

Appendices

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Appendix 1: Allocation Property Size Rules – size and type of property that an applicant can bid for

1.0 General

- Each individual person requiring accommodation (either alone or as part of a household) may be included on a maximum of one housing application only. For example, an adult child with his/her own housing application cannot also be included as part of his/her parents' housing application for the purpose of assessing housing needs and associated level of priority & preference for accommodation. In such cases, the individual concerned will need to decide which housing application s/he wishes to be included in.
- A lone parent household is eligible for the property size that a two-parent household (with the same number of children) would be eligible for.
- An unborn child will not be counted as part of an applicant's household until after the birth. The Council will require an applicant to provide the full birth certificate at the point of verifying documentation when a successful bid for accommodation has been made or when an applicant may be successful in the near future.
- Two children under the age of 10 are expected to share a bedroom regardless of their sex.
- Two children under the age of 16 are expected to share the same bedroom if they are of the same sex.
- Where an applicant has shared or visiting access to a child or children, the child/ren will not be considered as part of the application for assessing housing need, unless they are resident with the applicant on a permanent basis.
- The Council will disregard, save in exceptional circumstances, the existence and needs of any family member of the applicant who either:
 - needs leave to enter or remain in the UK but does not have it, OR
 - has leave to enter or remain in the UK subject to a condition that s/he will not have recourse to public funds.
- The following table shows examples of the size of properties that households may require. Any reference to a couple means people who live together as part of the same household whether they are married, cohabiting, have entered into a civil partnership, or are a same sex couple.

Household Composition	Assessed Property Size
Single applicant (including a pregnant woman)	Studio or 1 bed
Single applicant (aged 50 years +)	Studio or 1 bed (including sheltered accommodation)
Couple (including a pregnant woman)	1 bed
Couple (aged 50 years +)	1 bed (including sheltered accommodation)
2 adults living together (not cohabiting)	2 Bed
Single applicant or couple with 1 child (of any age)	2 bed
Single applicant or couple with 2 children (mixed sexes, both under the age of 10)	2 bed
Single applicant or couple with 2 children (same sex, both under 16)	2 bed
Single applicant or couple with 2 children (mixed sexes, one under the age of 10 and one aged 10 or over)	3 bed
Single applicant or couple with 2 children (same sex, one under the age of 16 and one aged 16 or over)	3 bed
Single applicant or couple with 3 children (mixed sexes, all under the age of 10)	3 bed
Single applicant or couple with 3 children (same sex, all under the age of 16)	3 bed
Single applicant or couple with 3 children (mixed sexes, all under the age of 16)	3 bed
Single applicant or couple with 3 children (same sex, two under age of 16 and one aged over 16)	3 bed
Single applicant or couple with 3 children (same sex, one under the age of 16 and two aged 16 or over)	4 bed
Single applicant or couple with 3 children (same sex, all 16 or over)	4 bed

Household Composition	Assessed Property Size
Single applicant or couple with 3 children (mixed sexes, all aged 16 or over)	4 bed
Single applicant or couple with 3 children (one aged over 16 and two mixed sexes, one under the age of 10 & one aged 10 or over)	4 bed
Single applicant or couple with 4 children (same sex, all under the age of 16)	3 bed
Single applicant or couple with 4 children (mixed sexes, all under the age of 10)	3 bed
Single applicant or couple with 4 children (2 of one sex and 2 of the other sex, all under the age of 16)	3 bed
Single applicant or couple with 4 children (same sex, three under the age of 16 and 1 aged 16 or over)	4 bed
Single applicant or couple with 4 children (three same sex under the age of 10 and one opposite sex aged 10 or over)	4 bed
Single applicant or couple with 4 children (3 mixed sex under the age of 10 and one of any sex aged 16 or over)	4 bed

This table is not exhaustive. The assessed property size for households with larger families than those illustrated is based on the following:

- 1 bedroom for each additional person aged 16 or over
- 1 bedroom for each additional 1 or 2 children (same sex, both under the age of 16)
- 1 bedroom for each additional 2 children (mixed sexes, both under the age of 10)

2.0 Exceptions

The Council may, subject to an affordability assessment, make an exception to the normal criteria set out above if:

- A Council Panel authorises an increased size on disability/health, or social grounds. This power enables the Council to consider, for example, any specific needs of a child or adult to have their own bedroom or any need for a live-in assistant.

- The bid is for a housing association or local authority property (via the cross-borough bidding scheme) that operates different size criteria. For example, most housing associations will not allow a pregnant woman to accept a one bedroom flat that would become overcrowded when the child is born. Some housing associations will not allow two children of the same sex to share a bedroom if they are more than a certain number of years apart in age.
- The Council authorises a larger property for a person with additional preference on the grounds of:
 - Under-occupation in order to release an even larger property, or
 - Urgent Council need in order to enable the transfer to proceed expeditiously.
- The Council authorises a direct offer of accommodation smaller than the assessed size to homeless applicants in order to minimize the cost to the Council of providing temporary accommodation and in order to make best use of available stock given the mismatch in demand and supply.
- The Council may, from time to time, agree a local lettings policy for a specific group of properties that varies from these published rules. Information on such schemes will be explained fully when properties are advertised or allocated.
- Specific rules apply where an applicant asks to add extra household members to their application, particularly where this affects the size of property required. See Appendix 2.
- As with all allocations, any decision to allocate a property larger than the assessed household need will be subject to an affordability assessment.

3.0 **Size of Properties That Can Be Bid For**

- An applicant may bid for a property of the size that the Council has assessed as him/her as needing or a property with one bedroom less. This only applies to advertised Waltham Forest Council properties and not those owned and managed by a housing association.
- If an applicant successfully bids for a property smaller than their assessed need and later re-registers for a transfer, their new application will start afresh and not be backdated to the date of their previous application. This means that any previously accumulated waiting time will be lost.
- Whilst applicants are entitled to invite friends/relatives to stay or live with them, should overcrowding occur as a result of additional people joining the household, it is likely that the applicant will face a longer wait for rehousing due to the limited number of larger properties that become available. See also Appendix 2 for more information.

4.0 Types of Property that can be bid for

- The Choice Based Lettings system allows most applicants to bid for any type of property they may prefer within the limits of the bedroom criteria detailed above.
- However, where priority has been awarded for a specific type of property, the Council reserves the right not to offer accommodation to an applicant who has successfully bid for it. This is irrespective of their final bidding position, if it does not meet the type of property recommended. For example, if a ground floor flat with no stairs has been recommended, a successful bid placed for a house will not result in an offer of the said accommodation.
- Applicants awarded additional preference for adapted and/or accessible accommodation as per the Accessible Housing Register (AHR) categories are able to bid for properties advertised with the appropriate categories in the Choice Homes magazine, with some degree of flexibility where appropriate. However, if they bid for a property which has not been recognized as a similar category to the one they require, it should be noted that even if their final bidding position closes at number 1, the Council may not allow an offer of the tenancy to be made if the home does not appear to meet their requirements.

Appendix 2: Housing Panels

- Disability and Health Panel
- Social Need Panel
- Sheltered Panel
- Move On Panel

1.0 Disability and Health Panel

This Panel considers housing need, having regard to the needs of an applicant and the members of his/her household in relation to their disability/health circumstances. This will usually be assessed on the suitability of their current accommodation and housing situation to meet their disability/health needs. The Panel may:

- Determine level of priority.
- Recommend the type of property including where appropriate, an Accessible Housing Register (AHR) Category, in addition to other specific facilities required to meet a person's health/disability needs, such as central heating or an extra/separate bedroom.
- Recommend that a household needs to live in a particular locality.
- Assist the Allocations Team to prioritise requests for nominations to Housing Associations or other local authorities.
- Consider reviews submitted against offers of accommodation on the grounds of their suitability to meet medical and/or disability/health needs.
- Award a backdating of the additional preference category start date in exceptional circumstances, or extending the timescale at the end of the usual additional preference bidding period.

2.0 Social Need Panel

This Panel considers housing need, having regard to the needs of an applicant and the members of his/her household, with particular regard to any social issues. The Panel considers the following types of applications dealing with people:

- Experiencing mental health problems, disabling social factors, learning disabilities, drug/alcohol dependency or other social problems, including those being discharged from institutional care (other than those who will actually be homeless on discharge).
- With health problems that are not sufficient on their own to confer priority, but where there are other relevant social factors.
- Who will only be able to cope with independent housing if accompanied by a committed package of support.

- Needing more settled accommodation in order to deal with issues arising under the Children Act.
- Families with a child with behavioural difficulties, who may require an additional/separate bedroom or particular type of accommodation.
- Suffering domestic violence/abuse.
- Requiring additional room/s such as for a carer.
- To agree move-on to general needs accommodation for users who no longer need supported housing, to release a supported housing vacancy.

And the Panel may consider the following type of issue:

- The risk level of a potentially vulnerable person continuing to live in his/her current address.
- The suitability of an offer of accommodation.
- The need for rehousing due to irreconcilable neighbour difficulties.
- Requests to agree exceptions to established policies e.g. rent arrears policy, where to adhere to the policy would cause special hardships.
- Requests to agree an applicant for any type of special housing provision. For example, floating support, supported housing because of a learning difficulty, mental health problems, alcohol or drug misuse, sensory difficulties, a need for low-rise or low density accommodation, or housing in specific areas of the borough to give or receive support etc.
- Requests to agree that an additional household member can be added to an existing application without the loss of time waiting on the housing register, especially if this would affect the number of bedrooms required.
- Requests for reasonable preference on the grounds that a household is occupying insanitary or unsatisfactory housing conditions, which pose an ongoing and significant threat to health and well-being.
- Requests to transfer following harassment including, verbal abuse, insults, intimidation, damage to property or possessions, threatening or abusive behaviour, racist, homophobic or other abusive graffiti, unprovoked assaults including common assault, actual bodily harm and grievous bodily harm, use of dogs, arson and attempted arson, threatening letters, witnesses of crime, or victims of crime, who would be at risk of intimidation amounting to violence or threats of violence if they remained in their current homes.

- Requests for priority on the basis that an applicant needs to move to a particular locality in Waltham Forest where a failure to meet their need would cause hardship (to themselves or others).
- Requests for accommodation from an established carer of a Council tenant who has died.
- Award a backdating of the additional preference category start date in exceptional circumstances or extending the timescale at the end of the normal additional preference bidding period.
- The Panel can also decide whether or not the 2 year residency requirement can be waived in exceptional circumstances. (Eligibility for the Housing Register is generally restricted to those who have a current address in London Borough of Waltham Forest and have lived in the borough continuously for 2 years or more)

3.0 **Sheltered Housing Panel**

Sheltered and extra care housing schemes for older people in Waltham Forest are managed by the Council and Housing Associations with differing models of support including scheme based staff and floating support.

The scheme manager:

- Helps in emergencies.
- Helps to develop and review support plans based on individual need.
- Links with health and social care.

Applications for sheltered housing and extra care are assessed and prioritised by the Sheltered Housing Panel.

The Panel can recommend:

- Council sheltered housing.
- Housing Association sheltered and/or extra care housing.

The Panel can also decide whether or not the 2 year residency requirement can be waived in exceptional circumstances (Eligibility for the Housing Register is generally restricted to those who have a current address in London Borough of Waltham Forest and have lived in the borough continuously for 2 years or more)

Written notification of Panel decisions are sent to the applicant by the Housing Registration Team.

To be eligible for sheltered or extra care housing the applicant will:

- Normally be aged 50 years or over,
- Benefit from the support of a sheltered scheme manager,
- Be in accommodation that is unsuitable for his/her needs, and
- Have a disability/health or social need for sheltered or extra care housing.

Where a housing applicant has refused their only/final offer of suitable sheltered housing under the Council's limited offer policy, they will not be eligible to be re-considered for a further offer of sheltered accommodation until a period of at least six months (180 days) has elapsed from the date that they had refused their last offer (subject to the outcome of any review/appeal request).

To be re-considered for further sheltered housing, an applicant will need to submit a new housing application to be presented to the Sheltered Housing Panel. The Panel will consider the circumstances of the case at the time, and also have regard to the earlier reason(s) for the previous refusal of an offer.

Any further offer(s) will be subject to a level of priority award through the Sheltered Housing Panel.

The Council's Choice Based Lettings system involving bidding for advertised vacancies also applies to vacancies within sheltered housing schemes, but not extra care housing. Assistance is available to any applicant who requires help to submit appropriate bids.

4.0 **Move-On Panel**

The Move-On Panel assists those schemes dealing with single homeless applicants who have spent a period of time in a hostel receiving Supporting People Funding and have been agreed as suitable for a move on to independent accommodation.

Agreed nominees will have had housing and social difficulties prior to having been rehoused by the hostel. The hostel will then have worked with the individual to address any issues that would cause problems in sustaining an independent lifestyle.

The panel accept a limited number of nominees for an offer of permanent accommodation each year and will concentrate on those who have made significant progress with the service provider's help and where the provision of a permanent home will best avoid the difficulties they have faced in the past.

Appendix 3: Rent Arrears Policy

1.0 Reasonable Preference and No Preference Bands

Applicants placed in the reasonable preference band will not be eligible to receive an offer of accommodation if they have outstanding arrears to the Council of more than 8 weeks rent payments (after benefits calculated) or £1000 (whichever is the lower amount). This will apply to any current or former temporary license or permanent tenancy rent account, including set-aside accounts, and those setup for the purpose of collecting court costs.

Although they may still take part in the bidding process, they will not be made an offer of accommodation. The property will be offered to the next eligible applicant.

2.0 Additional Preference and Additional Preference Plus Bands

With the exception of agreed homeless cases, applicants placed in the additional preference band will still be eligible to receive an offer of accommodation if they have arrears. However, the Council reserves the right to exclude an applicant from receiving an offer if this will conflict with on-going eviction proceedings in relation to rent arrears. The Council may also exclude an applicant from receiving an offer of accommodation if the applicant is not making satisfactory efforts to make regular payments to reduce and clear any outstanding arrears.

3.0 Exceptions

The general policy of the Council concerning rent arrears and allocation of accommodation can only be waived (and/or modified) in circumstances that are, in the council's view, exceptional and where it is fair and just to do so. Any applicant or his or her representatives may make representations to the Council as to why the general policy regarding rent arrears should be waived or modified.

When making offers of accommodation, the Council reserves the right to exercise a discretion (on a case-by-case basis or more broadly) in relation to levels of rent arrears that would otherwise prevent an offer of accommodation from being made, if it is in the interest of the Council to do so (for example, to reduce void periods of empty properties or to minimise the use of expensive temporary accommodation).

Appendix 4: Short-listing Order for Accessible Housing

Where a property is advertised and one of the Accessible Housing Register (AHR) codes are selected, applicants will be ranked and short-listed initially according to their AHR Recommendation (in line with following tables) and then according to the Council's normal ranking and short-listing rules mentioned previously.

1.0 Where a Property Advert Accessible Housing Register (AHR) Code = A

Cases to be ranked in the order below according to an applicant's disability and health needs (AHR Recommendation)	Where there are 2 or more cases the same they are further sorted and ranked according to
1. AHR Recommendation = Category A	Normal ranking and short-listing rules according to details on page 16
2. AHR Recommendation = Category B	Normal ranking and short-listing rules according to details on page 16
3. AHR Recommendation = Category C	Normal ranking and short-listing rules according to details on page 16
4. AHR Recommendation = Category D	Normal ranking and short-listing rules according to details on page 16

Bidding for these properties will be **restricted** to those cases with an AHR Category listed above. Applicants with an AHR Category of E, E+, and those that do not have an AHR Category will not be eligible to bid for these properties.

2.0 Where a Property Advert Accessible Housing Register (AHR) Code = B

Cases to be ranked in the order below according to an applicant's disability and health needs (AHR Recommendation)	Where there are 2 or more cases the same they are further sorted and ranked according to
1. AHR Recommendation = Category B	Normal ranking and short-listing rules according to details on page 16
2. AHR Recommendation = Category A	Normal ranking and short-listing rules according to details on page 16
3. AHR Recommendation = Category C	Normal ranking and short-listing rules according to details on page 16
4. AHR Recommendation = Category D	Normal ranking and short-listing rules according to details on page 16
5. AHR Recommendation = E, E+, or where there is no AHR Recommendation (These will not be short-listed in any particular order, only according to column 2)	Normal ranking and short-listing rules according to details on page 16

3.0 Where a Property Advert Accessible Housing Register (AHR) Code = C

Cases to be ranked in the order below according to an applicant's disability and health needs (AHR Recommendation)	Where there are 2 or more cases the same they are further sorted and ranked according to
1. AHR Recommendation = Category C	Normal ranking and short-listing rules according to details on page 16
2. AHR Recommendation = Category B	Normal ranking and short-listing rules according to details on page 16
3. AHR Recommendation = Category D	Normal ranking and short-listing rules according to details on page 16
4. AHR Recommendation = Category A	Normal ranking and short-listing rules according to details on page 16
5. AHR Recommendation = E, E+, or where there is no AHR Recommendation (These will not be short-listed in any particular order, only according to column 2)	Normal ranking and short-listing rules according to details on page 16

4.0 Where a Property Advert Accessible Housing Register (AHR) Code = D

Cases to be ranked in the order below according to an applicant's disability and health needs (AHR Recommendation)	Where there are 2 or more cases the same they are further sorted and ranked according to
1. AHR Recommendation = Category D	Normal ranking and short-listing rules according to details on page 16
2. AHR Recommendation = Category C	Normal ranking and short-listing rules according to details on page 16
3. AHR Recommendation = Category B	Normal ranking and short-listing rules according to details on page 16
4. AHR Recommendation = Category A	Normal ranking and short-listing rules according to details on page 16
5. AHR Recommendation = E, E+, or where there is no AHR Recommendation (These will not be short-listed in any particular order, only according to column 2)	Normal ranking and short-listing rules according to details on page 16

5.0 Where a Property Advert Accessible Housing Register (AHR) Code = E

Cases to be ranked in the order below according to an applicant's disability and health needs (AHR Recommendation)	Where there are 2 or more cases the same they are further sorted and ranked according to
1. AHR Recommendation = Category E	Normal ranking and short-listing rules according to details on page 16
2. AHR Recommendation = Category D	Normal ranking and short-listing rules according to details on page 16
3. AHR Recommendation = Category C	Normal ranking and short-listing rules according to details on page 16
5. AHR Recommendation = E, E+, or where there is no AHR Recommendation (These will not be short-listed in any particular order, only according to column 2)	Normal ranking and short-listing rules according to details on page 16

6.0 Where a Property Advert Accessible Housing Register (AHR) Code = E+

Cases to be ranked in the order below according to an applicant's disability and health needs (AHR Recommendation)	Where there are 2 or more cases the same they are further sorted and ranked according to
1. AHR Recommendation = Category E+	Normal ranking and short-listing rules according to details on page 16
2. AHR Recommendation = Category E	Normal ranking and short-listing rules according to details on page 16
5. AHR Recommendation = A,B,C,D , or where there is no AHR Recommendation (These will not be short-listed in any particular order, only according to column 2)	Normal ranking and short-listing rules according to details on page 16

Appendix 5: Time Limits for Bidding with Additional Preference and Additional Preference Plus

- Additional preference will ordinarily be limited for a specific period. At the end of that period an applicant will lose his/her additional preference and will revert to either reasonable or no preference according to his/her circumstances. At any time during a high priority (additional preference or additional preference plus) bidding period the Council may make a direct offer to an applicant. Certain housing applicants with additional preference may not be eligible to bid and will receive a direct offer only, as noted in the table below.
- Once an award of additional preference /additional preference plus has expired, an applicant may request that the high priority bidding period be extended but would need to show that they have made reasonable efforts to apply for properties. Requests will be referred to the officer or panel responsible for having granted the original priority. Priority may be reset for a further 12 months or extended for a limited period only, at the discretion of the Council.
- Due to a severe lack of accessible accommodation, an applicant who has an additional preference need for wheelchair accessible property with an accessible housing register (AHR) Category of A or B accommodation will normally retain his/her additional preference status for 3 years unless the Housing Solutions Service or a Panel decides that reasonable offers have been refused. These cases may be reviewed at any time and applicants may have their priority reduced at any time following re-assessment of their case, if the existing priority level is no longer appropriate.
- The table overleaf shows the bidding period according to which additional preference category the applicant is in:

Additional Preference Category	Time limit for bidding
Applicants in temporary accommodation	3 Months or 1 direct offer
Homelessness prevention following detention/treatment	1 direct offer only
Disability Panel/Social Needs Panel decision	12 Months
Delayed discharge	3 Months or 1 direct offer
Move On Quota	3 Months
Channel Quota	1 direct offer only
Veterans' Nomination Scheme	3 Months
Safe & Secure Quotas	1 direct offer only
Multi-Agency Public Protection Arrangements (MAPPA) Quota	1 direct offer only
Rehabilitation (Alcohol and Substance misuse) Quota	1 direct offer only
Foster Care Quota	12 Months
Leaving Care Quota	3 Months
Sheltered Housing	12 months
Extra Care Housing	Direct offer only
Retiring Caretaker	3 Months
Council Need (urgent decant)	3 Months
Council Need (non-urgent decant)	12 months
Under Occupation	3 months (renewable to an additional 3 months if required)
Succession to a Council tenancy (Ground 16 under-occupier)	3 Months
Approved carers of Council tenants agreed by Social Needs Panel	3 Months
Director of Housing Solutions decisions	3 Months or 1 direct offer
Additional Preference Plus	12 months (from date of most recent Panel decision to award additional preference)

Appendix 6: Guidelines for prioritisation for location of offers of Temporary Accommodation under s188 and/or s193 Housing Act 1996:

Waltham Forest Council is committed to securing suitable temporary accommodation for homeless households where this is required under S188 or S193 of the Housing Act. Our aim is to provide accommodation within Waltham Forest wherever possible, but unfortunately this is not always achievable. We are dependent on the supply of accommodation that is available, and ongoing benefit changes mean that for some households, accommodation in Waltham Forest will not be affordable. As a result, there will be an increasing need to use accommodation that may be at a distance from Waltham Forest, and we need to have a process in place to ensure that we prioritise those who have the greatest need to be in or close to a particular location. Where a household needs to be moved away from a particular location for safety reasons, this will always be taken into account when deciding on temporary accommodation allocation.

In assessing the allocation the Council will consider whether the applicant can afford the housing without being deprived of basic essentials such as food, clothing, heating, transport and other essentials; and in so doing will take account of costs resulting from the location of the accommodation.

It should be noted that these are guidelines only and the individual circumstances of each case including the time likely to be spent in the accommodation must always be taken into account when determining the suitability of an offer of Temporary Accommodation.

Group A - The Council has made a firm commitment to households in this group, who will be offered Temporary Accommodation in the London Borough of Waltham Forest, adjacent boroughs¹ to the London Borough of Waltham Forest and boroughs in the East London sub-region² wherever possible:

- Households with one child (or more) in secondary school in their final year of Key Stage 4 (generally Year 11)
- Households with one child (or more) who has a Statement of Special Educational Needs
- Households with one child (or more) who is the subject of a Child Protection Plan

¹ Adjacent boroughs (not in East London sub region) are: London Borough of Enfield, London Borough of Haringey, Epping Forest District Council

² Boroughs in the East London sub-region are: London Borough of Barking and Dagenham, City of London, London Borough of Hackney, London Borough of Havering, London Borough of Newham, London Borough of Redbridge, London Borough of Tower Hamlets, London Borough of Waltham Forest

- Households where one person (or more) is receiving NHS treatment for mental health problems other than from their GP, (eg from the Community Mental Health team) and/or is on the Care Programme Approach (CPA)³
- Households where a member of the household is caring for another person in the borough who falls into one of the following categories:
 - a) Over 75 years old and living alone, or with no other member of the household under 75 years of age, OR
 - b) In receipt of a registered care package, OR
 - c) In receipt of the medium or higher rate of the care component or the higher rate of the mobility component of the Disability Living Allowance, Attendance Allowance or War Disablement pension

We would require evidence of the age/benefits/care package as appropriate, and evidence of caring responsibility in the form of a letter from their GP/social worker/ other professional.

Group B - Households in this group will be prioritised for Temporary Accommodation in a borough which is within one hour's travelling distance on public transport from the LBWF boundary

- Households with one child (or more) in primary school (up to and including Year 6) in Waltham Forest or neighbouring boroughs
- Households with one child (or more) in secondary school or further education college in Waltham Forest or neighbouring boroughs (other than those in the final year of Key Stage 4 – see Group A above.)
- Households where one person (or more) is in permanent and settled employment (for at least six months prior to date of homelessness application) – this group will be prioritised for housing within one hour's travel of their workplace.
- Households where one person (or more) is receiving medical treatment that can only be provided by a specific medical facility: this group will be prioritised for housing within one hour's travel of the medical facility
- Lone parent households with a baby under 6 months old at the time of allocation

³ <http://www.nhs.uk/CarersDirect/guide/mental-health/Pages/care-programme-approach.aspx>

Group C

All other homeless households will be offered Temporary Accommodation wherever the borough is able to procure it.

Support and Resettlement

Households who are more vulnerable will be offered an interview with the Housing Support team, and a care plan will be prepared to address identified needs. Support will be provided in relation to these needs, eg accessing GPs, health visitors, education and Children Centres. The Temporary Accommodation team will provide details of incoming households to receiving boroughs. Where an area is used on a regular basis for the provision of Temporary Accommodation, an information pack will be provided covering local services.

Appendix 7: Waltham Forest Council Tenancy Strategy and Tenancy Policy

1.0 Background

1.1 The Government, through the Localism Act 2011, has enabled the Council as a landlord and other Registered Providers to make choices about how they manage social housing. As part of this, Registered Providers may choose to introduce different types of tenancy agreement for new tenants that last for fixed periods of time (existing tenancies are protected). Tenants and other interested parties can see what approach each social landlord is taking by viewing their tenancy policy. Links to these will be available on the Council's website and on each Registered Provider's website.

1.2 Registered Providers should consider local priorities when they are developing their approach to managing social housing. To help them do this the Council has a duty to publish a Tenancy Strategy for the borough which must:

- Describe the high level objectives ('matters') that all Registered Providers should 'have regard to' in their tenancy policies
- Signpost people to where the Registered Provider tenancy policies can be found, or summarise these
- Have been developed with consideration to the local allocations policy and homelessness strategy and in consultation with Registered Providers
- Be reviewed every 5 years at least, with Registered Provider input.

1.3 Registered Providers, including local authorities, must produce a tenancy policy which explains:

- The kind of tenancies they will grant
- The circumstances in which they will do this
- The length of tenancy terms and, if they choose to use two year tenancies, what the exceptional circumstances are for these
- The circumstances in which a further tenancy will be granted.

1.4 This Tenancy Strategy document will be presented in two parts: the first part will cover the Tenancy Strategy providing guidance to Registered Providers. The second part will cover the Council's own Tenancy Policy and its approach to the kinds of tenancy which will be granted.

2.0 Tenancy Strategy - Guidance for Registered Providers

2.1 Waltham Forest Council works closely with other Registered Providers operating locally through its Housing Association Liaison Group and sub-groups and through the Local Strategic Partnership. We have already provided guidance to Registered Providers about Affordable Rents in relation to amounts that should be charged, to ensure that rents are affordable to local people.

2.2 Following extensive consultation, we have produced the following guidelines for Registered Providers

Use of Fixed Term Tenancies

2.2.1 We acknowledge the link between Registered Providers' ability to issue fixed-term tenancies and the delivery of the affordable housing programme, and are aware that some providers will be using fixed term tenancies in some cases. Where Registered Providers do decide to issue fixed-term tenancies, the Council's position is as follows:

- Tenancies should run for a minimum of a ten year fixed term tenancy for most households. There are some households for whom we would prefer a longer or lifetime tenancy (see paras 2.3.1 – 2.3.3) and there are some exceptional circumstances where we are prepared to accept a shorter term (see para 2.3.2).
- Fixed term tenancies should be re-issued at the end of the term unless there is a significant change of circumstance relating to housing need. We expect providers to inform us of the criteria they use to inform this decision.

2.2.2 LBWF considers the following to be critical in the development and management of fixed term tenancies:

- Fully developed information and advice services must be provided to help people understand their housing options, including at the point where they are informed that their tenancy will not be reissued if their circumstances have changed
- Registered Providers must positively promote tenancy sustainment, and must provide support to improve financial inclusion from the start of the tenancy and throughout its duration.

- Registered Providers must ensure that homelessness prevention is a key aim, and that their Tenancy Policy takes full account of the need to avoid an increase in homelessness in the borough.
- The landlord must specify clear criteria against which the decision to re-issue the tenancy will be made.
- There must be a clear and transparent review process which is understood by the tenant at the time of tenancy sign up and that allows sufficient time for housing options to be explored prior to the end of a tenancy.
- In developing tenancy policy criteria and the review process, thought must be given to how the tenant's quality of life can be improved, and the role of agencies that can enable this, for example through employment, health, care and support.

2.3 **Lifetime Tenancies:**

2.3.1 Waltham Forest Council's housing strategy includes a commitment to ensuring that homelessness is prevented and vulnerable people are able to live independently. We expect providers to give particular consideration to this commitment when developing and applying their tenancy policies.

2.3.2 Waltham Forest Council is clear that individual circumstances and vulnerability of all household members must always be taken into account before issuing fixed-term tenancies, and that as a minimum, we consider that lifetime tenancies should continue to be offered to:

- All Sheltered Housing tenants
- Tenants aged 65 or over occupying General Needs housing
- Care leavers
- People with mental health issues where this is the reason that they were awarded priority for housing

2.3.3 In the context of promoting mobility for social housing tenants, we also expect that the tenancy terms and conditions of existing tenants should be maintained if tenants choose to move through a mobility scheme.

2.4 Strategic use of fixed-term tenancies

2.4.1 Waltham Forest Council is committed to making the best use of housing stock and considers that this should be a guiding principle behind the use of fixed-term tenancies where they are used. Examples of this may be:

- Offering minimum 10 year fixed-term tenancies for homes of **3 bedrooms** or more. This could contribute significantly to the aim of reducing under-occupation in order to free up larger properties for overcrowded households.
- Offering minimum 10 year fixed-term tenancies for **Category A or B adapted units**¹ to ensure that these continue to be used for residents who need them.

2.4.2 LBWF is also committed to creating economically balanced communities and will support Registered Providers in using fixed-term tenancies to achieve this. This could include the use of Local Lettings Policies to allocate a quota of 1 bedroom homes to economically active single people/couples on a fixed-term tenancy. In this case, a term shorter than 10 years could be acceptable, however, where shorter tenancies are offered LBWF will require a justification statement from Registered Providers.

3.0 The Council's Tenancy Policy

3.1 Following extensive consultation with residents of all tenures, stakeholders and partners, this Council has decided to continue to offer lifetime tenancies for all tenants, the only exception being lettings to a small quota of 1 bedroom properties as outlined in paragraph 2.3.

3.2 This decision is based on the Council's commitment to promoting mixed and balanced communities within the borough.

¹ Category A – wheelchair accessible throughout
Category B – wheelchair accessible for essential rooms

3.3 As an exception to the policy of lifetime tenancies for all, the Council will offer 5 year fixed term tenancies for a small quota of one-bedroom properties or bedsits, which might otherwise be difficult to let. These will be reserved for allocation to economically active single people/couples. The aim will be to provide a step onto the housing ladder for lower income households and these tenants will be supported in saving for a deposit to purchase their own home or rent privately.

3.4 For the purposes of this policy, the term “economically active” is defined as follows:

Where at least one household member is currently in paid employment for 16 hours a week or more, and has been in employment for any nine out of the last twelve months

3.5 The Council will conduct a review of the tenancy and the tenant’s circumstances within nine months of the date that the tenancy is due to end. The purpose of the review will be to provide advice on further housing options with an emphasis on progression to low cost home ownership options where appropriate. Where tenants are not in a position to move independently to alternative accommodation, a further 2 year tenancy may be granted. The conduct of the tenant will be taken into account in making any decision about the granting of a further tenancy.

3.6 If for any reason the Council decides not to renew the fixed term tenancy, tenants will have the right to request full details regarding the reasons behind the decision, and to request a review of that decision. The review will be conducted by an officer senior to the initial decision maker. Full details of the appeal process will be included in the tenancy agreement.

3.7 This Tenancy policy will be reviewed within 2 years of its adoption. The review will be based on an assessment of the impact of the policy to date, and the impact of and local and legislative changes, including Welfare Reform.

Appendix 8: Types of Council Tenancies

1.0 **Introductory Tenancies**

1.1 With the exception of those tenants awarded fixed-term tenancies, (see para 3), all new housing tenants of the Council (for example, homeless applicants and non-Council tenants) will be offered an Introductory Tenancy if rehoused into a Waltham Forest Council home. Ordinarily, the introductory period will last for 12 months, although this may be extended if there has been any breach of the Introductory Tenancy terms and conditions. Introductory Tenants who pass their introductory probationary period may be offered a secure tenancy in the future, subject to them keeping to the terms and conditions of tenancy.

1.2 The full terms and conditions of the Council's introductory tenancy can be found at www.aschamhomes.org.uk

2.0 **Secure Tenancies**

2.1 All existing Council housing tenants of Waltham Forest Council will be offered a secure tenancy if rehoused into another Waltham Forest Council home, subject to his/her move being directly from another property where a secure tenancy is held by them. New tenants of the Council (for example, homeless applicants and non-Council tenants) will not be offered a secure tenancy.

2.2 The full terms and conditions of the Council's secure tenancy can be found at www.aschamhomes.org.uk

3.0 **Fixed Term Tenancies**

3.1 As an exception to the policy of lifetime tenancies for all, the Council will offer 5 year fixed term tenancies for a small quota of one-bedroom properties or bedsits, which might otherwise be difficult to let. These will be reserved for allocation to economically active single people/couples. The aim will be to provide a step onto the housing ladder for lower income households and these tenants will be supported in saving for a deposit to purchase their own home or rent privately.

3.2 For the purposes of this policy, the term “economically active” is defined as follows:

Where at least one household member is currently in paid employment for 16 hours a week or more, and has been in employment for any nine out of the last twelve months

3.3 The Council will conduct a review of the tenancy and the tenant’s circumstances within nine months of the date that the tenancy is due to end. The purpose of the review will be to provide advice on further housing options with an emphasis on progression to low cost home ownership options where appropriate. Where tenants are not in a position to move independently to alternative accommodation, a further 2 year tenancy may be granted. The conduct of the tenant will be taken into account in making any decision about the granting of a further tenancy.

3.4 If for any reason the Council decides not to renew the fixed term tenancy, tenants will have the right to request full details regarding the reasons behind the decision, and to request a review of that decision. The review will be conducted by an officer senior to the initial decision maker. Full details of the appeal process will be included in the tenancy agreement.

4.0 **Sole / Joint Tenancies upon Receiving an Offer of Housing**

4.1 When making offers of accommodation the Council may decide to create either a sole or joint tenancy, subject to the individual circumstances of the case. The decision whether to offer a sole or joint tenancy is at the discretion of the Council.

4.2 If a couple specify that they are applying jointly, we will consider offering a joint tenancy.

4.3 If not specified, but where there are children in the household who are the offspring of both adults, the tenancy may ordinarily be offered as a joint tenancy.

4.4 If a household do not specify in their application that they would like a joint tenancy, we will ordinarily offer a sole tenancy to the first applicant but may offer the choice of a joint tenancy.

4.5 Where priority for a successful application has been achieved by another adult member of the household (over 16) being awarded priority (for example, via one of the Council’s Panels), that person may be included as a joint tenant.

4.6 Similarly, if a three generation household apply as homeless and priority is achieved because of the presence of a child, the child's parent(s) may be included as one of the joint tenants.

4.7 Set out below are some important points regarding sole and joint tenancies that applicants should consider:

- If a joint tenancy is created, each tenant of the property will be individually and jointly liable for the accommodation, compliance with all tenancy terms and conditions, including any rent payments and/or rent arrears that may accrue.
- Entitlement to housing benefit is based upon who is residing in the property and the level of income (wages/benefits/grants/pensions etc.) for the entire household. Ordinarily, a sole or joint tenancy will have no effect on the amount of housing benefit that may be paid. However, if one of the joint tenants later leaves the property, entitlement to housing benefit may be reduced, depending upon the circumstances of the case.
- A sole or joint tenancy will have no effect on the level of any current or future rehousing priority.
- As a sole tenant, a person will have the right to decide who s/he may wish to live with them, (subject to seeking, and being granted, the Council's permission where required). However, if a joint tenancy is created, each joint tenant will have the right to decide who may live with them in the household.
- As a sole tenant, a partner or other close family member* may still be eligible to succeed to the tenancy of the property if the tenant were to die in the future whilst still a tenant of the address (subject to legal succession criteria).
- Where a joint tenancy is created and one party leaves the property in the future (for example, as a result of a relationship breakdown) it will not be possible to simply 'remove' the absent joint tenant from the existing joint tenancy. The only exception to this would be in an instance of court proceedings under the Family Law Act 1996 where one of the tenants has applied and a County Court judge has granted a formal court order (for example, a property adjustment order) to make a change or transfer of the tenancy. See also section on 'Existing Joint Tenants Requesting a New Sole Tenancy' for more information.
- If a sole tenancy is created, only the sole tenant can end the tenancy.
- In the event of relationship breakdown, a sole tenant's spouse or partner may be able to apply under the Family Law Act 1996 for the tenancy to be transferred to them by a court order (for example, via a property adjustment order).
- If a joint tenancy is created, either joint tenant can end the entire tenancy without the knowledge or permission of the other joint tenant. This will end the full joint tenancy for all joint tenants and the Council will not be legally obliged to offer a new sole tenancy to any former remaining joint tenant(s). This could potentially result in any remaining joint tenant(s) becoming homeless.

Appendix 9: Succession for Council Tenancies granted BEFORE 1 April 2012

1.0 **The following conditions apply for tenancies granted BEFORE 1 April 2012**

- 1.1** When a secure tenant dies, their tenancy will pass on to their husband, wife, civil partner, or other family member living in their home, subject to certain conditions being met. Succession can only occur following the death of the tenant.
- 1.2** For a succession to take place, the deceased tenant must have had a secure tenancy at the time of his/her death. There may not have been a secure tenancy if the deceased tenant had not been living at the property as his/her only, or principal home, when he/she died. For example:
- If he/she had been staying elsewhere with relatives on a long-term basis due to illness and there had been no realistic possibility of him/her being able to return to the property.
 - Where the tenant had moved into a residential care home on a permanent basis with no intention or realistic prospect of returning home.
 - Where the tenant had been in hospital for some time with no realistic prospect of returning home.
- 1.3** A remaining husband, wife, or civil partner will automatically succeed to the tenancy upon the death of his/her partner (excludes a divorced spouse), providing that the deceased partner was the original tenant and not themselves a successor. The spouse must have been occupying the property as his/her only or principal home at the time of the tenant's death.
- 1.4** A child under the age of 18 can also succeed to a tenancy, subject to the usual legal conditions of succession being met. In such cases, a trustee would need to be agreed to hold the tenancy in trust for the child. This could be a family member or the local authority.
- 1.5** All persons that may be eligible to succeed to the tenancy as family members are listed in Section 113 of the Housing Act 1985. Those family members that may be eligible can include a husband, wife, civil partner, the tenant's parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, nephews, and nieces. A male or female partner of the tenant (including gay & lesbian partners) may fall within the definitions of having lived with the tenant as their husband or wife.

These conditions apply for tenancies granted BEFORE 1st April 2012

- 1.6** A family member must have lived with the tenant for at least the full 12 consecutive months prior to the tenant's death, to qualify for succession to the tenancy. This condition does not apply to a spouse or civil partner of the deceased tenant unless the spouse or civil partner and tenant were divorced. When determining a family member's residence, it must be noted that this is with the tenant, not with the property. The residence does not have to be at a particular house or even in Council housing, as long as the family member lived in the property with the tenant at the time the tenant died and that they had resided together for the 12 months before the death.
- 1.7** If an applicant does not meet the legal requirements to succeed to the tenancy or is unable to prove, to the satisfaction of the Council, his/her residence in the property for at least the full 12 months prior to the death of the tenant, the applicant will not succeed to the tenancy.
- 1.8** Whether or not a family member has actually lived with the tenant is a question of fact in each case. However, the burden of proof is on an occupier (the family member) to establish the right to succeed.
- 1.9** Only one statutory succession can take place and there can therefore be no succession beyond the life of the longest living tenant.
- 1.10** Where the deceased tenant was a successor and not the original tenant, there will be no further statutory succession. In addition, the Council will not in such circumstances consider a request to permit a second non-statutory succession.
- 1.11** There cannot be a succession to a tenancy by more than one person. This means that a joint tenancy cannot be created through a succession. If there is more than one person entitled to succeed to a tenancy, a spouse or civil partner will take preference over another family member. Where there are two or more family members entitled to succeed to a tenancy, they may agree between them who should succeed. Where there is no such agreement, the Council will decide who should succeed.

These conditions apply for tenancies granted BEFORE 1st April 2012

- 1.12** If no legal right to succeed applies, the Council will consider whether an applicant may be eligible for consideration of discretion in line with the Carer Policy (see Appendix 11).
- 1.13** Adapted Properties: Household members for whom a property has been significantly adapted or specifically designed will also be entitled to be considered for (non-statutory) succession. These cases will be referred to the Disability Panel for a recommendation.
- 1.14** Where an applicant does not meet the necessary criteria for succession or consideration of discretion in line with the Carer Policy (Appendix 11), or the Adapted Properties policy (1.13 above) the Council or its agent (Ascham Homes) will commence proceedings to recover possession of the accommodation. The applicant(s) will be referred to the Housing Solutions Team for assessment and consideration to see whether they qualify for alternative accommodation.
- 1.15** There is a legal ground for possession of the accommodation where a statutory succession by a family member (not spouse or civil partner) results in the under-occupation of the home.
- 1.16** In cases where under-occupation would occur, the Council will ordinarily award the applicant additional preference for 3 months (90 days) to bid for smaller alternative accommodation. The applicant will be made one offer only, of a size (number of bedrooms) that meets the family's assessed housing need. The applicant will not be made an offer of a size (number of bedrooms) in excess of the family's assessed housing need.
- 1.17** If an applicant does not place a successful bid for smaller alternative accommodation during the 3 month additional preference bidding period, the Council will make 1 direct offer only, of alternative accommodation. It should be noted that to make the best use of its stock, the Council reserves the right to intercept and end the 3 month additional preference bidding period with a direct offer at any time.
- 1.18** Where a succession by a family member results in the under-occupation of the home and the family member refuses to accept an offer of smaller accommodation, the Council or its agent (Ascham Homes) will commence legal proceedings to recover possession of the accommodation.

Appendix 10: Succession for Council Tenancies granted ON OR AFTER 1 April 2012

1.0 For tenancies granted ON OR AFTER 1 April 2012, the following conditions apply

- 1.1 A remaining spouse – ie husband, wife, civil partner or partner who had been living with the tenant as husband and wife (including same sex couples) - will automatically succeed to the tenancy upon the death of his/her partner, providing that the partner was the original tenant and not themselves a successor. The spouse must have been occupying the property as his/her only or principal home at the time of the tenant's death. This right of succession does not apply to divorced partners.
- 1.2 Whether or not a partner was actually living with the tenant is a question of fact in each case. However, the burden of proof is on an occupier (the family member) to establish the right to succeed.
- 1.3 Adapted Properties: Household members for whom a property has been significantly adapted or specifically designed will also be entitled to be considered for (non-statutory) succession. These cases will be referred to the Disability Panel for a recommendation.
- 1.4 For a succession to take place, the deceased tenant must have had a secure tenancy at the time of his/her death. There may not have been a secure tenancy if the deceased tenant had not been living at the property as his/her only, or principal home, when he/she died. For example:
 - If he/she had been staying elsewhere with relatives on a long-term basis due to illness and there had been no realistic possibility of him/her being able to return to the property.
 - Where the tenant had moved into a residential care home on a permanent basis with no intention or realistic prospect of returning home.
 - Where the tenant had been in hospital for some time with no realistic prospect of returning home.
- 1.5 Only one statutory succession can take place and there can therefore be no succession beyond the life of the longest living tenant.

These conditions apply for tenancies granted ON or AFTER 1st April 2012

- 1.7** Where the deceased tenant was a successor and not the original tenant, there will be no legal right to succeed to the tenancy and as such, no further (non-statutory) requests to succeed to the tenancy will be considered. In addition, it should be noted that the Council will not consider a request to permit a second non- statutory succession.
- 1.8** There cannot be a succession of a tenancy by more than one person. This means that a joint tenancy cannot be created through a succession. If there is more than one person entitled to succeed to a tenancy, a spouse or civil partner will take preference over another household member. Where there are two or more household members entitled to succeed to a tenancy, they may agree between them who should succeed. Where there is no such agreement, the Council will decide who should succeed.
- 1.9** If the person succeeding to the tenancy is under the age of 18, a trustee would need to be agreed to hold the tenancy in trust for the child. This could be a family member or the local authority.
- 1.10** If no legal right to succeed applies, the Council will consider whether an applicant may be eligible for consideration of discretion in line with the Carer Policy (see Appendix 11)
- 1.11** Where an applicant does not meet the necessary criteria for succession, the Council or its agent (Ascham Homes) will commence proceedings to recover possession of the accommodation. The applicant(s) will be referred to the Housing Solutions team for assessment and consideration to see whether they qualify for alternative accommodation.

Appendix 11: Tenancy Succession - Carers' Policy

This applies to tenancies granted up to the date of implementation of this Allocations Scheme – September 2nd 2013

- 1.1 In the case of an individual or family being left residing in a Waltham Forest Council rented property following the death of the tenant (where no legal right to succeed exists) or, as a result of the tenant(s) moving out of the accommodation to take up occupation of a property elsewhere within sheltered accommodation, supported housing, or residential care, the Council may, at its own discretion, consider making the individual or family one offer only, of a new tenancy. This could be an offer of the property currently occupied or that of alternative accommodation, subject to the applicant's assessed housing need.
- 1.2 It should be noted that consideration may only apply in cases where the individual or family has provided a high level of care to the tenant and where they have occupied the property as their only, or principal home, for a minimum period of the 5 consecutive years prior to the death of the tenant or, the 5 consecutive years prior to the date that the tenant(s) moved out of the accommodation.
- 1.3 To qualify, the individual or family must be able to demonstrate to the satisfaction of the Council's Social Needs Panel, that they have been providing a high level of care to the tenant(s) of the property. To simply state that the individual or family has been residing in the accommodation as the tenant's carer(s) would not be sufficient.
- 1.4 In addition, the individual or family must have been (or include) a close relative of the deceased or departed tenant(s). In determining who the Council may consider as being a close relative, the Council will apply the criteria of the succession legislation (Section 113 of the Housing Act 1985).
- 1.5 When dealing with any request for assistance by an individual or family who claims to have acted as a carer to the deceased or departed tenant(s), the Council will consider various factors as relevant to the exercise of the discretion to provide a new tenancy. Such factors that the Council may take into account are:
- Whether the individual or family concerned is related to the tenant and how closely they are related.
 - The length of time that the individual or family has lived at the premises (or in previous premises) with the tenant(s).

- Any other property which the individual or family may own or have an interest in (whether situated in the UK or elsewhere) and his/her/their financial and other resources.
- The degree to which the individual or family concerned has provided care and assistance to the tenant(s) and the length of time over which such care and assistance has been provided and whether or not the individual or family concerned has foregone any 'life opportunities'. For example, in work, education or marriage/relationships, by reason of the provision of such care and assistance.
- Whether the individual or family concerned are themselves likely to be adjudged vulnerable within the meaning of Part VII of the Housing Act 1996 or has dependent children such that a duty to rehouse that person might in any event fall upon the Council in the event of a homelessness application being made.
- Whether there have been any anti-social behaviour issues relating to the current tenancy or occupants of the property.
- Whether there are any outstanding rent arrears or possession proceedings relating to the current tenancy.
- Any other matters which may be relevant in the circumstances of each cases.
- Additionally, the Council may have regard to the level of demand made upon the Council for housing generally and also the level of demand for accommodation of the particular size and type being occupied.

1.6 The offer or grant of a tenancy to a person following the exercise of this discretion may be made subject to such terms as are, in the view of the Council, reasonable in all the circumstances. Such terms may include the payment of monies. For example:

- In circumstances where it is discovered that the applicant knew that the deceased or departed tenant(s) had wrongfully claimed to have been living alone on his/her housing benefit and Council Tax benefit applications.
- In circumstances where the deceased or departed tenant(s) had left rent arrears.

1.7 Where discretion for an offer of a new tenancy is granted, the individual or family concerned may be offered the tenancy of the property currently occupied, if it is of a size (number of bedrooms) that meets the family's assessed housing need. In such cases, the Council will not ordinarily permit any under-occupation of the accommodation.

- 1.8 However, the decision of whether to offer an individual or family a tenancy of the current property or that of alternative accommodation will remain the right of the Council, regardless of the size required and/or the property currently occupied.
- 1.9 Where it is decided that an offer of alternative accommodation should be made, the Council will ordinarily award the applicant additional preference for 3 months (90 days) to bid for alternative accommodation. The applicant will be made one offer only, of a size (number of bedrooms) that meets the family's assessed housing need. The applicant will not be made an offer of a size (number of bedrooms) in excess of the family's assessed housing need.
- 1.10 If an applicant does not place a successful bid for alternative accommodation during the 3 month additional preference bidding period, the Council will make 1 direct offer only, of alternative accommodation. It should be noted that to make the best use of its stock, the Council reserves the right to intercept and end the 3 month additional preference bidding period with a direct offer at any time.
- 1.11 Consideration of discretion in line with the Carer Policy will not apply where a person exists (the individual concerned or another party) who is eligible to succeed to the current tenancy.
- 1.12 In addition, the Council will not consider making offers to a number of applicants as a result of multiple applications when exercising its discretion in line with the Carer Policy. Only one individual new tenancy will be offered in the case of discretion being considered and granted.