

factsheet

Housing and Health

HOUSING TRANSFER LIST

Who Qualifies and How to Apply

This fact sheet explains who can apply to transfer through the housing register, how applications are assessed and how properties are allocated. This is a summary of the Council's Allocations policy. A copy of the full policy is available on request.

Who Can Go On To The Housing Register?

The Housing Register is open to everyone over the age of 18 except:

- Certain people from abroad (defined by legislation: please ask for details).
- People who the Council considers to be unsuitable to be a tenant, for example people who have a recent history of serious or persistent arrears or anti-social behaviour.

If you would like an application form, please contact the Housing Needs Section on 01509 634567 or call in at the Council Offices, Southfields Road, Loughborough.

The application form will tell you what information you need to provide to support your application. Please make sure that you complete the application form fully and provide all the necessary supporting documents or your application will not be registered.

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How Does the Council Manage the Housing Register?

The Council aims to house those people in greatest need and do this by using a points system. Points are awarded according to your housing circumstances and level of housing need. The way in which points are awarded is explained on the following pages.

Properties are allocated to applicants from three different groups, the waiting list, transfer list and Homeless Applicants. (Housing Transfer applicants are either existing Council or Housing Association tenants living within the borough)

There are quotas that control how properties are shared between these three groups. Currently the Council are sharing allocations equally.

If a property is being offered to a Waiting List or Transfer List Applicant it will be offered to the person with the most points for the type of property available, Homeless Applicants are offered accommodation in the order they are accepted as homeless.

Sometimes properties are allocated outside the normal points system. This may happen when a property is part of a local lettings policy. Local lettings policies try to achieve a balance of household types within a small community, estate, or block of flats. Details of the local lettings policies that the Council has established are available on request.

The Housing Register Points System

The law states that priority must be given to households with certain housing, social, economic and medical difficulties. Points are awarded to reflect these difficulties as follows:



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<i>Household Members</i>	
For every adult in the household (aged 16 or over)	1 point
For every child in the household (aged 15 and under)	2 points
For every member of the household who is pregnant	1 point
<i>Facilities</i>	
For each bedroom that the household is short of the specified standard	2 points
If the applicant is a single person living in a bedsit (for more than 12 months) and wishes to move to a 1 bedroom flat	5 points
If applicant has children under 16 living with them on a permanent, full-time basis and does not have a garden.	2 points
If applicant lives in a flat and has a child under 16 living with them on a full-time, permanent basis.	5 points
If applicant has a child under 16 living with them on a full-time permanent basis and lives in a 1 st floor flat.	A further 3 points
If applicant has a child under 16 living with them on a full-time, permanent basis and lives in a flat on the 2 nd floor or above.	A further 5 points
If applicant has a child under 16 living with them on a full-time, permanent basis, in a 1 bedroom flat.	A further 10 points



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If applicant has a child under 16 living with them on a full-time, permanent basis, in a bedsit.	A further 15 points
If applicant lives in a bedsit/duplex and has contact to child/ren and wishes to move to a one-bedroom flat.	10 points
If applicant has shared residence of children ie for 3 or more nights per week, they are awarded half the total number of points that would be awarded if the children live with them on a full-time permanent basis.	
<i>Condition</i>	
Statutorily Overcrowded	20 points
<i>Socio-Economic</i>	
If applicant has difficulty in reaching their place of employment (Public transport journey of 15 miles or more)	5 points
If applicants housing situation is aggravated by minor harassment and this is affecting their wellbeing but there is not a serious or overriding need to move	5 points
Where there is a serious need to move	20 points
These points may be restricted to the duration of one offer only with conditions restricting choice	
Where there is an overriding need to move	40 points
These points may be restricted to the duration of one offer only with conditions restricting choice	



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<i>Suitability of home</i>	
If applicant/member of household has a medical condition or infirmity which is affected by their current accommodation	1 to 20 points
The above points will only be awarded if an applicant wishes to move to accommodation that will alleviate the problems for which points are awarded	
If more than one member of the household qualifies for points above the maximum total award is 20 points	
If applicant/member of household qualifies for points in the category above for every year that they remain on the register and qualify for the points (maximum 5 points)	1 point
If applicant's property is too large for them to manage. (This applies only to elderly or disabled households)	2 points
If applicant's garden is too large for them to manage. (This applies only to elderly or disabled households)	2 points
If applicant is elderly or disabled, and wishes to move into elderly persons' accommodation or sheltered accommodation and has support needs.	5 points
If applicant is a Social Housing Tenant and lives in family accommodation too big for their needs and wishes to move into a bedsit, flat or bungalow.	20 points
If applicant's home has been "redesignated" and is no longer for only elderly or younger people.	15 points



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<i>Rent Account</i>	
If applicant's account has been clear for 6 months.	1 point
If applicant's account has been clear for 12 months.	2 points
If applicant's account has been clear for 18 months.	3 points
If applicant's account has been clear for 24 months.	4 points
Time on list points	
For every month spent on the housing register (up to a maximum of 12 points)	1 point per month

Additional Points

If you are currently a tenant of Charnwood Borough Council or you are a tenant of a Housing Association property within the borough you will also receive a further 100 points providing you do not fall into one of the categories below:

- The applicant or any member of the applicant's household is the owner of a property available and suitable for occupation. If an applicant or member of their household has a property which is currently unavailable as it is occupied by another party they would be expected to take action (where lawful) to regain possession.
- The applicant or any member of the applicant's household have sufficient financial means to enable them to secure alternative accommodation.
- The applicant or any member of the applicant's household has rent arrears, former tenant arrears or housing related debt (such as court costs or rechargeable repairs) with any social landlord and has not been maintaining an agreement for the 4



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months prior to their application and these debts are above £300. Priority will be removed if the applicant does not maintain the agreement during the period of their application. Under very exceptional circumstances 100 points may be awarded to an applicant in this category in order to prevent homelessness.

- The applicant or any member of their household has exhibited abusive, violent and threatening behaviour towards an employee of Charnwood Borough Council, its contractors, agents or social housing partners within the last 12 months. In cases of assault of an employee, contractors, agents or social housing partners, these points will not normally be awarded for 3 years. In cases of abusive or threatening behaviour, the points would not normally be awarded for 18 months.
- The applicant or any member of their household has broken any other condition of their tenancy at the time of application or while on the register.
- A serious allegation of anti-social behaviour has been made about an applicant or a member of their household which has not yet been investigated. This would be re assessed on completion of the investigation.
- The applicant or any member of their household has exhibited unacceptable behaviour which affects their suitability to be a tenant which was not serious enough to justify a decision to treat the applicant as ineligible.

Accepting Your Application

You will receive a letter to inform you that you have been accepted onto the Housing Register, and how many points you have been



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given. Unfortunately we will not be able to tell you how long you may have to wait before an offer of accommodation is made. This is because:

- Waiting times vary from area to area
- It is not possible to let you know when properties will become empty
- The Housing Register changes daily as new applicants join with different levels of need

However, for areas of particularly high or low demand, it may be possible to give you an estimate of how long you may have to wait. Please enquire with Housing Needs Staff.

How Much Choice Do I Have About Where I Live ?

You will only be considered for the types of property that are suitable for your household size. These are:-

A single person under 60	A bedsit /or a one bedroom flat
A single person over 60 or a disabled person who wishes to move into elderly persons' accommodation or sheltered accommodation and has support needs	A bedsit, one bed flat or a one bed bungalow with Central Alarm System or Warden Service
A single pregnant woman	A one or two bedroom flat
A couple (where neither party is over 60)~	A one bedroom flat



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A couple where at least one party is over 60 or disabled, and wishes to move into elderly persons' accommodation or sheltered accommodation and has support needs ~	A one bed flat or a one bed bungalow with CAS Alarm or Warden Service
A couple (including a pregnant woman)	A one or two bedroom flat
Parent(s) with one child*	A two or three bedroom flat or house
Parents(s) with two Children*	A three bedroom flat or house or a two bedroom house/flat if applicant so requests
Parent(s) with three children*	A three bedroom flat or house
Parent(s) with four children*	A three or four bedroom flat or house
Parent(s) with five or more Children*	A four bedroom house
Parent(s) with 'access with child/ren.**	A one bedroom flat
<p>* The child(ren) (under 16 years) living with the parent(s) on a full- time permanent basis. Parents with shared residence of children will normally be considered for a 2/3 bedroom flat.</p>	



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**** In exceptional circumstances, a 2 bedroom flat will be considered for parents with 'contact' for children for fewer than 3 nights per week.**

Couples who need a separate bedroom for well evidenced medical reasons will be assessed as having an entitlement to a separate bedroom.

Choice About Location of Properties

• Homeless Applicants

If you have been accepted as homeless (under Part VII of the Housing Act 1996, as amended), you will be made one offer of suitable accommodation when your turn is reached. We will ask you about your preferences for rehousing and will try to meet these preferences. We will always take the following factors into account when deciding if an offer is suitable:

- Your place of work.
- The risk of domestic or other violence.
- The location of your children's schools.
- Support needs – particularly if you have a disability or serious medical condition.
- The availability of vacancies.

If you refuse a suitable offer of accommodation, the Council will no longer have a duty under the legislation to continue to provide you with temporary accommodation or to offer you rehousing. You may be entitled to remain on the housing register and receive offers in the same way as other housing register applicants.



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Other Applicants

If you are not a homeless applicant, you may express as much choice as you wish about where you would like to live. You will receive two reasonable offers of accommodation before your application will be given a reduced preference for a year therefore it is important that you are clear where you would like to live.

Please remember that if you choose a very small number of areas, you may have a much longer wait. Staff in the Housing Needs Section will be able to give you general advice about waiting times in individual areas.

Can I Defer My Application?

No. The Housing Register is for applicants actively seeking rehousing. Your position on the Register is determined by housing need and not how long you have been waiting. You should not apply simply because you may need housing in the future. Once accepted on to the Register, you may receive an offer of accommodation at any time.

Appeals

If you apply to go on the Housing Register but the Council decide that you are not eligible to join, you have the right to appeal against that decision. In the same way, if the Borough Council removes your name from the Housing Register, you may also appeal against that decision. A separate fact sheet “**Housing Appeals**” explains the appeals process and is available from www.charnwood.gov.uk or Customer Services Centre, Southfields Road, Loughborough.



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If you require more information please contact:

**Housing Needs Section, Charnwood Borough Council,
Southfields, Loughborough, Leics. LE11 2TT**

Telephone: HOUSING NEEDS SECTION: (01509) 634567

E-mail: housing@charnwood.gov.uk

This information is available in different formats. To access these please phone (01509) 634560.

এ তথ্যাদি অন্যান্য মাধ্যমে পাওয়া যায়। এসব পেতে হলে দয়া করে (01509) 634560 এ নাম্বারে টেলিফোন করুন।

這資料具不同的格式，請致電 (01509) 634560 索取。

આ માહિતી જુદી જુદી પદ્ધતિઓમાં ઉપલબ્ધ છે. તે મેળવવા માટે કૃપા કરી આ નંબર પર ફોન કરો (01509) 634560.

यह जानकारी अलग-अलग प्रारूपों में मिल सकती है। इनको पाने के लिये कृपया यह नंबर डायल कीजिये (01509) 634560.

ਇਹ ਜਾਣਕਾਰੀ ਵੱਖ-ਵੱਖ ਸ਼ਕਲਾਂ ਵਿੱਚ ਮਿਲ ਸਕਦੀ ਹੈ। ਇਹ ਹਾਮਿਲ ਕਰਨ ਲਈ ਮਿਹਰਬਾਨੀ ਕਰਕੇ ਇਸ ਨੰਬਰ 'ਤੇ ਫ਼ੋਨ ਕਰੋ (01509) 634560

