



East Riding

Allocations Policy

2013 (2020 interim refresh)



*"Fairer Housing
Future Homes"*

Table of contents

- 1. Introduction..... 4
- 2. Statutory Requirements 4
- 3. Eligibility 5
- 4. Qualification Criteria 5
- 5. Age of Applicants..... 8
- 6. Homeless Applicants 8
- 7. Transfer Applicants..... 9
- 8. The Housing Register 9
- 9. Applying to the Housing Register 10
- 10. Verification 10
- 11. False Information 10
- 12. Change in Circumstances 10
- 13. Worsening of Circumstances..... 11
- 14. Right to Move Applicants 11
- 15. National and Local Policies and Strategies 12
- 16. The Banding System 12
- 17. Members of the Armed and Reserve Forces..... 12
- 18. Allocation of Property Size and Type 13
- 19. Sheltered and Supported Housing and Properties with Age Restrictions..... 13
- 20. Support / Care Packages 14
- 21. Health and Wellbeing Assessment 14
- 22. Financial and Needs Assessment 14
- 23. Applicants who will not usually be made an offer 15
- 24. Offers of Accommodation 15
- 25. Nominations to Other Landlords..... 16
- 26. Sensitive Lettings..... 16
- 27. Local Lettings Policies 16
- 28. Renewal and Cancellation of Applications 16
- 29. Monitoring and Review of Policy 17
- 30. Diversity and Equality 17
- 31. Access to Information and Data Protection 18
- 32. Reviews and Appeals..... 18

East Riding of Yorkshire Council Housing Allocations Policy 2020

Appendix A: Bandings.....	19
Appendix B: Factors of Need.....	21
Appendix C: Dwelling types considered suitable	24
Appendix D: Local lettings policies.....	26
Appendix E: List of information required to verify an offer of accommodation	50
Appendix F: Further Information	52

I. Introduction

- 1.1. This document sets out East Riding of Yorkshire Council's policy for applications to the Housing Register, the allocation of the housing stock owned by the Council and nominations to Housing Associations/Registered Provider (for social and Affordable rented and low cost home ownership properties) and to private landlords. Officers act under delegated powers in accordance with this policy. All allocations and nominations are made from the Housing Register.
- 1.2. The policy seeks to meet housing need and make best use of affordable housing. Applicants are:
- normally required to have a local connection to the East Riding of Yorkshire;
 - considered ineligible if deemed guilty of unacceptable behaviour;
 - subject to a financial assessment; and
 - placed in one of nine bands.
- 1.3. This Allocations Policy 2020-25 takes account of the new Section 189B Relief of Homelessness duty which sets out a statutory reasonable preference under Section 166A(3) of Part 6 Housing Act 1996.

2. Statutory Requirements

- 2.1. Under the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Localism Act 2011) the Council has to ensure that when letting housing reasonable preference is given to the following groups:
- people who are homeless (within the meaning of Part VII of the Housing Act 1996 including those found to be intentionally homeless, or homeless but not in priority need);
 - people who are owed a duty by any local housing authority under the Housing Act 1996 sections 190(2), 193(2) or 195(2) (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any such authority under section 192(3);
 - people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions;
 - people who need to move on medical or welfare grounds (including grounds relating to a disability); and

- people who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship¹ (to themselves or to others).
- 2.2. The *Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015* prevents local authorities from excluding applicants from the Housing Register if the applicant is a tenant of social housing who needs to move to take up a job or live closer to employment or training (including apprenticeships). A local connection requirement must not be applied to existing social tenants seeking to transfer from another local authority district in England who:
- have reasonable preference under s.166(3)(e) because of a need to move to the local authority's district to avoid hardship, and
 - need to move because the tenant works in the local authority district, or
 - need to move to take up an offer of work.
- 2.3. The Department of Communities and Local Government (DCLG) *Allocation of accommodation: guidance for local housing authorities in England* is issued to local housing authorities under section 169 of the Housing Act 1996.
- 2.4. Supplementary guidance *Providing social housing for local people* was issued by the DCLG. Regard to it will be had when exercising functions under Part 6 of the Housing Act 1996.

3. Eligibility

- 3.1. Applicants ineligible under Government regulations will not be eligible to be accepted on to the register.
- 3.2. Any applicant who has been excluded from the housing register on the grounds of ineligibility will be given written notice of the decision and the reasons for it and advised of their right of review (see section 32).

4. Qualification Criteria

- 4.1. The Council will usually only accept applications to the Housing Register from an applicant with a local connection to the East Riding of Yorkshire. Local connection means that the applicant or a person who might reasonably be expected to reside with him / her either:
- a) Is normally resident within the area of the East Riding; or

¹ This would include, for example, a person who needs to move to a different locality in order to give or receive care, to access specialised medical treatment, or to take up a particular employment, education or training opportunity.

- b) Has a local connection with the area by virtue of family association or secure employment.

Normally resident means resident in accommodation for at least six out of the last twelve months or three out of the last five years. This does not include being detained in prison or resident in a bail hostel. Persons occupying holiday or other temporary accommodation (for example, hospital or student housing) are not regarded as normally resident unless they can demonstrate that this has been their sole or main home for a period of at least five years.

Family association normally means that the applicant has parents, grandparents, adult children, grandchildren, a brother or a sister currently living within the East Riding who have been normally resident within the East Riding for at least five years. In exceptional circumstances and where support is required, family association may include extended family, each case will be determined on its own merits. Applicants will be required to provide proof of their local connection to East Riding before their Banding is assessed and will be verified again before an offer of accommodation is made.

Secure employment means the employment or self-employment of the applicant or an adult member of the household for at least one year's duration and at least 20 hours per week. Where this employment has been for less than one year at the time of application evidence will be required to confirm that the employment is permanent.

Local connection requirements will not apply to the following applicants:

- members of the Armed Forces and former Service personnel, where the application is made within five years of discharge;
- bereaved spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of their spouse or civil partner, and the death was wholly or partly attributable to their service;
- divorced or separated spouses or civil partners of Service personnel who need to move out of accommodation provided by Ministry of Defence following the breakdown of their relationship;
- serving or former members of the Reserve Forces who need to move because of serious injury, medical condition or disability sustained as a result of their service;
- existing social housing tenants in England who have a reasonable preference (under the Right to Move, March 2015) because of a need to move to East Riding of Yorkshire Council to avoid hardship and if they work or have been offered work in East Riding of Yorkshire and have a genuine intention to take up that offer; and
- applications made for a property which has been deemed 'hard to let' by the Council (see paragraph 8.2).

Not having a local connection to the East Riding of Yorkshire will not preclude those applicants identified to be within the class of person set out in section 13.1 of this Policy from being on the Housing Register. Such applicants will be placed in Band 9 unless exceptional circumstances apply (see paragraph 4.2).

4.2. Applicants will not be accepted on to the register where the Council decides that the applicant, or a member of the household with whom the applicant would usually reside, has behaved unacceptably.

4.3. Examples of unacceptable behaviour could include:

- Significant rent or mortgage arrears or breach of tenancy obligations where no attempt is being made to repay the debt or remedy the breach (as a minimum it would normally be expected that applicants had agreed and kept to a repayment schedule and/ or not breached their tenancy obligations for at least 3 months);
- Cautioned or convicted of a nuisance, anti-social or violent offence²;
- Subject to an Anti-Social Behaviour Order (ASBO) or equivalent;
- Conduct likely to cause serious nuisance, annoyance or harassment to neighbours;
- Using accommodation or allowing it to be used for immoral or illegal purposes;
- Serious damage to or neglect of a property by the tenant or other occupants;
- Committing violent or anti-social behaviour, or domestic, racist or other abuse;
- Knowingly giving false or misleading information to the Council or withholding information that has been reasonably requested by the Council;
- Threatening, or perpetrating violence or abuse against members of the Council's staff or persons contracted by the Council; or
- Other unacceptable behaviour.

4.4. Cases will be considered on an individual basis. The following criteria will be applied in determining whether an applicant (this includes existing tenants) should be ineligible to register with the Council for re-housing because of their unacceptable behaviour:

- There must be reliable evidence of unacceptable behaviour;
- In normal circumstances the behaviour concerned should have occurred within the last two years. In cases of a more serious nature, for example those involving criminal prosecution, a longer time-scale may be appropriate; and

² This does not include spent convictions.

- There must be reasonable grounds for believing that the behaviour could continue or be repeated. For example, the applicant may have issued threats or there might be a history of repeat offending.
- 4.5. The decision as to whether to exclude an applicant from the housing register on the basis of unacceptable behaviour, be this due to the applicant's behaviour or the behaviour of a member of the household with whom the applicant would usually reside, will be made by the Head of Housing, Transportation and Public Protection, in consultation with the Director of Children, Families and Schools or the Head of Adult Services (or their nominated representative), as appropriate.
- 4.6. Where an application to the housing register would not otherwise be accepted on the grounds of failing to meet the qualification criteria, (including where an application would result in the applicant being placed in Band 9), the Council will retain the discretion in exceptional circumstances where it is considered necessary to dis-apply the qualification criteria and / or place the applicant in any other Band as set out in this policy.
- 4.7. Any applicant who has been excluded from the housing register on the grounds of failing to meet the qualification criteria will be given written notice of the decision and the reasons for it and advised of their right of review (see section 32).

5. Age of Applicants

- 5.1. Applicants will normally be at least 18 years of age. In the case of 16 and 17 year olds applicants must be care leavers or homeless/threatened with homelessness, and not deemed to be a child in need following an investigation by Social Services under section 17 of the Children Act 1989³. Applicants under the age of 18 must have a recognised support package and financial guarantor or guardian before being accepted on to the register.

6. Homeless Applicants

- 6.1. The Council has a duty to secure suitable accommodation for homeless households who are eligible for assistance, in priority need and who are not intentionally homeless, in Council, housing association or suitable private rented accommodation. Discharge of the main homelessness duty to the private rented sector will be made in line with the Homelessness (Suitability of Accommodation) (England) Order 2012.

³ In this instance an application will be made by Social Services on behalf of the child in need and a support package will be in place.

- 6.2. The Homelessness Reduction Act (HRA) 2017 places a duty on the Authority to intervene at earlier stages to prevent homelessness, and to assist all those who are eligible and either homeless or threatened with homelessness, regardless of intentionality or priority need. Reasonable preference will be owed under Part 6 of the Housing Act 1996.
- 6.3. It is important that persons who are homeless or at risk of homelessness seek advice from the Council at the earliest opportunity under the new prevention and relief duties. The Council will work with applicants to prevent and relieve homelessness, but if this is not possible it may be necessary for a formal homeless application to be made.

7. Transfer Applicants

- 7.1. Existing tenants of the Council will be subject to the provisions of the Allocation Policy. Tenants wishing to transfer will not normally be considered for re-housing until they have been resident in their present home for six months. This will also apply to applicants who are tenants of a Housing Association (Registered Social Provider) where they have been granted that tenancy as a result of a nomination from the Council. In exceptional circumstances, in order to facilitate best use of stock, the Head of Housing, Transportation and Public Protection can give priority to an existing Council tenant to move to alternative accommodation. Each case will be considered on its own merits.

8. The Housing Register

- 8.1. The Council holds a register of applicants; this is used to make allocations of Council housing and to provide nominations to housing associations for rented and low cost ownership homes and to landlords of private rented accommodation.
- 8.2. The Council will advertise properties that are 'hard to let'⁴ and interested parties will be able to apply even if they have no local connection to East Riding of Yorkshire. Applicants will be added to the Housing Register and offers made in accordance with this policy. The decision on whether to regard a property as hard to let will be taken by the Head of Housing, Transport and Public Protection or in his absence/delegation the Housing and Safe Communities Group Manager.

⁴ A property is considered 'hard to let' when there is a very small or non-existent waiting list or offers of a tenancy have been repeatedly refused by applicants from the housing register.

9. Applying to the Housing Register

- 9.1. Persons wishing to apply for housing should submit either an online or paper Application Form. Staff can, on request, assist applicants in completing this form and translation services are available.
- 9.2. Applicants will receive a written response confirming whether or not their application has been accepted. If accepted, the applicant will be provided with written notification of the Band in which they have been placed and a general assessment of their prospects of being offered accommodation of a type and within the area requested.
- 9.3. Any applicant has a right to further information to enable them to assess how long it is likely to be before such accommodation may become available and to be informed of any decision taken by the Council in relation to the assessment or determination of their application.
- 9.4. Where an applicant is not satisfied with the way their application has been assessed or determined they have a right of review (see Section 32).

10. Verification

- 10.1. On completing the application form applicants give permission for the Council to verify (check) the information that they have provided or will provide prior to any offer being made. This includes permission to contact other Council departments, for example Council Tax and Social Services, and other people or organisations such as previous and current landlords, the UK Border Agency and the police. Applicants will not be made an offer of accommodation until all information requested has been provided and verified. Appendix E lists the information applicants are required to submit to verify their housing application prior to any offer of accommodation.

11. False Information

- 11.1. It is a criminal offence for applicants knowingly or recklessly to give false information; or to knowingly withhold information. It can carry a fine of up to £5,000 and in separate civil proceedings can lead to the loss of any accommodation let as a result of the Council relying on that false information.

12. Change in Circumstances

- 12.1. If an applicant's circumstances change the Council's Housing Services section must be informed straight away or as soon as is reasonably practicable. Examples of changes include change of address or change in family size. Applicants should submit either an online or paper Change of Circumstances Form. If an applicant's circumstances change they may cease to be eligible for inclusion on the register, and their application will be disqualified. They will be informed if this is the case and advised of any right of review (see Section 32).

13. Worsening of Circumstances

- 13.1. Applicants must not deliberately worsen their circumstances in order to “move up” Bands. If an applicant is found to have deliberately worsened their circumstances they will be placed in the Band corresponding to their circumstances at the time of their original application.
- 13.2. Examples of deliberate worsening of circumstances might include:
- Selling a property that is affordable and suitable for an applicant’s needs;
 - Moving from a secure Assured Tenancy to insecure, overcrowded accommodation, where there is no good reason for this move; or
 - Where there is evidence that it was reasonable for an applicant to have remained in their original accommodation.
- 13.3. Where an applicant has little or no control over their move to alternative accommodation, this will not be considered as a deliberate worsening of circumstances.

14. Right to Move Applicants

- 14.1. The Council will set aside 1% of the properties it expects to allocate each year to transferring social tenants who need to move into the local authority area for work related reasons. This equates to an estimated eight properties per year⁵.
- 14.2. In determining whether an applicant qualifies for a property under the quota system regard will be made to the *Right to Move: Statutory Guidance on social housing allocations for local housing authorities*.
- 14.3. Qualifying households will normally receive one reasonable offer of accommodation under the quota system. If this is refused, households will be considered for accommodation based on their Band and waiting time in accordance with this policy.
- 14.4. Once the annual quota has been met, qualifying applicants will remain in their position on the Housing Register until 1st April when the annual quota will begin again.

⁵ This excludes re-lets due to transferring East Riding of Yorkshire council tenants, successions, best use of stock and properties used as temporary accommodation for homeless households or households fleeing domestic abuse.

15. National and Local Policies and Strategies

- 15.1. The allocation policy also seeks to address particular priorities identified in national and local policies and strategies including the need to:-
- reduce under-occupation in social housing;
 - reduce over-crowding;
 - relieve homelessness;
 - facilitate social mobility;
 - provide appropriate housing with support for specific needs groups as identified by the Council's Housing Strategy; and
 - give priority status to former members of the Armed Forces.

16. The Banding System

- 16.1. The policy is based on nine Bands with specific qualifying criteria (see Appendix A for more details). Each applicant's housing need and other circumstances are assessed on the information provided and the applicant is placed in the highest Band their circumstances allow. Within each Band applicants are ranked in date order from when they were accepted into that Band, not the date their original application was accepted.

17. Members of the Armed and Reserve Forces

- 17.1. Those applicants who are placed in Bands 1 to 7, who are considered to have urgent housing needs, and are in the following categories, will be given additional priority so that they are considered for re-housing ahead of others in their Band:
- former members of the Armed Forces, where the application is made within five years of discharge;
 - serving members of the Armed Forces who need to move because of serious injury, medical condition or disability sustained as a result of their service;
 - bereaved spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner, and the death was wholly or partly attributable to their service, and
 - serving or former members of the Reserve Forces who need to move because of serious injury, medical condition or disability sustained as a result of their service
- 17.2. Their application needs to be flagged to ensure that priority is given.

18. Allocation of Property Size and Type

- 18.1. Although applicants are free to choose the type of accommodation for which they wish to be considered, offers of accommodation will not normally be made which are considered unsuitable. This includes, for example, where the accommodation is bigger or smaller than would reasonably be required to meet the applicant's housing needs.
- 18.2. In determining whether a particular type of property is suitable to the applicant's needs the Council will have regard to the circumstances of the applicant, the size and type of property, any special facilities provided and, where applicable, Department for Work and Pensions (DWP) restrictions which cap the amount of Housing Benefit applicants will receive.
- 18.3. Appendix C gives examples of what size and type of property an applicant can usually expect to be offered.

19. Sheltered and Supported Housing and Properties with Age Restrictions

- 19.1. (See also Appendix D: Local Lettings Policy for Council Owned Sheltered and Supported Accommodation, and Rita Hunt Court Local Lettings Policy)
- 19.2. East Riding of Yorkshire Council allocates and nominates to a range of sheltered and supported accommodation. Applicants or their representatives can indicate whether they want to be considered for this type of accommodation on the application form but will usually be offered one only if they meet the following criteria:
 - Sheltered and supported accommodation – applicants will usually be aged 60 or over, but allocations may be made to younger people (over 18) if they would benefit from the on-site services and facilities available. See Local Lettings Policy in Appendix D.
 - Extra care sheltered accommodation – applicants will usually be at least 60 with housing and care needs. Applicants must have an assessed need for an agreed number of personal care hours as assessed by Adult Services assessment. See Local Lettings Policy in Appendix D.
 - Other supported housing - applicants must meet the requirements set out in each scheme's eligibility criteria. Applicants will be expected to sign-up to a support and / or care package as appropriate.
- 19.3. Bungalows will usually only be offered to applicants aged 60 years and over or who have poor health and/or a disability who require accommodation on one level.
- 19.4. Other properties may be designated, either permanently or for a limited period of time, for applicants who fall into a particular age category to ensure the continued sustainability of a particular block or area of housing. These may be subject to local lettings policies (see below and Appendix D).

20. Support / Care Packages

- 20.1. Some applicants (such as care leavers, and people with serious mental illness, dementia, or learning disabilities) will only be accepted onto the Housing Register once it is confirmed that they have a recognised support/care package in place. This support/care package need not be provided through Social Services, but could include other forms of support, for example from family or friends. The support/care package will be reconfirmed before an offer of accommodation is made to ensure that applicants are supported to live successfully in their new home.

21. Health and Wellbeing Assessment

- 21.1. Applications for supported housing, including sheltered housing, or made on the grounds of giving or receiving support will require a health and wellbeing assessment. In addition to information requested on the application form, information may be sought from other people or organisations giving support or health care to the applicant or family member.

22. Financial and Needs Assessment

- 22.1. Applicants with a household income of more than £40,000 gross per annum or savings and assets (including equity in a property) of more than £150,000 or both will usually be placed in Band 8 (no housing need). Lump sums awarded to Armed Forces service personnel injured or disabled in action will be disregarded.
- 22.2. Such applicants who can demonstrate that they have health or support needs that require them to be placed in a higher Band will be considered on their individual merits by the Head of Housing, Transportation and Public Protection. Examples include:
- an applicant who is eligible for a Disabled Facilities Grant (DFG) to fund major adaptations to their existing home, where it is more cost-effective for the authority to re-house the applicant in accommodation appropriate to their housing need; and
 - an applicant who requires specific accommodation to meet their housing needs but this accommodation is not available in the private sector in their area(s) of choice, other than that provided by the Council (or other Registered Provider).

23. Applicants who will not usually be made an offer

- 23.1. The Council will not normally make an offer to applicants who owe money in relation to a current or previous council or housing association tenancy, licence or accommodation charge. Nor will the Council normally make an offer to transfer applicants where they are in breach of their tenancy conditions (other than owing money). In the case of current tenants, where such a breach has been rectified the applicant will not usually be entitled to an offer of accommodation until one year has elapsed and then only subject to their continued satisfactory conduct. Applicants who have been assisted with a bond or grant to enable them to access private rented accommodation in the past who still owe money in relation to that bond or grant and are in arrears with any agreed repayment schedule to the Council will also not normally be made an offer.

24. Offers of Accommodation

- 24.1. When a vacancy occurs this will be offered to the applicant within Band 1 for whom the property is suitable, and who has been within that Band for the longest period of time, unless otherwise provided by this Policy (subject to the requirement to make available up to 1% of all available lets to Right to Move applicants in accordance with section 14).
- 24.2. In the event that there are no suitable applicants within Band 1 or none who wishes to accept the property then it will be offered to the applicant who has been waiting longest in the next priority Band, Band 2. In the event that there are no applicants within Band 2 for whom the property is suitable or none who wish to accept the property then the offer will be made to an applicant from Band 3 and so on until an offer is made and accepted.
- 24.3. A maximum of three reasonable offers of accommodation of the type of property in the areas that the applicant has requested will normally be made. A third refusal will normally result in the suspension of their application for twelve months with no further offers being made during that period.
- 24.4. Only one offer will normally be made to applicants who are accepted as statutorily homeless by the Council and considered under Band 1. In the event of this offer being refused the authority will be deemed to have discharged its statutory duty. There is a separate right to a review of the reasonableness of any offer made under homelessness legislation.
- 24.5. Similarly, other applicants awarded a preference as a result of a homeless application will have it removed if the 1st offer is refused.

25. Nominations to Other Landlords

- 25.1. The Council receives nomination rights to Housing Association/Registered Provider properties for rent and low cost ownership and private sector properties for rent. Applicants can apply to be considered for nomination to these properties and nominations are made in accordance with the Council's allocation policy. Housing associations may apply their own criteria when offering homes, for example an income cap or assessment of suitable size of property for an applicant and their family.

26. Sensitive Lettings

- 26.1. If an applicant were to be considered for an offer of accommodation, but upon information received the allocation of that property would be likely to lead to conflict or disharmony in that area, the Head of Housing, Transportation and Public Protection may, at their discretion, disregard that applicant. The property would then be offered to the next eligible applicant. An offer of suitable accommodation in an alternative location would be made to the first applicant at the earliest opportunity.

27. Local Lettings Policies

- 27.1. The Council may introduce local lettings policies for specific locations where there is a need to give priority to a particular type of applicant in order to redress imbalance, to promote harmony within the community, or due to a scheme requirement or planning requirement (for example, Rural Exception Sites). Before any such local lettings policy is introduced by the Head of Housing, Transportation and Public Protection, he/she will consult with existing residents in that locality and with applicants who have expressed an interest in being re-housed within the area. Any such local lettings policy will ensure that applicants within the reasonable preference categories are given priority for the allocation of accommodation. Copies of existing local lettings policies are included at Appendix D.

28. Renewal and Cancellation of Applications

- 28.1. Applications will be renewed annually, on the anniversary of the date of application. Applicants will be required to confirm that their circumstances have not changed. Failure to respond to this request will result in the application being cancelled. All correspondence will be kept for a period of two years from the date the application is cancelled.

- 28.2. An application will be cancelled from the Housing Register in the following circumstances:
- At the request of an applicant;
 - Where an applicant does not respond to an application review within the specified time limit;
 - Where the Council, housing association or private landlord has re-housed the applicant from the Housing Register;
 - When an applicant has moved into residential care on a permanent basis;
 - When a tenant on the housing register completes a mutual exchange;
 - Where the applicant moves and does not provide a contact address;
 - Where the applicant has died; or
 - Where the applicant has not supplied the relevant information requested within 28 days.
- 28.3. Where an applicant has been highlighted as potentially vulnerable the local authority will contact the applicant, or agency that they are working with if appropriate, to check their circumstances before cancelling the application.
- 28.4. Any applicant whose application has been cancelled has the right to ask for a review of the decision (see Section 32).
- 28.5. Where an applicant wishes to re-join the Housing Register at a later date their new start date will be determined by the date they re-apply. Their housing need will be re-assessed and they will be placed in the appropriate Band according to their circumstances.

29. Monitoring and Review of Policy

- 29.1. The Council will undertake annual monitoring of the Allocations Policy and the information gathered will inform an annual review of the administration of the Housing Register. Monthly letting reports will be published on the Council's website and at Customer Service Centres. Reports indicate the type of property let in the previous month, the Band the applicant was in and the date they were placed in it.

30. Diversity and Equality

- 30.1. East Riding of Yorkshire Council values the diversity of the communities that it serves and aims to provide services that meet their needs. The Council will implement this policy regardless of a person's race, gender, colour, nationality, ethnic or national origin, sexuality or disability. The policy will be monitored and analysed to ensure that it meets the needs of all communities.
- 30.2. To ensure that East Riding of Yorkshire Council meets its commitment to implement this policy without discrimination all applicants are asked to provide

details of their ethnic origin, disability and age. This information is used to measure the impact of the policy on diversity and equality issues.

31. Access to Information and Data Protection

31.1. Applicants on the Housing Register have the right to see any information about them held on either manual or computer records, apart from information provided by a third party, for example a letter from a solicitor. This information can only be disclosed with the relevant party's consent. Requests to see information should be made in writing and sent to the Head of Housing, Transportation and Public Protection. There may be a charge.

32. Reviews and Appeals

32.1. Applicants who feel that their application has not been dealt with fairly may ask for their application to be re-assessed by an independent Senior Officer in the following circumstances:

- Where they have been refused the right to register for re-housing due to either being found ineligible or not meeting the qualification criteria;
- Where they consider that they have been allocated to the wrong priority Band;
- Where they consider that an offer of accommodation is not reasonable;
- Where they have been removed from the register; or
- Where priority has been withheld because they are deemed to have worsened their circumstances.

32.2. Applicants have 21 calendar days from the date they are notified of the decision (for households who have presented as homeless the decision will be that made under the Housing Act 1996) to request a review.

32.3. This request must be in writing, but does not have to be in a prescribed form. The review will normally be completed within 28 calendar days (with the exception of applicants who have presented as homeless, where the timescale is eight weeks). In the event that applicants (other than homeless applicants) remain dissatisfied with the Senior Officer's decision they will have a right of appeal to the Appeals Committee of the Council. Homeless applicants who are dissatisfied have a separate right of appeal to the County Court.

32.4. Any other complaints about the handling of the housing application will be dealt with in accordance with the Council's complaints procedure, details of which are available from Customer Service Centres.

Appendix A: Bandings

All qualifying applicants will be allocated to one of the following Bands according to their particular circumstances. Factors of need are set out in more detail in Appendix B.

Band 1

Accepted homeless households; management decants; and other emergency cases:

- Households who are eligible for assistance, homeless, are in priority need, have a local connection and are not intentionally homeless (as defined by the 1996 Housing Act as amended by the 2002 Homelessness Act).
- Other households where the authority has a statutory duty to provide housing.
- Where the Council require tenants to move to alternative accommodation to allow major works to be undertaken (such as emergency, modernisation or demolition).

Band 2

Applicants must have a local connection to East Riding of Yorkshire as set out in paragraph 3.1.

Under-occupying social housing tenants; management transfers; applicants whose homes require major adaptation where alternative more suitable accommodation is available; and homeless relief cases:

- Under-occupying social housing tenants of working age⁶ whose transfer will result in occupation in line with the DWP bedroom standard (see Appendix C).
- Under-occupying social housing tenants⁷ above working age who are residing in accommodation house or general needs property and willing to move to a smaller flat or bungalow.
- Management transfers will only be made in exceptional cases, to facilitate best use of stock, and will be assessed on a case by case basis.
- Major adaptations can include works to enable disabled people to move in and out and around their homes; access living and sleeping areas within the home; and access cooking, bathing and toilet facilities⁸.
- Applicants where the Authority accepts a homeless relief duty and where they are in priority need and unintentionally homeless

⁶ Working age includes anyone who is under the State Pension Credit age of the time

⁷ Tenants in Housing Association/Registered Provider family housing wishing to downsize into Council housing will usually only be considered if the Council will receive nomination rights to the ensuing vacancy that they otherwise would not be entitled to.

⁸ Disabled Facilities Grant (DFG) applicants whose current home requires adaptations which would cost in excess of the current maximum grant or is otherwise unsuitable for adaptation.

Band 3

Applicants with a local connection to East Riding of Yorkshire as set out in paragraph 4.1 who are considered to have one or more factors of need in Group A.

Band 4

Applicants with a local connection to East Riding of Yorkshire as set out in paragraph 4.1 who are considered to have two or more factors of need in Group B or one factor of need in Group B and one or more factors of need in Group C.

Band 5

Applicants with a local connection to East Riding of Yorkshire as set out in paragraph 4.1 who have one factor of need in Group B.

Band 6

Applicants with a local connection to East Riding of Yorkshire as set out in paragraph 4.1 who have two or more factors of need in Group C.

Band 7

Applicants with a local connection to East Riding of Yorkshire as set out in paragraph 4.1 who have one factor of need in Group C.

Band 8

Applicants with a local connection to East Riding of Yorkshire as set out in paragraph 4.1 who do not have a housing need or, following a financial and need assessment, would be able to purchase a property or rent market priced housing within the East Riding of Yorkshire which is suitable for their needs.

Band 9

Applicants with a no local connection to East Riding of Yorkshire as set out in paragraph 4.1 (and where there are no exceptional circumstances as set out in paragraph 4.2), but who do fall within the class of person set out in section 14.1.

Appendix B: Factors of Need

Group A

Urgent medical need

Applicants diagnosed with a terminal illness and needing to move to alternative accommodation; and serving or former members of the Armed and Reserve Forces who need to move because of serious injury, medical condition or disability sustained as a result of their service.

Resettlement

Applicants who have completed an intensive/approved resettlement programme in supported accommodation (as determined by the Housing Services Group Manager). This includes Childrens' Services Trainer flats, Housing First, Emmaus and Sanctuary accommodation.

Use and occupation

Following the death of the tenant, occupiers of Council dwellings who under the Tenancy Policy would be granted a discretionary succession, however the current property would be under-occupied or considered unsuitable.

Homeless

Applicants where the Authority accepts a full homeless duty, the applicant is not intentionally homeless but is not priority need.

Group B

People with disabilities

Applicants with disabilities whose need to move to alternative accommodation is supported by Health and/or Social Services and, if appropriate, a support package is in place.

Care Leavers

Application must be supported by Social Services and a recognised support package in place.

Welfare and Employment

Where

- applicant needs to move closer to support,⁹ as current arrangements are having a detrimental effect on the health and wellbeing of those involved, this has to be with the agreement of the Head of Housing, Transportation and Public Protection;

⁹ Support could be an individual(s) or a facility

- applicant needs to move to provide care/ support, as current arrangements are having a detrimental effect on the health and wellbeing of those involved, this has to be with the agreement of the Head of Housing, Transportation and Public Protection;
- a move will prevent admission due to residential care or hospital;
- applicant needs to move out of residential care to live independently, where the applicant has capacity and a recognised support package is in place;
- a move will allow the adoption or fostering of a child (who is the responsibility of the Council) to take place, this has to be on the recommendation of the Director of Children, Families and Schools, in agreement with the Head of Housing, Transportation and Public Protection; and
- applicant needs to move closer to permanent employment, where failure to meet that need would cause hardship (including households outlined in The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015).

Disrepair

Households living in accommodation designated a Category I hazard under the Housing Health and Safety Rating System Regulations, where the owner has no recourse to funds (this includes raising monies through a loan or mortgage) to rectify the property, and where it is agreed by the Public Protection Group Manager that the most appropriate course of action is to re-house the household.

High medical need

Applicants who are either unable to use or have serious difficulty using an essential part of current residence (for example, lavatory or bathroom).

Lacking facilities

- Applicants whose current home lacks either a bathroom or a kitchen/ cooking facilities or where the only lavatory is external to the property; or
- Households with a child aged under 10 years where the current property lacks private outdoor space, garden or yard.

Homeless

Applicants where the Authority accepts a Relief homeless duty, the applicant is not intentionally homeless but is not in priority need.

Tenants who are overcrowded and need two or more additional bedrooms:

East Riding of Yorkshire Council secure tenants, housing association and private tenants/lodgers who are overcrowded and need two or more additional bedrooms, based upon dwellings type suitability detailed in Appendix C

Group C

Moderate medical need

Applicants who need to move into alternative accommodation as their current housing is detrimental to health and wellbeing.

Overcrowded

- East Riding of Yorkshire Council secure tenants, housing association and private tenants/lodgers who are overcrowded and need one additional bedroom based upon the dwelling type suitability detailed in Appendix C.
- Home owners who are overcrowded and need one or more additional bedrooms who have no recourse to funds (this includes raising monies through a loan or mortgage).

Homeless

Applicants where the Authority accepts a homeless duty, but who are intentionally homeless regardless of priority need

Applicants where the Authority accepts a relief duty, but who are intentionally homeless regardless of priority need

Sharing facilities

People sharing a kitchen, bathroom or both with another household. This does not include sharing with immediate family members who will be moving with the applicant.

Appendix C: Dwelling types considered suitable

The Council will usually only offer working age applicants the size of property for which they are entitled under the DWP bedroom standard, however if applicants can demonstrate that they are able to pay rent with or without recourse to Housing Benefit, they may be considered for a property with an additional bedroom, this being subject to availability.

If a person named on an application as being part of the household is aged 16 or over they are classed as a person who is not a child and, therefore, as needing their own bedroom.

Households will usually be able to choose the floor level on which they want to live (depending on property type) unless there is an assessed need for a particular floor level. For example, if priority for ground floor accommodation is recommended on medical grounds.

The criteria listed below will usually be used when deciding what property is suitable for a household.

Household	Properties usually considered suitable
Single person of working age ¹⁰	Bedsit or 1 bedroom flat
Single person over working age	Bedsit, 1 or 2 bedroom flat or bungalow
Couple both of working age	1 bedroom flat
Couple with one or both over working age	1 or 2 bedroom flat or bungalow
Pregnant woman with no other children	1 or 2 bedroom flat, maisonette or house
Family with one child	2 bedroom flat, maisonette or house
Family with two children aged under 10	2 bedroom flat, maisonette or house
Family with two children aged under 16 of the same sex	2 bedroom flat, maisonette or house
Family with two children of different sex, where one or both children are aged 10 or over	3 bedroom flat, maisonette or house
Family with three children	3 bedroom flat, maisonette or house
Family with four children	3 or 4 ¹¹ bedroom flat, maisonette or house
Family with five or more children	4 or 5 ¹² bedroom house
Household needing 2 bedrooms where all are adults	2 bedroom flat or maisonette

¹⁰ Working age includes anyone who is under the State Pension Credit age of the time

¹¹ Depending on age and sex of children

¹² Depending on age and sex of children

Applicants who are separated from an ex-partner, and whose child or children mainly live with them or have shared care, will qualify for properties as above. Proof of circumstances will be required, for example copy of Child Benefit entitlement or Residency Order. This information should be submitted with the application. If an applicant's child or children mainly live with an ex-partner and visit, the applicant will not be entitled to additional bedrooms.

Where an applicant has a carer (or group of carers) providing overnight care, they may qualify for an additional bedroom.

To allow for a flexible approach to allocations, the bedroom definition will have regard to the Housing Act 1985 and the Housing Health and Safety Rating System.

Appendix D: Local lettings policies

East Riding Local Lettings Policy for Council Owned Sheltered and Supported Housing¹³

Sheltered and Supported Housing is accommodation which is designed or adapted to meet the needs of older people or those with a disability.

Sheltered housing provides homes in a group setting for applicants who can demonstrate that they would benefit from the on-site services and facilities at the scheme. Supported housing requires applicants to have an eligible need¹⁴ for personal care and support with daily living tasks. Further detail is provided later in this document.

Although these homes are mostly let to occupants over the age of 60 the Council will allocate properties to younger people (over 18) if they would benefit from the on-site services and facilities available.

Properties are arranged in clusters (schemes) across East Riding of Yorkshire and it is the Council's intention that over time wherever possible, individual homes will have adapted bathrooms and assistive technology, and sheltered and supported schemes will have communal lounges and be accessible for people with mobility issues.

Tenants living in sheltered and supported housing schemes are required to sign up to at least the Bronze service of the Lifeline Telecare packages (see www.eastriding.gov.uk).

The key advantages of sheltered and supported housing are:

- A supportive and safe environment with a dedicated Housing Officer;
- Independent living, with the peace of mind that help will be on hand if and when needed from a Welfare Support Worker;
- An easier to manage home where residents can 'age in place' with the latest assistive technology;
- Companionship and the opportunity to join in with social activities taking place in the communal lounge which may also be open to the wider community;
- Properties can accommodate a range of care delivery.

¹³ Approved by Cabinet 29/1/19 and Delegated decision 20/2/19

¹⁴ Eligible need for personal care and support with daily living tasks identified by an Adult Care and Support Assessment as determined in the Care Act 2014

Location of Sheltered Housing Schemes

Anlaby/ Willerby/Kirk Ella	Moat Hill (flats)	49
Bridlington	Chantry Court (flats)	36
Beverley	The Cloisters (flats & bungalows)	38
Cottingham	Southfield Court (flats & bungalows)	44
Driffield	Deira Court (flats & bungalows)	46
Goole	Ilkeston Avenue (flats & bungalows)	35
Hessle	Fenby Court (flats & bungalows)	30
Hornsea	Pybus Court (flats)	18
Market Weighton	Scotts Croft (bungalows)	25
Preston	Helms Avenue (bungalows & 1 x flat)	15
	Station Road (bungalows)	11
	Marshall Avenue (bungalows)	11
Pocklington	Scaife Garth (flats & bungalows)	58
Stamford Bridge	Dales Walk (bungalows)	13
	Kings Garth (bungalows)	22
Withernsea	Kirkfield Road (bungalows)	92
	The Close (bungalows)	24

Location of Supported* Housing Schemes

*In supported housing, the long term aim is for all schemes to provide care and support on site where there is sufficient need identified by Adult Services. Currently on site provision is limited to Rita Hunt Court and Chariot House as indicated in the table below.

Beverley	Rita Hunt Court (flats)	Extra Care scheme with care and support on site. See separate Local Lettings Policy	40
Bridlington	Matson Court (flats)		46
Brough	Chariot House, The Oval (flats)	Learning Disability scheme with care and support on site. See separate Local Lettings Policy	4
Hornsea	Meregarth (flats)		20
Pocklington	Wold Garth (bungalows)		20

Allocation Criteria for Sheltered or Supported Housing

Requirements for both sheltered and supported housing

Applicants must be registered on the Council's housing register.

In most cases, they will be households without children (unless, for example, they have a disabled adult child). Although usually over 60, younger people may apply where they are considered suitable and the scheme would meet their particular needs.

Allocations will be made from the Council's housing waiting list in accordance with the priority Bandings within the Allocations scheme.

Applicants with a local connection will have priority over those without.

For **sheltered housing**, applicants will be able to register their interest by ticking a box on the housing application form. Applicants must be able to demonstrate that they would benefit from the on-site services and facilities at the scheme eg to counter loneliness or isolation. In most cases this will be confirmed by a Housing Officer following a home visit at offer stage.

Where no suitable applicants for sheltered housing can be identified from the Housing Register, the Council may make an offer to applicants on the register who have not yet expressed an interest in sheltered housing provided they meet the requirements above.

If there are still no suitable applicants the Council may advertise the vacancy to households who meet the requirements for the scheme in accordance with its hard to let void procedure.

For **Supported housing**, where the long term aim is for care and support to be provided on site, applicants must have an eligible need¹⁵ for personal care and support with daily living tasks identified by an Adult Care and Support Assessment.¹⁶ They will be able to tick a box on the housing application form to confirm this, and Housing Services will verify with Adult Social Care colleagues that this is the case.

In exceptional cases where an applicant on the Register is in receipt of care provided by family/friends/privately and a formal Adult Care and Support Assessment has not been carried out, the Area Principal Housing Management Officer will have discretion to make an offer of accommodation provided they meet the other requirements of the scheme.

Where no suitable applicants for supported housing can be identified from the Housing Register, properties may be offered to households without an eligible need provided they can demonstrate that they meet the other requirements for the scheme.

If there are still no suitable applicants, the Council may advertise the vacancy to households who meet the requirements for the scheme in accordance with its hard to let void procedure.

¹⁵ Eligible need for personal care and support with daily living tasks identified by an Adult Care and Support Assessment as determined in the Care Act 2014

¹⁶ Identified by any English local authority

NB. Some supported housing schemes have a separate Local Lettings Policy as indicated in the green table above.

General needs flats for Older People

One of the outcomes of the sheltered housing review is that some sheltered stock has been re-designated as general needs accommodation. For bungalows the provisions of clause 19.2 of the Allocation Scheme apply.¹⁷

Newly re-designated flats for older people are listed below:

Parish	Schemes	No of units
Leven	Mill Drive (flats)	4
	The Close (flats)	5
Welton	Chapel Hill (flats)	8
	Ingmires (flats)	6
	Springfield Close (flats)	16
	St Helens Flats	8

Although priority for these flats will still be given to applicants over 60 (with no requirement for a support need to be identified), where no suitable applicants can be identified from the Housing Register, the Council may make an offer to applicants on the register who are below 60.

If there are still no suitable applicants the Council may advertise the vacancy in accordance with its hard to let void procedure.

¹⁷ The following section of the Local Lettings Policy will be subsumed into the Allocations Scheme at the next review.

Local Lettings Policy - Rita Hunt Court, Burden Road, Beverley.

Rita Hunt Court, Burden Road, Beverley (RHC) is an Extra Care housing scheme which enables people to live as independently as possible supported by the provision of on-site care and support which aims to meet people's assessed needs. Apartments are let on fixed term tenancies of 5 years, with additional 5 year tenancies being granted at review where the occupancy remains the same or where the occupant meets the eligibility requirements of the scheme. At review, the impact of the tenants RAG rating (see below) on the overall scheme mix does not need to be considered again. Applications are assessed by the RHC Allocations Panel which includes representation from housing and social care. Apartments will be allocated to applicants who meet the eligibility criteria and are in housing need* (as set out in the box below).

Definition of eligibility criteria

1. The majority of applicants will be at least 60 years of age and be households without children (unless, for example, the second generation person is also an older person). However, where the scheme is considered suitable for a younger person, in exceptional circumstances people below this age will be considered.
2. Applicants must demonstrate they have both housing and care needs.
3. Applicants must demonstrate a need for the care service due to requiring assistance with daily living tasks and / or personal care. This means they must have an assessed need identified by an Adults Services assessment.
4. Couples are eligible to apply where one or both meet **the first and at least one** of the following criteria:
 - Have a positive attitude towards retaining or regaining their independence; and
 - Have a combination of housing, care and support needs due to a range of difficulties or disabilities as identified by an Adult Services assessment; or
 - Are awaiting discharge from residential / nursing / hospital or other care settings, as identified by an Adult Services assessment of need; or
 - Be an older carer with son, daughter or dependent with a learning / physical disability who requires care and support which has been identified by an Adult Services assessment.
5. To retain a mixed community within Extra Care housing, people with a low level of assessed needs will be considered for accommodation alongside those with medium and high levels of need. The Adult Services assessment uses the **RAG** system as a tool, based on traffic lights using red, amber, and green to signify different levels of need and risk. As a guideline, which should be borne in mind when making additional lettings, overall dependency levels for the scheme should be maintained as follows:-
 - 40% of residents high need - Red;
 - 40% of residents medium need - Amber; and
 - 20% of residents low need - Green.

Each vacancy as it occurs will be designated green, amber or red to maintain this mix as far as possible. However if there is nobody on the list with that particular level of need, the Panel may consider other applicants provided the overall mix of need in the scheme does not become too high to manage.

6. It is important that the wellbeing of all occupants is considered when allocating apartments. There may be exceptional circumstances where it is appropriate to exclude an applicant from the list, for example where a member of the household has advanced dementia or a history of anti-social behaviour, neighbour nuisance, or threatening behaviour. Each case will be considered on its own merits.

***Definition of housing need**

Housing need is identified as applicants in Bands 1 to 7 of the Council's Allocations Policy. Examples of identified housing need may be that their current accommodation is no longer suitable because:

Aids / adaptations to the property cannot be provided practicably or economically;

It is too large or too small;

It is detrimental to their health; or

They are awaiting discharge from residential, nursing, hospital or other care settings.

Applicants must register on the Council's housing register by completing the relevant application form and the Extra Care Housing Application form.

East Riding Local Lettings Policy - Riverside, Rawcliffe¹⁸

Dwellings will be allocated to applicants in *housing need* in the order of priority as set out below:

1. Applicants who have a *local connection* to the parish of Rawcliffe by way of being normally resident, having secure employment or family association; or if none
2. Applicants who have a *local connection* to the parishes of Airmyn, Goole Fields or Snaith and Cowick by way of being normally resident, having secure employment or family association; or if none
3. Applicants who have a *local connection* to the parishes of Gowdall, Pollington, Swinefleet, Reedness or Twin Rivers by way of being normally resident, having secure employment or family association; or if none
4. Applicants who have a *local connection* to the parishes of Goole, Hook, Howden, Asselby or Barmby on the Marsh by way of being normally resident, having secure employment or family association; or if none
5. Other applicants on the Housing Register.

Definition of *housing need*

Applicants in Bands 1 to 7 of the Allocations Policy.

Definitions of *local connection*

Normally resident

Applicants are normally resident in permanent accommodation in the stated parish and have been so for at least six out of the last twelve months or three out of the last five years. Holiday or other temporary accommodation (e.g. hospital or student housing) is not to be regarded as normally resident unless the applicant can demonstrate that this has been their sole or main home for a period of at least five years.

Secure employment

Applicants have secure employment in the stated parish. Secure employment means that the applicant, or an adult member of the applicant's household, has permanent employment for at least one year's duration and at least 20 hours a week. Where this employment has been for less than one year at the time of application a letter from the employer is required to confirm that the employment is permanent.

Family association

Applicants have a family association with the stated parish. This includes having parents, grandparents, children, grandchildren, or siblings who currently live in the stated parish and have done so for at least five years. In exceptional circumstances and where support is required family association may be extended to include in-laws, step-children and adoptive relatives.

¹⁸ Cabinet approved 9/12/14

East Riding Local Lettings Policy - High Catton Road, Stamford Bridge

The criteria to be used for the selection of applicants as Nominated Tenants and Nominated Purchasers shall be as follows:

1. Applicants must be unable to compete easily in the open market for housing accommodation in the locality either as tenants or purchasers.
2. Applicants should intend to occupy the dwelling as their only or principal home.
3. Applicants should be either
 - (a) normally resident in the Parish of Stamford Bridge or have a local connection by way of employment or family connections or are former residents; or if none
 - (b) normally resident in the neighbouring parishes of Catton, Full Sutton, Skirpenbeck, Fangfoss, Bishop Wilton or Wilberfoss or have a local connection by way of employment or family connections or are former residents of the same; or if none
 - (c) normally resident in Pocklington or Pocklington Provincial Ward or have a local connection by way of employment or family connections or are former residents; or if none
 - (d) normally resident in Wolds Weighton Ward including Market Weighton or have a local connection by way of employment or family connections or are former residents; or if none
 - (e) currently living or working in the East Riding of Yorkshire.
4. Preference should be given to applications for selection as Nominated Purchasers by persons who do not already own any other property.

East Riding Local Lettings Policy - Thimblehall Lane, Newport

The criteria to be used for the selection of applicants as Nominated Tenants and Nominated Purchasers shall be as follows:

1. Applicants must be unable to compete easily in the open market for housing accommodation in the locality either as tenants or purchasers.
2. Applicants should intend to occupy the Dwelling as their only or principal home.
3. Applicants should be either
 - (a) normally resident in the parish of Newport or have a local connection by way of employment or family connections or are former residents; or if none
 - (b) normally resident in the neighbouring parish of Gilberdyke or have a local connection by way of employment or family connections or are former residents of the same; or if none
 - (c) normally resident in the parishes of Blacktoft, Broomfleet, Eastrington, Kilpin or Laxton or have a local connection by way of employment or family connections or are former residents of the same; or if none
 - (d) normally resident in the town of Howden or the remaining parishes in Howdenshire Ward or have a local connection by way of employment or family connections or are former residents of the same; or if none
 - (e) normally resident in the electoral Wards of Goole North or Goole South or have a local connection by way of employment or family connections or are former residents of the same; or if none
 - (f) currently living or working in the East Riding of Yorkshire.
4. Preference should be given to applications for selection as Nominated Purchasers by persons who do not already own any other property.

Local Authority New Build Programme

Some of our properties which have been built in rural villages since 2010 are subject to a local lettings policy - in some cases this was a condition of obtaining planning permission. This basically means that priority is given to applicants who have a strong local connection with the villages where the properties are located.

In accordance with our allocations policy, such properties will be offered to the applicant in the highest priority group who has been waiting in that group the longest, but only where they meet the definition of local connection and they have some degree of housing need (are in Bands 1-7). If no-one meets the criteria in that group then applicants in the next group will be considered, and so on. If there is someone with a local connection but who is in Band 8, then applicants from surrounding villages with a housing need (are in Bands 1-7) will be considered before any offer is made to the person in Band 8.

A local connection with a village is if the applicant is:

- normally resident in permanent accommodation in the village where the vacancy is and have been so for at least six out of the last twelve months or three out of the last five years. Holiday or other temporary accommodation (e.g. hospital or student housing) is not to be regarded as normally resident unless the applicant can demonstrate that this has been their sole or main home for a period of at least five years; or
- has secure employment in the village where the vacancy is. Secure employment means that the applicant, or an adult member of the applicant's household, has permanent employment for at least one year's duration and at least 20 hours a week. Where this employment has been for less than one year at the time of application a letter from the employer is required to confirm that the employment is permanent; or
- has family association with the village where the vacancy is. This is defined as the applicant's parents, grandparents, adult children, grandchildren, a brother or sister who currently live in the village and have done so for at least five years. In exceptional circumstances and where support is required family association may be extended to include in-laws, step-children and adoptive relatives.

If there are no applicants in any of the priority groups that meet the local connection criteria for the village where the vacancy is, then applicants will be considered in group order from applicants who live in the surrounding villages listed in the table below. Should no-one meet the local connection criteria from these villages then applicants will be considered who have a connection with the East Riding as a whole. Finally should there be no applicant wishing to be considered who has a local connection with the East Riding then applicants will be considered from the wider housing register.

Scheme Location	1st Priority Settlements	2nd Priority Settlements
Barmby on the Marsh Oakfield Avenue	Barmby on the Marsh	Asselby, Brind, Newsholme, Knedlington, Wressle
Burstwick Station Road	Burstwick	Burton Pidsea, Camerton, Danthorpe, Elstronwick, Halsham, Keyingham, Lelley, Preston, Ryehill, Salt End, Sproatley, Thorngumbald
Holme on Spalding Moor Port Royal	Holme on Spalding Moor Bursea	Eastrington, Everingham, Everthorpe, Foggathorpe, Giberdyke, Gribthorpe, Harlthorpe, Harswell, Hive, Hotham, Laytham, Newport, North Cliffe, Portington, Sandholme, Seaton Ross, Shiptonthorpe, South Cliffe, Spaldington
Keyingham School Lane	Keyingham	Burstwick, Camerton, Halsham, Ottringham, Paull, Ryehill, Thorngumbald
Sancton Goldie Hill	Sancton	Cherry Burton, Gardham, North Cliffe, North Newbald, South Cliffe, South Newbald
Skirlaugh Hillfield Drive	Skirlaugh	Arnold, Long Riston, Old Ellerby, Oubrough, Rise, Swine
Thorngumbald	Thorngumbald Camerton Ryehill	Burstwick, Keyingham, Paull

East Riding Local Lettings Policy - Sands Lane, Holme on Spalding Moor

The criteria to be used for the selection of applicants as Nominated Tenants and Nominated Purchasers is set out below, and follows the definitions of the more important terms in the policy:

1. Applicants must be unable to compete easily in the open market for housing accommodation in the locality either as tenants or purchasers.
2. Applicants should intend to occupy the dwelling as their only or principal home.
3. Applicants should be either
 - (a) normally resident in the parish of Holme on Spalding Moor or have a local connection by way of employment or family connections or are former residents; or if none
 - (b) normally resident in the neighbouring parish of Seaton Ross, Everingham, Foggathorpe, Eastrington or Spaldington; or have a local connection by way of employment or family connections or are former residents of the same; or if none
 - (c) normally resident in the parishes of Bielby, South Cliffe, Newport, Shiptonthorpe, Londesbrough, Melbourne, Ellerton, Wressle, Sancton or Hotham or have a local connection by way of employment or family connections or are former residents of the same; or if none
 - (d) normally resident in the towns of Market Weighton, Gilberdyke, Howden, North Cave or Bubwith or the remaining parishes in Howdenshire or Wolds Weighton Ward or have a local connection by way of employment or family connections or are former residents of the same; or if none
 - (e) normally resident in the parishes within Howden or Pocklington and Provincial Wards or have a local connection by way of employment or family connections or are former residents of the same; or if none
 - (f) currently living or working in the East Riding of Yorkshire.
4. Preference should be given to applications for selection as Nominated Purchasers by persons who do not already own any other property.

Definitions:

“Normally Resident / Formally Resident”

Be normally resident in permanent accommodation in Holme on Spalding Moor (or the specified village) and have been so for at least three out of the last five years. Persons occupying holiday or other temporary accommodation (e.g. hospital or student housing) are not to be regarded as normally resident unless they can demonstrate that this has been their sole or main home for a period of at least five years.

“Secure Employment”

Secure employment means the permanent employment of the applicant or an adult member of his/her household for at least one year's duration and at least 20 hours a week in Holme on Spalding Moor (or the specified Village). Where this employment has been for less than one year at the time of application a letter from the employer is required to confirm that the employment is permanent.

“Family Connection”

Have family association with Holme on Spalding Moor (or the specified Village). This is defined as: the applicant has parents, grandparents, adult children, grandchildren, a brother or sister who currently lives in Holme on Spalding Moor (or the specified Village) and have done so for at least five years. In exceptional circumstances and where support is required family association may be extended to include in-laws, step-children and adoptive relatives.

East Riding Local Lettings Policy - Shuffleton, Goole (former Phoenix Street and Richard Cooper Street)

The criteria to be used for the selection of applicants as Nominated Tenants shall be as follows:

1. Applicants must be unable to compete easily in the open market for housing accommodation in the locality either as tenants or purchasers.
2. Applicants should intend to occupy the dwelling as their only or principal home.
3. Applicants should be either
 - (a) normally resident in the Parish of Goole or have a local connection by way of employment or family connections or be former residents of the same; or if none
 - (b) normally resident in the neighbouring Parishes of Airmyn, Goole Fields, or Hook or have a local connection by way of employment or family connections or be former residents of the same; or if none
 - (c) normally resident in Asselby, Barmby on the Marsh, Howden, Laxton, Kilpin, Rawcliffe or Swinefleet or have a local connection by way of employment or family connections or be former residents; or if none
 - (d) normally resident in Snaith, Airmyn, Rawcliffe and Marshland Ward or have a local connection by way of employment or family connections or be former residents; or if none
 - (e) currently living or working in the East Riding of Yorkshire.

Definitions:

Applicants will have a local connection with Goole (or other specified Parish) if they:

- are normally resident in permanent accommodation in Goole (or other specified Parish) and have been so for at least six out of the last 12 months or three out of the last five years. Applicants occupying holiday or other temporary accommodation (e.g. hospital or student housing) are not to be regarded as normally resident unless they can demonstrate that this has been their sole or main home for a period of at least five years; or
- have secure employment in Goole (or other specified Parish). Secure employment means the permanent employment of the applicant or an adult member of their household for at least one year's duration and at least 20 hours a week. Where this employment has been for less than one year at the time of application a letter from the employer is required to confirm that the employment is permanent; or
- have family association with Goole (or other specified Parish). This is defined as parents, grandparents, adult children, grandchildren, a brother or sister who currently live in Goole (or other specified Parish) and have done for at least five years. In exceptional circumstances and where support is required, family association may be extended to include in-laws, step-children and adoptive relatives.

East Riding Local Lettings Policy - Northfield Avenue, Driffield

Eligibility Criteria

Nominees must:

1. Be unable to compete easily in the open market for housing accommodation in the locality either as tenants or purchasers;
2. Occupy the dwelling as their only or principal home; and
3. Be
 - (i) Normally resident in the Parish of Driffield or have a local connection by way of employment or family connections or be former residents of the same; or if none
 - (ii) Normally resident in the neighbouring parishes of Garton, Nafferton, Skerne and Wansford, Hutton Cranswick, or Kirkburn, or have a local connection by way of employment or family connections or be former residents of the same; or if none
 - (iii) Normally resident in the parishes of Sledmere, Cottam, Langtoft, Kilham, Harpham, Kelk, Foston, North Frodingham, Brandesburton, Watton, Bainton, Tibthorpe or Wetwang, or have a local connection by way of employment or family connections or be former residents of the same; or if none
 - (iv) Normally resident in the remaining parishes in the Driffield and Rural or East Wolds and Coastal Wards, or have a local connection by way of employment or family connections or be former residents of the same; or if none
 - (v) Currently living or working in the East Riding of Yorkshire.

Allocation Scheme

Allocations will be made by Chevin Housing Association from a list of nominees provided by East Riding of Yorkshire Council for all the affordable homes at first letting. Thereafter the Council will provide nominees to Chevin Housing Association for alternate vacancies as they arise, ensuring that all nominees meet the eligibility criteria above and in accordance with the following scheme:

A 50% of all vacancies will be allocated in accordance with the Council's general Allocations Policy to applicants who meet the Eligibility Criteria above (i.e. with first priority to those with a local connection to Driffield as set out in Section 3 (i) to (v) above)

B 25% of all vacancies not designated as specifically for older people will be allocated to applicants in permanent employment who meet the Eligibility Criteria above (i.e. with first priority to those with a local connection to Driffield as set out in Section 3 (i) to (v) above)

C All remaining vacancies will be allocated to applicants eligible to join the Council's Housing Register and who meet the Eligibility Criteria above (i.e. with first priority to those with a local connection to Driffield as set out in Section 3 (i) to (v) above) who will help to create a balanced and sustainable community having regard to issues such as, but not exclusively,

- the number and ages of any children in the household

- households wishing to move to support other family members living on the scheme or in the locality
- applicants wishing to move to the area to improve their chances of gaining employment
- applicants wanting to be closer to local services and facilities
- other applicants who would provide a better balance for the scheme

Where there are extenuating circumstances which would lead to unfairness or inequality the scheme may be relaxed with the agreement of the Council's Head of Housing, Transportation and Public Protection. Where no eligible applicant can be identified for a vacancy under B or C above, nominations/allocations will be in accordance with the Council's Allocations Policy.

Review

This local lettings and nomination agreement will be reviewed within six months of the first lettings and every two years thereafter.

Chevin Housing Association and East Riding of Yorkshire Council are committed to the concept and practice of equality of opportunity. We believe everyone is entitled to equality of opportunity, irrespective of race, colour, ethnic or national origin, religious beliefs, gender, sexual orientation, disability, age or marital status.

Definitions

“Normally Resident/ Formerly Resident”

Means normally resident in permanent accommodation in Driffield (or other specified settlements) and have been so for at least six out of the last twelve months or three out of the last five years. This does not include being detained in prison or resident in a bail hostel. Persons occupying holiday or other temporary accommodation (e.g. hospital or student housing) are not to be regarded as normally resident unless they can demonstrate that this has been their sole or main home for a period of at least five years.

“Secure Employment”

Means the permanent employment of the applicant or an adult member of his/her household for at least one year's duration and at least 20 hours a week in Driffield (or other specified settlements). Where this employment has been for less than one year at the time of application a letter from the employer is required to confirm that the employment is permanent.

“Family Connection”

Normally means that the applicant has parents, grandparents, adult children, grandchildren, a brother or sister currently living within Driffield (or other specified settlements) and has been normally resident in Driffield (or other specified settlements) for at least five years. In exceptional circumstances and where support is required family association may include extended family, each case will be determined on its own merits.

East Riding Local Lettings Policy - Saltaugh Road, Keyingham

Dwellings will be allocated to applicants in housing need in the order of priority as set out below:

1. Applicants who have a local connection to the parish of Keyingham by way of being normally resident, having secure employment or family association; or if none
2. Applicants who have a local connection to the parishes of Burstwick, Halsham, Ottringham, Paull or Thorngumbald by way of being normally resident, having secure employment or family association; or if none
3. Applicants who have a local connection to the parishes of Sunk Island, Patrington, Rimswell, Roos, Burton Pidsea, Elstronwick, Hedon or Preston by way of being normally resident, having secure employment or family association; or if none
4. Applicants who have a local connection to the parishes of Welwick, Holmpton, Hollym, Withernsea, East Garton, Humbleton, Sproatley or Bilton by way of being normally resident, having secure employment or family association; or if none
5. Applicants who have a local connection to the parishes of Skeffling, Easington, Aldbrough, Burton Constable, Coniston, Ellerby and Swine by way of being normally resident, having secure employment or family association; or if none
6. Other applicants on the Housing Register.

Definition of housing need

Applicants in Bands 1 to 7 of the Allocations Policy.

Definitions of local connection

Normally resident

Applicants are normally resident in permanent accommodation in the stated parish and have been so for at least six out of the last twelve months or three out of the last five years. Holiday or other temporary accommodation (e.g. hospital or student housing) is not to be regarded as normally resident unless the applicant can demonstrate that this has been their sole or main home for a period of at least five years.

Secure employment

Applicants have secure employment in the stated parish. Secure employment means that the applicant, or an adult member of the applicant's household, has permanent employment for at least one year's duration and at least 20 hours a week. Where this employment has been for less than one year at the time of application a letter from the employer is required to confirm that the employment is permanent.

Family association

Applicants have a family association with the stated parish. This includes having parents, grandparents, adult children, grandchildren, or siblings who currently live in the stated parish and have done so for at least five years. In exceptional circumstances and where support is required family association may be extended to include in-laws, step-children and adoptive relatives.

East Riding Local Lettings Policy - Mill Lane, Skipsea

Dwellings will be allocated to applicants in housing need in the order of priority as set out below:

1. Applicants who have a local connection to the parish of Skipsea by way of being normally resident, having secure employment or family association; or if none
2. Applicants who have a local connection to the parishes of Urome, Beeford, Bewholme or Atwick by way of being normally resident, having secure employment or family association; or if none
3. Applicants who have a local connection to the parishes of Hornsea, Seaton, Brandesburton, North Frodingham, Foston, Kelk, Burton Agnes or Barmston by way of being normally resident, having secure employment or family association; or if none
4. Applicants who have a local connection to the parishes of Carnaby, Harpham, Nafferton, Skerne and Wansford, Hutton Cranswick, Watton, Leven, Catwick, Siggleshorne, Hatfield and Mappleton by way of being normally resident, having secure employment or family association; or if none
5. Other applicants on the Housing Register.

Definition of housing need

Applicants in Bands 1 to 7 of the Allocations Policy.

Definitions of local connection

Normally resident

Applicants are normally resident in permanent accommodation in the stated parish and have been so for at least six out of the last twelve months or three out of the last five years. Holiday or other temporary accommodation (e.g. hospital or student housing) is not to be regarded as normally resident unless the applicant can demonstrate that this has been their sole or main home for a period of at least five years.

Secure employment

Applicants have secure employment in the stated parish. Secure employment means that the applicant, or an adult member of the applicant's household, has permanent employment for at least one year's duration and at least 20 hours a week. Where this employment has been for less than one year at the time of application a letter from the employer is required to confirm that the employment is permanent.

Family association

Applicants have a family association with the stated parish. This includes having parents, grandparents, adult children, grandchildren, or siblings who currently live in the stated parish and have done so for at least five years. In exceptional circumstances and where support is required family association may be extended to include in-laws, step-children and adoptive relatives.

East Riding Local Lettings Policy - Highfield Road, Bubwith

Dwellings will be allocated to applicants in housing need in the order of priority as set out below:

1. Applicants who have a local connection to the parish of Bubwith by way of being normally resident, having secure employment or family association; or if none
2. Applicants who have a local connection to the parishes of Wressle, Spaldington, Foggathorpe or Ellerton by way of being normally resident, having secure employment or family association; or if none
3. Applicants who have a local connection to the parishes of Barmby on the Marsh, Asselby, Howden, Eastington, Holme upon Spalding Moor, Seaton Ross, Melbourne or Cottingwith by way of being normally resident, having secure employment or family association; or if none
4. Applicants who have a local connection to the parishes of Sutton upon Derwent, Thornton, Bielby, Everingham, Shiptonthorpe, Market Weighton, South Cliffe, Hotham, Newport or Gilberdyke by way of being normally resident, having secure employment or family association; or if none
5. Other applicants on the Housing Register.

Definition of housing need

Applicants in Bands 1 to 7 of the Allocations Policy.

Definitions of local connection

Normally resident

Applicants are normally resident in permanent accommodation in the stated parish and have been so for at least six out of the last twelve months or three out of the last five years. Holiday or other temporary accommodation (e.g. hospital or student housing) is not to be regarded as normally resident unless the applicant can demonstrate that this has been their sole or main home for a period of at least five years.

Secure employment

Applicants have secure employment in the stated parish. Secure employment means that the applicant, or an adult member of the applicant's household, has permanent employment for at least one year's duration and at least 20 hours a week. Where this employment has been for less than one year at the time of application a letter from the employer is required to confirm that the employment is permanent.

Family association

Applicants have a family association with the stated parish. This includes having parents, grandparents, adult children, grandchildren, or siblings who currently live in the stated parish and have done so for at least five years. In exceptional circumstances and where support is required family association may be extended to include in-laws, step-children and adoptive relatives.

East Riding Local Lettings Policy - The Oval, Brough

Dwellings will be allocated to applicants meeting the eligibility criteria and in housing need in the order of priority as set out below:

1. Applicants who have a local connection to the parish of Elloughton-cum-Brough by way of being normally resident, having secure employment or family association; or if none
2. Applicants who have a local connection to the parishes of Welton, Brantingham or Ellerker by way of being normally resident, having secure employment or family association; or if none
3. Applicants who have a local connection to the parishes of North Ferriby, Swanland, Skidby, Rowley or South Cave by way of being normally resident, having secure employment or family association; or if none
4. Applicants who have a local connection to the parishes of North Cave, Hotham, Newbald, Walkington, Woodmansey, Cottingham, Willerby, Kirk Ella, Anlaby with Anlaby Common or Hessle by way of being normally resident, having secure employment or family association; or if none
5. Other applicants on the Housing Register.

Definition of eligibility criteria

Applicants must:

6. Have a learning disability and benefit from living in supported accommodation.
7. Have an enduring care/support need which has been assessed by East Riding of Yorkshire Council's Adult Services, or be willing to undertake such a care assessment.
8. Use (or agree to use) local services including education or day time opportunities.

Definition of housing need

Applicants in Bands 1 to 7 of the Allocations Policy.

Definitions of local connection

Normally resident

Applicants are normally resident in permanent accommodation in the stated parish and have been so for at least six out of the last twelve months or three out of the last five years. Holiday or other temporary accommodation (e.g. hospital or student housing) is not to be regarded as normally resident unless the applicant can demonstrate that this has been their sole or main home for a period of at least five years.

Secure employment

Applicants have secure employment in the stated parish. Secure employment means that the applicant, or an adult member of the applicant's household, has permanent employment for at least one year's duration and at least 20 hours a week. Where this employment has been for less than one year at the time of application a letter from the employer is required to confirm that the employment is permanent.

Family association

Applicants have a family association with the stated parish. This includes having parents, grandparents, adult children, grandchildren, or siblings who currently live in the stated

parish and have done so for at least five years. In exceptional circumstances and where support is required family association may be extended to include in-laws, step-children and adoptive relatives.

East Riding Local Lettings Policy Duke's Close, Hutton Road, Hutton Cranswick

Description of Scheme

4 x two bedroomed houses
2 x two bedroomed bungalows
Managed by Together Housing

Policy

The East Riding of Yorkshire Council will provide nominations to Together Homes Housing Association. Dwellings will be allocated to applicants in housing need in the order of priority as set out below:

1. Applicants who have a local connection to the parish of Hutton Cranswick or have a local connection by way of being normally resident, having secure employment or family association, **or if none**
2. (a) Applicants who have a local connection to the neighbouring parishes of Skerne and Wansford, Foston, North Frodingham, Brandsburton, Bainton, Kirkburn, and Watton or have a local connection by way of employment or family connections or are former residents of the same; **or if none**
(b) normally resident in the other parishes within East Wolds and Coastal or Driffield and Rural wards or have a local connection by way of employment or family connections or are former residents of the same; **or if none**
(c) Other applicants on the Housing Register
3. Applicants must also be unable to compete easily in the open market for Housing accommodation in the locality either as tenants or purchasers. Priority will be given to households who are homeless or threatened with homelessness and will be allocated in accordance with the Councils Allocation Policy.
4. Applicants should intend to occupy the dwelling as their only or principal home.

Definition of Housing Need

Applicants in Band 1-7 of the Allocation Policy

Definitions of Local Connection:

“Normally Resident / Formally Resident”

Be normally resident in permanent accommodation in Hutton Cranswick (or the specified parish) and have been so for at least six of the last twelve months or three out of the last five years. Persons occupying holiday or other temporary accommodation (e.g. hospital or student housing) are not to be regarded as normally resident unless they can demonstrate that this has been their sole or main home for a period of at least five years.

“Secure Employment”

Secure employment means the permanent employment of the applicant or an adult member of his/her household for at least one year's duration and at least 20 hours a week in Hutton Cranswick. Where this employment has been for less than one year at the time of application a letter from the employer is required to confirm that the employment is permanent.

“Family Connection”

Have family association with Hutton Cranswick (or the specified Village).

This is defined as: the applicant has parents, grandparents, adult children, grandchildren, a brother or sister who currently lives in Hutton Cranswick (or the specified Village) and have done so for at least five years. In exceptional circumstances and where support is required family association may be extended to include in-laws, step-children and adoptive relatives.

Appendix E: List of information required to verify an offer of accommodation

Local Connection

A copy of one of the following documents either from the applicant or from the close relative must be provided:

- Council tax bill
- Employment or contract of employment details
- Tenancy agreement

Without the documentation shown above, your local connection will not be verified.

Identification

- Passport sized photograph of applicant
- Original or certified copy of birth certificate or passport for applicant and for each household member included on the applicant's application
- Where applicable, proof of name change via Deed Poll
- Where applicable, original or certified copy of Marriage certificate

Housing

- A copy of Tenancy agreement
- A copy of Licence agreement
- A letter from friend or relative confirming the applicant's living arrangements - (letter should state date when the applicant moved in and number of bedrooms to which they have access)
- A current valuation of the applicant's home
- A copy of the applicant's latest mortgage statement
- Confirmation of Tied accommodation

Income

A copy of award letter or bank statements showing the following amounts:

- Employment Support Allowance
- Income Support
- Child Benefit
- Child Tax Credit
- Working Tax Credit
- Incapacity benefit
- DLA
- Carer's allowance
- Pension credit
- State Pension

- Occupational Pension

Last 3 months or 5 weeks payslips for each employment

A copy of self-employed accounts

Appendix F: Further Information

Application forms and further information may be obtained from:

Area Housing Office

County Hall

BEVERLEY

East Riding of Yorkshire

HU17 9BA

Area Housing Office

Council Offices, Church Street

GOOLE

East Riding of Yorkshire

DN14 5BG

Area Housing Office

Town Hall, Quay Road

BRIDLINGTON

East Riding of Yorkshire

YO16 4LP

East Riding of Yorkshire Council will, on request, provide this document in Braille, audio or large print format. If English is not your first language and you would like a translation of this document into any other language, please telephone (01482) 393939.