

Ford Community Land Trust Allocation Scheme

Introduction

- 1.1 It is the intention of the signatories to this Allocations Scheme that the Affordable Dwellings to be constructed on land at Ford Airfield site, pursuant to the Permission, shall be allocated and occupied in accordance with the Ford Community Land Trust Ltd Allocation Scheme.
- 1.2 The signatories to this Allocations Scheme are:
- (i) **Aster Communities** a Charitable Registered Society as defined in Section 1 of the Co-operative and Community Benefit Societies Act 2014 (Registered Number 31530R) whose registered office is at Sarsen Court Horton Avenue Devises Wiltshire SN10 2AZ (“Aster”)
 - (ii) **Ford Community Land Trust Ltd.** (a registered society as defined in Section 1 of the Co-operative and Community Benefit Societies Act 2014 with registration number 7620) (“the Trust”)
- 1.3 This Allocations Scheme has been prepared and agreed by the signatories to ensure that the objects of the Trust and Aster, are met and to ensure that the occupation of the Affordable Dwellings is at all times in conformity with the Policy

Definitions

- 1.4 For the purposes of this Allocations Scheme the following definitions shall apply:

Additional Parish	the civil parishes of Yapton
Adjacent Rural Parish	the civil parishes Climping Arundel, (<i>as defined by the Rural Gazetteer 2002</i>)
Affordable Dwelling	Each of the dwellings to be delivered as Affordable Rented Dwellings or Shared Ownership Dwellings
Affordable Rent	A rent that does not exceed 80% of the local market rents (including any service charges) and does not exceed the local housing allowance rate applicable to Arun District Council published by the Valuation Office Agency of HM Revenue and Customs.
Affordable Rented Dwelling	Affordable Dwelling will be identified

Eligible Household	a person (together with their spouse or partner, children or dependents) who demonstrates to the reasonable satisfaction of Ford Community Land Trust or its nominee that he/she qualifies under the Allocation Scheme Agreement and this Allocations Scheme to Occupy an Affordable Dwelling
Employed	Working in employment or self-employment for at least 16 hours per week
Family Member	Mother, father, sister, brother, grandchild, daughter, son
Housing Need	In need of suitable permanent housing and unable to afford to pay market rents or the open market price for reasonably suitable permanent housing. (As defined by the current Arun District Council Allocations Scheme.)
Initial Advertisement Period	the period of 20 working days, starting from the date an Affordable Rented Dwelling is first advertised for rent PROVIDED ALWAYS that in calculating the period of 20 working days, any day or period of days which is more than 30 working days before the date upon which the Affordable Rented Dwelling is completed and ready for occupation, shall be disregarded.
Parish of Provision	the civil parish of Ford
Registered Provider	a Registered Provider of Social Housing as defined in section 80(2) of the Housing and Regeneration Act 2008

Primacy of Allocations Scheme

1.5 This Allocations Scheme sets out the process by which Aster will ensure compliance with the requirements of the Allocations Scheme and ensure that any Affordable Dwellings are prioritised for people in housing need with a local connection in perpetuity.

Affordable Rented Dwellings

1.6 Applicants will be required to demonstrate to the reasonable satisfaction of the Ford Community Land Trust or its nominee that, as at the date of application, they qualify as an Eligible Household , in that they are in Housing Need **and** either:

Priority 1

- (i) They currently live in the Parish of Provision having done so throughout the previous 5 years; or
- (ii) They have lived in the Parish of Provision for a period of 5 years, but have moved away at some time in the past 3 years; or
- (iii) They have a strong local connection to the Parish of Provision, for example:
 - they are Employed in the Parish of Provision or their work is primarily carried out in that parish, having done so for a continuous period of at least 2 years

- they have a Family Member living in the Parish of Provision who has done so for a continuous period of at least 5 years.
- a significant part of their upbringing took place in the Parish of Provision

Priority 2

- (i) They currently live in an Adjacent Rural Parish having done so throughout the previous 5 years; or
- (ii) They have lived in an Adjacent Rural Parish for a period of 5 years, but have moved away at some time in the past 3 years; or
- (iii) They have a strong local connection to an Adjacent Rural Parish, for example:
 - they are Employed in an Adjacent Rural Parish or their work is primarily carried out in an Adjacent Rural Parish, having done so for a continuous period of at least 2 years
 - they have a Family Member living in an Adjacent Rural Parish who has done so for a continuous period of at least 5 years.
 - a significant part of their upbringing took place in an Adjacent Rural Parish

Priority 3

- (i) They currently live in an Additional Parish having done so throughout the previous 5 years; or
- (ii) They have lived in an Additional Parish for a period of 5 years, but have moved away at some time in the past 3 years; or
- (iii) They have a strong local connection to Additional Parish, for example:
 - they are Employed in an Additional Parish or their work is primarily carried out in an Adjacent Rural Parish, having done so for a continuous period of at least 2 years
 - they have a Family Member living in an Additional Parish who has done so for a continuous period of at least 5 years.
 - a significant part of their upbringing took place in an Additional Parish

- 1.7 Ford Community Land Trust will not disqualify the following applicants from Priorities one two or three on the grounds that they do not have a local connection:
- a) members of the Armed Forces and former Service personnel, where the application is made within five years of discharge
 - b) bereaved (or divorced or separated) spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of (or divorce or separation from) their spouse or partner
 - c) 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

Application of Criteria – Affordable Rented Dwellings

- 1.7 All Applicants shall be required to demonstrate to the reasonable satisfaction of the Ford Community Land Trust or its nominee that, at the time of application they are in Housing Need.

- 1.8 Where there are two or more applicants for an Affordable Rented Dwelling who demonstrate that they are in Housing Need, the Affordable Rented Dwelling shall be allocated with applicants in Priority 1 having the highest priority and applicants in Priority 3 having the lowest priority
- 1.9 Where there are two or more Applicants within the same Priority, the deciding factor will be their assessed level of Housing Need as shown in the banding conditions of Arun District Councils Allocations Scheme, (Shown in appendix one) with the highest level of need taking priority; if the assessed level of Housing Need is equal, the property will be allocated to the Applicant who has been registered with Ford Community Land Trust for the longest period of time.
- 1.10 For the purposes of 4.3 above, there shall be no aggregation of separate periods and only an unbroken single period of registration shall be taken into account.

No Eligible Household can be Found (First Disposal)

- 1.11 The provisions of this paragraph 5 shall apply to the first Disposal of each Affordable Rented Dwelling, but shall not apply to any subsequent Disposals in relation to that Dwelling.
- 1.12 If in relation to the first Disposal of an Affordable Rented Dwelling, the Initial Advertisement Period expires without the Affordable Rented Dwelling being allocated to an Eligible Household, the Affordable Rented Dwelling may be allocated to any person
- (a) nominated by Arun District Council from their Housing Register
 - (b) they are a required keyworker (as defined by the trust), and
 - they are Employed in Arun District Council Area or their work is primarily carried out in Arun District Council Area,
 - as a keyworker they have obtained employment in the Arun District Council Area
- any such person shall be conclusively presumed to be entitled to occupy the Affordable Rented Dwelling
- 1.13 If no person is identified pursuant to 5.2 above, the Affordable Rented Dwelling may be allocated to any person who demonstrates to the reasonable satisfaction of the Ford Community Land Trust or its nominee that they are in Housing Need and any such person shall be conclusively presumed for the purposes of this Deed to be entitled to Occupy the Affordable Rented Dwelling
- 1.14 In the event that an Affordable Rented Dwelling is let pursuant to paragraphs 5.2 or 5.3 above, to a person who is not an Eligible Household, once that persons' tenancy comes to an end, the provisions of the Allocations Scheme relating to Eligible Households shall continue to apply

No Eligible Household can be Found (Subsequent Disposals)

- 1.15 The provisions of this paragraph 6 shall apply to all Disposals of an Affordable Rented Dwelling subsequent to the first (initial) Disposal
- 1.16 The Affordable Rented Dwelling shall be advertised in accordance with paragraph 11 of this Scheme for not less than 5 working days.

- 1.17 If following advertisement there is no suitable Eligible Household to whom the Affordable Rented Dwelling may be allocated, the Affordable Rented Dwelling may be allocated to any person who demonstrates to the reasonable satisfaction of the Ford Community Land Trust or its nominee that they are in Housing Need, **and** either:
- (a) they are currently living in Ford Parish, having done so for a continuous period of not less than 12 months; **or**
 - (b) they have a strong local connection to Ford Parish, for example
 - they are Employed in Ford Parish or their work is primarily carried out in Ford Parish, having done so for a continuous period of at least 2 years
 - they have a Family Member living in Ford Parish who has done so for a continuous period of at least 5 years.
 - a significant part of their upbringing took place in Ford Parish

and any such person shall be conclusively presumed to be entitled to occupy the Affordable Rented Dwelling

1.18 If no person is identified pursuant to 6.3 above, the Affordable Rented Dwelling may be allocated to any person who demonstrates to the reasonable satisfaction of the Authority or its nominee that they are in Housing Need and any such person shall be conclusively presumed for the purposes of this Deed to be entitled to Occupy the Affordable Rented Dwelling

1.19 In the event that an Affordable Rented Dwelling is let pursuant to paragraphs 6.3 or 6.4 above, to a person who is not an Eligible Household, once that persons' tenancy comes to an end, the provisions of the Allocations Scheme relating to Eligible Households shall continue to apply.

Shared Ownership Dwellings

1.20 A Shared Ownership Dwelling shall only be let pursuant to a shared ownership lease or as an Affordable Rented Dwelling let at an Affordable Rent.

1.21 No shared ownership lease shall be executed in respect of a Shared Ownership Dwelling and no estate or interest in any Shared Ownership Dwelling shall be Disposed of whereby any person may be permitted to acquire more than eighty percent (80%) of the equity of the Shared Ownership Dwelling

1.22 No estate or interest in any Shared Ownership Dwelling (other than a tenancy, a mortgage or a charge) shall be Disposed of without securing that:

- (a) the Ford Community Land Trust and Aster Communities are notified in writing seven days prior to advertising or marketing the Shared Ownership Dwelling for Disposal
- (b) all sales particulars produced in respect of the Shared Ownership Dwelling state that the restrictions on occupancy and tenure will be effective to bind all future owners and occupiers.

Persons who may occupy a Shared Ownership Dwelling

1.23 Applicants will be required to demonstrate to the reasonable satisfaction of the Ford Community Land Trust or its nominee that, as at the date of application, they qualify as an Eligible Household, in that they are in Housing Need **and** either:

Priority 1

- (i) They currently live in the Parish of Provision having done so throughout the previous 5 years; or
- (ii) They have lived in the Parish of Provision for a period of 5 years, but have moved away at some time in the past 3 years; or
- (iii) They have a strong local connection to the Parish of Provision, for example:
 - they are Employed in the Parish of Provision or their work is primarily carried out in that parish, having done so for a continuous period of at least 2 years
 - they have a Family Member living in the Parish of Provision who has done so for a continuous period of at least 5 years.
 - a significant part of their upbringing took place in the Parish of Provision

Priority 2

- (i) They currently live in an Adjacent Rural Parish having done so throughout the previous 5 years; or
- (ii) They have lived in an Adjacent Rural Parish for a period of 5 years, but have moved away at some time in the past 3 years; or
- (iii) They have a strong local connection to an Adjacent Rural Parish, for example:
 - they are Employed in an Adjacent Rural Parish or their work is primarily carried out in an Adjacent Rural Parish, having done so for a continuous period of at least 2 years
 - they have a Family Member living in an Adjacent Rural Parish who has done so for a continuous period of at least 5 years.
 - a significant part of their upbringing took place in an Adjacent Rural Parish

Priority 3

- (i) They currently live in an Additional Parish having done so throughout the previous 5 years; or
- (ii) They have lived in an Additional Parish for a period of 5 years, but have moved away at some time in the past 3 years; or
- (iii) They have a strong local connection to Additional Parish, for example:
 - they are Employed in an Additional Parish or their work is primarily carried out in an Adjacent Rural Parish, having done so for a continuous period of at least 2 years
 - they have a Family Member living in an Additional Parish who has done so for a continuous period of at least 5 years.
 - a significant part of their upbringing took place in an Additional Parish

1.24 Ford Community Land Trust will not disqualify the following applicants from Priorities one two or three on the grounds that they do not have a local connection:

- a) members of the Armed Forces and former Service personnel, where the application is made within five years of discharge

- b) bereaved (or divorced or separated) spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of (or divorce or separation from) their spouse or partner
- c) 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

No Eligible Household can be Found

1.25 If upon the expiry of the period of 3 calendar months, starting from the date a Shared Ownership Dwelling is first marketed for sale, no Eligible Household has completed a contract to purchase the occupier's equity share, the Shared Ownership Dwelling may be Disposed of to any person who demonstrates to the reasonable satisfaction of the Ford Community Land Trust or its nominee that they are in Housing Need, **and** either:

- (a) they are currently living in Arun District Council Area, having done so for a continuous period of not less than 12 months; **or**
- (b) they have a strong local connection to Arun District Council Area, for example
 - they are Employed in Arun District Council Area or their work is primarily carried out in Arun District Council Area, having done so for a continuous period of at least 2 years
 - they have a Family Member living in Arun District Council Area who has done so for a continuous period of at least 5 years.
 - a significant part of their upbringing took place in Arun District Council Area

and any such person shall be conclusively presumed to be entitled to occupy the Shared Ownership Dwelling.

1.26 If upon the expiry of a period of 6 calendar months, starting on the date on which a Shared Ownership Dwelling has first been marketed for sale, no person has completed a contract to purchase the occupier's equity share, the Shared Ownership Dwelling may be Disposed to any person reasonably considered by the Ford Community Land Trust or its nominee to be in Housing Need and any such person shall be conclusively presumed to be entitled to occupy the Shared Ownership Dwelling

1.27 In the event that a Shared Ownership Dwelling is occupied pursuant to paragraphs 9.1 or 9.2 above, by a person who is not an Eligible Household within the meaning of the Allocations Scheme, once that persons' occupation comes to an end, the provisions of the Allocations Scheme relating to Eligible Households shall continue to apply to all future Disposals and occupiers.

Supplemental

1.28 For the avoidance of doubt, no person shall be permitted to occupy, use or let an Affordable Dwelling as a holiday home, second home, or as short let holiday accommodation.

1.29 Nothing in this Schedule shall prevent the occupier of an Affordable Dwelling from permitting any person to occupy a room in that dwelling as a guest, or as a lodger.

Advertising Vacancies

- 1.30 On the first lettings, Aster and the Trust will hold at least one public meeting before the expected completion date of the properties to provide information and advice.
- 1.31 Aster will notify the Trust of all rental vacancies and the trust will nominate from their membership register. If the trust has no nominations it will be passed to Arun District Council to nominate from their housing register.
- 1.32 If the dwelling is to be offered under a shared ownership lease it may be advertised.
- 1.33 When notified of vacancies the Trust will use local communications to ensure as many local people as possible know about the vacancy and how to apply.

The Offer Process

- 1.34 Aster will be responsible for lettings. Applicants will be tenants of Aster.
- 1.35 Aster will carry out a home visit to verify the information provided by the applicant. All applicants who are being considered for housing will be visited.
- 1.36 Where an applicant meets the qualifying criteria for local connection, under-occupation may be allowed by Aster provided that the relevant implications (if any) for receipt of state benefits are first discussed by Aster with the applicant.
- 1.37 Prior to any offer being made – and with the consent of the applicants – Aster will provide the Trust or its nominee with applicants' names and stated local connection, to ensure that there are no questions about eligibility.

Disputes Procedure

- 1.38 The Trust and Aster, undertake to use their reasonable endeavours to resolve any issues, complaints or disputes in respect of the operation of this Allocations Scheme or any other matter pertaining to this Scheme amicably, through discussion and co-operation.
- 1.39 The Trust and Aster, agree that any complaints or matter of dispute from an applicant or third party regarding the performance or non-performance of obligations under this Allocations Scheme or any other matter pertaining to this Allocations Scheme should usually be addressed or referred to Aster.

Legal Succession

- 1.40 Where a signatory to this Allocations Scheme changes its name or legal identity but otherwise retains the same function and purpose through succession, all duties and obligations under this Allocations Scheme will automatically transfer to the successor. Save in the case of succession, no signatory may transfer or assign its interest in this Scheme without the prior written agreement of the Trust and Aster,.

Mortgagees and Lenders

- 1.41 This Allocations Scheme does not apply to a Mortgagee

Variation

1.42 This Allocations Scheme and its provisions shall only be capable of amendment by a document in writing executed by the Trust and Aster.

Appendix One

Band A

B a n d code	Criteria	Definition	Bidding requirement
A1	Medical A	The current housing conditions are having a serious or debilitating impact on a member of the household who has an emergency or life-threatening condition and it is essential to rectify the situation urgently. The emergency or life-threatening condition; and the serious or debilitating impact of the current accommodation; and an explanation of how this will be rectified or significantly improved in alternative suitable accommodation, must all be confirmed by a healthcare professional.	The Council will override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation. If this allocation is refused, the priority of the case will be reviewed and may be down-banded or removed from the housing register.
A2	Under-occupying 1+ bedroom	Applicants living in Council or Registered Provider accommodation within the Arun District who are under-occupying one or more bedrooms.	No required timescale for bidding.
A3	Disabled adaptations	Applicants releasing an adapted property or to make best use of adapted stock where the tenant does not require adaptations.	No required timescale for bidding.
A4	Successors	Statutory and non-statutory successors living in Arun District Council properties, where the Council has agreed to rehouse an applicant to more suitable accommodation than that currently occupied by the applicant, as authorized by the Housing Services Manager.	Applicants required to bid within 12 weeks of being placed in Band A. However, the Council may override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation.
A5	Fixed term tenants	Applicants who have a fixed term tenancy with Arun District Council, where the fixed term is due to expire, and the current property is not the right size for the household or contains disabled adaptations which are no longer required.	Where an applicant fails to bid successfully for an alternative property within 6 months of being instructed to do so, the Council will make one offer of suitable alternative accommodation, on a fixed term tenancy.
A6	Decant	Arun District Council transfer applicants needing temporary rehousing where the property is imminently required for essential works and the tenant cannot remain in the property.	The Council will override the choice based lettings bidding process to make a reasonable direct allocation of suitable alternative accommodation.
A7	Overcrowding Notice or Prohibition Order	An Overcrowding Notice or Prohibition Order has been served by the Council's Private Sector Housing Section as a result of overcrowding; or disrepair; and where there is an imminent risk to the household; or it would be impossible to remain in the property whilst remedial works are carried out.	The Council will override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation. This may include an offer of suitable accommodation in the private rented sector, which will discharge the Council's main unintentional duty.

A8	Emergency priority	Severe housing need for exceptional circumstances, in crisis situations which warrant emergency priority as agreed by the Housing Services Manager. This excludes homeless applicants to whom the Council has a duty under Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002).	The Council will override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation.
A9	Additional priority for ex Armed Forces personnel, where the assessed need falls within Band B	The following categories will be awarded one Band higher priority than their assessed need: -former members of the Regular Forces; -serving members of the Regular Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service; -bereaved spouses and civil partners of members of the Regular Forces leaving Services Family Accommodation following the death of their spouse or partner; -serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service	No required timescale for bidding.

Band B

B a n d code	Criteria	Definition	Bidding requirement
B1	Medical B	The current housing conditions are having a significant adverse effect on the medical condition or learning difficulties or care needs of a member of the household; <u>and</u> there is evidence that the condition will be significantly worsened over a period of time in the current accommodation; <u>and</u> there is evidence that this will be rectified or significantly improved by alternative suitable accommodation. The medical condition, learning difficulty, or care need; <u>and</u> the significant adverse effect of the current accommodation; <u>and</u> an explanation of how this will be rectified or significantly improved in alternative suitable accommodation, must all be confirmed by a healthcare professional.	Where an applicant fails to bid successfully within 3 months, the priority of the case will be reviewed, which may result in down-banding or the removal of the application. However, the Council may override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation.

B2	Homeless (making own arrangements)	<p>Homeless households owed the main (unintentional) duty by Arun District Council, and making their own temporary arrangements. Main unintentional duty is defined as in Section 193 Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017).</p> <p>Priority B2 includes homeless applicants owed the main (unintentional) duty by Arun District Council, who qualify for a 'reasonable preference' as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017, and to whom the local connection criteria of the allocations scheme do not apply.</p>	<p>For homeless applicants making their own housing arrangements while bidding for permanent accommodation: no required timescale for bidding.</p> <p>The Council may make a reasonable direct allocation of suitable alternative accommodation.</p> <p>This may include an offer of suitable accommodation in the private rented sector, which will discharge the Council's main unintentional duty.</p>
B3	Homeless (owed the main duty)	<p>Homeless households owed the main (unintentional) duty by Arun District Council, and placed in emergency or temporary accommodation. Main unintentional duty is defined as in Section 193 Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017).</p> <p>Priority B3 includes homeless applicants owed the main (unintentional) duty by Arun District Council, who qualify for a 'reasonable preference' as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017, and to whom the local connection criteria of the allocations scheme do not apply.</p>	<p>For homeless applicants placed in emergency or temporary accommodation: the Council will make a reasonable direct allocation of suitable alternative accommodation.</p> <p>This may include an offer of suitable accommodation in the private rented sector, which will discharge the Council's main unintentional duty.</p>
B4	Returning homeless after accommodated in the private rented sector	<p>Previously homeless households accommodated in the private rented sector (which discharged Arun District Council's main unintentional duty) who have become unintentionally homeless again within 2 years. Main unintentional duty is defined as in Section 193 Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017).</p> <p>In these cases, the local connection criteria of the allocations scheme do not apply.</p>	<p>For homeless applicants making their own housing arrangements while bidding for permanent accommodation: no required timescale for bidding.</p> <p>For homeless applicants placed in emergency or temporary accommodation: the Council will make a reasonable direct allocation of suitable alternative accommodation.</p> <p>This may include an offer of suitable accommodation in the private rented sector, which will discharge the Council's main unintentional duty.</p>
B5	Lacking rooms	<p>Applicants with dependent children lacking 1 bedroom <u>and</u> lacking kitchen or bathroom; or sharing kitchen or bathroom with non-family members (as defined by S.113 Housing Act 1985); or lacking 2 bedrooms. This excludes households in interim or temporary accommodation provided by Arun District Council</p>	<p>No required timescale for bidding</p>
B6	Fostering or adoption	<p>To enable fostering or adoption where an assessed need and an agreement has been reached between Social Services and the Housing Services Manager to provide permanent accommodation prior to any placement taking place</p>	<p>No required timescale for bidding</p>

B7	Returning from institution	Applicants who were previously tenants of Arun District Council, who are returning from institutions, when a housing commitment was made in order to secure the relinquishment of the Council tenancy on entering the institution	No required timescale for bidding. However, the Council may override the choice based lettings bidding process to make a reasonable direct allocation of suitable alternative accommodation.
B8	From care or supported housing	Applicants moving on from care or supported housing, as authorised by the Housing Services Manager	No required timescale for bidding
B9	Additional priority for ex Armed Forces personnel, where the assessed need falls within Band C	The following categories will be awarded one Band higher priority than their assessed need: -former members of the Regular Forces; -serving members of the Regular Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service; -bereaved spouses and civil partners of members of the Regular Forces leaving Services Family Accommodation following the death of their spouse or partner; -serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service	No required timescale for bidding.

Band C

B a n d code	Criteria	Definition	Bidding requirement
C1	Medical C	<p>The current housing conditions have a negative impact on the medical condition or learning difficulties of a member of the household; and either the condition, or the person's ability to cope with it, is likely to be improved by alternative suitable accommodation.</p> <p>Priority C1 includes applicants who qualify for a 'reasonable preference' on medical or welfare grounds, as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017, and to whom the local connection criteria of the allocation scheme do not apply.</p>	Where an applicant fails to bid successfully within 3 months, the priority of the case will be reviewed, which may result in the removal of the application. However, the Council may override the choice based lettings bidding process to make a reasonable direct allocation of suitable alternative accommodation.

C2	Threatened with homelessness or homeless (Prevention & Relief stages)	<p>Applicants who are defined as threatened with homelessness or homeless under Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017), prior to the main (unintentional) homelessness duty being determined.</p> <p>Priority C2 includes homeless applicants who qualify for a 'reasonable preference' as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017, and to whom the local connection criteria of the allocations scheme do not apply.</p>	<p>No required timescale for bidding.</p> <p>The Council may make a reasonable direct allocation of suitable alternative accommodation.</p> <p>This may include an offer of suitable accommodation in the private rented sector, which will discharge the Council's main unintentional duty.</p>
C3	Lacking 1 bedroom	Households lacking one bedroom.	No required timescale for bidding.
C4	Sharing kitchen/ bathroom with family members	Applicants with dependent children living with, and sharing a kitchen or bathroom with, family members (as defined by S.113 Housing Act 1985) who are not part of the immediate household and not part of the housing application .This excludes households in interim or temporary accommodation provided by Arun District Council.	No required timescale for bidding.
C5	Management transfer	Applicants living in Arun District Council accommodation requiring a transfer to properties of the same size & type for significant reasons, as agreed by the Housing Services Manager.	No required timescale for bidding. However, the Council may override the choice based lettings bidding process to make a reasonable direct allocation of suitable alternative accommodation. Where such direct allocations are refused, the Council will review the priority of the case and consider removal of the priority and removal from the housing register.

C6	Give or receive support; or to take up employment	<p>Applicants who need to move to a particular area within Arun to give support, which cannot be met by others; or to receive support or specialised medical treatment, which is not available in the current location; and where failure to meet that need would cause hardship; and where the distance from the applicant's current location is significantly impacting on the ability to deliver or receive that support. The housing need within Arun to be confirmed by a healthcare professional or other statutory agency.</p> <p>Existing social housing tenants who need to move into Arun, or to a particular area within Arun, for permanent employment and who cannot fulfil their contract of employment in their current accommodation after making reasonable adjustments.</p> <p>Before applying to the Arun housing register, applicants must make reasonable adjustments in order to remain in their current accommodation when taking up new employment. These may include arranging transport to work or organizing the care of dependents. Band C6 will only apply when the employment cannot be fulfilled, even after making such adjustments.</p> <p>Applicants will need to provide proof of their current social tenancy, their employment start date and work location and to demonstrate why reasonable adjustments are not possible.</p> <p>Priority C6 includes applicants who: i) qualify for a 'reasonable preference', as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017; or ii) need to move for employment reasons, as per the Qualification Criteria for Right to Move Regulations 2015; and iii) to whom the local connection criteria of the allocation scheme do not apply.</p>	<p>No required timescale for bidding.</p> <p>The Council may make a reasonable direct allocation of suitable alternative accommodation.</p> <p>This may include an offer of suitable accommodation in the private rented sector, which will discharge the Council's main unintentional duty.</p>
C7	Sheltered	Applicants for sheltered housing where there is no higher housing need.	No required timescale for bidding

C8	Insanitary or overcrowded housing	<p>Applicants living in insanitary or overcrowded housing.</p> <p>For C8 priority, 'insanitary housing' will contain Category 1 hazards as assessed under the Housing Health & Safety Rating System (HHSRS), as confirmed by the Council's Private Sector Housing team or the Neighbourhood Housing team; and where there is no planned remedial or improvement works or enforcement action.</p> <p>'Overcrowded housing' is defined by the statutory standard set out in the Housing Act 1985, sections 324 to 326, as confirmed by the Council's Private Sector Housing team or the Neighbourhood Housing team; and where there is no planned remedy or enforcement action to resolve the overcrowding.</p> <p>Priority C8 includes applicants who qualify for a 'reasonable preference' on the grounds of insanitary or overcrowded housing, as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017, and to whom the local connection criteria of the allocation scheme do not apply.</p>	<p>No required timescale for bidding.</p> <p>The Council may make a reasonable direct allocation of suitable alternative accommodation.</p> <p>This may include an offer of suitable accommodation in the private rented sector, which will discharge the Council's main unintentional duty.</p> <p>The priority of C8 cases will be reviewed regularly and applicants may be removed from the housing register if the insanitary conditions or overcrowding have been resolved.</p>
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Aster Communities

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Authorised Signatory