



# Hampshire Home Choice



## Hampshire Home Choice Allocations Framework

The Hampshire Home Choice Allocations Framework sets out how social housing will be allocated across the five local authority areas of; East Hampshire District Council, Eastleigh Borough Council, Havant Borough Council, Test Valley Borough Council and Winchester City Council

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## **Hampshire Home Choice Allocations Framework**

### **1. Introduction**

- 1.1 East Hampshire District Council, Eastleigh Borough Council, Havant Borough Council, Test Valley Borough Council and Winchester City Council (known as the Councils in this document), have agreed a common approach for the allocation of social housing across the five local authority areas and together operate a sub-regional choice based lettings scheme called Hampshire Home Choice (HHC).
- 1.2 Local authorities are required to establish an allocation scheme for determining priorities between people who apply for housing and setting out the procedure to be followed in allocating housing accommodation.
- 1.3 The HHC Allocations Framework is a jointly agreed policy which details all aspects of the allocation process, including the responsibility for decisions, policy on offering choice to applicants, how applications will be assessed, processed and how decisions will be made across the HHC partnership.
- 1.4 Each local authority will continue to maintain its own local authority Scheme of Allocations which may contain separate policies to address and reflect local priorities.
- 1.5 The provision of social housing in Havant Borough Council is unusual and special arrangements exist. Portsmouth City Council owns and manages 5,000 social housing tenancies located within the borough of Havant. Therefore Havant and Portsmouth City Councils have agreed the following arrangements for the allocation of social housing in Havant:
  - Portsmouth City Council tenants do not qualify for registration on the Hampshire Home Choice Housing Register.
  - Portsmouth City Council tenants housing needs will be assessed by Portsmouth City Council.
  - In exceptional circumstances, Hampshire Home Choice may agree to assist a Portsmouth City Council tenant to move, on a reciprocal basis only.
- 1.6 In establishing the priorities of applicants for allocating accommodation, HHC gives reasonable preference under this scheme to eligible and qualifying:
  1. Applicants who are homeless or threatened with homelessness (as defined by the homelessness legislation) or are owed a re-housing duty under the homelessness legislation.
  2. Applicants occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.

3. Applicants who need to move on medical or welfare grounds (including grounds related to a disability).
  4. Applicants who need to move to a particular locality in the district, where failure to meet that need would cause hardship to themselves or others (including applicants seeking to move under the Right to Move Regulations – See Appendix 4 for further guidance).
  5. People specified by the Secretary of State by regulations, *unless* the applicant only qualifies for reasonable preference by taking into account a restricted person (See Section 10 for further guidance).
- 1.7 Additional preference can be awarded to applicants who are in a reasonable preference group if their housing needs are serious and urgent.
- 1.8 There may be exceptional circumstances where the only way an exceptional housing need can be resolved is through the use of discretion. In the interests of fairness to all these applicants these circumstances are kept to a minimum.
- Where discretion is applied to an applicant's circumstances or their case falls outside of the HHC Framework these cases will be referred to the Housing Manager/Head of Housing Management & Allocations at the relevant Council to make a decision in relation to qualification, band priority and bedroom need.
- 1.9 The HHC scheme may contain provisions for determining priorities between people in reasonable preference groups. Applicants entitled to reasonable preference will be further assessed against the following:
- a) The financial resources available to an applicant to meet his/her housing costs.
  - b) The behaviour of an applicant (or a member of his household) which affects their suitability to be a tenant.
  - c) The local connection of the applicant to the HHC local authority districts.
- 1.10 This document sets out the HHC Sub-Regional Allocations Framework, which has been agreed with all Registered Providers (RPs) with which the Councils have nomination arrangements, local voluntary and statutory agencies, housing applicants and tenants registered on the HHC Housing Register.
- 1.11 Partner Registered Providers of social housing in the HHC scheme have a duty under Housing Act 1996 to cooperate with housing authorities to such extent as is reasonable in the circumstances in offering accommodation to applicants with priority under this scheme.

1.12 The Councils have also had regard to the following:

- The Housing Act 1996 (Part 6), as amended by the Homelessness Act 2002, the Localism Act 2011 and other relevant legislation.
- Allocation of Accommodation: Guidance for Local housing Authorities in England (2012, DCLG) “the Code”.
- Allocation of Accommodation: Guidance for Local housing Authorities in England (2020, MHCLG) “the Code”.
- Providing social housing for local people: Statutory Guidance on social housing allocations for local authorities in England (DCLG, December 2013) “Supplementary Code”.
- Improving Access to Social Housing for Victims of Domestic Abuse in Refuges or Other Types of Temporary Accommodation: Statutory guidance on social housing allocations for local authorities in England (MHCLG, November 2019) “Supplementary Code”.
- Improving access to social housing for members of the Armed Forces (MHCLG, 27 June 2020) “Supplementary Code”.
- Homelessness Reduction Act 2017.
- Allocation of Housing (Procedure) Regulations 1997, SI 1997/483.
- Allocation of Housing (England) Regulations 2002, SI 2002/3264.
- The Allocation of Housing and Homelessness (Eligibility) (England) (Amendment) (No. 2) Regulations 2018 (SI 2018/1056).
- Allocation of Housing (Qualification Criteria for Armed Forces) (England) Regulations 2012, SI 2012/1869.
- Housing Act 1996 (Additional Preference for Armed forces) (England) Regulations 2012, SI 2012/2989.
- Allocation for Housing (Qualification Criteria for Right to Move) (England) Regulations 2015, SI 2015/967.
- Each Councils Homelessness Strategy.
- Each Councils Tenancy Strategy.
- The Equality Act 2010.
- Existing Case Law.

1.13 The Councils also consulted with applicants and Registered Providers.

## **2. Aims and Objectives of Hampshire Home Choice**

### **2.1 Aims of HHC**

To meet the housing needs of households across the sub-region. Providing a single point of access to applicants, assisting social and economic mobility and access to employment where possible, being sufficiently flexible to reflect and address local issues and to allocate housing in a consistent and as transparent way as possible.

The purpose of this Framework is to;

- Ensure housing need assessments are carried out on a case by case basis taking all relevant information into account.
- Provide equality and opportunity to all applicants who apply for housing.
- Ensure there is consistency across the HHC area when assessing applications.

### **2.2 Objectives of HHC**

- (1) To meet statutory housing requirements.
- (2) To give reasonable preference to those in greatest housing need across the sub-region.
- (3) To meet the needs of vulnerable people with support.
- (4) To provide applicants with as much choice as possible.
- (5) To help to create and maintain sustainable local communities.
- (6) To make the best use of available housing resources.
- (7) To allocate scarce local housing resources in as fair a way as possible.

### **2.3 Roles and Responsibilities**

The HHC Manager is responsible for co-ordinating, monitoring and managing the HHC Scheme and a key officer will be responsible for the HHC Scheme at each of the local authorities (See Appendix 10 for further guidance).

### **3. Section 1 - The Hampshire Home Choice Allocations Framework Policy**

- 3.1 HHC administers a single Housing Register for people in housing need across the HHC sub-region. The HHC Housing Register is used by the five partner local authorities to nominate and allocate social housing across the sub-region. This information is shared with the partner RPs and Winchester City Council Landlords Services.
- 3.2 An allocation under Hampshire Home Choice takes place where:
- (a) A person is selected to be a secure or introductory tenant of Winchester City Council or nominated by one of the five participating local authorities to be an assured tenant (including fixed-term, flexible, or Affordable Rent tenure) of a Registered Provider of social housing in the HHC sub-region.
  - (b) There is a transfer of housing accommodation where a Council or Registered Provider/Housing Association tenant is in a reasonable preference group and where the transfer has been made on the basis of the need expressed in a person's housing application.
- 3.3 The letting of accommodation to applicants not in a reasonable preference group or of temporary housing for homeless applicants will normally be made outside of this framework.
- 3.4 Tenancies let through Hampshire Home Choice will include flexible and shorthold tenancies and tenancies let on a Social and Affordable rents basis.

### **4. Cross Boundary Moves**

- 4.1 Local authorities can agree on a voluntary basis to advertise a property as being available for a cross boundary move which would allow applicants across the five Council areas to be considered for the property as well as homes in the local authority in which the applicant has a local connection. These properties will be clearly labelled in the property adverts and it will be very clear for which properties the applicant can and cannot bid.

### **5. Statement of Choice**

- 5.1 The Councils and its partner landlords are fully committed to enabling applicants to play an active role in choosing where, and in what property type and tenure in which they wish to live, while continuing to house those applicants in the greatest housing need and complying with all relevant legislation.
- 5.2 Under the Hampshire Home Choice scheme, applicants can apply (subject to eligibility) for vacancies which are advertised each week. In making this choice applicants need to consider their housing need priority against the availability of properties in any given area.

## **6. Homelessness**

- 6.1 The HHC scheme recognises the need for flexibility when addressing local priorities and pressures. Each Council will retain strategic control of the way social housing is allocated in its area and ability to manage its homelessness responsibilities.
- 6.2 Applicants with a qualifying local connection who are owed the prevention or relief duty under the Homelessness Reduction Act 2017 or have been accepted under Part 7 of The Housing Act 1996 (as amended by Homelessness Act 2002) or Homelessness Reduction Act 2017 by one of the Councils and owed a full duty to house under the homelessness legislation will only be able to bid for properties in the Council area where the homelessness duty is owed.
- 6.3 Applicants with a qualifying local connection who are owed the prevention or relief duty under the Homelessness Reduction Act 2017 or owed a full duty under Part 7 of Housing Act 1996 (as amended by the Homelessness Act 2002) or Homelessness Reduction Act 2017 and are placed in temporary accommodation will be expected to bid for suitable properties. If the applicant does not bid for suitable properties, then the local authority will bid on their behalf and make a suitable offer of a vacant property within their district.

## **7. Village Properties**

- 7.1 Special rules will apply when prioritising applicants who are being considered for housing in a village or parish. All village vacancies (S106 and non S106) will be advertised with priority given to those with a local connection to the village or parish (less than 3,000 population).
- 7.2 Village or Parish local connection is defined as follows:
- Ordinarily resident in the village or parish.
  - Previously ordinarily resident in the village or parish prior to the date of allocation/nomination and has family who ordinarily reside there.
  - Employment – current or to take up permanent employment in village or parish.
  - To support or be supported by member of family ordinarily resident in the village or parish.
- 7.3 Applicants who do not meet any of the above criteria will not have a village or parish local connection.
- 7.4 It is the responsibility of the applicant to provide sufficient information to evidence their connections to a specific village/parish. Local connection will be verified at point of application and any offer (nomination/allocation).
- 7.5 When allocating properties suitable for wheelchair users, or with any other adaptations which are not subject to a S106 agreement, to make best use of available housing resources priority may be given to applicants who have an assessed housing need for the adaptations; but who do not meet the village or

parish local connection criteria. In certain circumstances, the Council will allocate an adapted property directly to an applicant which is known as a direct match.

## **8. Local Lettings Policies**

- 8.1 Local lettings policies will be used to ensure, where possible, that there is a mixed and balanced community. Local letting policies for some existing properties and initial lettings on new build schemes may specify different priorities for allocating properties. Properties subject to such a policy will be clearly labelled in the property advert.
- 8.2 Local lettings policies may be applied in addition to any local planning restrictions (contained in agreements made under Section 106 of the Town and Country Planning Act 1990) which may be in place, but will not override them. These local lettings policies will be agreed by the respective Registered Provider and local authority Housing Manager.

## **9. Sensitive Lettings**

- 9.1 There may be occasions when a Registered Provider in the HHC partnership requests that a vacant property is advertised as a sensitive letting; for example, where a previous tenant has caused anti-social behaviour and it is important to get the right mix of tenants in the area, having regard to the needs of existing vulnerable or elderly tenants. The landlord and the local authority may agree that the applicant in prime position for nomination/allocation is not suitable to be offered the property and instead agree to offer the property to a more suitable applicant (See Appendix 2 - Sensitive Lettings for further guidance).
- 9.2 Priority will be given to working applicants taking into account all relevant factors in relation to the applicant's housing need, suitability of the property for that applicant and the needs of the community. In these cases the advert will clearly state the property is subject to a Sensitive Lettings Policy.

## **10. Eligibility for the Hampshire Home Choice Register**

- 10.1 Certain people from abroad, including some subject to immigration control, are not eligible for an allocation of social housing. These are known as restricted persons. These regulations are set by Government and updated regularly.
- 10.2 Allocations and nominations under the HHC scheme can only be made to eligible persons. The Councils which participate in Hampshire Home Choice cannot allocate housing accommodation under the scheme to:
  - (1) A person from abroad who is subject to immigration control unless he/she is of a class prescribed by regulations made by the Secretary of State, or currently a tenant of the Council or a Registered Provider. No person excluded from entitlement to housing benefit shall be included in any class prescribed by the secretary of State.
  - (2) Two or more persons jointly if any of them falls under 10.2 (1) above

(3) Other classes of persons from abroad specified by the Secretary of State.

### 10.3 Habitual Residence Test

Most persons from abroad who are not subject to immigration control (including British Citizens) must also be habitually resident in the Common Travel and/or have the right to reside in the Common Travel Area in order to be eligible to join the Housing Register.

The Common Travel Area consists of the UK, the Channel Islands, the Isle of Man and the Republic of Ireland.

The Habitual Residence Test is used to ensure new allocations of social housing is to the applicants who are ordinarily resident in the UK, i.e. those habitually resident in the UK, and to other nationals who have a 'right to reside'. In applying this test, some British citizens, and others exempt from immigration control may nevertheless be denied an allocation on the grounds that they are 'not eligible'. The Test can be reapplied at a later date and a different outcome may arise.

10.4 Housing applications from applicants who have arrived or returned to live in the UK during the two year period prior to making the application are subject to a habitual residence test.

10.5 The term 'habitual residence' is not defined in legislation. The overall circumstances of the case should determine whether an applicant is habitually resident (See Appendix 5 for further guidance. Further guidance can also be found in annex 4 of the "Allocation of accommodation: guidance for local housing authorities in England").

10.6 Subject to section 1 and any other relevant regulations made by the Secretary of State, the Councils participating in HHC may decide what classes of people are to be treated as qualifying persons; able to join the Hampshire Home Choice Register and to be considered for housing accommodation.

10.7 Applicants deemed not to be a qualifying person by the Councils will not be able to be considered for housing and will be notified in writing.

10.8 Any applicant regarded by the Councils as ineligible to join the Housing Register may request a review of this decision (See Section 47 - Right to Review).

## **11. Qualification for inclusion on the Hampshire Home Choice Register**

11.1 The Councils will consider all applications to join the Hampshire Home Choice Register in accordance with this scheme. Applicants will be accepted onto the HHC Register for housing provided they:

(1) Are aged 16 years of age or over and

(2) Are eligible to be considered for housing accommodation and

(3) Are a qualifying person and

(4) Have a local connection with one of the Councils.

#### 11.2 Applicants under the Age of 18 years

Applicants aged 16 or 17 years of age will be accepted onto the HHC Register, providing they are not otherwise ineligible. When allocating a tenancy to an applicant under the age of 18, then:

- a) A trustee must be appointed. A person under the age of 18 cannot be the legal owner of an interest in land, including a tenancy. The trustee would be the legal owner of the land and hold it in trust until the young person reached 18 years of age. Any such case will need to be jointly assessed by the Housing Service and Children's/Adult Services before an offer of accommodation is made, and
- b) A suitable guarantor for the tenancy would need to be identified until the applicant reaches 18 years of age.

#### 11.3 Qualification Criteria

An applicant will normally be a qualifying person and therefore qualify to join the HHC Register and for an allocation under the HHC Scheme, if they are:

1. In Housing Need, (See Section 15 – Housing Need Assessment) and
2. Have a single or joint gross household income of less than £60,000 per annum or £45,000 for Eastleigh applicants and
3. Assets (For example a financial interest in a property, shares and bonds) and/or savings of less than £16,000, and
4. Have a local connection to one of the local authority areas within the HHC sub-region by meeting one of the following criteria:

##### *a. Residency Qualification*

- Have been resident in the HHC sub-region for 12 continuous months at the time of application or
- have lived in the HHC sub-region for 3 out of previous 5 years or
- Have close family (mother, father, brother or sister, adult children, grandparents) who have been resident for 5 continuous years and continue to be resident in the HHC sub-region.

##### *b. Employment*

An applicant may be a qualifying person if he/she or his/her partner is in employment which meets all of the following criteria:

- The office or business establishment at which a person is based or from where their work is managed is within the HHC sub-region and
- Is in paid employment and

- Works a minimum of 16 hours per week and
- Has been employed for a minimum of 12 continuous months at the time of their application and is currently in employment and
- Has a permanent or fixed term contract or is self-employed.

If an applicant or their partner is self-employed further information may be required including but not limited to evidence that they are registered with HMRC for tax and National Insurance payments, tax returns, payslips, accounts, etc.

An application can only be registered with one local authority; usually the local authority where the local connection criterion is met. If an applicant has a local connection to more than one local authority area within the HHC sub-region their application will reflect this.

## 12. Applicants who are not Qualifying Persons

12.1 Applicants will not normally be qualifying persons if they:

1) Do not have a local connection to the HHC sub-region **unless**, at the time of their application they are:

- Owed a re-housing duty by one of the five HHC participating local authorities under the homelessness legislation or
- A person who is serving in the regular forces or
- A person who has served in the regular forces within five years of the date of their application for an allocation of social housing under Part VI of the Housing Act 1996 or
- Those who have recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of that person's spouse or civil partner where –
  - The spouse or civil partner has served in the regular forces: and
  - Their death was attributable (wholly or partly) to that service: or
  - Is serving or has served in the reserve forces and who is suffering from serious illness, illness or disability which is attributable (wholly or partly) to that service.

For the purposes of this policy the definition of 'regular' and 'reserve' forces will be reflect the definition set out in s374 of the Armed Forces Act 2006.

- In a class of people prescribed by regulation who cannot be deemed a non-qualifying person due to a lack of connection to one of the local authority areas (For example subject to MAPPA, MARAC, Witness Protection arrangements within the HHC sub-region area or special circumstances, including providing protection to people who need to

move away from another area to escape violence or harm or those living in a refuge in the HHC sub-region) or

- A care leaver aged under 21 who normally lives in a different area to that of a local authority that owes them leaving care duties, and has done for at least 2 years including some time before they turned 16 or
  - A care leaver aged under 21 owed a duty under section 23C of the Children Act 1989 by Hampshire County Council will have a local connection with every district that falls within the area of Hampshire County Council or
  - A person who needs to move to a particular locality within the HHC area, where failure to meet that need would cause themselves or others hardship or
  - Social housing tenants who have reasonable preference because of a need to move to the local authorities' district to avoid hardship; and need to move because the tenant works or has been offered work in the district of the authority and has a genuine intention to take up the offer.
- 2) Are an applicant who has the means to resolve their own housing difficulties.
  - 3) Are an owner-occupier, (with the exception of those with a housing and assessed care need, who cannot resolve their own housing situation and have a need for extra-care or sheltered accommodation (See Appendix 3).
  - 4) Are not in housing need, unless they are of a household type which could be considered for housing which is normally difficult to let and they wish to be considered for such a property. This will normally be extra-care or sheltered accommodation.
  - 5) Are a Portsmouth City Council Tenant.  
Portsmouth City Council tenants housing needs will be assessed by Portsmouth City Council.

In exceptional circumstances, Hampshire Home Choice may agree to assist a Portsmouth City Council tenant to move, on a reciprocal basis only.

### **13. Armed Forces**

- 13.1 The following persons are not subject to the local connection qualification criterion but in order to qualify must meet the other qualification criterion listed within the HHC Framework:
  - (a) those who are currently serving in the regular forces or who were serving in the regular forces at any time within five years preceding

the date of their application for an allocation of social housing under Part 6 of the 1996 Act;

- (b) has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of that person's spouse or civil partner where -
  - (i) the spouse or civil partner has served in the regular forces; and
  - (ii) their death was attributable (wholly or partly) to that service; or
- (c) is serving or has served in the reserve forces and who is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to that service.

13.2 Consideration will be given to applications from spouses and civil partners who are required to leave accommodation provided by the Ministry of Defence following a breakdown in their relationship with their Service spouse or partner in cases where ordinarily they may not have a qualifying local connection to the Council area they are applying to.

#### **14. Hampshire Home Choice Suspension Policy**

14.1 HHC operates a suspension policy. Applications will be suspended in the following circumstances:

- 1) Where an applicant has deliberately worsened their circumstances or
- 2) Unacceptable behaviour or
- 3) Former rent arrears and rent arrears / or debt or
- 4) Refusal of suitable accommodation.

#### **14.2 Deliberately Worsened their Circumstances**

Applicants who seek to gain an advantage on the Housing Register by deliberately worsening their circumstances, for example, moving to severely overcrowded housing or sub-standard accommodation will have their housing application suspended for 6 months.

For applicants whose application has been suspended for deliberately worsening their circumstances (See Section 29.3), their priority date will be the date their application is made live following suspension for 6 months.

#### **14.3 Unacceptable Behaviour**

Qualifying persons who are unsuitable to be a tenant because of behavioural issues, including anti-social behaviour or poor tenancy or household management, will have their application suspended for six months. Applications will be assessed on their own merits.

Applicants and/or their household will need to demonstrate that there has been a significant change in their behaviour and that this has been sustained for a minimum period of 6 months before they may qualify for housing. In some cases an applicant may qualify, subject to them agreeing to accept tenancy support or signing an acceptable behaviour contract.

14.4 Behavioural issues include the following:

- (i) Abusive and verbal behaviour and/or
- (ii) Arson and/or
- (iii) Assault and/or
- (iv) Criminal behaviour and/or
- (v) Criminal damage and/or
- (vi) Damage to property and/or
- (vii) Perpetrator of domestic violence and/or
- (viii) Drug and alcohol misuse/abuse and/or
- (ix) Harassment and/or
- (x) Homophobic, biphobic or transphobic Hate Crime.

Applications will be assessed on their own merits, taking into account current and recent conduct along with relevant supporting information provided by partner organisations, support workers and the Police.

14.5 Former Rent Arrears and Rent Arrears / Debt

Where an applicant and/or their partner owe money to a local authority or Housing Registered Provider and there is no payment arrangement in place, or there is a payment arrangement in place which has not been adhered to for a period of 6 months and the debt has not been paid, their application may be suspended. Examples of money owed include:

- (i) Current rent arrears and/or
- (ii) Former tenant rent arrears and/or
- (iii) Repair costs/Rechargeable works orders and/or
- (iv) Claim against deposit scheme for damage or rent arrears and/or
- (v) Rent in advance and or deposit scheme costs owing and/or
- (vi) Outstanding debt with a private landlord may be considered.

14.6 It is the responsibility of the applicant to provide evidence confirming that there is a payment arrangement in place and that payments have been adhered to for a minimum period of at least 6 months and continue to be paid, or evidence of where serious hardship would result if accommodation is not offered.

- 14.7 For assessment purposes Hardship will be defined as a condition that is difficult to endure (suffering; deprivation; oppression) in instances or where failure to meet that need would cause; something hard to bear or constant toil or danger.
- 14.8 For applicants whose application has been suspended for former debt/rent arrears and debt, their priority date will remain as it was before their application was suspended unless there is a change in circumstances.
- 14.9 Refusal of Suitable Accommodation  
An applicant, who successfully bids, is nominated and offered suitable accommodation but subsequently refuses an offer on two occasions within a six month period will not be able to bid for further properties for six months from the date of refusal of the second property.

## 15. Housing Need Assessment

### 15.1 Household Size and Accommodation Eligibility

The number of bedrooms an applicant can be considered for is determined by looking at the size and structure of the household. The table below details the normal bedroom requirements for typical households:

Household Size	Size of accommodation
Single Person	Bedsit/studio flat / one bedroom property
Couple	One bedroom property
Household with one child	Two bedroom property
Household with two children of same sex *	Two bedroom property
Household with two children of opposite sex; where both children are under 10 years of age	Two bedroom property
Household with two children of same sex, where one child is over 16 years of age.	Three bedroom property
Household with two children of opposite sex, where one is 10 years or over. **	Three bedroom property
Household with three children	Three bedroom property
Household with four or more children	Three/four bedroom property
Household with five or more children	Four/five bedroom property

- (a) \*Two children of the same sex under 16 years of age will be expected to share one bedroom of appropriate size.
- (b) \*\*Two children of opposite sex, where one is 10 years or over are entitled to separate bedrooms.

15.2 Where an applicant states a separate bedroom is required for a carer/s providing overnight care, the Council will assess whether the carer is part of the household.

- 15.3 In exceptional circumstances, the Council will consider allocating properties of alternative sizes to applicants. Such decisions will be referred to the Hampshire Home Choice Manager and relevant Council for consideration.

## **16. Health and Welfare Assessment**

- 16.1 An applicant or household member who has a significant health or welfare problem caused or substantially worsened by their existing accommodation and where it could be alleviated or resolved by rehousing, may be awarded priority on health and/or welfare grounds (See Appendix 7 for further guidance).
- 16.2 When awarding priority on health and/or welfare grounds, the award of urgent priority on these grounds need to be considered alongside the needs of other applicants who are waiting for rehousing.

## **17. Additional Priority**

- 17.1 Additional priority may be given in the following circumstances:

(a) ***Fostering***

Additional priority may be given to foster carers where their current accommodation is not suitable to accommodate a foster child placement. An example is where an applicant may require a larger property to accommodate one or more foster children. In these cases the local authority will work closely with Children's Services to meet the needs of an approved foster carer.

(b) ***Health and Welfare Assessment***

An applicant, who has a need to move to a particular locality in the district where significant hardship would be caused to them or others, if they did not move, may be awarded additional priority.

(c) ***Armed Forces with Urgent Housing Needs***

Additional priority may be given to members of the Armed and Reserved Forces, widows/widowers of Armed/Reserve Forces personnel killed whilst in service and who have an urgent housing need, for example those who need to move urgently because of a life-threatening illness or sudden disability.

(d) ***Emergency Management Transfers***

Existing RP tenants in need of an emergency management transfer will be awarded Additional priority and placed into Band 1 (See Section 21.3).

### **17.2 Armed Forces**

Additional preference will be given to a person with **urgent housing needs** who falls within one or more of the following paragraphs -

- (i) is serving in the regular forces and is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service,
- (ii) formerly served in the regular forces,

- (iii) has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of that person's spouse or civil partner who has served in the regular forces and whose death was attributable (wholly or partly) to that service,  
  
or
- (iv) is serving or has served in the reserve forces and is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service.

For assessment purposes urgent housing needs means those who need to move urgently because of a life threatening illness or sudden disability.

## **18. Over Crowding**

18.1 Households will be regarded as overcrowded when they are assessed as needing at least one more bedroom than their current accommodation provides.

18.2 For the purpose of defining overcrowding the following factors apply:

- (a) A single person aged 16 or over requires one bedroom.
- (b) A couple requires one bedroom.
- (c) Two children of a different sex, where one is aged 10 or over, require 2 bedrooms.
- (d) Children of same sex share a bedroom until 16 years of age.
- (e) One room will be classified as a living room; all other rooms (except bathrooms and kitchens) will be classified as bedrooms provided they are suitable as sleeping accommodation (exception of bedsits/studio flat).
- (f) Rooms measuring less than 4.6 square metres (50 square feet) will not be counted as a bedroom.

## **19. Direct Match**

In certain circumstances, a property may be allocated directly to an applicant without other applicants being able to bid on that property; for example, where a property is required by Registered Provider landlord to decant a tenant to complete work on their existing property, or to deal with an emergency situation.

## **20. Determining Priorities of applicants under HHC**

20.1 Applicants, who are eligible and qualify to be accepted on to the HHC Register, will have their housing need assessed and be placed into one of four bands:

- Band 1: Urgent Priority
- Band 2: High Priority
- Band 3: Medium Priority
- Band 4: Low Priority

Priority is awarded within each band by the date the application was placed in that band. This date is known as the priority date.

- 20.2 If an applicant is moved up a band, the application will be given a date when the increased priority is awarded. This becomes the new priority date.
- 20.3 Applicants who are assessed as not in housing need, but are of a household type which could be considered for housing which is normally difficult to let and they wish to be considered for difficult to let properties, will be placed in Band 4.
- 20.4 If an applicant has a serious housing problem that requires urgent consideration for rehousing, their application will be reviewed by the HHC Manager and relevant local authority Manager and awarded higher priority, if appropriate.
- 20.5 Special rules apply when prioritising applicants for housing into village vacancies, with preference being given to applicants who can demonstrate a local connection to that village.
- 20.6 In taking into account an applicant's financial resources in determining priorities between households with a similar level of need, the Council may disregard a lump sum received by a member of the Armed Forces as compensation for an injury or disability sustained on active service.

## **21. Band 1- Urgent Priority**

21.1 Applicants who fall into this category will be households who need to move because of:

- (a) Emergency Cases – Usually on health or welfare grounds or
- (b) Emergency Management Transfers

### **21.2 Emergency Cases**

Very few cases are likely to be eligible for this category. It will apply to:

- Applicants assessed as having a life-threatening health condition that is directly linked to unsuitable housing conditions and where the applicant has been awarded an urgent medical or welfare assessment (See Appendix 7 for further guidance).
- Applicants requiring urgent hospital discharge where their current accommodation is totally unsuitable for their needs.
- Applicants required to move for witness protection reasons, MARAC, MAPPA and Child Protection issues.

### **21.3 Emergency Management Transfers**

Where an existing tenant of Winchester City Council or a Registered Provider in the partnership needs to be moved immediately because of serious violence or

harassment, where this has been substantiated and management action against the perpetrator cannot resolve the situation.

- 21.4 Other cases recognised as emergencies are at the discretion of the local authority.
- 21.5 Urgent priority banding will be time limited for 3 months. Applicants will be expected to bid for the next suitable vacancy. This can be extended where no suitable property has arisen during the time period. If a suitable property arises and the applicant is successful in bidding but refuses the offer of accommodation, then their priority will be reduced to their original Band.
- 21.6 Decisions regarding Emergency Management Transfers will be made by the respective Housing Managers in the Local Authority and Registered Provider concerned.

## **22. Band 2 – High Priority**

- 22.1 Applicants who fall into this category will be households who need to move because of:
  - (a) Statutory Homeless Duties.
  - (b) Overcrowding by Two Bedrooms (excluding those in temporary accommodation).
  - (c) Serious Disrepair.
  - (d) High Medical or Welfare Grounds.
  - (e) Vulnerable applicants in Supported Housing ready for Move On.
  - (f) Existing Social Housing Tenants (Social / Affordable rent) Under-occupying their Current Accommodation.
  - (g) Management Transfers, including Decants.
- 22.2 Statutory Homeless Households
  - (a) Applicants who have been accepted by one of the Councils with a full duty to house under the homelessness legislation and who are placed in accommodation that is not suitable for their long-term needs, or
  - (b) Where the lease for their Private Sector Leased (PSL) property is ending through no fault of their own, or
  - (c) Where the Council needs to release temporary accommodation in order to meet local homeless priorities and pressures, or
  - (d) Applicants accepted as statutorily homeless and have been accommodated in a short-stay flat/hostel under an Assured Shorthold Tenancy or licence and been moved up from Band 3 to Band 2 by the relevant local authority, or

- (e) Households occupying Private Sector Leasing (PSL) Scheme properties after two years will be moved into Band 2.

Statutory Homeless Households will only be able to bid for properties in the Council area where the homelessness duty is owed.

22.3 Over-Crowding

A Band 2 priority is awarded to applicants living in overcrowded circumstances where they are lacking two or more bedrooms. Applicants placed in temporary accommodation provided on an interim basis, or under the main housing duty, will not be assessed as being overcrowded by 2 bedrooms.

22.4 Severe Disrepair

Where an applicant's home is assessed as being in serious disrepair and is considered unsafe by the Council, but cannot be remedied by the applicant or landlord within a reasonable timescale and housing conditions can be resolved through re-housing.

Assessments will be carried out by Environmental Health Officers having regard to Category 1 hazards under the Housing Health Safety Rating System (HHSRS).

22.5 High Medical or Welfare Grounds

An applicant whose current housing conditions is detrimental to health and interferes with their quality of life to a high degree resulting in the award of a high medical or welfare assessment (See Appendix 7 for further guidance).

22.6 Existing Social Housing Tenants

Existing Social Housing tenants (Social / Affordable rent) living in East Hampshire, Eastleigh Havant, Test Valley or Winchester who:

- Will release a property required by the Councils to meet housing need (e.g. - tenants in properties previously adapted who no longer require the adaptations).
- Are under-occupying their property by one bedroom or more and who wish to move to smaller accommodation (excluding those living in sheltered or older persons housing).
- Are under-occupying their property by one bedroom or more (including starter tenancies) and are suffering or may suffer financial hardship because of reduced welfare payments due to under-occupation. Additional priority may be awarded to applicants in these circumstances.
- Are applicants who have succeeded to a tenancy and who are required to move to smaller accommodation.

### 22.7 Vulnerable Applicants in Supported Housing

Multi-agency Supported Housing Panels (SHP) are established in each local authority area to assist applicants with a housing related support need. The Panels will assess, prioritise, agree movement from and between different supported housing schemes and facilitate move-on into independent accommodation and floating support.

### 22.8 Management Transfers, including Decants

Where an existing tenant of Winchester City Council or RP provider in the partnership needs to be moved urgently, but does not need to move into the next suitable available property as their situation does not require immediate re-housing.

22.9 High priority banding will be time limited for 3 months. Applicants will be expected to bid for the next suitable vacancy. This can be extended where no suitable property has arisen during the time period. If a suitable property arises and the applicant is successful in bidding but refuses the offer of accommodation, then their priority will be reduced to original Band.

22.10 In general a Management Transfer will be on a “like for like” basis (which includes both property size and type). Depending on the circumstances of the case it may be agreed by the relevant Housing Manager or Tenancy Services Manager that a tenant can move to their assessed bedroom need sized property.

22.11 Applicants assessed as having a Band 2 priority can be moved to Band 1 if there are both urgent and exceptional circumstances.

## 23. **Band 3 – Medium Priority**

23.1 Applicants who fall into this category will be households who need to move because of:

- (a) Overcrowding by one bedroom.
- (b) Temporary/insecure housing.
- (c) Lacking/sharing facilities.
- (d) Medium Medical or Welfare Grounds.
- (e) Social housing tenants living in two bedroom flats that have two children.
- (f) Existing social housing tenants (Accepted in accordance with the Right to Move Regulations / living in a Market Rent).
- (g) Social Housing Tenants living in a Bedsit/Studio Flat.
- (h) Owed a Prevention or Relief duty under the Homelessness Reduction Act 2017.

### 23.2 Overcrowding by One Bedroom

Applicants living in overcrowded circumstances where they are lacking in one bedroom.

### 23.3 Temporary/insecure Housing

The following applicants are considered to be living in temporary or insecure housing if:

- (a) They are owed the main housing duty by one of the five Councils and have:
  - Been accommodated in temporary housing or
  - Been accommodated in a short-stay flat, hostel, or refuge under an Assured Shorthold Tenancy or licence or
  - Accepted a qualifying offer of private rented accommodation, which brings the homelessness duty to an end or
- (b) They are occupying Private Sector Leasing Scheme (PSL) properties secured by the Council for up to two years or
- (c) They have an Assured Shorthold Tenancy in the private rented sector and do not have the means to resolve their own housing situation or
- (d) Are considered to be of 'no fixed abode' or
- (e) They occupy Armed Forces accommodation and are close to the end of their service. Applicants with an 'urgent housing need' may be awarded additional priority.

23.4 Fixed-term tenancies with a housing association will not be considered to be temporary/insecure housing.

### 23.5 Lacking Essential Facilities

Where an applicant is lacking the following essential facilities:

- Cooking Facilities.
- Bath or Shower.
- Internal WC.
- Cold/Hot Water Supplies.
- Electricity/Gas Supply.
- Adequate Heating.

### 23.6 Sharing Facilities

Where an applicant is sharing the following essential facilities with another person who is not part of their application:

- Kitchen.
- Bathroom/Shower.
- Internal WC.
- Living Room.

### 23.7 Medium Medical or Welfare Grounds

An applicant whose current housing conditions is detrimental to health and interferes with their quality of life to a medium degree resulting in the award of a medium medical or welfare assessment (See Appendix 7 for further guidance).

- 23.8 Social Housing Tenants living in Two Bedroom Flats  
Social housing tenants in the East Hampshire, Eastleigh, Havant, Test Valley and Winchester council areas who are living in a two bedroom flat and who have two children will be considered for more appropriate family accommodation, e.g. a house or maisonette based on assessed housing need.
- 23.9 Existing social housing tenants accepted in accordance with the Right to Move Regulations / living in a Market Rent property  
Social housing tenants who have reasonable preference because of a need to move to the local authorities' district to avoid hardship; and need to move because the tenant works or has been offered work in the district of the authority and has a genuine intention to take up the offer (See Appendix 4 for further guidance) and Social Housing tenants living in a Market Rented Property.
- 23.10 Social Housing Tenants living in a Bedsit/Studio Flat  
Social housing tenants living in a bedsit/studio flat in the East Hampshire, Eastleigh, Havant, Test Valley and Winchester Council areas for a period of 2 years or over will be considered for one bedroom accommodation.
- 23.11 Owed a Prevention or Relief duty under the Homelessness Reduction Act 2017  
Applicants with a qualifying local connection owed either the prevention or relief Homelessness duty by East Hampshire, Eastleigh, Havant, Test Valley and Winchester Council areas.

## **24. Band 4 - Low Priority**

- 24.1 Applicants who fall into this category will be households who need to move because of:
- a) Low Medical or Welfare Grounds.
  - b) Living in tied or Armed Forces accommodation.
  - c) Wish to be considered for difficult to let properties. This will normally be extra care or sheltered accommodation.
  - d) Applicants who are serving prison sentences and who on release will have a housing need or be homeless and have a local connection to one of the Councils.
- 24.2 Low Medical or Welfare Grounds  
An applicant whose current housing conditions is detrimental to health and interferes with their quality of life to a low degree resulting in the award of a low medical or welfare assessment (See Appendix 7 for further guidance).
- 24.3 Living in Tied or Armed Forces accommodation  
Applicants living in Tied or Armed Forces accommodation.
- 24.4 Wish to be considered for difficult to let properties.  
Are not in housing need, unless they are of a household type which could be considered for housing which is normally difficult to let and they wish to be

considered for difficult to let. This will normally be extra care or sheltered accommodation.

- 24.5 Applicants with no housing need, a means to resolve their own housing difficulties and owner occupiers may qualify to be registered on HHC on the basis that they will only be considered for extra-care or sheltered accommodation. Due to the nature of the accommodation applicants will need to be 55+ years old.
- 24.6 In some cases applicants may be awarded additional priority under health or welfare grounds.
- 24.7 Owner occupiers who are in band 4 and who are awarded additional priority under health and/or welfare grounds can still only be considered for extra-care or sheltered housing and will not qualify for general needs housing.
- 24.8 If an applicant is in social housing/secure or tied accommodation and is awarded additional priority under health and/or welfare grounds, they will continue to only be eligible to be considered for extra-care or sheltered housing unless they have;
- an income of less than £60,000 per annum or £45, 000 for Eastleigh applicants and
  - assets and/or savings of less than £16,000 and
  - have a local connection.
- 24.9 These cases will be entitled to be considered for any type of accommodation which meets their needs as they have been assessed as being in housing need.
- 24.10 Currently serving prison sentences  
Applicants who are serving prison sentences and who on release will have a housing need or be homeless and have a local connection to one of the HHC local authorities. The applicants will be reassessed on release and placed in an appropriate band.

## **25. Section 2 – Processes; Applications and Assessment**

### **25.1 Applications and Assessment**

Applicants are encouraged to complete a HHC application online as HHC is a web based system. This enables applicants to manage their housing application including making bids.

Anyone requiring assistance to complete an application for housing can contact the relevant Council who will be able to offer them advice and support in making an application for housing (See Section 76 for details of relevant Council).

25.2 The Councils aim to assess online applications within 10 working days and paper applications forms within 15 working days. During busy periods assessments may take longer.

25.3 Applications will be registered with one of the Council's. Applicants may request their application is transferred/administered by another local authority.

25.4 Assessments will be prioritised in date order of any application or supporting information being received using the date the Council received any item.

25.5 In cases where there is an urgent priority which is likely to result in a higher band being awarded these applications may take priority for assessment.

### **26. Identification and Supporting Information**

26.1 The following supporting documentation will be required for an application to be assessed to determine if an applicant is eligible and qualifies for inclusion on the HHC Register.

- Proof of identity (ID) for everyone on the application.
- Proof of current address.

You may be asked to provide further documents depending on your circumstances. The following lists the type of Information which may be required:

- Evidence of recourse to public funds.
- Evidence of local connection.
- Evidence of residency arrangements of children.
- Evidence of employment.
- Evidence of any benefit entitlement.
- Evidence of income and/or savings/assets.
- Evidence of any interest in a property, outstanding mortgage details and equity.
- Any other relevant information.

- 26.2 Supporting documentation can be uploaded via applicants 'My Account' on the HHC website or emailed directly to the relevant local authority. Original documents are not required as **copies** are accepted.
- 26.3 Applications will remain suspended until the Council is satisfied the details have been verified (i.e. shared residency, additional members not reasonably part of the household). The Council can request information and make necessary enquires as required to verify any application. Further verification, may include inviting the applicant in for an interview or completing a home visit. The Council may also check information with other sources as allowed by the law.
- 26.4 All applications accepted onto HHC may be verified at any point whilst the application is registered on HHC. All applications will be verified at point of any allocation/nomination by the Council. Relevant supporting information will be requested as part of this process.
- 26.5 Registered Providers and Winchester City Councils Landlord Services will carry out their own verification processes and these will be in addition to those carried out by the Council's.
- 26.6 In some cases where identification cannot be provided it is the decision of the relevant Council to decide whether an application will be accepted and assessed without identification or supporting information. In these cases applicants will be verified at point of any allocation/nomination.
- 26.7 All applications accepted onto HHC may be verified at any point whilst the application is registered on HHC. All applications will be verified at point of any allocation/nomination by either the Council and/or Registered Housing Provider. Evidence of identification and any other relevant supporting information will be requested as part of this process.
- 26.8 At point of allocation/nomination, if an applicant fails to provide requested information within a reasonable time scale of 2 days this may result in their application being suspended until the relevant Council is satisfied the applicant is eligible and qualifies for HHC. As a result the applicant will be refused for any allocation/nomination due to "Incomplete verification by applicant" as listed in reasons for a refusal of a nomination/allocation (See Appendix 9 for further details).
27. Transfer Applicants
- 27.1 Information will be requested as required depending on the circumstances of the application. In general identification will not be required at point of application.
- 27.2 For monitoring purposes Transfer applicants living in one of the HHC areas will be selected on the system as a "Transfer" application whilst Transfer applicants living outside of the HHC area will be selected as a "Transfer - outside HHC area" application.

28. Failure to Provide Supporting Information

- 28.1 If the requested information is not provided within 28 days, it will be assumed that an applicant no longer wishes to pursue their application and their application will be removed.
- 28.2 If requested information is provided within 6 months of any application being closed and there has been no change in their circumstances their application will be reinstated. Their priority date will be the date the requested information was received by the Housing Service.
- 28.3 If an applicant contacts the Council within 6 months of their application being closed and there has been a change in the applicant's circumstances, the applicant will need to complete a change in circumstances form. Their application will be reinstated once their change in circumstances form has been received and assessed. Their priority date will be the date their change in circumstances form was received.
- 28.4 If an applicant requests their application is reinstated outside of 6 months of their application being closed this request will need to be referred to the Senior Housing Officer or Manager at the relevant Council to consider the circumstances of the case.

29. Registration and Priority Date

- 29.1 New applications will be registered from the date they apply to be registered on HHC. For online applications, this will be the date the online application is completed. For the purposes of a paper application form, this will be the date the application form is received by the relevant Council. This date is known as the registration date.
- 29.2 Under the Allocations Framework all applications for housing are assessed and placed in one of four bands depending on their housing need. Priority is awarded within each band by date the application was placed in the band. This date is known as the priority date.
- 29.3 However, for applicants whose application has been suspended for deliberately worsening their circumstances (14.2), their priority date will be the date their application is made live following suspension for 6 months.
- 29.4 Where a joint applicant is removed from an application and they re-apply to HHC within 6 months, they may have their priority date set to the same priority date as on their previous joint active application unless they joined the original joint application at a later date, in which case the date they joined would be their priority date.

30. Household

When applicants join the list, and whenever an application is reviewed, an assessment will be made of the make-up of the applicant's household. This assessment will normally be straightforward, but decisions may need to be made as to whether individuals included on an application form are accepted by the Council as being part of the household who, in the event of re-housing, will be

accommodated with the applicant. The size and make-up of the household will determine the assessed bedroom need (See Appendix 6).

31. Unborn Children

31.1 Unborn children will not be taken into account for assessment purposes until any child is born and a copy of the birth certificate has been received.

31.2 Couples with an unborn child living in a social housing one bedroom property will not qualify to be registered on HHC until the baby is born and a copy of the birth certificate has been received, unless an applicant has a housing need under health or welfare grounds.

32. Bedsit / Studio Accommodation

32.1 When assessing applicants living in a bedsit or studio property they will be assessed as having a bedroom and assessed accordingly.

32.2 Single and joint applicants will be assessed as having a bedroom.

32.3 Depending on the circumstances of the case it may be appropriate to assess under welfare grounds.

33. Individual Assessments

33.1 Once a completed form or online application has been received, the relevant Housing Service will then undertake an assessment of housing need against this Policy. Health and welfare needs are taken into account as part of the assessment (See Appendix 7 for further guidance). If additional information is required, a Health and Welfare Assessment form will be sent out to be completed.

33.2 Providing the applicant is eligible and qualifies for the Housing Register and the application has been completed fully, it will be registered onto the Hampshire Home Choice Housing Register. Through the assessment process, each applicants housing need will be considered and a level of priority awarded by placing the applicant in one of four bands.

33.3 A letter will be sent to the applicant within 10 working days of receipt of all relevant information, confirming their application reference number, the date the application was registered, their banding and their assessed bedroom need.

33.4 As a result of the partnership between the participating Councils, the five registers are effectively merged into the Hampshire Home Choice Register and operate under the Allocations Framework.

34. Missing Information and Incomplete Applications

34.1 If further verification is required, the applicant will be contacted in writing to provide the information necessary to assess their application. Any applicant who does not provide the requested information within 28 days will be assumed to no longer require housing and their application will be cancelled accordingly.

- 34.2 Paper application forms not completed fully will be returned to be completed. Online applications which are not completed within 28 days will be cancelled.
- 34.3 Incomplete applications will be removed after 28 days as it will be assumed that an applicant no longer wants to pursue their application.
35. Applicants not Eligible and do not Qualify  
If the applicant is considered to be ineligible or does not qualify for the Housing Register, they will be sent a letter confirming this and the reason for this decision.
36. Cancelling and Suspending Applications  
If information is obtained that gives reason to believe that an applicant who has already been accepted onto the Housing Register is, in fact, ineligible or no longer qualifies to be on the Register, or their circumstances may have changed, their application may be suspended or cancelled. The applicant will be informed in writing and they will be given 28 days to provide any requested information. If applicants do not reply within 28 days, or if they reply and the Council still believes them to be ineligible or no longer qualifying, they will be removed from the Housing Register (See Appendix 8 for further guidance).
37. Suspended Applications – Deliberately Worsened Circumstances  
In cases where the Housing Service is satisfied that an applicant has deliberately worsened their circumstances their application will be suspended for 6 months.
38. Suspended Applications – Unacceptable Behaviour
- 38.1 In cases where the Housing Service is satisfied an applicant and/or a member of their household is guilty of unacceptable behaviour, the application will be suspended for 6 months.
- 38.2 In some cases if the unacceptable behaviour has not improved and there has not been a positive change in their behaviour that has been sustained for a minimum period of 6 months the application will remain suspended.
- 38.3 All cases will be assessed case by case.
39. Suspended Applications – Former Debt/Rent Arrears and Debt
- 39.1 Where an applicant and/or their partner owe money to a local authority or Registered Provider and there is no payment arrangement in place which has been adhered to for a period of 6 months the application may be suspended.
- 39.2 Any application suspended will remain suspended until there is evidence that a payment arrangement has been made and adhered to for at least 6 months or the debt has been paid in full.
- 39.3 It is the applicant's responsibility to provide evidence of any payment arrangement and that payments are being maintained before any application can be un-suspended.

40. Suspended Applications – Refusal of Suitable Accommodation  
Applicants who bid successfully and refuse a second suitable property within a 6 month period will have their application suspended for 6 months.
41. Change in Circumstances
- 41.1 Applicants who move to a new address or whose circumstances change after they have completed an application or have been accepted onto the Housing Register (e.g. wish to add or remove someone from their application or a change in income or employment, etc.) should complete any changes online via the HHC website by logging in to their 'My Account'. Applications will not be assessed until you have updated your application.
- 41.2 Eligibility and qualification for the Register may be reconsidered when there is a change in circumstances.
- 41.3 The Councils aim to assess online updates within 10 working days. During busy periods assessments may take longer.
42. Annual Renewals - Remaining on the Housing Register
- 42.1 Applicants will be required to renew their housing application on a yearly basis, on the anniversary of their relevant application date – known as the “renewal date”.
- 42.2 Applicants with an email address will be sent a renewal reminder by email, whilst applicants without an email address will be sent a renewal reminder by letter.
- 42.3 Renewals will be required to be completed online. For those with no access to the internet a renewal can be completed over the telephone or where there is a change in circumstances an application form will be sent to be completed.
- 42.4 Eligibility and qualification for HHC will be reassessed when an application is being reviewed.
- 42.5 If applicants fail to voluntarily renew their application, they will be sent a written reminder to do so within 21 days of the renewal date. Any applicant who does not renew their application within 28 days of receiving their reminder email/letter to do so will be assumed to no longer require housing and their application will be cancelled accordingly.
- 42.6 If an applicant makes contact within 6 months of their original application being cancelled, this application will be reinstated.
- 42.7 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 the original application.
43. Cancelled/Closed Application
- 43.1 Where an application has been cancelled and the applicant requests for their application to be reinstated, provided this is done within 6 months of the date the

application was cancelled and there has been no change in their circumstances their application can be reinstated and the priority date will remain unchanged.

- 43.2 If there has been a change in an applicant's circumstances they will need to complete a Change in Circumstances form. Their application will be reinstated once their Change in Circumstances form has been assessed and the priority date will remain unchanged.
- 43.3 If an applicant requests their application is reinstated outside of the 6 months of their application being cancelled this will need to be referred to the Senior Housing Officer or Manager for a decision to be made on whether the application may be reinstated based on the individual circumstances of the case. If it is agreed an application will be reinstated the priority date will remain unchanged.
- 43.4 In all other circumstances the applicant will have to make a new application.
- 43.5 Applicants can log onto their 'My Account' page on the HHC website at any time and request their application is closed by selecting "Request closure".
44. Client Messages  
Applicants can contact the Council via the HHC website on their 'My Account' page. We aim to respond to Client Messages in 5 working days. During busy periods this may take longer.
45. Confidentiality  
Information regarding a person's application for housing will not be disclosed to any third party or member of the public without the applicant's express consent unless the Council is required to do so legally. By signing the housing application form, an applicant gives consent for the relevant Council to make enquiries with regard to their housing need and their potential ability to manage a future tenancy. The declaration also gives express consent to share such information with partner Registered Providers or other social housing providers as detailed in the Privacy Notice and Declaration.
46. False or Misleading Information  
If an applicant knowingly or recklessly gives false information or knowingly withholds information which the Council has reasonably required of him/her, an offence is committed. In all such cases the relevant Council will consider a prosecution for the offence in which an applicant may be subject to a fine of up to £5,000 under the Housing Act 1996. If an applicant has accepted a tenancy on the basis of using false or withholding information, the landlord may apply to the court for possession of the property.
47. Right to Review
- 47.1 All decisions with regard to the Allocations Framework are subject to Review should the applicant be dissatisfied with a decision. This right to a Review includes decisions regarding eligibility, qualification and housing need assessments. A request for a Review should be made to the Council dealing with the application. An officer senior to the person making the original decision

and who was not involved in making the original decision will carry out the Review.

- 47.2 A request for a Review must be made within 21 days of the decision providing the reasons for the Review. The Council has discretion to extend the time limit if it considers this would be reasonable. If further information is needed, the applicant will be invited to write or, if unable to do this, make oral representation. The applicant may also appoint someone on his or her behalf to do this. If the reviewing officer finds that the original decision did not take relevant information into account, they will refer the case back for re-consideration. The applicant will be notified of the Review decision within 56 days of the request for a Review.

## 48 Section 3 – Allocations and Lettings

### 49. Available Properties

100% of social lettings to which the Councils have nomination rights and Winchester City Councils vacancies will be made available through the scheme. Each Council may agree some specific exceptions.

### 50. Properties not included in the Scheme

Examples of lettings which may be excluded are as follows:

- Decants to allow repairs to be carried out.
- Temporary accommodation for households who are homeless or may be threatened with homelessness.
- Supported housing.
- Extra-care housing.
- Management cases for an existing social tenant.

### 51. Cross Boundary Moves

Local authorities can agree on a voluntary basis to advertise a property as being available for a cross boundary move which would allow applicants across the five Council areas to be considered for the property as well as homes in the local authority in which the applicant has a local connection. These properties will be clearly labelled in the property adverts and it will be very clear for which properties the applicant can and cannot bid.

### 52. Right to Move Quota

The Secretary of State considers that local authorities should set a quota for the proportion of properties that it expects to allocate each year to transferring tenants who need to move into their district for work related reasons ('the Right to Move quota'), and considers that an appropriate quota would be at least 1%. HHC is already striking a balance between the interests of transferring tenants who need to move into their district for work related reasons and the demand from other applicants in identified housing need, and therefore will not adopt a quota at present.

### 53. Direct Match

In certain circumstances, the Council will allocate a property directly to an applicant which is known as a direct match. The advert will clearly state that the property has already been allocated to an applicant with a specific need. Examples of when a direct match may take place are:

- Applicant requires a specifically adapted property.
- Urgent management decant required.
- Applicant is subject to Multi-Agency Public Protection Arrangements or Multi-Agency Risk Assessment Conference and requires specific accommodation in a specific area.
- Witness Protection.

54. Advertising Properties

54.1 Vacant Social Housing to which the Councils have nomination rights and Winchester City Councils vacancies will be advertised through the Choice Based Lettings scheme. Adverts will be available at locations throughout the East Hampshire, Eastleigh, Havant, Test Valley and Winchester region, including the Council offices in which free internet access is available. Details of available properties will also be placed on the Hampshire Home Choice website [www.hampshirehomechoice.org.uk](http://www.hampshirehomechoice.org.uk) .

54.2 The Councils and Registered Providers will arrange for each vacancy to be advertised and will specify the requirements for each property. Some properties may be labelled by the Councils to enable the development of sustainable communities. For new developments, this may include Local Lettings Policies. Depending on the Councils strategic needs, the labelling of properties may include certain restrictions, e.g. some social housing may only be offered to people who have an assessed support need or for transferring tenants.

54.3 The advertisement will usually include details such as the following:

- The Landlord.
- The weekly rent, including all other service charges.
- Whether property is a social or affordable rent.
- Whether property is let on a fixed term tenancy.
- Properties available for cross boundary moves.
- The anticipated date the property will be ready for occupation.
- The recommended number of permitted occupants.
- Any age limits e.g. for households with children, for sheltered accommodation, for older/disabled persons or any landlord specific requirement.
- Whether the property is restricted by a Planning Obligation under Section 106 of the Town and Country Planning Act 1990 where offers of tenancies may only be made to applicants with a strong local connection to a rural exception site.
- Village vacancies subject to local connection restrictions.
- Accessible housing e.g. wheelchair adapted.
- Whether pets are allowed.

55. Adapted Properties

When allocating properties suitable for wheelchair users, or with any other adaptations for disabilities, or when allocating ground floor accommodation, priority may be given to applicants who have an assessed housing need for these properties and evidence of this has been received.

56. Bidding

56.1 All eligible and qualifying applicants can make bids for properties advertised by telephone or online via the website. Full details of how to bid are set out in the Hampshire Home Choice Scheme Guide. This can be found on the

Hampshire Home Choice website or directly from one of the participating Councils.

56.2 Applicants can only bid for up to three properties for which they are eligible per bidding cycle. There is a weekly bidding cycle although this may change at times during the year subject to agreement from the five Councils. Winchester City Council will advertise some of its properties on a 2 weekly bidding cycle.

57. Multiple Bidding

For new developments, the same property types will be covered by one advert. Applicants only need to place one bid to be considered for all the property type covered by the advert.

58. Assisted Bidding

All applicants are expected to make bids themselves but in limited circumstances those who do not bid for properties may receive a direct bid. Since service user participation is a critical part of Choice Based Lettings, the Councils recognise that some vulnerable applicants may require assistance in making bids. To ensure that vulnerable households have fair access to the scheme, applicants with support needs and those who have language difficulties will be supported by the Council or an appointed support provider.

59. Assessment of Bids

59.1 Priority within the band is decided by the date the application was awarded that band. Priority for allocations/nomination will be in the following order;

- Local Connection (if applicable)
- Bedroom Need
- Band
- Priority Date
- Registration Date.

59.2 In cases where a property has been advertised to allow under occupation, applicants awarded additional priority (band 2) to downsize will be skipped if they bid on a larger property than their assessed bedroom need.

59.3 Once the shortlist closes on Sunday 23:59, the Housing Service will work through the shortlist on the following Monday morning. Applicants who have made a successful bid and fail to respond to contact from the Housing Service within **2 days**, will be skipped and the next applicant on the shortlist will be contacted. There may be more flexibility if the property is not ready immediately.

59.4 Registered Providers taking part in the scheme will have access to the shortlist of applicants who have made a bid for the property. The applicant with the highest priority and who meets all of the advert and preference criteria and who is therefore at the top of the shortlist will be nominated to the Registered Provider or selected by Winchester City Councils Landlord Services.

59.5 Once a bid is accepted the letting of property will be organised by the Registered Provider or Winchester City Councils Landlord Services.

60. Skipping

Applicants who do not meet the advert and preference criteria will be skipped.

61. When more than one Applicant has Identical Preference

61.1 Where two or more eligible applicants apply for a property and are in the same band and have the same priority date the applicant with the earliest registration date will be given priority. If the registration date is the same, the Council will carry out a housing needs assessment of the applicant to determine who may have the highest housing need for the property. Regard may also be given to which household size and family make-up may make best use of the property.

61.2 If an applicant's housing need, household size and family make-up are similar, then the length of residency connection with the district shall be considered with the household with the longest residency connection with the Council from where the property is being advertised getting priority.

61.3 This will also be applied in the event of a property being advertised as available for cross boundary moves.

62. Verification

62.1 The Council will verify all information provided by the applicant that is relevant to their eligibility and qualifying for an allocation of accommodation. Further verification, which may include inviting the applicant for an interview or completing a home visit, will be required at the time an applicant is allocated a property and the Council may check information with other sources as allowed by the law.

62.2 Applicants will be expected to provide documentary evidence that all persons included on the application are resident at the address applied from. Applicants will also be required to provide any additional proof considered appropriate to confirm the applicant's circumstances.

62.3 The Council has to meet strict deadlines when allocating properties; therefore it is necessary to verify applications as quickly as possible. Successful applicants who fail to supply the information requested of them within 2 days will be skipped and the next applicant who meets all of the advert and preference criterion on the shortlist will be contacted.

62.4 The sort of information required to verify applications shall include:

- Evidence of identity
- Evidence of recourse to public funds
- Evidence of address
- Evidence of local connection
- Evidence of residency arrangements of children
- Birth certificates of children

- Evidence of employment
  - Evidence of any benefit entitlement
  - Evidence of income and/or savings/assets
  - Evidence of any interest in a property, outstanding mortgage details and equity
  - Any relevant information to evidence housing need.
- 62.5 Registered Providers or Winchester City Councils Landlord Services may carry out their own verification processes and these will be in addition to those carried out by the relevant Councils verification.
63. Offer of Tenancy  
Once all verification processes are completed, the Registered Provider or Winchester City Councils Landlord Services makes an offer of the vacancy to the successful applicant.
64. Affordability
- 64.1 It remains the applicant's responsibility to ensure that they will be able to afford the rental charge for any property they apply for. Anyone needing help or advice on the affordability of accommodation should speak to the Citizens Advice Bureau, Housing Options Service or any other appropriate Support Service.
- 64.2 If an applicant or joint applicant is found to have any debt with a Council or Registered Provider they will not normally be offered housing until a suitable arrangement is made to clear the debt and has been adhered to for at least six months. In these cases their application will be suspended, until an arrangement has been adhered to for 6 months. However, each case will be assessed on its individual merits.
- 64.3 If an applicant is found to owe rent on their private sector tenancy, the landlord or letting agent may be contacted to establish the level of debt and whether any repayment plan has been made and adhered to. If it is evident that there is a high level of arrears (equivalent to one months' rent or more) and no repayment plan is in place, their application may also be suspended for six months or until an arrangement has been adhered to.
65. Reasons why a Landlord may refuse an Applicant for a property
- 65.1 If for any reason a Registered Provider or Winchester City Councils Landlord Services wishes to refuse an applicant, the Registered Provider or Winchester City Councils Landlord Services is required to notify the Councils Housing Service. The Councils Housing Service will re-nominate/select to the next suitable applicant on the shortlist.
- 65.2 If there are no eligible bids or the shortlist has been exhausted the property will be re-advertised. (See Appendix 9 for reasons why a landlord may refuse an applicant for a property).

66. Registered Provider/Winchester City Councils Landlord Services Review Process  
If a Registered Provider or Winchester City Councils Landlord Services refuses an applicant for a property, they must inform the applicant of their reasons for refusal and of their Review Process.
67. Difficult Lets  
If there are no eligible bids for a property, it will be re-advertised by HHC. In some cases the eligibility criteria may be relaxed.
68. Refusals
- 68.1 An applicant, who successfully bids, is nominated and is offered suitable accommodation by a Registered Provider or selected by Winchester City Councils Landlord Services but subsequently refuses an offer on two occasions within a six month period will not be able to bid for further properties for six months from the date of the refusal of the second property.
- 68.2 In most instances, once the property has been viewed the successful applicant will remain in contact with the landlord and the tenancy will start once the property is available. If for whatever reason the applicant decides to refuse the property offered, the Council will refer back to the shortlist to identify the next suitable applicant who meets all of the advert and preference criterion.
- 68.3 If the advert is over 8 weeks old when the refusal is made the property will be re-advertised.
69. Feedback  
All successful lettings will be reported on the Hampshire Home Choice website. The reports show the number of bids for each property, the band and the priority date of the successful applicant.
70. Fair Allocations  
The Councils are committed to providing equality of opportunity to all applicants who apply for housing. The monitoring of allocations/nominations under the scheme will take place to ensure that everyone is treated fairly. All applicants applying for social housing across the five authorities will be assessed by way of an assessment of housing need.
71. Equality  
The Councils are subject to the general public sector equality duty in the Equality Act 2010. The Councils and its partner Registered Providers are committed to providing equality of opportunity to all individuals who apply for re-housing. Monitoring of applications and lettings may take place to ensure that everyone is being treated fairly.
72. Changes to the Scheme  
The Allocations Framework will be reviewed annually by the five Councils and updated where necessary. This will help to ensure that the policy meets legislative and best practice requirements.

73. Storage of Information

73.1 The majority of information relating to any application and allocation/nomination will be stored electronically on the Abris system (Civica is the IT Provider), with the exception of Winchester City Council who also has an internal IT storage system (Sharepoint).

73.2 Each Council will maintain responsibility for Information held and Retention Periods.

74. Monitoring

74.1 The Councils hold a quarterly HHC Board meeting which is attended by representatives and members from each of the Councils and representatives from the Registered Providers.

74.2 The HHC Board has overall responsibility for the control and strategic approach of the HHC Scheme.

75. Complaints

If an applicant is dissatisfied with any aspect of their application, other than where a review can be made, they should follow the Councils published complaints procedure, available on the Councils website or on request.

[www.easthants.gov.uk](http://www.easthants.gov.uk)  
[www.eastleigh.gov.uk](http://www.eastleigh.gov.uk)  
[www.havant.gov.uk](http://www.havant.gov.uk)  
[www.testvalley.gov.uk](http://www.testvalley.gov.uk)  
[www.winchester.gov.uk](http://www.winchester.gov.uk)

76. Access to Personal Information

In accordance with the Data Protection Act 2018 and General Data Protection Regulations, individuals have a right to access their personal data (commonly referred to as subject access) and have the right to; obtain confirmation their personal data is being processed and a copy of their personal data (In some cases a reasonable fee may be charged). As far as possible, the Council will make this available, subject to certain exemptions. Individuals wishing to access their records should contact the relevant Council:

**East Hampshire District Council, Housing Service**

Penns Place, Petersfield, Hampshire GU31 4EX.  
01730 234 358 or 01730 234 277  
[support.team@easthants.gov.uk](mailto:support.team@easthants.gov.uk)

**Eastleigh Borough Council, Housing Service**

Eastleigh House, Upper Market Street, Eastleigh, Hampshire SO50 9YN.  
02380 688 000  
[housing@eastleigh.gov.uk](mailto:housing@eastleigh.gov.uk)

**Havant Borough Council, Housing Service**

Public Service Plaza, Civic Centre Road, Havant, Hampshire PO9 2AX.  
02392 446 379  
Housingservices2@havant.gov.uk

**Test Valley Borough Council, Housing Service**

Beech Hurst, Weyhill Road, Andover, Hampshire SP10 3AJ.  
01264 368 613  
Former Magistrates Court, Church Street, Romsey, Hampshire SO51 8AQ.  
01794 527 773  
lettings@testvalley.gov.uk

**Winchester City Council, Housing Service**

City Offices, Colebrook Street, Winchester, Hampshire SO23 9LJ.  
01962 848 356  
HAllocations@winchester.gov.uk

77. The Local Government / Housing Ombudsman

If an applicant is not satisfied with the action taken by the Council and has exhausted the complaints procedure available, they can send a written complaint to the Ombudsman. The Local Government Ombudsman can be contacted at:

**Local Government Ombudsman**

PO Box 4771, Coventry CV4 0EH.  
Phone: 0300 061 0614  
Fax: 024 7682 0001  
Website: [www.lgo.org.uk](http://www.lgo.org.uk)

If an applicant is not satisfied with the action taken by the Council or a Registered Provider and has exhausted the complaints procedure available they can send a written complaint to the Ombudsman. The Housing Ombudsman Service can be contacted at:

**Housing Ombudsman Service**

81 Aldwych, London WC2B 4HN  
Telephone: 0300 111 3000  
Fax: 020 7831 1942  
Email: [info@housing-ombudsman.org.uk](mailto:info@housing-ombudsman.org.uk)  
Website: [www.ihos.org.uk](http://www.ihos.org.uk)

## **78. APPENDICES**

1. Management Transfer Procedure
2. Sensitive Lettings
3. Owner Occupiers
4. Right to Move Assessments
5. Habitual Residence Test
6. Definition of a Household
7. Health and Welfare Assessment
8. Cancelling and Suspending Applications
9. Reasons why a Registered Provider or Winchester City Councils Landlord Services may refuse an applicant for a property
10. Responsibility for Decisions made Under the Scheme
11. HHC Application Flowchart

## Appendix 1 – Hampshire Home Choice Management Transfer Procedure

### Background

The aim of this procedure is to help existing Winchester City Council and Registered Provider tenants living in the HHC area who need a move urgently by giving them a higher priority. It's a two-tier system based on an assessment of how likely it is that the tenant and their household will come to harm.

- An Emergency Management Transfer is kept for the small number of cases that need a very urgent move because there's a convincing risk that some sort of harm is about to happen. It is necessary to provide evidence that a risk of serious harm exists. Normally, supporting evidence from other agencies, like the Police, Children's Services or the Community Mental Health team will be required.
- A Management Transfer will include cases where people need to move more quickly than they would through the alternative options available, but where they're not in any immediate danger. Again, supporting evidence from other agencies should be provided.

The HHC Framework takes into account health and welfare needs, overcrowding and people who are homeless or living in temporary situations. A management transfer is not meant to boost transfer applicants priority if they don't have an unusual or exceptional need.

Before a management or emergency transfer is requested, all other options must have been considered. For example, if the move is being looked at because of anti-social behaviour, what action been taken to try and resolve the situation before considering a move?

**Before completing a referral form, the landlord will need to ensure their tenant is registered with HHC and HomeSwapper.** The only exception to this is if some recent event is putting the person at risk and you think they need to move straight away.

### Definition and Guiding Principles

It is the decision of the relevant Council to agree who should get a management or emergency move so each case will be looked at on its own merits. There are lots of different circumstances that might make people think they need to move so it's impossible to set out any exact definition. Here are some examples and guidance to follow.

### ***Emergency Management Transfer***

These might include;

- High risk of immediate harm through assault or serious harassment.
- High risk of serious threat to someone's physical or mental health.
- Witnesses or victims, children, vulnerable adults or vulnerable family members need protection.

- There is some serious anti-social behaviour going on that is having a major effect on the mental health of someone in the household.
- Urgent hospital discharge where their current accommodation is totally unsuitable for their needs and cannot reasonably be adapted to meet their changed needs.
- Required to move for witness protection reasons, MARAC, MAPPA and child Protection issues.

These situations might become more urgent because other people in the area are being affected, e.g. people might decide to take matters into their own hands and try to sort out the problem by breaking the law.

Examples are;

- Child victim who is living near to the offender.
- People with mental health or a learning disability being picked on so that their health and welfare are badly affected.
- A serious and convincing physical threat to the household or property such as threatening to assault someone or threatening to set fire to the home.

#### Guiding Principle

These people will be given a much quicker move than others who might have been waiting on the Housing Register for a long time. Every case should be looked at very carefully and a move should only be given in the most serious and exceptional cases. Transfers will not be agreed without supporting evidence from other agencies like the Police. Supporting evidence must be provided with the referral.

#### ***Management Transfer***

These might include;

- It would improve their physical or mental health and welfare in a noticeable way, and
- The situation makes it reasonable for the council to give them additional priority by awarding them a band 2 priority. These cases may involve anti-social behaviour by other people or situations of discrimination that might be harmful but where it isn't likely that people are going to be injured or seriously harmed in cases where the problem after full investigation appears to be intractable or irresolvable. Management transfers might be given in statutory and non-statutory succession cases, when the remaining occupier(s) needs to move to a smaller home.

Examples are;

- Unexpected and unusual death at the home (like suicide or the death of a child).
- A large home is being swapped for a smaller one because the space isn't needed after succession.
- People in the home are being harassed but there is no immediate risk of serious harm.

- Require disabled adaptations and their current home is not suitable to be adapted to meet their needs.

### Guiding Principle

Although this is a lower priority, any decision that awards additional priority to a tenant must be justified by what is happening. Supporting evidence will be essential and must be provided with any referral.

Any decision agreed to award a management transfer due to existing location not being safe will only be supported on the basis that there is a significant move away from existing location.

### PROCEDURE

1. The landlord should complete the referral form. Agreed Emergency Management Transfers will be assessed as 'Urgent Priority' (Band 1) and Management Transfers as 'High Priority' (Band 2).
2. If people in the home are in danger and need a temporary move straight away, they should approach the relevant Council immediately. A more permanent move can be agreed later if the risk is still there but the priority should be to move people to a safe place as quickly as possible.
3. If a household is having problems, a case conference with other relevant agencies may be appropriate in the first instance.
4. Management transfers are not a way to deal with anti-social behaviour. Other options available might need to continue to manage the situation. If action will be taken after the household has moved out because of a risk to the household, make sure this is clear in the application.
5. Other people might tell the landlord they think a household needs a transfer. It could be the Police or other agencies; however it remains the decision of the relevant council.
6. People on starter/introductory tenancies will only normally be considered for an emergency transfer if there is strong evidence of risk to them. There must be some strong supporting evidence. It is unlikely that a management transfer will be agreed unless there is compelling evidence of risk to health or welfare supported by medical/other professional evidence.
7. The landlord will send the completed referral form along with any supporting evidence to the relevant Council's Senior Officer for approval. If written support is not available the information should be verified some other way but a lack of evidence might stop a referral from being agreed.
8. The relevant Council will consider the referral taking into account the facts of the case and reach a decision within 5 working days.

9. When a management transfer is agreed, the council will award the additional priority and place the application in the relevant band. Their "Priority Date" will be the date the management transfer was agreed. A letter will be sent to the tenant advising them a management transfer has been agreed. The tenant can then start to bid for properties. Tenants are expected to bid on the next suitable vacancy.
10. In general, a management transfer will be on a "like for like" basis (which includes both property size and type). Depending on the circumstances of the case it may be agreed by the relevant Housing Manager/Tenancy Services Manager that a tenant can move to their assessed bedroom need sized property. An emergency or management transfer is not a way to get a bigger home. The move must meet any Local Lettings Plans and section 106 agreements.
11. Tenants can move to another local authority area if a property is available for a cross boundary move or where they have a local connection with that local authority area. Tenants should be registered with the local authority in the area they reside.
12. Urgent and High management transfers banding will be time limited for 3 months. Tenants will be expected to bid for the next suitable vacancy. This can be extended where no suitable property has arisen during the time period. The landlord should make sure their tenant understands that their agreed management transfer might be taken away.
13. It's unlikely that an emergency move will be agreed without supporting evidence. If this isn't ready by the time the referral form is completed, the landlord should write a file note about the risks they've been told about and make clear to anyone who's been asked to supply information that the move might be delayed without their support. If the risk is serious, the move might be agreed subject to the risks being confirmed.
14. It is not expected that there will be very many emergency transfers as they must be kept for situations where there's a serious risk.
15. If an emergency transfer move is turned down, the household might be granted a management transfer. There is no right to review a decision to turn down a management transfer request.
16. Where possible a management move should take place within the landlords own stock.

### **After the decision is made**

17. If the management transfer is refused, the landlord will tell their tenant the reasons why the referral for a transfer has been refused and discuss the options available.

18. If the transfer is agreed, the relevant Council will write to the tenant advising them of the conditions of the move.
19. For emergency transfers, it is important landlords keep in touch with their tenant to make sure nothing has happened to increase the risk even more. If there are any changes, the Council must be told as the household may need to be moved to emergency accommodation.
20. For management transfers, the landlord will need to keep in touch with their tenant to make sure that nothing has happened to increase the risk to them even more. If there are any changes, the Council must be told as the household may be granted an emergency management transfer.
21. A copy of the referral form and supporting evidence will be attached to the tenants HHC application within the CRM.

## **Appendix 2 – Sensitive Lettings**

### Purpose

The purpose of the Sensitive Lettings Policy is to create sustainable and cohesive communities in relation to individual lettings where there may be need to redress the balance of the community.

### Objectives

In these cases the Registered Provider or Winchester City Councils Landlord Services is departing from the routine allocation process. Instead of allocating a property to the applicant at the top of the shortlist with the most housing need the landlord considers the suitability of the applicant for the vacancy, on the basis of the information they have about the applicant and the knowledge they have about the property, its location or the neighbours.

In allocating housing the Registered Provider and Winchester City Councils Landlord Services needs to balance a range of factors:

- The individual's housing need.
- The suitability of the property for that applicant.
- To create a community that is sustainable.
- To ensure current and future tenants feel safe.
- To protect the public and residents from nuisance and anti-social behaviour.

Preference will be given to applicants who are able to demonstrate that they will be able to manage a tenancy successfully and using the following cascading mechanism:

- a) Applicant or partner is resident within the local authority area and employed in paid work.
- b) Applicant or partner is employed in paid work and has a local connection to the local authority area.
- c) Are registered on Hampshire Home Choice.

### Exclusions

Applicants will not be considered for a property advertised as a sensitive let where there is evidence of known history or convictions for the following:

- Criminal behaviour.
- Anti-social behaviour.
- Drug abuse.
- Drug dealing.
- Breaches of any tenancy with any landlord.
- Rent arrears.

The landlord may request additional information from other partner agencies such as the Police, Probation Service, Primary Care Trust, Drug and Alcohol Services and

former Landlord in determining suitability for a property subject to the Sensitive Lettings Policy.

#### Process

If a landlord wants to advertise a property as a sensitive let, they will need to provide evidence to the Council and on the reasons why the property is required to be let on a sensitive let basis. The Councils Housing Service will have to agree to any property being advertised as a sensitive let.

The property advert will clearly state the property is subject to a Sensitive Lettings Policy.

Once the shortlist has closed, the Council will nominate/select in accordance to the preference criteria within the Sensitive Lettings Policy. If for any reason a Registered Provider or Winchester City Councils Landlord Services wishes to refuse an applicant the Council will nominate/select the next suitable person on the shortlist.

#### Right for Review

An applicant has the right on request to be informed of any decision about the facts of their case which has been taken into account in deciding whether to make an allocation/nomination of a sensitive let to them.

#### Equality Impact Statement

This Sensitive Lettings Policy does not discriminate directly or indirectly and has given regard to the Equality Act 2010 to ensure no one is treated unfairly and has equal opportunities to access to housing.

The Councils are using their powers under the Localism Act 2011 to enable applicants who are working to access housing, by framing their allocations scheme so as to enable specific properties to be allocated to those in employment through the use of Local Lettings Policies.

#### Monitoring

The effectiveness of properties being advertised as sensitive lets will be monitored on a regular basis. A property should only be advertised as a sensitive let if this is absolutely necessary to address the situation and any housing management issues.

### **Appendix 3 – Owner Occupiers**

An owner occupier who applies to join the HHC Register would not qualify unless there are exceptional circumstances or they wish to be considered for a difficult to let property designated for those aged over 55 years.

In considering those exceptional cases the Council will need to be satisfied that the applicant is in housing need and is unable to resolve their own housing circumstances. Applications will be assessed case by case, taking all relevant information into account.

In assessing whether an applicant is in housing need the following will be considered:

- (a) the suitability of their present accommodation – whether current accommodation is adequate for their situation taking into account state of repair, health, employment, family support and whether an applicant's situation is likely to deteriorate.
- (b) the applicant's financial circumstances – whether their income, savings or the equity within any property they own is sufficient to secure alternative suitable accommodation. The Council may take into account the current house prices locally in making its decision.

In some case the Council may consider it reasonable for the applicant to be able to secure accommodation in the private sector. However, due to a shorthold tenancy being only available initially for a limited term, this may not be appropriate in some cases.

- (c) An applicant must be aged 55 years or over with a housing support need and would benefit from sheltered housing.

Sheltered housing is usually designated for those aged over 55 years. In some cases the scheme may only be available for those aged over 60 or 65 years of age. In some cases the scheme landlord may carry out a needs assessment to assess if an applicant is eligible for their scheme.

If an applicant is assessed as qualifying for an allocation this does not guarantee they will be allocated a property. An applicant will have to also meet the criteria set by the scheme landlord especially in cases where the landlord may have charitable status.

Where an applicant who is an owner occupier has been assessed as a qualifying person as a result of having a housing need and a need for sheltered housing, they will only qualify for an offer of sheltered housing and will not qualify for an offer of a general needs property.

## Appendix 4 – Right to Move Assessments

Guidance; Right to Move Assessments under Hampshire Home Choice.

### Assessment

On receiving an application from an existing social housing tenant, who has stated that they need to move for work related reasons, the application should be assessed in accordance with these Procedures.

Details of the reasons for application can be found within the 'Additional Information:' field on the Housing Register Application which appears under 'Other details'.

Details may include a need to move;

- because they work in the district, or
- to take up an offer of work

As part of the assessment the local authority must be satisfied the existing tenant needs, rather than wishes, to move for work related reasons and where failure to meet that need **would** result in hardship.

For assessment purposes Hardship is defined as a condition that is difficult to endure (suffering; deprivation; oppression) in instances or where failure to meet that need would cause; something hard to bear or constant toil or danger.

The following factors can be taken into account:

- Distance or time to travel between work and home
- Availability and affordability of transport, taking into account earnings
- Nature of the work and whether similar opportunities are available closer to home
- Other personal factors such as medical, child care
- Length of the contract (Minimum 12 months employment contract)
- Hours worked (Minimum 16 hours per week)
- The office or business establishment is located within the local authority boundary
- Must be hourly paid employment

The Right to Move Regulations excludes Voluntary work, however includes Apprenticeships.

In some cases tenants may be seeking a move within the district, and local authorities should take a flexible approach when assessing these.

The local connection criterion should **not** be applied when assessing an application in accordance with the Right to Move Regulations.

**Evidence**

Evidence of employment or an offer of any employment **must** be provided to support any application (i.e. contract of employment, offer letter etc.).

**Verification**

Applications accepted as qualifying to be registered on HHC as a result of the Right to Move Regulations may be verified at any point whilst the application is registered on HHC and at point of any allocation/nomination to ensure they remain qualifying.

**Priority**

Band 3 Priority.

**Right to Review**

All decisions with regard to the Allocations Framework are subject to Review should the applicant be dissatisfied with a decision.

**Monitoring**

The HHC Manager will monitor the number of applicants accepted on the basis of the Right to Move Regulations on a regular basis and ensure consistency across the HHC area when assessing these types of application.

## Appendix 5 - Habitual Residence Test

Habitual residence (HR) is not a term of reference to someone's immigration status. A person may be a British Citizen, but if they are not Habitually Resident in the CTA they will not be eligible. **The CTA includes**; England, Wales, Scotland, Northern Ireland, Republic of Ireland, Isle of Man and the Channel islands.

The term HR is not defined in the 1996 Housing Act or the regulations-it is a question for the LA to decide.

There are two aspects required to be present in order to constitute HR;

1. A settle purpose of establishing residence in one of the territories of the CTA
2. An appreciable period of such residence

**Please note**; The English code contains the secretary of state's advice that if somebody has lived in one of the territories of the CTA for two years continuously prior to application for an allocation, they are HR without further enquiry.

Whether each of the above is satisfied is a question of fact for the local housing authority.

***The interviewing officer needs to make notes under each of the headings below to evidence their findings***

### **1. How do we establish a settled purpose and what do we have to have regard to;**

- Applicants intentions and motivations;

***Interviewing officer may ask*** when did they make decision to return? Why are they returning? What has changed to make them return?

- Are they in employment, transitory employment or dependent on benefit-the former would indicate they are more HB than the latter.

***Interviewing officer may ask***; what type of employment, is it permanent, when did they secure it? Did they make any provision for accommodation for their own accommodation before accepting the employment? If not employed, how were they going to fund their existence back in the UK?

### **2. What constitutes an appreciable period of residence?**

***These are the five areas we need to investigate and make clear notes of our findings under each heading.***

- Whether the person is seeking to bring any family members to the UK?
- Whether he or she has brought his or her personal property and possessions to the UK?
- Whether he or she has done anything necessary to establish a residence before coming?

**Questions an officer will need to ask are;** *have you applied to rent privately? (Officer may ask for evidence), what arrangements have you made with families, can you purchase your own home, if not why not? How sustainable are these arrangements you've made? What are the details (name, addresses and contacts number) of family members? The officer may want to verify these with the family. The officer may want to ask about the type of accommodation they have left, do they own it ?If they rented privately, what notice were they given, what advice did they take from relevant bodies before moving back to the UK?*

- Whether he or she has a right of abode
- What durable ties they are with the CTA;

**Officer may want to ask** *how often they returned to the UK, if they returned, how long was each period? What was the purpose of each return, did they keep active British bank/saving accounts, have they continued to pay their national insurance stamps?*

**Before a decision can be made, an officer has to investigate both elements and the components in each element. Clear notes have to be taken in the same order as the test of HR-outlined above. The decision letter needs to clearly state what elements have to be satisfied, what components have to be taken into account and what information within in these you have had regard to in making your decision. The claimant needs to have very clear reasons as to why they are not HR. If they appeal, it needs to be very clear to the reviewing officer how the initial case officer reached the decision.**

## **Appendix 6 – Definition of a Household**

Any person wishing to be included as part of an applicant's household must satisfy the Council that they are a permanent member of the applicant's household and show that it is reasonable to expect them to reside with the applicant on a continuing basis.

In the case of a separated household or where residence of children is shared between parents, it would not normally be considered reasonable for a child who has a suitable home with one parent to be taken into account when considering the housing needs of the other parent.

In all such cases, an assessment will be carried out to decide who should be considered to be part of the household and the following factors will be taken into consideration along with any other relevant facts:

- Current accommodation and access of people included on the application to other suitable accommodation.
- Evidence of longstanding residence and commitment to being part of the household.
- Previous living arrangements and actual living arrangements.
- Residence arrangements for children through the week and weekend.
- Any school travel arrangements.
- Preferred living arrangements and likely longer-term living arrangements.
- Details of who is in receipt of the child benefit and/or any other welfare benefits.
- Special circumstances.
- Information from Children's or Adult Services.

### **Applicants requiring a Carer**

Where the applicant states that they require a carer to live with them who would not normally be considered to be part of the household, then the Council will decide whether the carer is part of the household or could reasonably be expected to be part of the household. In most cases, care can be provided without the provision of a separate bedroom for a carer.

Each case will be dealt with on its own merits, and the following factors will be taken into consideration along with any other relevant facts:

- Whether there is an established need for live-in 24 hour care.
- Availability of supported or extra-care housing which may meet the applicant's needs.
- Current living and care arrangements.
- Likely future living and care arrangements.
- Special circumstances.
- Information from Adult Services.

Other cases may arise where there are queries about households (e.g. where adult sons or daughters return home or where distant relatives or 3 generation families or friends are included on the housing application).

## Appendix 7 – Health and Welfare Assessment

The health and/or welfare of an applicant or a member of their household will be assessed on the basis of the effect of their current circumstances on any condition.

To qualify for an assessment the medical condition must meet both of the following criteria:

1. Be made **worse** by your present circumstances **and**
2. **Must** also be likely to be improved by moving to alternative accommodation.

If any health and/or welfare condition would remain the same if you were to move to alternative accommodation, no assessment will be carried out. Depending on the circumstances, Housing Options may be offered in the first instance to assist you in resolving any issues you may be experiencing.

An assessment does not mean that your application will move into a higher Band. For example, you may already be in band 3 and if you are assessed as having a medium need (band 3) to move, you would remain in band 3.

A health or welfare issue in this context means a physical or mental illness, disability or incapacity, including behavioural syndromes, problems of physical or mental development and disorders related to drugs and / or alcohol. The assessment is based on a holistic approach, which takes account of psychological and social factors alongside physical issues.

The following table shows which awards are available and which Band an application will be placed into if the award is made:

### Health and Welfare Table

Priority level	Definition	Priority Band
<b>Urgent</b>	There is a critical need to move. The current housing situation is seriously detrimental to health or welfare and interferes with quality of life to an intolerable degree.	<b>Band 1</b>
<b>High</b>	There is a high medical or welfare need to move. The current housing situation is detrimental to health and interferes with the quality of life to a high degree.	<b>Band 2</b>
<b>Medium</b>	There is a moderate medical or welfare need to move. The current housing situation is detrimental to health and interferes with the quality of life to a moderate degree.	<b>Band 3</b>
<b>Low</b>	There is a slight medical or welfare need to move. The current housing situation is detrimental to health and interferes with the quality of life to a low degree.	<b>Band 4</b>
<b>None</b>	There is no medical or welfare need to move or a move would offer no improvement. The current housing situation is not detrimental to health and does not interfere with the quality of life.	<b>No Priority</b>

## **Health and Welfare Assessment Form**

You only need to tell us about problems if you think that your health and/or welfare is being made worse by your current circumstances and that it would improve if you were to move.

You can discuss your situation with the Council dealing with your application. Housing Options may be offered to assist you in resolving any issues you may be experiencing in the first instance. In some instances a Housing Officer may make a recommendation for additional priority under health and welfare grounds.

If your condition is made worse by your present circumstances and your health and/or welfare is also likely to be improved by moving to alternative accommodation you may be sent a Health and Welfare Assessment form.

Only one award can be given to a household. Where more than one household member has a health and/or welfare condition an assessment will be made taking into account everyone's health and/or welfare needs and the highest award applicable will be made.

## **Health and Welfare Assessment Process**

The Health and Welfare Assessment Panel is made up of one or two members of the Housing Service who will assess an applicant's Health and Welfare assessment form against the criteria shown within the Health and Welfare table based on all of the information you have provided about yourself and your household and according to the guidelines in the table.

If further information is necessary before a decision can be made, the Housing Service will write to you, your general practitioner or any other agency regarding additional information relating to the Health and Welfare form. They may also contact an independent medical advisor regarding your case if this is necessary.

For applicants who are awarded a higher band, their priority date will be the date the higher award was decided.

The Health and Welfare Assessment Panel will usually meet on a weekly or 2 weekly basis, although this may vary during busy periods.

## **Additional Bedrooms**

Applicants requesting an additional bedroom should complete a Health and Welfare form (with the exception of Foster Carers) and provide supporting information to support their need for an additional bedroom. Usually the only circumstances in which an additional bedroom will be awarded is where an applicant requires a full-time live-in carer who is not part of the normal household.

In cases where a Foster Carer requests an additional bedroom(s) to accommodate foster children the local authority will work closely with Children's Services to meet the needs of an approved Foster Carer.

Requests for an additional bedroom will be assessed case by case taking the individual facts of the case into account. Additional information such as evidence from a Medical Professional and/or evidence of Disability Living Allowance or Personal Independence Payment may also be requested.

Where there is evidence children are unable to share because of their severe disabilities an additional bedroom may be awarded. In making its decision the Housing Service may take into account whether any child/children is in receipt of middle or higher rate Disability Living Allowance.

The Health and Welfare Panel will assess and decide if an applicant can be awarded any additional bedrooms above their assessed bedroom need.

### **Adapted properties**

Applicants who need a home suitable for wheelchair users may need to provide a report from an Occupational Therapist before an offer can be considered.

When allocating properties suitable for wheelchair users, or with any other adaptations for disabilities, or when allocating ground floor accommodation, priority may be given to applicants who have an assessed housing need for these properties and evidence of this has been received.

### **What to do if you disagree with our decision**

All decisions with regard to the Allocations Framework are subject to Review should the applicant be dissatisfied with a decision. A request for a Review should be made to the Council dealing with the application. An officer senior to the person making the original decision and who was not involved in making the decision will carry out the Review.

Details of the Right to Request a Review is detailed in S47.

It is important to remember that it is for the Council to make decisions in the administration of housing applications. Only the Council will be able to determine priority in line with the Allocations Framework.

Councils may where necessary take into account medical professional's information about medical conditions and any need for alternative housing as a result of that condition and any impact of the current housing on such a condition but the Council will make the final decision.

## **Appendix 8 – Cancelling and Suspending Applications**

### **1. Reasons for Suspending an Application:**

- Adequately housed
- Applicants request
- Rent arrears – temporary accommodation
- Awaiting documentation
- Evicted for rent arrears / nuisance
- Intentionally homeless
- No recent contact
- No response to offer
- Offer refused
- Person from abroad
- Rent arrears / Debt owing to a local authority or Registered Provider
- Unacceptable behaviour
- Under investigation
- Under offer.

### **2. Reasons for Cancelling an Application:**

- Applicant became ineligible
- Applicant gone away / no contact
- Cancelled at applicants request
- Data error
- Deceased
- Failure to respond within the time limit
- Housed by Local Authority
- Housed through shared ownership
- Housing by social landlord or other
- Housing Register review
- Housing review not returned
- Made own arrangements
- Mail returned as no longer at that address
- Moved away
- No longer wishes to be on list
- No response to contact letter
- No response to correspondence
- Non-qualifying person
- Unsuitable to be a tenant.

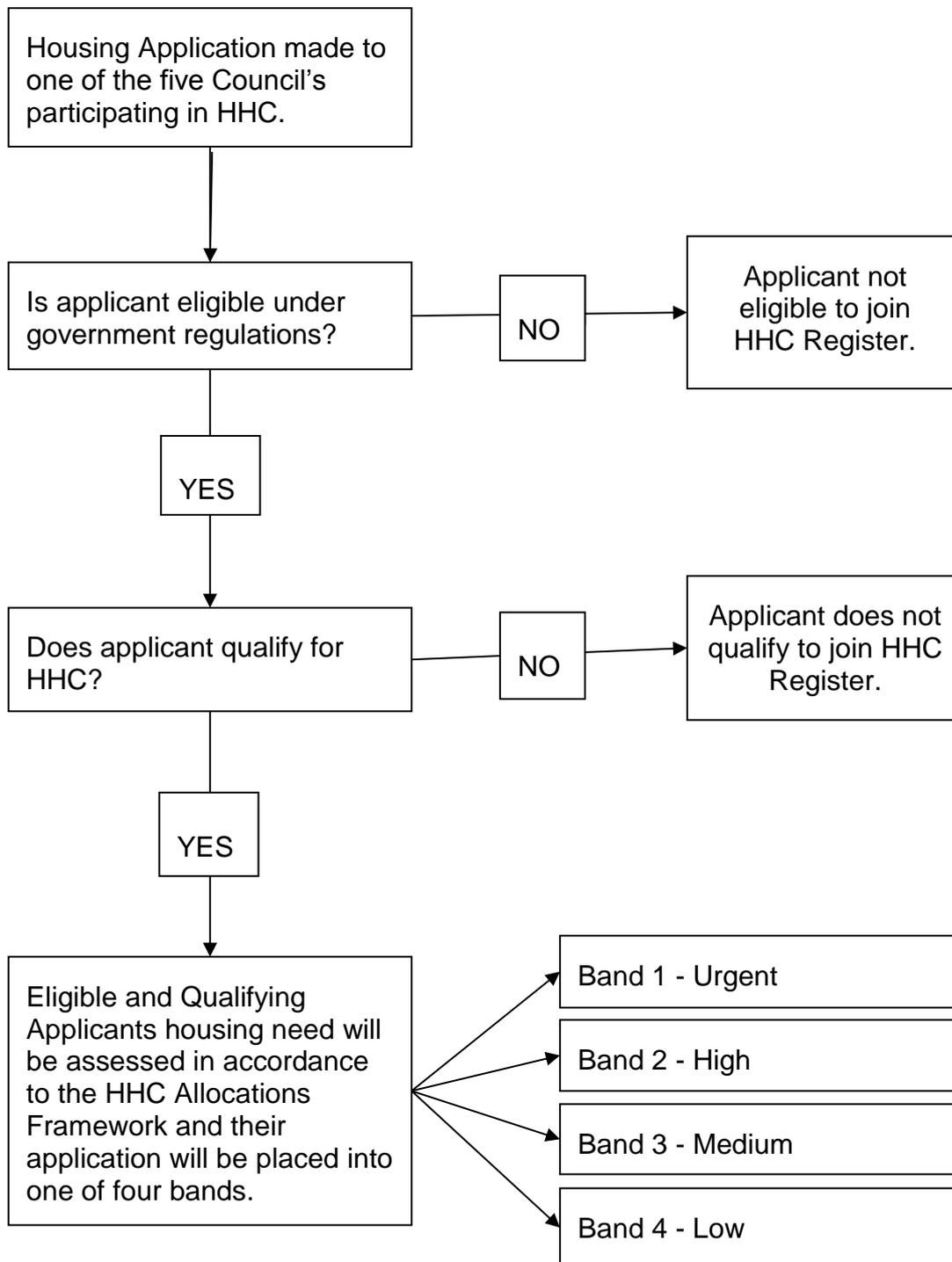
## **Appendix 9 - Reasons why a Landlord may refuse an Applicant for a property**

A Registered Provider or Winchester City Councils Landlord Services may refuse an applicant for a property for the following reasons:

- Anti-social behaviour
- Area unsuitable
- Change of circumstances
- Does not meet age criteria
- Does not meet financial criteria
- Does not require ground floor
- Does not meet criteria
- Does not meet local lettings policy
- Efficient management of stock
- Fails to meet accommodation criteria
- Financially secure
- Geographic exclusion
- Health reasons
- Incomplete agency information
- Incomplete application
- Incomplete verification by applicant
- Management decision
- Needs supported housing
- No support package in place
- No vacant possession guarantee
- Non-compliance with tenancy conditions
- Non engagement with services
- Not ground floor
- Offered to another shortlist
- Owner occupier
- Previously bypassed
- Previously refused
- Previously refused by Registered Provider
- Property unsuitable
- Rent arrears
- Rent Deposit Loan scheme and/or deposit scheme debt to the Councils
- Requires ground floor
- Sensitive let
- Suspected fraudulent application
- Unable to proceed
- Other reason – which may not fall within any of the above.



## Appendix 11 - HHC Application Flowchart



See Section 20 of the HHC Allocations Framework for further guidance on determining priorities of applicants.