritised for people who have access needs (or families with a disabled member who has access needs).
- 14.2 Disabled people with access needs (or families with a disabled member who has access needs) will be considered for other vacancies by virtue of their ranked position on the housing list where it is reasonable and practicable to adapt that property.

15 Quotas

- 15.1 The Council and Sentinel and Kingfisher Housing Associations will also, in their consideration of allocating / nominating accommodation, seek to ensure a balance between meeting the housing needs of existing tenants and new applicants. It considers this will be best achieved by aiming to allocate a proportion of properties to transfer applicants. The quota will be proportionate to the size and composition of the housing register and will generally, therefore, aim to be 1:3 (one third of allocations being to existing tenants wishing to transfer).
- 15.2 The level and operation of the quota will be reviewed annually by the relevant Head of Service and amended accordingly.

- 15.3 The need for an additional quota relating to meeting the needs of households assisted under the homeless provisions of Part VII of the Housing Act 1996 will be monitored on an ongoing basis and determined as appropriate by the relevant Head of Service and Portfolio Holder.

16 Local Lettings Schemes

- 16.1 Allocations outside of the agreed rules may be made where Local Lettings Policies have been approved for particular developments or estates. This will facilitate particular types of housing in certain areas to be allocated or prioritised for particular groups of people (such as car free schemes and reducing child density in certain areas). (s.167 (2E) Housing Act 1996)

- 16.2 The operation of any new local lettings schemes will be approved by the relevant Head of Service and Portfolio Holder and published alongside the Council's main Allocations Policy.

- 16.3 Local Lettings schemes are currently in operation in relation to:

- [Abbey Court](#) and Newman Court (Extra Care Sheltered Housing)
- Crown Heights (sensitive lets)
- St Michaels Road (sensitive lets)

17 Statement on Choice

- 17.1 Applicants are able to stipulate the areas and types of property in which they would prefer to live and offers will not be made outside of these. Whilst applicants can stipulate any preference for property types / locations, they may actually only be considered for tenancies of certain vacancies according to the Council and Housing Associations' own eligibility criteria (see section 11).

- 17.2 Accepted homeless households who have been placed in temporary accommodation under Part VII of the Housing Act 1996 can exercise the same unlimited choice for the first eight months of their occupation of temporary accommodation. After this period, offers may be made in areas that are not within **preferred** choices **provided** the location is reasonable.

- 17.3 Cases awarded critical housing priority (under the Criminal Justice Act 2003 Section 325 (duty to cooperate with Multi Agency Public Protection Panels) will not be offered a choice as the need to manage risk will be the primary determinant of any accommodation to be offered.

18 The right to review

Applicants have the right to request a review of any aspect of their housing application assessment made by the council when assessing their application for housing, under the Housing Act 1996, Part 6. The Housing Act suggests that the following types of decision are subject to the right of review:-

- That the applicant is not to be awarded any reasonable preference, to which she or he would otherwise be entitled, on the grounds of unreasonable behaviour.
- Concerning the facts of the applicant's case which are likely to be, or have been taken into account in considering whether to allocate accommodation; and
- That the applicant is not eligible for accommodation.
- The type of property for which an applicant will be considered.
- The extent of the applicants' household to be considered for housing with him or her.
- The applicant's medical condition or other welfare needs.
- Other facts used to determine whether the applicant is entitled to a reasonable preference.
- Whether the applicant should receive additional preference on the grounds of urgent housing needs or otherwise; and
- Determining the applicants priority, including his or her financial resources, behaviour (or that of his or her family), and local connection where the scheme renders any of these relevant.

The process of review

Requests for a review can be made in writing (including electronically), by telephone or verbally to a housing officer.

The review will be carried out by an officer who was not involved in the original decision and who is also senior to the officer who made the initial assessment / decision. The reviewing officer will consider the assessment of the application as a whole and ensure that the circumstances of the applicant at the time of review, not just at the time of the original decision, are taken into account. The reviewing officer may consider it appropriate to arrange for a home visit or other investigations to be made before a final decision could be reached.

If the original decision is overturned by the reviewing officer, it is possible that an applicant's points assessment will be affected. This means that an applicants' points total could increase or decrease if the reviewing officer finds that the original assessment was flawed or disproportionate.

A review will be completed and the outcome notified within 56 days of the request being received (unless agreed otherwise with the applicant).

19 Refusals

- 19.1 No penalty will be applied to applicants for refusing offers, whether reasonable or not.

20 Owner Occupiers

- 20.1 Applicants who are owner occupiers will need to demonstrate they do not have the financial ability to find suitable alternative accommodation in the private sector before points will be awarded.

21 Applications for Sheltered Housing

- 21.1 Applications for sheltered housing will be considered where one or both applicants are aged over 55.
- 21.2 All sheltered lettings will be made directly, i.e. they will be excluded from the Choice Based Lettings / bidding process of allocations, although vacancies may be advertised to generate interest / disseminate information regarding the scheme.

22 Applications for Extra Care Housing

- 22.1 In order to ensure Extra Care Housing schemes have vibrant and communities, an overall balance between residents who have either low, medium or high care needs must be achieved. The optimum ratio for high /medium / care within schemes will be one third of each across all residents of the scheme at any one time. Nominations for Extra Care tenancies will be made according to a combined housing, care and support needs assessment.
- 22.2 Housing needs for these purposes will be assessed in accordance with the council's scheme of allocations. Care and support needs assessments will be undertaken following an initial desk top housing needs assessment. Care and support assessments will be undertaken by the relevant care / support provider and Hampshire County Council Adult Services. All assessments will be coordinated and overseen by the Sheltered / Extra Care Housing Panel.
- 22.3 The balance of care needs and hours of care and support is set out in the table below.

| Care level | Hours delivered / week | Proportion of service users |
|--------------------|-------------------------------|------------------------------------|
| Low need | 0 – 5 hours | 33% |
| Medium need | 6 – 11 hours | 33% |
| High | 11 + hours | 33% |

- 22.4 Consideration will be given to refusing applications to Extra Care schemes where assessed care / support needs are considered too great to be manageable
- 22.5 No applicant will be excluded for an allocation by an Association without full written notification to the applicant, Hampshire County Council and Basingstoke and Deane Borough Council.
- 22.6 All Extra Care lettings will be made directly through the Sheltered / Extra Care Housing Panel, i.e. they will be excluded from any Choice Based Lettings / bidding process of allocations, although vacancies may be advertised to generate interest / disseminate information regarding the scheme.