

| Policy Section                          | Suggested Change   | Reason for Change  |
|---|--|--|
| 1.0 Scope                               | <b>Remove:</b> which is shared with Gedling Borough Council and Rushcliffe Borough Council.  | The Policy is no longer shared with other districts  |
| 4.0 Regulatory Code and Legal Framework | <p><b>Add:</b> This policy has been written with specific regard to;</p> <ul style="list-style-type: none"> <li>The Domestic Abuse Act 2021</li> <li>The Allocation of Housing (Qualification Criteria for Armed Forces England) (Amendment) Regulations 2024</li> <li>Statutory Guidance 2025 – Improving access to social housing for victims of Domestic Abuse</li> <li>Statutory Guidance 2024 - Improving access to social housing for members of the Armed Forces</li> <li>Section 11 of The Children’s Act 2004</li> </ul> <p>This Policy is written with due consideration of:</p> <ul style="list-style-type: none"> <li>Reasonable preference</li> <li>Non digital routes for accessing choice based lettings</li> <li>Support for tenants with vulnerabilities</li> </ul> <p>We are publishing a free summary of this policy and a full copy of this scheme will be available on our website</p> <p>Applicants can view information on waiting times via our Homechoice website</p> | <p>Legislation updated</p> <ul style="list-style-type: none"> <li>• The Allocation of Housing (Qualification Criteria for Armed Forces England) (Amendment) Regulations 2024</li> <li>• Statutory Guidance 2025 – Improving access to social housing for victims of Domestic Abuse</li> <li>• Statutory Guidance 2024 - Improving access to social housing for members of the Armed Forces</li> </ul> <p>Additional section on visibility of information</p> |

|                   |  |  |
|-------------------|--|--|
|                   | <p>This information will also be available in our twice-yearly tenant publication.</p> <p>For residents without access to digital channels information will be displayed in the reception area and cascaded to relevant partner agencies</p>   |  |
| 5.2 Choice        | <p><b>Add:</b> Errors &amp; incorrect information - The council will take all steps to ensure that any information published in adverts placed by ourselves is accurate and free from error</p> <p>In the unlikely event that an error occurs the Council will ensure that applicants will not be negatively impacted in the event of any material error.</p> <p>Adverts placed by our Choice Based Lettings Partners are subject to each individual providers Allocations Policy. Please refer to our website for a full list of current Choice Based Lettings Partners</p> | For information purposes and clarity of information around CBL partners  |
|                   | <p><b>Add:</b> In rare circumstances, it may be necessary to suspend the advertising of available properties through the Choice Based Letting (banding) scheme. These circumstances may include in times of emergency or disaster.</p>   | Provision made in policy for to allow for the Council to suspend Choice Based Lettings in the event of an emergency / disaster |
| 6.2 Qualification | <p>To join the housing register, applicants must:</p> <ol style="list-style-type: none"> <li>1. Be aged over 18, unless due to the following exceptional circumstances: <ul style="list-style-type: none"> <li>• Homeless young people to</li> </ul> </li> </ol>   | Reworded to provide clearer information  |

|  |   |  |
|--|---|--|
|  | <p>whom a duty is owed under Housing Act 1996, Part 7</p> <ul style="list-style-type: none"><li>• Care Leavers with a recommendation from Children's Services</li><li>• Teenage parents</li></ul> <p>Any tenancy granted to a person under the age of 18 will be held in trust for them by a responsible adult, appointed to act on their behalf</p> <p><b>Replace with</b></p> <p>By law, a landlord cannot grant a tenancy to a person who is under the age of 18.</p> <p>Accommodation allocated to a person under the age of 18 must be 'held in trust' for them by a responsible adult/legal guardian until the person is 18.</p> <p>The trustee is required to act in their best interests. The responsible adult must be someone appointed to act on his or her behalf.</p> <p>To join the housing register, applicants must:</p> <ol style="list-style-type: none"><li>1. Be aged over 18</li></ol> |  |
|--|---|--|

|                             |  |  |
|-----------------------------|--|--|
|                             | <p>Applicants aged under 18 can be accepted to the housing register under the following exceptional circumstances:</p> <ul style="list-style-type: none"> <li>• Homeless young people to whom a duty is owed under Housing Act 1996, Part 7</li> <li>• Care Leavers with a recommendation from Children's Services</li> <li>• Teenage Parents</li> </ul> <p>Applicants who meet the above exceptional criteria will have a tenancy held in trust until they reach the age of 18.</p> |  |
| Members of the armed forces | <b>Remove:</b> within 5 years preceding the allocation of social housing   | <p>Legislation update</p> <ul style="list-style-type: none"> <li>• The Allocation of Housing (Qualification Criteria for Armed Forces England) (Amendment) Regulations 2024</li> <li>• Statutory Guidance 2024 - Improving access to social housing for members of the Armed Forces</li> </ul> |

|                           |   |   |
|---------------------------|---|---|
| Care Leavers              | <p><b>Remove:</b> Broxtowe Borough Council care leavers who have been placed outside of the borough</p> <p><b>Replace with:</b> Care leavers aged under 25</p>  | <p>Legislation update</p> <p>The Allocation of Housing (Qualification Criteria for Victims of Domestic Abuse and Care Leavers) (England) Regulations 2025</p> |
| Domestic Abuse            | <p><b>Remove:</b> Applicants who are survivors of domestic abuse who cannot return to their home or require rehousing away from their home due to fear of violence</p> <p><b>Replace with:</b> Applicants who are or have been a victim of domestic abuse carried out by another person and who needs to move for reasons connected with that abuse</p> | <p>Legislation update</p> <p>The Allocation of Housing (Qualification Criteria for Victims of Domestic Abuse and Care Leavers) (England) Regulations 2025</p> |
|                           | <p><b>Add:</b> Applicants from 'relevant persons' who fall within the Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015)</p>  | <p>Clarity for applicants</p>   |
| Refugees                  | <p><b>Add:</b> Refugees who were dispersed to and are living within the borough and who have been granted leave to remain within the last six months</p>  | <p>Section added for clarity</p>  |
| Supported accomodation    | <p><b>Add:</b> Applicants who are moving on from supported accommodation outside of the borough who were referred by The Councils Housing Options Team</p>  | <p>To facilitate move on for Broxtowe Borough Council applicants from supported accommodation.</p>  |
| Non qualifying applicants | <p><b>Add:</b></p>  |   |

|                     |  |  |
|---------------------|--|--|
|                     | <p>People in the following categories will <b>not</b> normally be considered as meeting the local connection residency criteria:-</p> <ul style="list-style-type: none"> <li>• Those placed within the borough in temporary accommodation by another local authority exercising their homeless function except in cases of domestic abuse</li> <li>• Those placed within the borough in residential or supported housing by a local authority or other agency</li> </ul> | Clarity to confirm that accommodation which is not accommodation of choice does not build Local Connection |
| Savings over £16000 | <p><b>Add:</b> Any applicants with £16,000 or more savings will not be entitled to join the housing register, including any adult member of the household</p> <p>(Excluding applicants who are serving or former armed forces personnel who have savings exceeding this amount due to a compensatory payment due to injury in service.)</p>  | Section added for clarity  |
| Homeowners          | <p><b>Add:</b> This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Being named on a mortgage</li> <li>• Being a joint owner and or</li> </ul>   | Reworded for clarity for applicants  |

|                  |  |   |
|------------------|--|---|
|                  | having/owning a percentage share interest in a property  |   |
|                  | <b>Add:</b> Further information and guidance can be found in our Homeowners procedure  | To inform applicants on where to find further guidance  |
|                  | <b>Remove:</b> Applicants who have an equity value of over half of the average property price (based on information from the Land Registry) in the Broxtowe Borough  | Applicants will be assessed on a case by case basis using affordability calculations and their personal circumstances |
|                  | <b>Add:</b> This policy will not operate to exclude someone who has reasonable preference unless lawful, prior to exclusion a full assessment of applicant circumstances will be carried out in line with suspension and exclusion of application procedure  | Clarification for applicants  |
|                  | <b>Remove:</b> Head of Housing<br><b>Replace with:</b> Assistant Director of   | Job title change  |
| 6.6 Armed Forces | <b>Add:</b> When assessing applicants from members or former members of the armed forces the below documents will be accepted as evidence of service.<br><br>HM Armed Forces Veteran Card<br>Service Record (Including Certificate of Discharge or Statement of Service)<br>Other documents may be considered such as:<br>Pension Documents<br>Unit discharge papers<br>Official letters referencing service | Added for clarity   |

|                  |  |   |
|------------------|--|---|
|                  | number, dates of service and identifying details   |   |
| 6.7 Care Leavers | <b>Remove</b> If an applicant is a care leaver aged under 25<br><b>Replace with:</b> If an applicant is a care leaver  | Clarification for applicants  |
|                  | <b>Remove:</b> The applicant will qualify if they have previously lived or been placed in local authority care within Nottinghamshire, not just the Borough of Broxtowe.   | Legislation update<br>The Allocation of Housing (Qualification Criteria for Victims of Domestic Abuse and Care Leavers) (England) Regulations 2025  |
|                  | <b>Remove A</b> Care leaver's will be given additional priority if they join the scheme and have not found accommodation that is suitable within 8 weeks<br><b>Replace with:</b> Nottinghamshire Care leavers will be given additional priority if they join the scheme and have not found accommodation that is suitable within 8 weeks | Due to the change in legislation on local connection for care leavers' the policy has been amended to reflect the difference between Nottinghamshire Care Leavers and care leavers outside of the area. |
|                  | <b>Add:</b> Nottinghamshire Care Leavers will join the housing register in Band 2, this will be increased to Band 1 after 8 weeks if no suitable offer of accommodation has been made.   | Reworded for clarity  |
|                  | <b>Remove:</b> A Care Leaver who refuses an offer of suitable accommodation will be placed into band 3.<br><b>Replace with</b> A Care Leaver who refuses one offer of suitable accommodation will be placed into band 3.   | Reworded for clarity for applicants   |

|  |   |   |
|--|---|---|
|  | <p><b>Remove:</b> Care leavers who have an existing suitable social housing tenancy will not receive additional preference; applications of this type will be assessed using standard banding criteria</p> <p><b>Replace with:</b> Care Leavers who hold an existing tenancy will be placed in Band 3</p>   | Wording changed to reflect applicants who have any type of existing tenancy |
| 6.9 Banding                              | <b>Add:</b> Further information on how banding is assessed can be found in the Assessing & Reviewing applications procedure   | Further guidance on procedures added for applicants' information            |
| Band 1<br><b>Urgent Medical Priority</b> | <p><b>Remove:</b> Applicants who have a permanent or chronic illness or disability and as a result of their condition are unable to continue to occupy their current accommodation. This includes both physical and mental health. Applicants must provide supporting information to evidence how the condition affects their current accommodation</p> <p><b>Replace with:</b> This band is reserved for the most severe cases, such as applicants who have significant difficulty or are unable to access essential facilities within their property and adaptations cannot be completed to resolve this problem.<br/>Applicants will not be awarded this band for a medical condition, however severe, if an applicant's present home does not</p> | Reworded for clarity  |

|                                    |  |   |
|------------------------------------|--|---|
|                                    | <p>affect their medical condition or their ability to live there</p> <p>Applicants will need to supply supporting evidence from medical professionals which detail how their condition impacts their current accommodation</p>   |   |
| <b>Refuge</b>                      | <p><b>Remove:</b> Refuge: Applicants who currently residing in a refuge and are unable to return to their previous address due to Domestic Abuse.</p> <p><b>Replace with:</b></p> <p>Refuge - Those living temporarily in a refuge within the borough</p> <p>Applicants living temporarily in a refuge based within the Borough, who are unable to return to their previous address due to Domestic Abuse.</p> <p>Applicants in this band will be placed on autobid and receive one suitable offer of accommodation, should this offer be refused the applicant will be placed in Band 3</p> | Policy changed to prioritise applicants living in refuge within the Borough       |
| <b>Severe Under Occupation</b>     | <p><b>Remove:</b> Choice Based Lettings partners</p> <p>Replace with: Broxtowe Borough Council</p>   | To prioritise Council tenants wishing to downsize to a smaller property           |
| <b>UK Protected Persons Scheme</b> | <p><b>Remove:</b> formally the National Witness Protection Scheme</p>  | No longer required  |
| <b>Homelessness – Main Duty</b>    | <p><b>Remove:</b> likely</p> <p><b>Replace with</b> on the balance of probability</p>  | One word change for clarity in the event of legal challenge                       |
| <b>Care Leavers</b>                | <p><b>Remove:</b> Care leavers will be placed in Band 1 if they have previously been in</p>  | Reworded to reflect legislation changes to local connection requirements for care |

|  |   |  |
|--|---|--|
|  | <p>Band 2 in accordance with the Policy and Nottinghamshire County Wide Care Leavers Protocol and have not found suitable housing in 8 weeks.</p> <p><b>Replace with:</b> Nottinghamshire Care leavers will be placed in Band 1 if they have previously been in Band 2 in accordance with the Policy and Nottinghamshire County Wide Care Leavers Protocol and have not received a suitable offer of housing in 8 weeks. Applicants in this band will receive one suitable offer of accommodation, should this offer be refused, the applicant will be placed in Band 3</p> | <p>leavers. Band 1 is awarded to Nottinghamshire care leavers only</p>         |
| <p><b>Band 2 Refuge</b></p>                        | <p><b>Add:</b> Applicants living temporarily in a refuge outside of the borough, who are unable to return to their previous address due to Domestic Abuse.</p> <p>Applicants in this band will be placed on autobid and receive one suitable offer of accommodation, should this offer be refused the application will be closed.</p>   | <p>Provision for applicants living outside of the borough in refuge added.</p> |
| <p><b>Serious Harassment or Domestic Abuse</b></p> | <p><b>Remove:</b> Applicants who are at risk in their current property because they are experiencing serious and sustained harassment, violence or threats of violence and likely to be owed the main housing duty if they were to make a formal homelessness declaration. This includes applicants fleeing domestic abuse</p>  | <p>Reworded for clarity</p>  |

|                               |   |   |
|-------------------------------|---|---|
|                               | <p><b>Replace with:</b> Applicants who are experiencing serious harassment, domestic abuse or other threats of violence, where there is a serious risk of harm to a member of the household, if they were to stay in their current accommodation.</p> <p>Applicants in this band will not be offered a property in an area which has links to or is within 5 miles of their previous / current address</p> <p>Applicants in this band will be offered one suitable offer of accommodation, should this be refused applicants will be placed in Band 3</p> |   |
| <b>Succession</b>             | <p><b>Add:</b> For applicants in this band with medical conditions assessment will be made in line with the Assessment of application procedure</p> <p>All applicants will be offered one suitable offer of accommodation, applicants who refuse this offer will be placed in Band 3.</p>   | Additional information added for clarity  |
| <b>Unauthorised Occupiers</b> | <p><b>Add:</b> Occupiers in a Broxtowe Borough Council property after the death of a tenant or a tenancy termination, where that person has no right in law to succeed to the tenancy or applicants who are non-tenant occupiers residing in a Broxtowe Borough Council property.</p> <p>Applicants in this band will receive one suitable offer of accommodation, should</p>   | No current provision for these circumstances in Policy. Added to ensure these applicants have the correct priority. |

|  |   |  |
|--|---|--|
|  | this offer be refused the applicant will be placed in Band 3  |  |
| <b>Move on from specialist and supported accommodation</b> | <p><b>Remove:</b> Applicants must have local connection to the Broxtowe Borough in accordance with the guidance within the Policy</p> <p><b>Add:</b> applicants who refuse a suitable offer of accommodation shall be placed in Band 3</p>  | <p>Removed due to contradictory information within policy. Applicants in this section do not require local connection as set out section 6.2</p> <p>Additional priority will only be given for one offer of accommodation.</p> |
| <b>Under Occupation</b>                                    | <p><b>Remove:</b> Tenants of one of the Choice Based Lettings partners</p> <p>Replace with: Broxtowe Borough Council tenants</p>  | To prioritise Council tenants wishing to downsize to a smaller property  |
| <b>Band 3 Homelessness</b>                                 | <p><b>Remove:</b> or where they have been served with a Section 21 Notice by their landlord and have not approached/do not wish to approach the Housing Options Team</p> <p><b>Add:</b> Applicants in this band must meet the qualification criteria set out in section 6.2 of this policy</p>  | <p>Removed in line with legislation update Renters Rights Act</p> <p>Abolishment of section 21 notice</p>  |
| <b>Domestic Abuse</b>                                      | <p><b>Add:</b> Applicants who need to move for reasons connected to domestic abuse, but a move is <b>not</b> essential for safety reasons. This includes applicants who are safe to remain in the same geographic location but require a move from their current address.</p> <p>Applicants who need to move due to a risk to their safety will be placed in Band 2 and not located in an area which has links to or within 5 miles of their previous</p> | New band created for applicants who need to move but not for safety reasons. This band ensures priority is given to those who need to move for safety reasons  |

|  |  |  |
|--|--|--|
|  | / current address.   |  |
| <b>Care Leavers</b>                                    | <b>Add:</b> Care leavers who are outside of the Nottinghamshire County Wide Care Leavers Protocol or Care leavers who have refused a suitable offer of accommodation   | New band added for care leavers from outside of Nottinghamshire. This band ensures Nottinghamshire care leavers are given priority.                              |
| <b>Moderate welfare need</b>                           | <b>Add:</b> This category also includes applicants who fall within the Right To Move Regulations 2015  | Clarity provided for which band applicants fall under  |
| <b>Band 4<br/>Deliberately worsening circumstances</b> | <b>Add:</b> Where there is evidence that an applicant has worsened their circumstances by deliberately taking action or failing to take an action in order to qualify for higher housing need Band they will be placed in Band 4. This decision will be reviewed after a period of 12 months   | New band added as a deterrent to discourage applicants from deliberately changing their housing circumstances to get additional priority on the housing register |
| <b>6.10 Verification</b>                               | <b>Add:</b> Photo Identification   | Photo ID added as a required document to support the prevention and detection of fraud   |
|  | <b>Remove:</b> An applicant who has current and/or former rent arrears will be accepted. When an offer of property is made the applicant will need to provide proof that a payment plan has been arranged and maintained for a minimum of 12 weeks. Partner Landlords may wish to include current and/or former arrears in the terms of their tenancy agreement. Broxtowe Borough Council will do this on all occasions. | Section removed and added into table in section 8.6 of the policy  |

|  |   |  |
|--|---|--|
| <p>Applicants will be asked to declare if they are a 'related party', these are applicants who are either:</p> | <p><b>Add:</b> Local Authority staff</p>  | <p>Staff members need to be expressly mentioned in this section of the policy</p>                                |
|  | <p><b>Remove:</b> Head of Housing<br/><b>Replace with:</b> Assistant Director of Housing</p>  | <p>Job title change</p>  |
| <p><b>7.1 Pre- tenancy checks and risk assessments</b></p>   | <p><b>Remove:</b> All pre-tenancy checks will be completed following the pre-tenancy checks procedure.</p> <p><b>Add:</b> Applicants who are subject to the withdrawal of an offer of a property on 2 occasions will be suspended from the Housing Register for a period of 6 months in accordance with the Suspension and exclusion of application procedure</p>   | <p>Section added to ensure applicants are not unnecessarily bidding on properties they do not want to accept</p> |
|  | <p><b>Remove:</b> There is no distance specified as safe within the Policy, but a distance greater than 5 miles or an area that has few if any ongoing links with the previous address, such as employment, family members or schooling, may be considered suitable as convention.</p> <p><b>Replace with:</b> There is no distance specified as safe within the Policy, but a distance greater than 5 miles or an area that has no ongoing links with the previous address, such as employment, transport,</p> | <p>Reworded for clarity</p>  |

|  |  |   |
|--|--|---|
|  | family members or schooling may be considered suitable   |   |
| <p><b>7.3 Independent Living accommodation</b></p> | <p><b>Remove:</b> Properties that are designated as Independent Living will only be allocated to applicants over the age of 60 unless the applicant is over the age of 45 and has a degree of disability that makes their present home unsuitable and who would benefit from the support available in Independent Living accommodation. This will be supported by documentation that shows that the applicant is in high rate (mobility and daily living) Personal Independence Payment.</p> <p><b>Replace with:</b> Properties that are designated as Independent Living will only be allocated to applicants over the age of 60 unless the applicant has a degree of disability that makes their present home unsuitable and who would benefit from the support available in Independent Living accommodation. Any applicants identified that fit into this category will be subject to approval of both of the Housing Operations Manager and Income and Housing Manager, or an authorised deputy in the absence of either post holder.</p> | <p>Minimum age amended to prevent Housing Management issues, all candidates will be reviewed on a case-by-case basis in line with their individual needs.</p> |

|  |  |   |
|--|--|---|
|  | <p><b>Remove:</b> Properties that are designated as Independent Living can be offered to those applicants who are under 60 if the property is difficult to let and the applicant is being placed through the Community Living Network or equivalent scheme.</p> <p><b>Replace with:</b> Properties that are designated as Independent Living can be offered to those applicants who are under 60 if the property is difficult to let and the applicant would benefit from the Independent Living Service. Properties let under this section will be subject to approval of both the Housing Operations Manager and Income and Housing Manager, or an authorised deputy in the absence of either post holder.</p> | <p>Reworded to give clarity around the eligibility difficult to let properties to prevent long term voids</p>   |
|  | <p><b>Remove:</b> Properties that are designated as Independent Living accommodation and are larger than one bedroom will be allocated to applicants over the age of 45 and will be allocated in accordance with household needs, such as disabilities, rather than whether they need the support available within Independent Living</p> <p><b>Replace with:</b> Properties that are designated as Independent Living accommodation and are larger than one bedroom may be allocated to applicants</p>  | <p>Reworded to give clarity around eligibility of family applicants under the age of 60 in larger bungalows</p> |

|                                    |  |  |
|------------------------------------|--|--|
|                                    | aged under 60 and in accordance with household needs, such as disabilities, rather than whether they need the support available within Independent Living. Properties let under this section will be subject to approval of both the Housing Operations Manager and Income and Housing Manager |  |
|                                    | <b>Remove:</b> The relevant documentation and support from a Specialist Occupational Therapist will be required as necessary.  | Unnecessary information, this is already captured in the assessment of the application / banding section   |
|                                    | <b>Add:</b> Preference will be given to applicants requiring adaptations when advertising bungalows and adapted properties. The property advert will state if a property is designated as Independent Living or if preference is given to applicants requiring an adapted property.            | Gives provision under policy to advertise properties for priority of applicants requiring adapted properties, under the current policy all applicants of qualifying age can bid these properties |
| <b>7.4 Local Lettings Policies</b> | <b>Add:</b> The Council's Guidance for the use of Local Lettings Policies provides further information and is available to download via our website  | Information for applicants on how to find guidance on Local Lettings Policies  |
| <b>7.5 Sensitive Allocations</b>   | <b>Remove:</b> Head of Housing<br><b>Add:</b> Assistant Director of Housing  | Job Title Change   |
| <b>7.6 Direct Allocations</b>      | <b>Remove:</b> It is expected that the majority of allocations will be made following the bidding process via the Council's Choice Based Lettings System, but there are  | Section reworded for clarity and transparency  |

|  |   |  |
|--|---|--|
|  | <p>some cases where it is necessary to make offers to applicants outside of these arrangements. There are three categories of direct allocations: Urgent housing management cases – such cases are exceptional and an offer must be approved by the Head of Housing, each case will be considered in regards to its individual circumstances. A direct allocation will reflect the urgency of the issue that the tenant is experiencing, this can include issues regarding tenant welfare or property condition.</p> <p><b>Replace With:</b></p> <p>It is expected that the majority of allocations will be made following the bidding process via the Council's Choice Based Lettings System, but there are some cases where it is necessary to make offers to applicants outside of these arrangements.</p> <p>These circumstances include the below scenarios (this list is not exhaustive)</p> <p>Urgent housing management cases, supported by evidence from The Tenancy Services Team or Independent Living Team</p> <p>Applicants with management recommendations who are occupants with no rights to statutory succession</p> <p>Exceptional or highly confidential cases, for example witness protection</p> |  |
|--|---|--|

|  |  |  |
|--|--|--|
|  | <p>To discharge a legal duty by making a direct offer of a property, for example in the case of a court order or in compliance with our homelessness duties</p> <p>In exceptional circumstances to assist the Council in discharging their homelessness duties and where that need cannot be met in the private rented sector, such as where there are medical, mobility or other support needs</p> <p>In respect of existing tenancies, for example a tenancy alteration to change a joint tenancy to a sole tenancy following the service of a Notice to Quit by one party or a Court Order</p> <p>Applicants with specific needs - such as requirements for adapted properties; or properties suitable for tenants with high support needs</p> <p>Downsizing / Home Release Scheme – This enables social housing tenants who are under - occupying their home to move to a smaller or more appropriate social housing property</p> <p>In the event of an emergency or disaster that results in people being displaced from their homes within the Borough. Where it is demonstrated that an</p> |  |
|--|--|--|

|  |  |   |
|--|--|---|
|  | <p>applicant is unable to return to his/her home, a direct offer of accommodation may be made in order to resolve the emergency/disaster</p> <p>The Direct allocations will be approved by the Assistant Director of Housing, the decision will be recorded as a delegated decision with overview by Democratic Services</p>   |   |
|  | <p><b>Remove:</b> Lower demand properties – if a property has been advertised and shortlisted via Choice Based Lettings and the property has not been let, then the property can be offered directly to an applicant, in accordance with the Difficult to Let procedure. It is important to note that if direct offers are made by registered provider partners then the allocation is not subject to this policy. All offers made by Broxtowe Borough Council are subject to this policy. The Council may approach the Community Living Network with properties that are difficult to let to assist with the placing of applicants within difficult to let properties</p> <p><b>Replace with:</b> <i>Lower demand properties</i> – if a property has been advertised and shortlisted via Choice Based Lettings and the property has not been let, then the property can be offered directly to an applicant, in accordance with the Difficult</p> | <p>Section reworded to remove out dated service title (Community Living Network) and clarify approval level</p> |

|                                   |   |   |
|-----------------------------------|---|---|
|                                   | <p>to Let procedure.</p> <p>These allocations are subject to approval by the Housing Operations Manager as set out in the Difficult to Let Procedure</p>  |   |
| <b>7.7 Right to move</b>          | <p><b>Add:</b> A relevant person has a need to move for the purpose of this Regulation if they are existing Social Housing Tenants without any other local connection to the borough who:-</p> <p>a) Work in the district of the Local Housing Authority,<br/>or b) i) Have been offered work in the district of the local Housing Authority and ii) The Authority is satisfied that the relevant person has a genuine intention of taking up the offer of work.</p> <p>The regulation does not apply if work is short term or marginal, ancillary to work in another district or voluntary.<br/>For the purpose of this policy the hardship reasonable preference category referred to as Band 3 Moderate Welfare Need applies to relevant persons as defined by the 2015 Regulations.</p> | Additional information added for clarity  |
| <b>8.4 Application Suspension</b> | <p><b>Remove:</b> If an applicant fails to respond, or refuses 3 offers of accommodation<br/><b>Replace with:</b> Applicants who fail to respond or refuse 2 offers of accommodation</p>  | Reduced number of offers to ensure applicants are only placing bids on properties that they have a genuine interest in, to prevent delays in void turnaround time |

|  |  |   |
|--|--|---|
| <p><b>8.5 Closing Applications</b></p> | <p><b>Add:</b> Applications will be closed in the following circumstances:</p> <ul style="list-style-type: none"> <li>• An offer of accommodation has been accepted and signed for by the applicant from the Council, a Choice Based Lettings partner or by other means e.g. private tenure or owner occupation etc</li> <li>• As a result of a re-assessment the applicant is no longer eligible for housing</li> <li>• An applicant no longer meets the qualifying criteria at any time from the point of registration, to the point of allocation</li> <li>• The applicant does not reply to an offer letter, a review letter, or any other letter or contact made requesting a response</li> <li>• Where identification, proof of any medical needs, proof of income, savings and other information in support of their application have not been provided within the requested time frame</li> <li>• The applicant refuses two reasonable offers of accommodation</li> <li>• All bids placed by applicants via the Homechoice portal will be considered a reasonable offer</li> <li>• Bids placed by autobid will be</li> </ul> | <p>New section created for detail around when applications can be closed by the Council</p> |
|--|--|---|

|  |   |   |
|--|---|---|
|  | <p>reviewed on a case by case basis</p> <ul style="list-style-type: none"> <li>• The applicant fails to bid at least once every year where there are suitable properties available to bid</li> <li>• The applicant completes a Right to Buy</li> </ul>  |   |
|  | <p><b>Add:</b><br/> The Council will take into account applicants' vulnerabilities and support needs before closing the application and contact will be made with any support networks listed prior to the application closure.<br/> If an applicant supplies suitable reasons for non-contact the Council will consider reopening the application.<br/> All applicants whose applications are closed will receive confirmation in writing and this will have the right to request a review of the decision within 28 days.</p> | Section added for clarity for applicants                      |
| <b>8.6 Application Exclusion / Removal from the register</b> | <p><b>Remove:</b><br/> An applicant will be excluded if following reassessment, the applicant is no longer eligible for housing. An applicant will be excluded if an applicant no longer meets the qualifying criteria at any time from the point of registration, to the point of allocation. An applicant will be removed if an offer of accommodation has been made, has been accepted and signed for</p>  | Section reworded to clarify exclusion criteria and timeframes |

|  |   |   |
|--|---|---|
|  | <p>by the applicant from the Council or a partner within the Choice Based Lettings Scheme.</p> <p>If requested documentation is not provided within 21 days of it being requested, and an appropriate reason has not been provided, the application will be closed. If an applicant fails to respond to communications from the Council within the specified time limit within the individual communication, the application will be closed. If a suitable reason is provided, the Council will consider reopening the application.</p> |   |
|  | <p><b>Remove:</b> If an applicant displays conduct in a previous tenancy that is of cause for concern for Broxtowe Borough Council</p> <p><b>Replace With:</b><br/>If an applicant displays conduct that is of cause for concern for Broxtowe Borough Council</p>   | <p>Reworded to allow other risks relating to conduct to be assessed</p> |
|  | <p><b>Remove:</b> Where upon review, the applicant is a homeowner with significant equity</p> <p><b>Replace with:</b> Where upon review, the applicant is a homeowner with equity</p>   | <p>Reworded to fit in with changes in section 6.2</p>                   |
|  | <p><b>Remove:</b> unacceptable behaviour, which would justify possession proceedings of a tenancy,</p> <p><b>Replace with:</b> Applicants or prospective members of their household who have engaged in behaviour, which is</p>   | <p>Reworded for clarity</p>   |

|  |  |  |
|--|--|--|
|  | considered unacceptable to the Council, will not be qualifying persons   |  |
|  | <b>Remove:</b> Criminal behaviour relating to the loss of previous accommodation<br><b>Replace with:</b> Conduct that has resulted in any unspent criminal sanction, any Court Order, including civil Court Order being made against them that affects their suitability to be a tenant. For example, any possession order, criminal conviction or antisocial behaviour injunction | Additional criteria added                                      |
|  | <b>Add:</b> Financial behaviour such as benefit fraud or any other criminal offence of a similar nature  | Additional criteria added                                      |
|  | <b>Add:</b> Unacceptable behaviour including but not limited to non-payment of rent, antisocial behaviour or any behaviour that would be considered a breach of the terms and conditions of the Council's tenancy agreement. This includes any variation on those terms in future  | Additional criteria added                                      |
|  | <b>Add:</b> Where an applicant gives intentionally false information or gives false statements on any part of their application. If such information comes to the attention of The Council or one of the Choice Based Lettings partner after registration an applicant may be removed from the housing register, and legal   | Section added to support the prevention and detection of fraud |

|                                     | action may be considered   |       |                       |                        |  |              |   |                                     |  |                      |  |                  |                               |                         |
|-------------------------------------|--|-------|-----------------------|------------------------|--|--------------|---|-------------------------------------|--|----------------------|--|------------------|-------------------------------|-------------------------|
|                                     | <p><b>Add:</b> If persons are disqualified for reasons of their unacceptable behaviour, they will be able to re-apply or request a review as follows</p> <table border="1" data-bbox="676 454 1328 1393"> <thead> <tr> <th data-bbox="676 454 1005 531">Issue</th> <th data-bbox="1005 454 1328 531">Re-application period</th> </tr> </thead> <tbody> <tr> <td data-bbox="676 531 1005 683">Unacceptable Behaviour</td> <td data-bbox="1005 531 1328 683">Five years from the date of the unacceptable behaviour</td> </tr> <tr> <td data-bbox="676 683 1005 1091">Rent arrears</td> <td data-bbox="1005 683 1328 1091">Below £500 – 12 months from the date of the original application or when account is cleared if earlier<br/>Above £500 – Two years from the date of the original application or when account is cleared</td> </tr> <tr> <td data-bbox="676 1091 1005 1203">Non-disclosure or False Information</td> <td data-bbox="1005 1091 1328 1203">Five years from the date of the original Application</td> </tr> <tr> <td data-bbox="676 1203 1005 1315">Criminal convictions</td> <td data-bbox="1005 1203 1328 1315">Applicants may apply after the conviction is spent</td> </tr> <tr> <td data-bbox="676 1315 1005 1393">Multiple reasons</td> <td data-bbox="1005 1315 1328 1393">Periods will run concurrently</td> </tr> </tbody> </table> | Issue | Re-application period | Unacceptable Behaviour | Five years from the date of the unacceptable behaviour | Rent arrears | Below £500 – 12 months from the date of the original application or when account is cleared if earlier<br>Above £500 – Two years from the date of the original application or when account is cleared | Non-disclosure or False Information | Five years from the date of the original Application | Criminal convictions | Applicants may apply after the conviction is spent | Multiple reasons | Periods will run concurrently | Table added for clarity |
| Issue                               | Re-application period  |       |                       |                        |  |              |   |                                     |  |                      |  |                  |                               |                         |
| Unacceptable Behaviour              | Five years from the date of the unacceptable behaviour   |       |                       |                        |  |              |   |                                     |  |                      |  |                  |                               |                         |
| Rent arrears                        | Below £500 – 12 months from the date of the original application or when account is cleared if earlier<br>Above £500 – Two years from the date of the original application or when account is cleared  |       |                       |                        |  |              |   |                                     |  |                      |  |                  |                               |                         |
| Non-disclosure or False Information | Five years from the date of the original Application   |       |                       |                        |  |              |   |                                     |  |                      |  |                  |                               |                         |
| Criminal convictions                | Applicants may apply after the conviction is spent   |       |                       |                        |  |              |   |                                     |  |                      |  |                  |                               |                         |
| Multiple reasons                    | Periods will run concurrently  |       |                       |                        |  |              |   |                                     |  |                      |  |                  |                               |                         |

|  |   |  |
|--|---|--|
|  | <p><b>Remove:</b> The exclusion will only apply to the member(s) of the household who were considered to be participative in the unacceptable behaviour with other members of the family able to make separate applications subject to them meeting the qualification criteria of the Policy.</p> <p><b>Replace with:</b><br/>The disqualifications in this section include the past or present behaviour of the applicant and/or any member of the applicant's household either at the time they are making the application for housing, or at any point before or during which they receive any offer of accommodation if their application is registered</p> <p>On deciding whether an application is disqualified as a result of unacceptable behaviour the allocations team will undertake an assessment, which will take into account steps taken to address the behaviour.</p> <p>Steps taken can include: -</p> <ul style="list-style-type: none"><li>• Adhering to a payment plan for a minimum of 12 weeks to actively reduce the level of rent arrears.</li><li>• Demonstrable change of behaviour. Support needs will also need to be taken into consideration. In exceptional circumstances, the Council may waive or reduce the periods</li></ul> |  |
|--|---|--|

|  |   |   |
|--|---|---|
|  | of disqualification referred to above.  |   |
|  | <p><b>Remove:</b> Exclusion from the register will last for 12 months</p> <p><b>Replace with:</b> The exclusion of application procedure will be followed.</p>  | Exclusion periods are in line with table above  |
|  | <p><b>Remove:</b> At the end of the exclusion period, a review will be completed to assess whether exclusion should still apply</p> <p><b>Replace with:</b> At the end of the exclusion period, new applicants will be required to submit a new application for housing via the Choice Based Lettings website.</p> <p>Previous applicants will be required to complete an application update form to update their circumstances at the end of the exclusion period. The application date will be from the date the exclusion period expires</p> | Exclusion periods vary, as such applicants will need to update or complete new applications after the exclusion has ended |