



The Common Housing
Register Allocations Policy













CONTENTS		Page Number
1	Introduction	4
2	Aims & Objectives	5
3	Scope	6
	3.1 Operation of the Housing Register	6
	3.2 Nominations agreements	6
	3.3 Lettings covered by this policy	6
	3.4 Lettings not covered by this policy	6
	3.5 Annual Lettings Plan	7
4	Statement of Choice	7
5	Equality & Diversity	8
	5.1 Help in applying to take part in the CBL scheme	8
6	Data Protection & Freedom of Information	9
7	Joining the Housing Register	9
	7.1 Young people aged 16 or 17	9
	7.2 Applications from councillors, board members, employees & their close relatives	9
	7.3 Joint tenancies	9
	7.4 Who can apply to join the Housing Register?	10
8	Eligibility	10
9	Qualifying persons	10
	9.1 Key Workers	10
	9.2 Indirect Exchanges	11
	9.3 National Witness Mobility Scheme	11
	9.4 Multi Agency Public Protection Arrangements (MAPPA)	11
	9.5 Children Leaving Care	11
	9.6 Assured tenants of a Peterborough Homes Landlord in defined circumstances	12
	9.7 Occupants of supported accommodation	12
	9.8 Exceptions	13
	9.9 Unacceptable Behaviour	13
	9.10 Anti Social Behaviour Injunctions	14
	9.11 Rent Arrears	14
	9.12 Homeowners and those with sufficient financial resources	14
	9.13 Local Connection	14
10	Information required to register	15
	10.1 Proofs of identification required	16
	10.2 Other personal information required to register	16
	10.3 Applicant's consent and declaration	17
11	How applications are processed	17
	11.1 Confirming application details	18
	11.2 Changes of circumstances	19
	11.3 Pre-Tenancy course	19

	11.4	False statement and withholding information	19
12	How applications are assessed and prioritised		20
	12.1	Reasonable preference	20
	12.2	Homeless applicants	20
	12.3	Applicants owed a homelessness duty	20
	12.4	Insanitary and unsatisfactory housing conditions	21
	12.5	Disability, mobility and medical needs	21
	12.6	Medical or welfare grounds	22
	12.7	Hardship grounds	22
13	Additional preference		23
	13.1	Strong local connection	23
	13.2	Working households	23
	13.3	Community contribution	24
	13.4	Serving and former member of the forces	24
14	Deferred priority		24
15	Other housing needs		25
	15.1	Service occupiers	25
	15.2	Under occupation	25
	15.3	Sustainable lettings policies	26
	15.4	Local lettings policies	26
	15.5	Adapted properties	26
	15.6	Close family members with no right to succeed	27
16	Sheltered accommodation		27
	16.1	Standard sheltered accommodation	27
	16.2	Extra care/very sheltered accommodation	27
17	How choice works		28
	17.1	The choice based lettings process	28
	17.2	Banding date	30
	17.3	Hard to let properties	30
	17.4	Number of offers	31
18	Property size and type		31
19	Notifications of refusing entry to the Housing Register and requests for reviews		32
Appendix 1	The Banding Scheme		33
Appendix 2	Bedroom Standards Examples		36

1. Introduction

This policy is the council's scheme for determining priorities, and the procedure to be followed, in allocating housing accommodation pursuant to their functions under Part VI of the Housing Act 1996. It explains how Peterborough City Council ("the council"), working in partnership with a number of registered social landlords (housing associations), allocate social housing through Peterborough Homes, a jointly operated Choice Based Lettings scheme ("CBL"). CBL aims to provide applicants with as much choice as possible by openly advertising vacancies and inviting applicants to express their interest in available properties. This system further aims to simplify allocation procedures and provide an open and transparent service to applicants. The following registered social landlords ("the Peterborough Homes Landlords") and the council form the Peterborough Homes Partnership:

	<p>Cross Keys Homes Shrewsbury Avenue Woodston Peterborough PE2 7BZ</p> <p>Tel: 01733 385000 www.crosskeyshomes.co.uk</p>		<p>Accent Housing Stuart House, St John's Street, Peterborough PE1 5DD</p> <p>Tel: 0345 678 0555 www.accentnene.org</p>
	<p>Axiom Housing Association Axiom House, Cottesmore Close, Peterborough PE3 9TP</p> <p>Tel: 0300 123 7598 www.axiomha.org.uk</p>		<p>Hyde Minster Jubilee House 92 Lincoln Road Peterborough PE1 2SN</p> <p>0800 328 2282 http://www.hyde-housing.co.uk/</p>
	<p>BPHA Head office, Bedford Heights, Manton Lane, Bedford MK41 7BJ</p> <p>Tel: 0330 100 0272 www.bpha.org.uk</p>		<p>Home Housing Group 39 Broadway Peterborough PE1 1SQ</p> <p>Tel: 0845 1550376 www.homegroup.org.uk</p>
	<p>Clarion Housing Level 6 6 More London Place Tooley Street London SE1 2DA</p> <p>www.myclarionhousing.com</p>		<p>Riverside Customer Service Centre 2 Estuary Boulevard Estuary Commerce Park Liverpool L24 8RF</p> <p>Tel 0345 111 0000 www.riverside.org.uk</p>
	<p>Muir Group Pathfinder House St Mary's Street Huntingdon Cambridgeshire PE29 3TN</p> <p>Tel: 0300 123 1222 http://www.muir.org.uk/</p>		<p>Longhurst Group 50 Newhall Hill Birmingham B1 3JN</p> <p>Tel: 0345 309 0700 http://www.longhurst-group.org.uk/</p>

The Peterborough Homes Register (“the Housing Register”) is the single register for access to most rented social housing in Peterborough.

With the current level of demand for social housing exceeding supply, the Housing Register exists to enable all households who are in need of re-housing to be included on one list, so maximising their opportunities for re-housing. The scheme seeks to offer choice, while giving reasonable preference to those in the greatest housing need.

By joining the Housing Register, those in housing need can be considered for vacancies, which become available in properties owned and managed by any of the Peterborough Homes Landlords. The aim is to make the task of applying for social housing as simple as possible, requiring only one form to be completed for all social housing opportunities.

Housing is in short supply in Peterborough and waiting times are very long.

The Peterborough Homes Partnership is committed to equal opportunities and to ensuring that everyone is treated fairly.

2. Aims & Objectives

The objectives of this policy include:

- i. providing a single route of access to social housing in Peterborough by using a common housing register and a common allocation scheme
- ii. allocating social housing fairly and transparently, according to the applicant’s assessed priority
- iii. meeting the council’s statutory duties with regards to homeless households
- iv. preventing where possible the use of bed and breakfast accommodation for homeless families
- v. minimising the cost of homelessness to the council
- vi. maximising choice for applicants as far as possible, whilst acknowledging that housing is in short supply
- vii. making effective use of the social housing stock in Peterborough
- viii. maximising opportunities for mobility amongst tenants
- ix. helping build and sustain cohesive communities
- x. contributing to the speedy allocation of properties
- xi. recognising and supporting individual needs where appropriate
- xii. enabling Peterborough Homes Landlords to meet their objectives
- xiii. encouraging and supporting sustainable communities
- xiv. encouraging and supporting social and financial inclusion
- xv. ensuring that applicants are treated fairly, individually and in accordance with the commitment of the Peterborough Homes Partnership to equality and diversity
- xvi. providing timely feedback about homes let through the scheme

3. Scope

3.1 Operation of the Housing Register

CBL has been designed to provide consistency across the council's district. The scheme aims to take account of both the geographical and demographic makeup of the area as well as the diversity of Peterborough's population. The Housing Register is operated and maintained by the council on behalf of the Peterborough Homes Partnership.

3.2 Nominations agreements

The council has nominations agreements with the Peterborough Homes Landlords for current housing stock in the city. Nominations agreements for future housing developments will be included in a section 106 agreement. The detail contained in these agreements is not affected or changed by this policy.

3.3 Lettings covered by this policy

This policy sets out the arrangements for allocating social housing in Peterborough by the council and applies to:

- i. new applicants for an assured tenancy of accommodation
- ii. existing tenants of a Peterborough Homes Landlord who want to transfer to accommodation let by their current landlord
- iii. existing tenants of a Peterborough Homes Landlord who want to transfer to accommodation let by a different Peterborough Homes Landlord

The Peterborough Homes Landlords may facilitate tenant transfers internally. Where this right is exercised void properties will be allocated in line with the individual Peterborough Homes Landlord's policy and the number of properties made available for transfer will be in accordance with the terms of existing nominations agreements.

3.4 Lettings not covered by this policy

The following are examples of lettings not covered by this policy:

- i. assured tenancies of their current homes granted to starter tenants
- ii. transfers of assured tenancies made by court orders
- iii. assignment of and succession to assured tenancies
- iv. mutual exchange of assured tenancies
- v. temporary accommodation offered to homeless families whilst applications under the homeless legislation are investigated
- vi. temporary accommodation to enable the landlord to carry out repairs and improvements to the tenant's existing home

3.5 Annual Lettings Plan

An Annual Lettings Plan will be produced in consultation with the members of the Peterborough Homes Partnership, covering:

- i. the percentage of void properties to be allocated between priority bands as determined by the council's statutory duties and the charitable or other regulatory requirements of the Peterborough Homes Landlords;
- ii. the level of nominations to be offered to social services and any other organisations;
- iii. the operation of the HOMES scheme or any subsequent replacement scheme;
- iv. nominations to be made to key workers;
- v. the number of void properties to be made available for those in designated, short-term move-on accommodation; and
- vi. any other operational issues.

The Annual Lettings Plan is bound by the contents of any nominations agreement. It cannot change the provisions in that agreement.

The Annual Lettings Plan will be reviewed and amended as and when necessary to ensure that the aims and objectives of this policy are met. Any amendments that amount to a change in policy will be subject to negotiation and ratification by the Peterborough Homes Partnership.

4. Statement of choice

The Peterborough Homes Partnership is committed to offering the greatest choice possible in the allocation of social housing within the council's district. However, the ability to offer applicants choice has to be balanced against a legal requirement for an allocation scheme to ensure that certain applicants in housing need are given priority.

This is achieved by advertising all social rented housing vacancies within the council's district and inviting applicants to state which property they would prefer to live in, by registering a 'bid' for the property.

Applicants can only bid for one property per week that is suitable for their household need. Housing will only be allocated to applicants who bid for a specific property. Therefore if an applicant does not bid for a property, they will not be considered for its allocation. The successful applicant will normally be the applicant with the greatest housing need that has been on the Housing Register the longest. There is very high demand for affordable housing in Peterborough, and this demand cannot be fully met from the current social/affordable housing stock. Consequently our expectation is that only those applicants in greatest housing need, will be successful in securing accommodation.

5. Equality and diversity

The Peterborough Homes Partnership is committed to promoting equal opportunities for those requesting or receiving housing services. We aim to deliver quality services without prejudice and discrimination to meet the needs of all the community, regardless of age, cultural or ethnic background, disability, gender, marital status, religious or political persuasion or sexual orientation.

To view the council's [Equality and Diversity Policy](#) please visit the city council's website at www.peterborough.gov.uk or telephone the council on 01733 747474.

5.1 Help in applying to take part in the CBL scheme

The council, Peterborough Homes Landlords and other local organisations are able to provide help to applicants when joining and taking part in the CBL scheme.

In particular, help will be provided to anyone who may have difficulty participating in the scheme; for example, applicants who are disabled, ill, elderly, for whom English is not a first language, or any other reason that might make it harder for them to participate.

Organisations that may be able to assist applicants include:

The Salvation Army - Peterborough
Citizens Advice Bureau
Connexions – Peterborough
Cambridgeshire & Peterborough Community Mental Health Team
CPSL Mind
National Probation Service
Peterborough Women's Aid
Peterborough City Council Leaving Care Team
The New Haven Hostel
Fairview Court
Axiom Young Parents Project
Timestop YMCA
The YMCA Bretton
Aspire Drug Services
HMP Peterborough Resettlement Teams
Youth Offending Team

6. GDPR and freedom of information

Any personal information that the council holds about applicants will be made available to applicants to view upon request. We will use the information provided by the applicant to enable us to assess applications. We may also use the information for issues of child protection, public protection and for preventing and detecting fraud and other criminal offences. This includes information we hold as paper and electronic records. If you would like to access your file, please contact the council.

7. Joining the Housing Register

Any applicant who is aged 16 or over can apply to join the Housing Register.

7.1 Young people aged 16 or 17

By law, a landlord cannot grant a tenancy to a person under the age of 18.

An application to join the Housing Register by a person aged 16 or 17 will only be accepted if they nominate an adult who can hold a tenancy as their trustee until they are 18.

7.2 Applications from councillors, board members, employees and their close relatives

If a member (i.e. a councillor), an employee of the council, a member of the board, an employee of a Peterborough Homes Landlord or a close relative of such a person applies to join the Housing Register, they must disclose their position and/or relationship to the council.

For these purposes, a person is a “close relative” of another person if they are a member of the other person's family as defined by s.113 of the Housing Act 1985.

7.3 Joint tenancies

If at the date of allocation, the applicant is married, living in a civil partnership, is cohabiting with another person as if they were married or living in a civil partnership, the relevant Peterborough Homes Landlord will grant the applicant and that other person a joint tenancy of the accommodation that is allocated provided that other person is eligible for an allocation. Joint tenancies will not normally be granted to other persons.

7.4 Who can apply to join the Housing Register?

The council will accept an application to join the Housing Register from any person provided they are:

- i. eligible for an allocation of accommodation;
- ii. a qualifying person.

8. Eligibility

An applicant is not eligible for an allocation of accommodation if they are a person from abroad who is ineligible for an allocation under s.160ZA of the Housing Act 1996. There are two categories for the purposes of s.160ZA:

- i. *A person subject to immigration control* - such a person is not eligible for an allocation of accommodation unless he or she comes within a class prescribed in regulations made by the Secretary of State; and
- ii. *A person from abroad other than a person subject to immigration control* - the Secretary of State may make regulations to provide for other descriptions of persons from abroad who, although they are not subject to immigration control, are to be treated as ineligible for an allocation of accommodation.

9. Qualifying persons

Accommodation may only be allocated to qualifying persons. Subject to the exceptions set out below (see section 9.8), an applicant is a qualifying person in any of the following circumstances:

- i. they are entitled to a reasonable preference (see section 12.1 below);
- ii. they are a key worker (see section 9.1 below);
- iii. they are a party to an indirect exchange (see section 9.2 below);
- iv. the application is made pursuant to the National Witness Mobility Scheme (see section 9.3 below);
- v. the application is made pursuant to Multi-Agency Public Protection Arrangements (see section 9.4 below);
- vi. they are a child leaving care (see section 9.5 below);
- vii. they are an assured tenant of a Peterborough Homes Landlord in defined circumstances (see section 9.6 below); or
- viii. they occupy recognised supported accommodation (see section 9.7 below).

9.1 Key Workers

The council is working with a number of partners to deliver affordable housing for key workers. The arrangements for the nomination will be contained in a separate Key Worker Policy document, which the council will negotiate with its partners, and will be subject to separate consultation. Priorities under these schemes will be defined in the individual schemes that are produced.

9.2 Indirect exchanges

An indirect exchange occurs when one tenant is offered a vacant property, which will then enable a chain of exchanges to take place and to free up a much-needed property. Such indirect exchanges will be allowed only at the discretion of the Housing Needs Manager where they make best use of all properties involved and where it is reasonable to do so, taking into account supply and demand issues. Mutual exchanges by assignment are not governed by this policy.

9.3 National Witness Mobility Scheme

The Peterborough Homes Partnership support the National Witness Mobility Scheme and may consider at its discretion referrals made to house witnesses. In deciding whether to make an allocation, the council will take into account the level of risk the applicant is facing and the demand and supply issues at the time in its district.

The council will liaise with one of the Peterborough Homes Landlords to identify a suitable property and an offer of accommodation will be made directly and outside the CBL scheme.

9.4 Multi Agency Public Protection Arrangements (MAPPA)

All local authorities have a duty to cooperate with Multi Agency Public Protection Arrangements (MAPPA). The council appreciates the importance of accommodation in the resettlement of offenders and hence in the assessment and management of risk.

Where an applicant is subject to MAPPA, the council will liaise with the MAPPA panel to ensure an appropriate housing solution is sought to meet the needs of the applicant and the community as a whole.

On acceptance of the referral the council will liaise with one of the Peterborough Homes Landlords to identify a suitable property and an offer of accommodation will be made directly and outside the CBL scheme.

9.5 Children leaving care

A child leaving care is a person:

- i. who has been looked after by Peterborough City Council for the purposes of s.22 of the Children Act 1989;
- ii. has left care or is likely to leave care within the next 6 months; and
- iii. has had no settled accommodation since leaving care or has applied for an allocation within 6 months of leaving care.

Applicants will be placed into Band 1 and will be eligible for additional preference if they qualify. Appropriate care packages must be in place before an offer can be made.

If the applicant is successful for an allocation prior to their 18th birthday, an adult nominated by the council's Leaving Care Team will hold the tenancy as their trustee until they are 18.

9.6 Assured tenants of a Peterborough Homes Landlord in defined circumstances

Applicants who are assured tenants of a Peterborough Homes Landlord are qualifying persons if:

- i. they are under-occupying their current accommodation;
- ii. they are considered to be overcrowded (as defined by section 18)
- iii. they live in sheltered accommodation and wish to move to alternative sheltered accommodation; or
- iv. they need to move on management grounds.

Tenants must obtain their landlord's permission to transfer in writing.

In general, tenants of Peterborough Homes Landlords who wish to transfer will not be allowed to move until their landlord has carried out an inspection of their property and is satisfied that:

- i. the applicant(s) have held a tenancy for at least twelve months, and
- ii. there are no rent arrears, and
- iii. the property is in good condition, and
- iv. there are no breaches of tenancy conditions.

9.7 Occupants of supported accommodation

Except as set out below, an applicant is a qualifying person if they occupy short-term supported accommodation in the council's district which is provided by one of the following landlords

- The YMCA Cresset
- Eastlands
- Fairview Court
- The New Haven
- Peterborough Foyer
- The YMCA Timestop
- Genesis Housing
- Tait Close Young Parents project

An applicant is not a qualifying person if:

- i. they are guilty of unacceptable behaviour (see section 9.9); or
- ii. they do not have a local connection with the council's district (see section 9.13).

9.8 Exceptions

An applicant is not a qualifying person in any of the following circumstances:

- i. the applicant or a member of their household has previously been guilty of unacceptable behaviour, which would make them unsuitable to be a tenant (see section 9.9);
- ii. the applicant or a member of their household is the subject of an anti-social behaviour injunction (see section 9.10);
- iii. the applicant or a member of their household is in at least 8 weeks' arrears of accommodation charges (see section 9.11);
- iv. the applicant or a member of their household owes a former landlord accommodation charges (see section 9.11);
- v. the applicant or a member of their household owns a freehold or long leasehold interest in a property or has sufficient financial resources to secure a suitable property by way of purchase or rental in the private sector (see section 9.12) or
- vi. the applicant does not have a local connection with the council's district. (section 9.13)

9.9 Unacceptable behaviour

An applicant is not a qualifying person if they have been guilty of unacceptable behaviour.

Unacceptable behaviour is behaviour of the applicant or a member of their household which would entitle the council to obtain at least a suspended possession order on any of grounds 1 – 7 of the Housing Act 1985 if the applicant were a secure tenant of the council. Such behaviour may include:

- i. failing to pay the rent;
- ii. breaking the terms of a tenancy agreement;
- iii. causing nuisance to neighbours or anti social behaviour;
- iv. being convicted of using the home for immoral or illegal purposes;
- v. being convicted of an arrestable offence committed in, or in the vicinity of the home;
- vi. causing the condition of the property to deteriorate by a deliberate act, or by neglect; and
- vii. making a false statement to obtain a tenancy

9.10 Anti-social behaviour injunctions

An applicant is not a qualifying person if they are the subject of an anti-social behaviour injunction.

Local Authorities, housing trusts or other housing organisations or companies who are landlords can apply for an injunction against a person or a member of their household to stop them behaving in a way which causes nuisance or annoyance to other people living in or visiting the rented property or the area itself. These are known as "injunctions against anti-social behaviour".

Anti-social behaviour can include noise, harassment, drug dealing, racial threats, violence or using property for immoral or illegal purposes.

9.11 Rent arrears

An applicant is not a qualifying person if they have current tenant arrears in excess of 8 weeks' rent or any outstanding former tenant arrears. Applicants can request a review of a decision where they can first demonstrate that they have entered into a regular arrangement to re-pay the arrears and have maintained that agreement for at least 13 weeks.

9.12 Homeowners and those with sufficient financial resources

Subject to the exceptions set out below, an applicant is not a qualifying person if they own a freehold or long leasehold interest in a residential property, which it would be reasonable for them to occupy or they have sufficient resources to secure their own accommodation by purchase or by renting privately.

An applicant is also not a qualifying person if their household's gross annual income is in excess of £40,200 per annum, or has savings or assets totalling more than £16,000. They will be considered to have sufficient income to secure a suitable home by purchase or by renting privately.

An applicant who owns a freehold or long leasehold interest in a residential property, is aged 55 or over and satisfied the criteria for sheltered accommodation (see section 16 below) is a qualifying person but only for the purposes of being allocated sheltered accommodation.

9.13 Local Connection

Subject to the exceptions set out below, an applicant is not a qualifying person if they do not have a local connection with the council's district. For these purposes, a person has a local connection with the council's district if:

- i. the applicant or a member of their household has resided in the council's district for 6 months out of the last 12 months, or 3 out of the last 5 years and that residence is or was of his own choice, unless the reason that they came to the district was to attend an educational establishment;

- ii. the applicant or a member of their household works in the council's district full- or part-time;
- iii. the applicant or a member of their household has immediate family (parents, children, brothers, sisters and other family members if there is a particularly close relationship) who have lived in the district for at least the previous 5 years; or
- iv. there is a need for the applicant or a member of their household to be housed in the district because of special circumstances (special circumstances might include the need to be near special medical or support services which are available only in the council's district).

Despite not having a local connection with the council's district, an applicant is a qualifying person in any of the following circumstances;

- i. They are aged 55 or over and satisfy the criteria for sheltered accommodation (see section 16 below) but only for the purposes of being allocated sheltered accommodation.
- ii. They are members of the British regular forces working in the council's district.
- iii. They are former members of the British regular forces working in the council's district or are due to leave the forces within the next 12 months whose principal home prior to them joining the forces was in the council's district.
- iv. Looked after children for whom the council is responsible who are placed outside the council's district.
- v. Former asylum-seekers who are leaving asylum support accommodation if their last placement was in the council's district.

10. Information required to register

Applicants wishing to join the Housing Register will need to complete an application form for housing. Application forms can be downloaded from:

www.peterborough.gov.uk/residents/housing/social-housing/apply-for-housing

Or to obtain a paper copy of the form please contact/visit:

- The Customer Service Centre, Bridge Street, Peterborough
- Telephone Housing Needs on 01733 864064
- The offices of our Housing Association Partners

In all circumstances the council will require proof of identity, national insurance number, proof of eligibility and proof of an applicant's current address **before** it will accept an application on to the Housing Register. In the case of joint applicants proof will be required for both applicants.

10.1 Proofs of identification required

The table below shows the identification required to register.

Applicants must provide either:

- i. TWO items from Group A for each applicant; or
- ii. One item from Group A and TWO from Group B

GROUP A	GROUP B
Passport National Identity Card Drivers Licence Birth Certificate	Marriage Certificate NHS Medical Card (Doctors Registration Letter) Bank Card Other Photo Identification

These must be original documents photocopies will not be accepted.

10.2 Other personal information required to register

1. Proof of National Insurance Number	Examples include: National insurance card, recent pay slips, tax credits award letter, child benefit award letter and other correspondence from the DWP or HMRC.
2. Two proofs of the applicants current address	Examples include: Bank Statements, Utility Bill, Medical Card (GP registration letter), tenancy agreement and driver's licence.
3. Identity proof for dependant children to be housed with the applicant(s)	We will need to see birth certificates and proof of child benefit or tax credits for all dependant children who are to be housed with the applicant(s)
If you are not a British Citizen, but from another EU member state we need to confirm you have a right to reside and are eligible for an allocation of accommodation	
4. Proof of employment, or	Examples include: payslips for your last 2 months employment
5. Proof of self employment, or	Self-employed persons should be able to confirm that they are a self-employed person by providing documents relating to their business such as: a) invoices, b) tax accounts, c) utility bills, and d) current client list
6. Proof of benefits, or	Examples include: DWP award letter
Applicants who have been granted refugee status or have leave to enter or remain in the UK, will need to provide confirmation of their status in the UK	
7. Proof of leave to remain in the UK	Examples include: Original Home Office papers or entry visa endorsements

In cases where an applicant from outside of the UK is unable to provide proof of their status in the UK the council shall make enquiries with the Home Office's UK Border Agency (UKBA) to confirm their status. The council will not accept an application until it is satisfied that the applicant(s) are eligible for an allocation of accommodation.

The council will not register the application if it is not satisfied that the applicant has given sufficient proof of identity and address. In exceptional circumstances a senior manager may agree to accept alternative proofs of identification and/or address.

10.3 Applicant's consent and declaration

Applicants will be required to sign a declaration that:

The information they have provided is true and accurate and that they will notify the council of any change in circumstances immediately it occurs.

They will be asked to declare any incidents of anti-social behaviour that they (or people living with or visiting them) have been involved in either as a victim or perpetrator they consent to the council verifying the information that they have provided.

This may include checking with:

- a credit reference agency to verify address, household and income details
- their previous and/or current landlords to establish whether tenancy conditions have been adhered to
- the council's Community Safety team to verify any incidents of anti social behaviour.

If the above is not provided the applicant will not be registered because insufficient information will have been given.

11 How applications are processed

Once a housing register application form has been submitted, Housing Needs will process the application in accordance with this Allocations Policy.

Housing Needs will contact the applicant if information is missing or there is not adequate ID to proceed.

In some cases the applicant may be required to provide further information to that already given on the form.

Once we have received all of the information we require to process an application we will aim to contact the applicant within ten (10) working days of their application to confirm whether their application has been accepted on to the Housing Register and the priority their application has been awarded.

Housing Needs will cancel and not proceed assessing applications where applicants have failed to respond to requests for additional information or identification.

11.1 Confirming application details

It is the applicant's responsibility to provide all of the information the council requires to make a correct assessment of need. Failure to provide information will result in delays in processing of an application or outright refusal.

All housing applications will be checked prior to being accepted on to the Housing Register. We may contact current and former landlords to confirm applicant's conduct in their tenancy. Any delays in providing this information will result in delays in the processing of an application. We may also check applicant's details with a credit-referencing agency.

In cases where we have requested further information from an applicant if, after a 28-day period, they have not provided the information required, their housing application will be cancelled and any new approach will be dealt with as a new application.

Any applicant who gives false and/or misleading information on their application form and during its processing may have their application cancelled and be considered as guilty of unacceptable behaviour (as defined in section 9.9) or have their application deferred for a period of 12 months (as defined in section 11.4). The council may also take legal action against the applicant.

Applicants are required to state on the application form whether they or a member of their household has any current and/or former arrears of accommodation charges in respect of any accommodation that they are occupying or have occupied in the past. Failure to notify us of this information may result in their application being cancelled and legal action being taken.

Applicants will be required, where possible, to provide evidence of why they have rent arrears or rechargeable repairs. Applicants will need to provide evidence of payments made or arranged payment plans to reduce any arrears.

Representatives of the council or the Peterborough Homes Landlords may visit applicants in order to verify medical or other information. Applicants may not be registered until this has taken place and any queries arising resolved. Visits may take place at any stage whilst an applicant is on the Housing Register.

If an applicant is successful in making a bid for accommodation we will seek to verify that their circumstances are still the same as those described on the application form prior to making an offer of accommodation. If it is found that the applicant's circumstances have changed to the extent that they are now incorrectly banded in a higher band than their circumstances dictate and the council have not been informed of the change, we will not make you an offer of accommodation. The application will be re-banded and we may take action under section 11.4 (False statements and withholding information).

11.2 Changes of Circumstances

Once placed in a priority band, applicants must notify the council in writing of any material change in their circumstances that may affect their priority for housing, for example:

- a change of address, for themselves or any other person on the application.
- any additions to the family or any other person joining the application
- any member of the family or any other person on the application who has left the accommodation
- any change in income and/or savings
- any medical or mobility needs which will affect the type of accommodation being offered deemed suitable

Applications may be temporarily suspended while the council assesses the information provided by the applicant and completes further enquiries that may be necessary. The council will carry out an assessment of each applicant's entitlement to and priority for rehousing on the basis of information which has been provided by the applicant or otherwise received in connection with the applicant.

Where the council believes that information about the applicant's personal circumstances have been withheld or misleadingly presented, then the council will reserve the right to withdraw any offer of accommodation made and may take action as described in section 11.4.

11.3 Pre-Tenancy Course

Prior to an offer of accommodation, the applicant will need to complete a pre-tenancy course. The course is available at: www.peterborough.gov.uk/pre-tenancy

11.4 False statements and withholding information

Section 171 of the Housing Act 1996 states:

A person commits an offence if, in connection with the exercise by a local housing authority of their functions under this Part,

- i. he/she knowingly or recklessly makes a statement which is false in material particular, or
- ii. he/she knowingly withholds information which the authority have reasonably required him/her to give in connection with the exercise of those functions.

Where an applicant is found guilty of giving false information they will be excluded from the Housing Register for a period of 12 months, and where false information has resulted in the applicant being allocated accommodation, The council or the relevant Peterborough Homes Landlord may bring possession proceedings for recovery of the property that was allocated to them.

12. How applications are assessed and prioritised

Applicants on the Housing Register will have their individual housing needs assessed and will be placed into the most appropriate application category as defined in Appendix 1. The application category will determine which of the 5 priority bands they will be placed into. In order to correctly assess applications applicants a home visit may be carried out. Home visits will be carried out ad hoc and applicants may not be warned in advance.

Tenants of Peterborough Homes Landlords wishing to transfer to alternative accommodation will be assessed in the same way.

12.1 Reasonable Preference

An applicant has a reasonable preference if they:

- i. are homeless (within the meaning of Part VII of the Housing Act 1996) (see section 12.2);
- ii. are owed a duty by any housing authority under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under section 192(3) (see section 12.3);
- iii. occupy insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions (see section 12.4);
- iv. need to move on medical or welfare grounds, including grounds relating to a disability (see sections 12.5 – 12.6); and
- v. need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship to themselves or to others (see section 12.7).

12.2 Homeless applicants

Applicants who present to the council as homeless or threatened with homelessness within the next 56 days, will be assessed to determine whether they are owed a duty by under section 190(2), 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985). While this assessment is being undertaken applicants will be awarded Band 2 priority except where they do not have a local connection with the council's district.

Those who are accepted as threatened with homelessness, and have received a valid notice requiring possession from their landlord or written confirmation that they must leave from the householder and have no right of abode will be awarded Band 2 priority.

12.3 Applicants owed a homelessness duty

Applicants who are owed a duty by any housing authority under section 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) will be

awarded Band 1 priority except where they do not have a local connection with the council's district. Applicants who are found to have no priority need and are owed a duty under s.192(2) or are found to be intentionally homeless and are owed a duty under section 195(5) will be placed into Band 2.

The council may allocate accommodation to such applicants by:

- i. the applicant bidding under the CBL Scheme;
- ii. the council bidding on behalf of the applicant; or
- iii. the council making a direct offer to the applicant.

12.4 Insanitary or overcrowded housing and unsatisfactory housing conditions

Accommodation is overcrowded if it is not of sufficient size to ensure that the bedroom requirements in section 18 are met.

The following are examples of insanitary housing and unsatisfactory housing conditions:

- Accommodation lacking a bathroom, kitchen or inside toilet
- Accommodation lacking hot or cold water supplies, electricity, gas, or adequate heating
- Accommodation which is subject to a statutory nuisance

Priority will be awarded where it is identified there are category 1 hazards however the council will seek to remedy the hazards by way of enforcement notices and where necessary by carrying out 'works in default'. Where the hazards are remedied, priority will be withdrawn. (This could result in the applicant being removed from the Housing Register if they are no longer considered to be a qualifying person)

12.5 Disability, mobility and medical needs

In the case of applicants with access needs, which are not met by their existing accommodation, we will consider, together with the applicant, whether their needs would be better served by remaining in their current accommodation, if appropriate aids and adaptations were put in place.

Applicants who feel they need to be rehoused on medical grounds will be required to complete a separate medical assessment form giving details of their health problems, how their current accommodation affects their condition and how re-housing will help.

The council will consider advice before determining the level of priority that will be given. The advice will be sought either from the council's medical advisor who is an internal suitably qualified or experienced officer such as an occupational therapist or from an external advisor where necessary.

The priority awarded will be categorised as, overriding (band 1), high (band 2), medium (band 3) or low (band 4).

Applicants should note that whilst advice will be sought, the council will make the final decision. In some cases the council may feel that in the circumstances it is not appropriate or reasonable to accept the advice. If this is the case the applicant will be notified in writing and reasons will be given.

12.6 Medical or welfare grounds

Priority will be given to those needing to move on medical or welfare grounds. These encompass a wide range of needs, including, but not limited to, the need to:

- Provide a secure base from which a care leaver, or a person who is moving on from a drug or alcohol recovery programme, can build a stable life.
- Provide accommodation, with appropriate care and support, for those who could not be expected to find their own accommodation, such as young adults with learning disabilities who wish to leave the family home so that they can live independently within the community.
- Provide or receive care or support, including foster carers, those approved to adopt, or those being assessed for approval to foster or adopt, who need to move to a larger home in order to accommodate a looked after child or a child who was previously looked after by a local authority.
- To access specialised medical treatment.

12.7 Hardship grounds

Priority will be given to those needing to move to a particular locality in the council's district, where failure to meet that need would cause hardship (to themselves or to others), for instance to take up a particular employment, education or training opportunity.

13 Additional Preference

Applicants will be awarded additional preference where:

- i. they have a strong local connection with the council's district;
- ii. they have a commitment to and contribute towards the economic growth of the council's district as working households;
- iii. they make a significant impact by their contribution to their local community, or
- iv. they are a former member of the regular forces (where the application is made within 5 years of discharge).
- v. they are entitled to a reasonable preference and have urgent housing needs and:
 - a) they are serving in the regular forces and suffering from a serious injury, illness or disability which is attributable (wholly or partly) to their service;
 - b) they formerly served in the regular forces;
 - c) they have recently ceased, or will cease to be entitled to reside in accommodation provided by the Ministry of Defence following the death of their spouse or civil partner who has served in the regular forces and whose death was attributable (wholly or partly) to that service; or
 - d) are serving or have served in the reserve forces and are suffering from a serious injury, illness or disability which is attributable (wholly or partly) to their service.
- vi. Households who we have accepted as homeless and a full housing duty is owed but do not meet the criteria set out as above for additional preference, will have additional preference applied after three months.

Applicants who are awarded additional preference are given priority over an applicant in the same priority band, who does not have additional preference, irrespective of the length of time they have been in the band.

13.1 Strong local connection

Additional preference will be given to applicants who can demonstrate a long-standing local connection through 5 years' continuous settled residence in the council's district.

13.2 Working Households

Peterborough's economic growth is a key priority for the authority.

We want to encourage people to work and seek to raise levels of aspiration and ambition. We will give additional preference to applicants who are working and who are therefore making a contribution to Peterborough's economy.

Working households are defined as households where at least one adult member is in employment within the council's district. For this purpose employment means having a permanent contract, working as a temporary member of staff or being self-employed.

Applicants would normally only qualify for the additional preference if the worker has been employed for 9 out of the last 12 months and has been working for a minimum of 16 hours per week. The council does however recognise the important role part-time

workers play within the local economy and want to reward those who are making a concerted effort to get back into work. Such activities may include participating in Peterborough Homes Landlord's back-to-work schemes. In cases where special circumstances present themselves additional priority may be awarded at the council's discretion.

13.3 Community contribution

People who play a part in making their neighbourhood strong, stable and healthy, those who help make it a good place to live, work and play are valuable people. They are the backbone of their community, and they need to be recognised for those efforts.

Applicants will receive additional preference if they are able to demonstrate that they, or anyone moving with them undertakes voluntary work for at least ten hours per month and has done so for at least six months continuously, or they are registered with Peterborough City Council as an approved foster carer.

13.4 Serving and former member of the forces

Additional priority will be awarded to the following classes of armed forces personnel:

- i. former members of the British regular forces (within 5 years of discharge)
- ii. serving members of the British regular forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service
- iii. bereaved spouses and civil partners of members of the British regular forces leaving services family accommodation following the death of their spouse or partner
- iv. serving or former members of the British reserve forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service

No additional preference will be awarded to a person who has been dishonourably discharged from the British regular or reserve forces.

14 Deferred priority

Applicants who are assessed as having deliberately worsened their own housing circumstances in order to receive higher priority, will have their priority deferred.

Applicants will be assessed on their housing circumstances at their previous accommodation and placed into the appropriate priority band for a period of 12 months. On expiry of the 12 months their priority will be restored.

Examples of deliberately worsening housing circumstances are:

- Abandoning a previous tenancy

- Moving without good reason to accommodation, which is more overcrowded, or is considered more unsatisfactory or insanitary than their previous accommodation
- Selling their home or otherwise terminating their right to occupy their home, such as terminating a tenancy without having alternative accommodation available to them

If following this assessment their application would not normally be accepted onto the Housing Register, as they are not considered to be a qualified person as defined in section 9, their application will be deferred for a period of 12 months and the applicant(s) will be unable to express interest for properties through the choice based lettings scheme.

15 Other housing needs

15.1 Service occupiers

A service occupier is a person who occupies accommodation let to them by a Peterborough Homes Landlord for the better performance of their duties as an employee of the council or a Peterborough Homes Landlord.

Where a service occupier retires or is made redundant, or whose employment is terminated (other than due to misconduct), or is no longer required to occupy their accommodation for the better performance of their duties, they will be made one suitable offer provided they do not own a property elsewhere which is available for their occupation, and it is not reasonable for them to purchase a home. Where the property is required quickly to enable the new post-holder to carry out the essential requirements of their job description, additional priority may be awarded.

Service occupiers who are dismissed for misconduct, who resigned as a result of disciplinary investigations or proceedings, who fail to satisfactorily complete probationary periods or who resign within a year of appointment will not qualify for an offer.

Former service occupiers will not normally be re-housed in schemes or establishments in which they were employed, or in the locality of such schemes.

In making the offer, the council will take into account the applicant's choice of area and property type, but it may not be possible to meet these. If the offer is refused, the applicant will not be given any preference. If the applicant re-applies to go on the Housing Register, no further offers will be made whilst the applicant remains living at this address.

15.2 Under-occupation

Accommodation is under-occupied if there are more bedrooms than required when applying the criteria set out in section 18.

Tenants of Peterborough Homes Landlords who are applying to move as they are under-occupying their current home will be given priority to move. All applicants who are assured tenants of a Peterborough Homes Landlord and are resident in the council's district will be given band 1 priority. For existing applicants this priority will be backdated to when they became under-occupied or when they applied to join the housing register, whichever is most recent. For new applicants or change of circumstances this priority will be awarded from the application date or notification of change.

In order to ensure that the allocation scheme is not dominated by applicants wishing to transfer because they are under-occupying their home, their accumulated time spent in band 1 will only apply to one offer of accommodation. Therefore, if an applicant who is considered to be under-occupying is made an offer of accommodation and refuses that offer their priority will be reassessed. Their application will remain in band 1; however the date of banding will be reset to the date we are notified of the refusal.

15.3 Sustainable lettings policies

In rural areas, there may be some sites where planning permission and/or funding was given subject to a condition that the development should be for local people. In such areas, priority will be given to local people.

This policy contains provision to maximise choice and this is seen as a key step in achieving cohesive communities (See *"Offering Communities Real Choice – Lettings and Community Cohesion"* from the Chartered Institute of Housing).

15.4 Local Lettings Policies

Section 166A(6)(b) of the 1996 Act enables housing authorities to allocate particular accommodation to people of a particular description, whether or not they fall within the reasonable preference categories, provided that overall the authority is able to demonstrate compliance with the requirements of s.166A(3). This is the statutory basis for so-called 'local lettings policies'. Local lettings policies may be used to achieve a wide variety of housing management and policy objectives.

Before adopting a local lettings policy, the council and the relevant Peterborough Homes Landlord will consult those who are likely to be affected by the implementation of the policy e.g. tenants and residents. Local lettings policies will be published once implemented and will be reviewed annually. Policies will be revised or revoked where they are no longer appropriate or necessary.

15.5 Adapted Properties

In cases where a property has been fitted with adaptations, the council will seek to match a suitable applicant to the property. This may mean that higher priority applicants will be bypassed in order to make best use of the adaptations; for instance where a property has been fitted with a stairlift, priority will be given to applicants who need this facility.

Applicants who apply to join the Housing Register and are currently residing in a property which has been adapted to meet the needs of a disabled member of the household who no longer resides with them, will be given priority to move. Applicants will be placed into Band 1 and will be eligible for additional preference if they qualify. Applicants will be able to bid for properties in the normal way.

15.6 Close family members with no right to succeed

Where a tenant of a Peterborough Homes Landlord dies and a close family member has the right to succeed the tenancy, the council may allocate the property to the close family member.

For these purposes, a person is a close family member if they are:

- i. a family member for the purposes of s.113 of the Housing Act 1985; and
- ii. resided with the tenant throughout the period of twelve months ending with the tenant's death

In deciding whether to allocate the property, the council shall take into account all the circumstances including how long the applicant has lived in the property as their sole or principal home, the size and type of the property, particularly any under-occupation, whether there are special facilities or adaptations which would be unused, whether the applicant benefits from any local support networks and any other relevant issues.

16 Sheltered accommodation

16.1 Standard sheltered accommodation

Applicants will need to be eligible to register on the Housing Register (see sections 8-9).

Applications for sheltered accommodation will be considered where the main applicant is at least 55 years of age and:

- i. has an assessed need for housing related support;
- ii. would benefit from the social activities available in the sheltered accommodation;
or
- iii. would benefit from a different level of support need e.g. life skills support for people with mild learning disabilities.

Applications for sheltered accommodation from persons aged at least 50 may be considered where individual need is demonstrated.

Applicants aged at least 50 may apply for sheltered accommodation where:

- i. There are two joint applicants and one of them is aged at least 55 , or
- ii. there is assessed risk, vulnerability or disability and living in sheltered accommodation would improve the applicant's quality of life

16.2 Extra care/very sheltered accommodation

Applicants meet the criteria for extra care/very sheltered accommodation if

- i. they meet the criteria above for standard sheltered accommodation;
- ii. they require assistance with daily and/or personal care and support tasks; and
- iii. they will be able to care for themselves and live independently with the support of community care services such as home care and meals on wheels.

A joint housing and community care assessment will be carried out by a panel of professionals dealing with the case, (for example, housing, health, social care) who will recommend allocation on the basis of individual need. The Banding system will not be used. Priority will be given to those applicants at greatest risk as a result of living in unsuitable accommodation where adequate support cannot reasonably be provided, who are requiring discharge from hospital or who would otherwise have to go into residential or nursing care. Priority amongst those at greatest risk will be given to applicants with a local connection.

17. How choice works

17.1 The choice based lettings process

Step 1. As the Peterborough Homes Landlords become aware that a property is due to become available for letting, they will notify the council by way of a nomination request.

Step 2. The council will advertise the property as available to let to those applicants who have been accepted on to the Housing Register. Advertisements will usually run from 9am on Tuesday to midnight on the following Sunday (“the bidding period”). Properties are advertised in the Peterborough Homes Landlords’ offices; local libraries; the customer service centre at Bridge Street; the Peterborough Homes website www.peterborough-homes.com and in the offices of other agencies that we work closely with. The bidding period may be extended where there is a public holiday e.g. Christmas and Easter.

Step 3. During the bidding period applicants are invited to express interest (bid) on one property per week, which they would like to be considered for. Applicants can bid by:

- Logging on to the Peterborough Homes website at www.peterborough-homes.com and following the on screen instructions, or
- Telephoning Housing Needs on 01733 864064, or
- E-mailing housing Needs on housing.needs@peterborough.gov.uk, or
- Sending a text message to **07860 019230**. Text must be in the following format: Texts should start with the edition/advert reference number followed by a #. Then the application number followed by a #. Then the property details. For example, 0448#10912# woodland way, or

- In person to the Customer Service Centre at Bridge Street using the kiosks provided.

Bids must be received before the closing date and time of the edition. Bids received after this time will not be considered.

Step 4. On the weekday immediately after the bidding period closing, the council will collate all of the bids against each individual property.

Please note: Bids for properties for which the applicant is not eligible will be disregarded. An applicant can only bid for one property per edition.

Step 5. The council will generate a shortlist of the remaining eligible applicants and they will be prioritised in order of their assessed housing need. As described in section 18.2.

Please note: In cases where a property has been fitted with adaptations, the council will seek to match a suitable applicant to the property. This may mean that higher priority applicants will be bypassed in order to make best use of the adaptations. E.g. where a property has been fitted with stair lift, priority will be given to applicants who have been assessed by the council as requiring this facility.

Step 6. The 3 highest priority applicants who have bid and are eligible to be considered for the property will be contacted, normally on the Monday afternoon or Tuesday morning, and invited to view the property. Viewings will normally take place later in the same week.

Please note: Applicants will not be advised of their position on the shortlist prior to the viewing.

Step 7. A representative of the Peterborough Homes Landlord which manages the property will conduct accompanied viewings. After the accompanied viewing has taken place the representative will contact the applicant who is placed number 1 on the shortlist and make them the offer.

If applicant number 1 refuses the property, the representative will repeat the process with the applicant number 2 and if necessary with applicant number 3 respectively.

Step 8. The Peterborough Homes Landlord representative will inform the council, which applicant the property has been offered to and the council will confirm that the applicant is still eligible to be offered the property.

Step 9. Where the council is satisfied that the applicant remains eligible to be offered the property they will confirm this with the Peterborough Homes Landlord representative who will make contact with the successful applicant to make arrangements to sign up.

There will be occasions where all 3 applicants who shortlist do not accept or are no longer eligible to be offered the property. In this case the council will provide the

Peterborough Homes Landlord with the next 3 placed applicants on the original shortlist and the process will be repeated from Step 6. This process will be repeated until all eligible applicants on the original shortlist have been exhausted. On the very rare occasions that this happens the Peterborough Homes Landlord will be given the choice to re advertise the available property and repeat the above process for Step 2 or to treat the property as Hard to Let.

17.2 Banding date

Applications are prioritised for allocation in the following way.

Applications who are assessed in Band 1 with additional preference will be considered first. Where there are 2 applicants in the same band priority will be given to the applicant who has been in the band the longest. If there are not 3 successful applicants in band 1 applicants will be considered from band 2.

For example, the table below shows a dummy shortlist of applicants who have bid for a 2 bedroom house.

Name	Band	Additional Preference	Banding Date
Applicant 1	Band 2	Yes	13/05/2009
Applicant 2	Band 1	Yes	12/03/2012
Applicant 3	Band 3	Yes	04/01/2012
Applicant 4	Band 1	No	15/01/2011
Applicant 5	Band 2	No	12/09/2011
Applicant 6	Band 1	Yes	12/01/2012

Assuming all applicants were eligible to bid for a 2 bedroom house the applicants would be prioritised as below.

Name	Band	Additional Preference	Banding Date	Position for shortlist purposes
Applicant 6	Band 1	Yes	12/01/2012	1
Applicant 2	Band 1	Yes	12/03/2012	2
Applicant 4	Band 1	No	15/01/2011	3
Applicant 1	Band 2	Yes	13/05/2009	4
Applicant 5	Band 2	No	12/09/2011	5
Applicant 3	Band 3	Yes	04/01/2012	6

17.3 "Hard to let" properties

Where a property has been advertised through the CBL Scheme and an applicant has not been found, the Peterborough Homes Landlord who manages the property may wish for the property to be considered as 'Hard To Let'.

Where this is the case, the council will advertise the available property in their offices as well the Peterborough Homes Landlord's offices as available to the first applicant who wishes to be considered. Applicants must be eligible to apply to join the Housing Register as defined in section 8 and have a household, which meets the eligibility for the size of the property as defined in appendix 2.

If the property has still not been let after 7 days the bedrooms standards policy may be relaxed to allow under occupation by a maximum of 1 bedroom, however the applicant will be made fully aware that, if required, there is a possibility that Housing Benefit may not meet the full rent as a result.

17.4 Number of offers

While the Peterborough Homes Partnership is committed to offering applicants accepted onto the Housing Register as much choice as possible. Entry to the Housing Register is generally restricted to those in the most urgent housing need and refusals of offers should be few and far between.

Applicants, who fail to attend viewings and those who refuse properties without good cause, can become a burden on the administration of the scheme and could be denying other applicants the opportunity to be shortlisted for properties. Therefore applicants who refuse two offers of accommodation or who fail to attend three viewings without good reason will have their application suspended for a period of 12 months.

As part of an ongoing review of the Housing Register those applicants who do not bid for any properties within a 12-month period will be deemed as no longer in housing need and will have their application cancelled.

18 Property size and type

The number of bedrooms needed is based on the number, age and sex of the people who form their household. The bedroom requirement is calculated as follows:

- one bedroom for a couple who are married, in a civil partnership or cohabiting as if they were married or in a civil partnership
- one bedroom for any other person aged 16 or over
- one bedroom for any two children of the same sex aged at least 10 and under 16
- one bedroom for any two children regardless of sex aged less than 10
- one bedroom for any other child
- one additional bedroom for each carer of a member of the household who is disabled or has a long-term health condition, provided that it is essential that overnight care of that member of the household is provided by a non-resident carer.

The council has discretion to allow under-occupation by a maximum of one bedroom where:

- A property is considered to be 'hard to let' as defined by section 17.3, or

- it is assessed that an extra bedroom is required as a member of the household is disabled and requires space for specialist equipment, storage or to accommodation adaptations, or
- the household includes a disabled child who requires attention throughout the night, which would cause unreasonable disruption to a sibling if they were forced to share a bedroom.
- the household have signed up and have been accepted by the council to be foster carers.

Certain properties may be designated for occupation by particular groups, or designated as not appropriate for certain applicants, either temporarily or on a longer term basis, including flats designated for occupation by elderly or disabled persons; temporary accommodation for homeless families; to address the particular management needs of an area; or to ensure that the council facilitates the development of diverse and sustainable communities.

Bungalows are in short supply. Preference will usually be given to applicants with mobility, disability or other special support needs.

From time to time, it may be necessary for the council to restrict the offers of accommodation it makes to families, in order to meet the child density rules required by the Housing Corporation, or to meet the management needs of an area in order to build sustainable and balanced communities.

19. Notifications of refusing entry to the Housing Register and requests for reviews

Any person who is refused admission to or are removed from the Housing Register will be notified in writing. The letter will confirm the grounds for the decision. The letter will be posted to their home or mailing address and will also be made available for collection at the council's offices.

An applicant has the right to ask the council to review:

- any decision about the facts of their case which is likely to be, or has been, taken into account in considering whether to allocate housing accommodation to them; and
- any decision that they are ineligible for an allocation or are not a qualifying person,

Any request for a review must be made in writing and submitted to:

The Review Officer
Housing Needs
Town Hall
Bridge Street
PE1 1HG

Requests for review of decisions relating to priority awarded will be carried out by an officer who was not involved in the original decision, and who is senior to the officer who took the decision.

Requests for review of a decision relating to any decision that they are ineligible for an allocation or are not a qualifying person, will be considered by a panel of at least three representatives from the council and the Peterborough Homes Landlords. Applicants may be asked to attend the panel to make representations at the panel's discretion.

Appendix 1 – The banding scheme

BAND 1	
ACAH	The applicant is owed a duty under section 193(2) or 195(2) of the Housing Act 1996.
UNDER	The applicant is under-occupying a property, which is let to him or her by one of the Peterborough Homes Landlords. As defined in section 18.
2OVER	The applicant is occupying accommodation, which is overcrowded by 2 or more bedrooms. As defined in section 18.
OVERM	The applicant, or a member of their household, has an overriding medical priority.
SHELM	The applicant is a tenant of a Peterborough Homes Landlord of sheltered accommodation and needs to move from accommodation above the ground floor to alternative sheltered accommodation on the ground floor because of medical need.
SPNP	The applicant has composite housing needs requiring an urgent move.
PROBN	The applicant's accommodation is subject to a prohibition order has been served due to poor disrepair.
HARAM	The applicant (or a member of their household) has medical priority and is: <ul style="list-style-type: none"> ● a victim of harassment, violence or abuse, and ● is at significant risk of harm
DISRM	The applicant (or a member of their household) has medical priority and their landlord has been served with an improvement notice because a category 1 hazard exists at their accommodation. (Priority may be withdrawn if the hazard ceases to exist.)
CARE	The applicant is a child leaving the council's care
BAND2	
1OVER	The applicant is occupying accommodation, which is overcrowded by 1 bedroom. As defined in section 18.
HIGHM	The applicant has a high medical priority for a move.
SHEL	The applicant is a tenant of sheltered accommodation let by a Peterborough Homes Landlord and wishes to move to alternative sheltered accommodation.
SHOV	The applicant occupies accommodation in which they have to share a bedroom with a friend/family member where it would not be reasonable to do so.
NONP	The council owe the applicant a duty under s.192(2) of the Housing Act 1996.
INTE	The council owe the applicant a duty under s.190 of the Housing Act 1996, or the council owes the applicant a duty under s.193(2) of the Housing Act 1996 but they have ceased to be subject to that duty because the applicant has refused an offer of suitable accommodation.
SOCW	The applicant needs to move on welfare or hardship grounds for instance, the need to:

	<ul style="list-style-type: none"> • Provide a secure base from which a care leaver, or a person who is moving on from a drug or alcohol recovery programme, can build a stable life. • Provide accommodation, with appropriate care and support, for those who could not be expected to find their own accommodation, such as young adults with learning disabilities who wish to leave the family home so that they can live independently within the community. • Provide or receive care or support. This would include foster carers, those approved to adopt, or those being assessed for approval to foster or adopt, who need to move to a larger home in order to accommodate a looked after child or a child who was previously looked after by a local authority. • To access specialised medical treatment. • To take up a particular employment, education or training opportunity.
DISR	The applicant's landlord has been served with an improvement notice because a category 1 hazard exists at their accommodation. (Priority may be withdrawn if the hazard ceases to exist.)
HARA	The applicant (or a member of their household) is: <ul style="list-style-type: none"> • a victim of harassment, violence or abuse or • is at significant risk of harm
ACTH	Accepted as threatened with homelessness. Applicants who have received a valid notice to quit from their landlord, or notification from the householder they are residing with that they must leave
BAND 3	
ACAHNL	The applicant does not have a local connection with the council's district and another local housing authority owe the applicant a duty under section 190(2), 193(2) Housing Act 1996.
MEDM	Applicant(s) who have been assessed as having a medium medical priority for a move.
BAND 4	
LOWM	Applicant(s) who have been assessed as having a low medical priority for a move.
ADEQ	Applicant(s) who are currently residing in a property, which is of the right bedroom size and has all the required facilities. (This priority will only apply where applicants are aged 55 or over and would be suitable for sheltered accommodation, bids will only be considered for accommodation of this type)
BAND 5	
AWAY	Applicants who do not have a local connection with Peterborough unless they need to move to a particular locality on social and welfare grounds. (This priority will only apply where applicants are aged 55 or over and

	would be suitable for sheltered accommodation, bids will only be considered for accommodation of this type)
CARO	Applicants with sufficient resources to purchase a property (outright or by way of a mortgage) or who can afford to rent privately. (This priority will only apply where applicants are aged 55 or over and would be suitable for sheltered accommodation, bids will only be considered for accommodation of this type)
OWN	<p>Owner occupiers who:</p> <ul style="list-style-type: none"> ● are adequately housed, or have sufficient resources to finance the purchase of a suitable property (outright or by way of a mortgage), or ● have sufficient resources to rent privately and in the circumstances it would be reasonable for them to do so, or ● own or rent a property elsewhere which it would be reasonable for them to occupy. <p>(This priority will only apply where applicants are aged 55 or over and would be suitable for sheltered accommodation, bids will only be considered for accommodation of this type)</p>

Appendix 2

Please note: This table shows examples of household compositions and the property types they will be considered for. Other household types that do not appear within this table will be advised what size and type of property they qualify to bid for.

- 'Household' includes single adult or couple.
- 'Couple' includes same sex couples.
- Preference for bungalows will be given to households where the council has assessed the applicant or a member of their household requires accommodation of that type.
- Sheltered accommodation will be offered to households over 55 with a need for a level of support.

	Single Person Bedsit	Flat Bedrooms			Bungalow bedrooms				House / Maisonette bedrooms					
		1	2	3	1	2	3	4	1	2	3	4	5	6
Single Applicant	X	X			X				X					
Couple Without Children		X			X				X					
Household with 1 Child			X			X				X				
Household with 2 Children (2 Boys aged 15 & 8)			X	X		X	X			X	X			
Household with 2 Children (1 Boy aged 8 & 1 Girl aged 4)			X	X		X	X			X	X			
Household with 2 Children (2 Boys aged 17 & 6)				X			X				X			
Household with 2 Children (1 Boy aged 15 & 1 Girl aged 14)				X			X				X			
Household with 3 Children (2 Boys aged 15 & 8 and 1 Girl aged 6)							X				X			
Household with 3 Children (2 Boys aged 17 & 6 and 1 Girl aged 6)							X				X			
Household with 3 Children (2 Boys aged 17 & 12 and 1 Girl aged 6)								X				X		
Household with 4 Children (2 Boys aged 15 & 12 and 2 Girls aged 6 & 4)								X				X		
Household with 4 Children (2 Boys aged 17 & 12 and 2 Girls aged 6 & 4)								X					X	
Household with 4 Children (3 Boys aged 17, 15 & 12 and 1 Girl aged 6)								X					X	
Household with 4 Children (2 Boys aged 17 & 12 and 2 Girls aged 16 & 6)														X
Household with 4 Children (3 Boys aged 17, 16 & 12 and 1 Girl aged 6)														X
Household with 5 Children (3 Boys aged 17, 13 & 12 and 2 Girls aged 14 & 6)								X					X	
Household with 5 Children (3 Boys aged 17, 13 & 12 and 2 Girls aged 16 & 6)														X
Household with 5 Children (3 Boys aged 17, 16 & 12 and 2 Girls aged 16 & 6)														X
Household with 6 Children (3 Boys aged 15, 13 & 8 and 3 Girls aged 14, 9 & 6)								X					X	
Household with 6 Children (3 Boys aged 17, 13 & 8 and 3 Girls aged 14, 9 & 6)														X
Household with 6 Children (3 Boys aged 17, 16 & 8 and 3 Girls aged 16, 9 & 6)														X
Household with 7 Children (4 Boys aged 17, 16, 9 & 8 and 3 Girls aged 16, 9 & 6)														X
Household with 7 Children (4 Boys aged 9, 7, 5 & 2 and 3 Girls aged 16, 9 & 6)														X
Household with 7 Children (4 Boys aged 17, 7, 5 & 2 and 3 Girls aged 16, 9 & 6)														X
Household with 8 Children (4 Boys aged 9, 7, 5 & 2 and 4 Girls aged 15, 12, 9 & 6)														X
Household with 8 Children (4 Boys aged 9, 7, 5 & 2 and 4 Girls aged 16, 12, 9 & 6)														X
Household with 9 or more children														X