



Homes in Powys Allocation Policy

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh

Status	Approved
Policy Author(s)	Richard Batt - Service Manager Housing Communities Homes in Powys Partners
Date of Issue	June 2022
Agreed by	Portfolio Holder
Formal Review Date	June 2025

Please let us know if you would like this document in a different format, for example, large print, easy read, audio recording or braille.

Powys County Council housing policies are published on
<https://en.powys.gov.uk/article/2645/Housing-Policies> (English)
<https://cy.powys.gov.uk/article/4089/Polisiau-Tai> (Welsh).

Cyngor Sir Powys - Gwasanaethau Tai

Croeso i chi gysylltu â ni yn Gymraeg. Byddwn yn ymateb yn Gymraeg, heb oedi.
01597 827464

housing@powys.gov.uk

www.powys.gov.uk/tai

Sganio Tai

Cyngor Sir Powys

Spa Road East

Llandrindod

LD1 5LG

Powys County Council - Housing Services

You are welcome to contact us in Welsh. We will respond in Welsh, without delay.

01597 827464

housing@powys.gov.uk

www.powys.gov.uk/housing

Housing Scanning

Powys County Council

Spa Road East

Llandrindod Wells

LD1 5LG

Homes in Powys

Allocations Scheme - Policy Statement

Contents

Introduction	4
Stage One – Information, Advice and HR Application	5
Stage Two – Who can join the HR	7
Stage Three – Assessing and Prioritising Applications for Housing	16
Stage Four – Offering Homes to HR Members	33

June 2022










Introduction

Powys County Council and eight housing associations are working together to make it easier for people to find a home in Powys. They are members of the Powys Housing Register partnership 'Homes in Powys'. All members of the partnership believe that communities can thrive and prosper if individuals, families and groups are treated fairly, with respect, and given access to rights and services. That is why 'Homes in Powys' offers people advice and help to find the right home for them. And that is why all the social housing in Powys is offered to people through one Housing Register (HR) and an easy-to-understand Allocations Scheme (AS) which is used to agree the allocation of both council and housing association homes.

The allocation of social housing is governed by the law but there is scope for local needs and priorities, and these are included in the Powys AS. We want to allow people to choose the area in which they want to be housed and say what type of housing they would like. However, we also have to manage the way homes are allocated because in many places there simply aren't enough social homes to meet demand.

This Policy Statement sets out who is eligible for social housing and what is taken into account when the 'Homes in Powys' partners decide who is offered the opportunity to rent a social home. It covers how applicants can apply for and be allocated social housing, the priority they will be given and the way in which any offer of social housing will be made.

'Homes in Powys' Members

-  Clwyd Alyn Housing Association
-  Grwp Cynefin
-  Melin Homes
-  Barcud
-  Newydd Housing Association
-  Pobl
-  Powys County Council
-  Wales & West Housing
-  Hafan Cymru

The HR and AS are provided and managed on behalf of 'Homes in Powys' partners by Powys County Council.

The AS has four stages:



-  Stage One: Information, Advice and HR Application
-  Stage Two: Who Can and Can't Join the HR
-  Stage Three: Assessing and Prioritising Applications for Housing
-  Stage Four: Offering Homes to HR Members

An index at the back of this Policy Statement will help people find information about those parts of the AS which are of particular interest.

Stage One – Information, Advice and HR Application

Housing Options Wizard

People who want help and advice in keeping or finding a place to live can:

-  Work with the online Housing Options Wizard at www.powys.gov.uk. The Wizard will produce a tailored set of recommendations for each applicant to help them improve their housing options.
-  Call 'Housing One' on 01597 827464 and, with help from a First Contact Officer (FCO), work through the Housing Options Wizard.

If the Housing Options Wizard suggests that the applicant may be eligible for more detailed advice and assistance because they are in danger of becoming homeless, the applicant should call 'Housing One' on 01597 827 464. The applicant will be able to arrange an appointment to complete an assessment with help from a Powys Housing Options Officer (HOO). A homeless case will be referred to a HOO based on where the applicant's last settled accommodation was. The HOO will contact the applicant to complete enquiries to decide whether the Council owes the applicant a duty under the provisions of homelessness legislation.

People who are currently homeless, including for example those sleeping rough or of no fixed abode, can call Housing One' on 01597 827 464. They will be assigned a HOO to help them find somewhere to live.

Applying to join the HR

If the Housing Options Wizard recommends that social housing may be an option for the applicant, then the applicant will be able to complete an application to join the HR. That application can be completed on line at www.powys.gov.uk If an applicant doesn't have access to the internet or can't find anyone to help them complete an on-line application, then they can make their application by telephone on 01597 827 464 or contact any of the 'Homes in Powys' partners for help and assistance. All applications will be assessed and validated by Powys County Council. This will help decide whether or not the applicant is able to register for social housing and if so, what their status will be on the HR. This means that the applicant may be contacted to discuss the details of the application.

The information will be used to decide:

- ✓ The Priority Band an application will be given.
- ✓ Any Local Connections that may give people priority for certain villages or towns.
- ✓ Area Preferences to help offers of housing match where people want to live.
- ✓ The size and type of home offered, including whether or not special facilities, for example wheel-chair access, are needed by the applicant or members of their household.

As well as assessing housing needs, information provided by applicants may be used to refer the applicant to relevant support services and agencies. This is to help the

applicant or improve the services offered by 'Homes in Powys' partners. When an applicant has requested that details are not shared with other agencies, we will not make a referral.

Renting Accommodation from a Private Landlord in Powys

A wide range of private landlords offer accommodation to rent across Powys. The properties available range from bedsits to detached houses, making for a wide choice of places to live. Rents vary across the county and most properties will be offered on flexible, assured short-hold tenancies. Powys County Council can help people who would prefer to rent from a private landlord find accommodation and give advice on what to look for, both in the property and the tenancy terms.

To find out how the Council can help you find and rent accommodation from a private landlord, visit the Council's website at www.powys.gov.uk or contact a Housing Options Officer at housing@powys.gov.uk



Buying an affordable home in Powys

There is a wide range of schemes to help people buy a home at an affordable price. These include 'Homebuy' which could reduce the cost of buying a home by up to 30% and 'Shared Ownership' which allows people to buy a share in a property and pay a low rent on the share they don't own. Tai Teg connects people who want to buy an affordable home with the developers and sellers who have such properties for sale.




Anyone who wants to consider buying a home at a genuinely affordable price should register with Tai Teg. That way when homes come up for sale, Tai Teg will be able to quickly contact people to discuss their options for buying a place to live.

To find out more – and to register for low cost home ownership – applicants should visit the website at www.taiteg.org.uk; write to the team at Tai Teg, PO Box 167, Caernarfon, LL55 9BP; telephone 0845 601 5605 or e-mail to: info@taiteg.org.uk

Stage Two – Who can join the HR

Evidence of Housing Needs

To help the Council complete the application assessment, applicants will need to provide:

-  Photo identification (for example, their passport or driving licence).
-  Their National Insurance Number.
-  Evidence of their right to live in the United Kingdom (for example birth certificate or passport, evidence of a current successful claim for social security or housing benefit or immigration papers confirming their rights to reside in the United Kingdom).

Further evidence may be needed to help inform the decision about whether or not to register an applicant on the HR and the type of housing for which they may be eligible. The officer working with the applicant will advise what information is required. The At-a-Glance Guide to Housing Application Information and Evidence below, gives examples of the kind of information that an applicant may be asked to provide.

This information will always be checked at the time the offer of a property is made. This is to make sure that the applicant is still eligible for the home they are being given an opportunity to rent. If an applicant does not provide the information requested, they may have the offer of a home withdrawn.

At-a-glance Guide to Housing Application Information and Evidence

Information	Evidence
Identity of applicant and other members of the family	Birth certificate Passport Immigration papers UK Driving Licence Official letter or other documents showing the applicant's National Insurance Number
Evidence that the applicant is eligible for social housing in the United Kingdom	Proof of nationality: passport, national identity papers Proof of immigration status: <ul style="list-style-type: none">○ Immigration Status (if applicable)○ Most recent letter from Home Office○ S.A.L.1 (Standard Acknowledgement Letter)○ S.A.L.2○ LS 96 forms for everyone on the application○ Applicants from the A8 countries must provide workers registration card

	<ul style="list-style-type: none"> ○ Application to EU Settlement Scheme ○ Share code to prove immigration status: View and prove your immigration status - GOV.UK (www.gov.uk) ○ Proof of receipt of housing benefit
Evidence that the applicant and other household members currently live where they say they do	<p>Electoral register entry Rent account Mortgage statement Tenancy agreement Utility bill Recent bill for Council Tax Pension book Evidence from employer or Job Centre Plus Full driving licence Recent bank statement</p>
Evidence that children being housed as part of the application are the responsibility of the applicant or a member of their household	<p>Child Benefit book Residence Order Evidence from Job Centre Plus, Social Services, Health and Education authorities Birth certificate(s) Proof of pregnancy (letter from GP or Anti-natal File stating Expected Date of Delivery)</p>
Medical circumstances	<p>Information about a medical condition from a recognised medical professional, detailing the impact that current housing conditions have on the applicant and the benefit of moving to alternative accommodation.</p>
Accessibility	<p>Evidence of any special accessibility needs from a recognised medical professional or an Occupational Therapist.</p>
Financial Status	<p>Details of all property currently owned in and outside of the United Kingdom Current mortgage statement (if currently buying a property). Income details including wages, social security payments, investment income and pensions. Current outgoings. Banking details.</p>

Communications	E-mail address (especially if the applicant may need to claim Universal Credit) Telephone number Contact address
Special Circumstances	Evidence and information relating directly to the special circumstances and housing needs.

People who are applying for help because they are either homeless or threatened with homelessness may need to provide additional information. This could include:

- ☞ Possession order from the Court.
- ☞ Bailiff's Warrant.
- ☞ Notice requiring or Seeking Possession from their landlord, for example a Section 21 Notice or a Section 8 Notice.
- ☞ Letter from employer terminating employment (if accommodation is provided with their job) accompanied by an employment contract.
- ☞ Letter from relative/friend, asking applicant to leave (this letter should be signed, addressed and dated, providing a phone number and giving formal notice to vacate the premises).
- ☞ Letter from solicitor/police/other organization relating to the housing needs of the applicant.
- ☞ Divorce papers (including property settlement and details of any custody matters).



Who can join the HR?

Anyone over the age of 16 can apply to join the HR as long as:

- 🏠 They are residents of the United Kingdom aged 16 and over.
- 🏠 They are British Nationals and, subject to any guidance that may be issued by the Government following Britain's departure from the European Union on March 29th, 2019, European Economic Area Nationals (European Union countries plus Iceland, Norway and Liechtenstein) aged 16 and over who have been habitually resident in the United Kingdom, Channel Islands, Isle of Man or the Republic of Ireland (Travel Area). Any period of residence less than two years may have to be tested by us.
- 🏠 They are refugees or other persons who have been granted permission to remain in the United Kingdom.
- 🏠 Their current address – the one from which they are making their application - is their sole and principal place of residence. (This does not apply to people who are of no fixed abode).
- 🏠 They are not already registered for housing on the Powys HR either on their own or on someone else's housing application.
- 🏠 They are not specifically excluded from the HR because of national law governing access to social housing.
- 🏠 They are not specifically excluded from the HR because they are responsible in previous or current tenancies for serious breaches of tenancy conditions.

Applicants aged 16 or 17

Applicants aged 16 or 17 will be assessed with reference to their ability to manage a home. This may include a referral to Powys County Council's Children's Services team or other organisations who work with young and vulnerable people, for comment on the applicant's suitability. There are two ways a person under 18 can be given the right to occupy a property:

-  Any tenancy that is given to a person under 18 will be held in trust until their 18th birthday (after which they can legally hold a tenancy in their own right). This means that another suitable person (such as a parent, legal guardian, carer, social worker or relative) will be required to act as a guarantor and trustee and so be responsible for the property until the applicant reaches the age of 18.
-  A licence to occupy the property will be granted by the landlord.


Existing Tenants of a 'Homes in Powys' landlord

People who already have a tenancy with a 'Homes in Powys' landlords, including those who have an Introductory or Starter Tenancy (which can last for up to eighteen months), who want to transfer to a new home will have their application treated on the same basis as an applicant who does not currently live in a social rented home.

If an existing tenant of a 'Homes in Powys' landlord is in breach of their tenancy conditions, their priority for a new home may be reduced.

Applicants Who Own Residential Property

Applicants who currently own any residential property, including property in which they are not currently living, are able to join the HR. However, their priority for the allocation of a social home will depend upon the status of their current home and any other properties they own. People will be considered to have a housing need if any of the following situations apply:

-  The applicant owns property which does not meet their current housing needs or which they cannot move into. This includes:
 - Property that is not being physically suited to their health and mobility needs and is unable to be adapted to meet those needs within the resources available to the applicant. This will need to be supported by evidence from appropriately qualified agencies.
 - Property that is in such a poor state of repair, by reference to the Housing Health and Safety Rating System (HH&SRS), that the health and safety of the applicant and their household is at risk or harm from Category One Hazards and the applicant can access the resources needed to remove the hazards. This will need to be supported by a

formal HH&SRS and means assessment, undertaken by the Council's Housing Policy, Performance & Standards Team.

- Property deemed statutorily unfit for human habitation under the Renting Homes Wales Act.
- Property is let on a secure tenancy (in most cases this will be for a tenancy let before January 1989) to another household. If property is let on an assured short-hold or similar tenancy, the applicant will be expected to take possession of such property for their own use.
- 🏠 The applicant is no longer able, for good reason (such as loss of employment due to redundancy or ill health) to maintain payments necessary to cover debt secured to purchase property in which they could reasonably be expected to live. This excludes all debt secured on the applicant's property for other expenditure not related to the property itself.
- 🏠 There is clear evidence that the applicant is at risk of domestic violence and unable to remain in their property due to a real and present risk to the health and safety of both the applicant and those included on their application.
- 🏠 The sale of the applicant's home or any other residential properties that they own or in which they have a legal interest anywhere in the world, will not release sufficient funds for them to buy, in a village or town in Powys where it is reasonable for them to live, either outright or with a mortgage, a home that meets their housing needs. Exceptions include:
 - The applicant has a legal interest in a property in which they are not allowed to live as a result of a legal ruling by a Court. One example would arise following a relationship breakdown in which residence in the family home is assigned by the Court to one or other of those in the former relationship.
 - The property is in a country where it is unsafe, due to conflict or natural disaster, for the applicant to arrange the sale of their property.
- 🏠 The applicant's income would be insufficient to allow them after the sale of their property, taking into account any capital they may receive from the sale of property, to rent a suitable private sector home in a village or town in Powys where it is reasonable for them to live.

Property owners who take up a social housing tenancy will be expected to sell their property before their Introductory or Starter Tenancy comes to an end. They will also be expected to occupy their social property as their only or principal home.

Joint Applicants

People can apply together to join the HR if they want to be joint tenants of a home offered them by a member of 'Homes in Powys'. However, all applicants who want to be joint tenants must be eligible to join the HR, be aged 16 or over and intend to occupy the property as their sole or principal home. Couples applying may only be offered a joint tenancy.

Debts or Money Owed to 'Homes in Powys' Landlords

All applicants are responsible for paying arrears of rent and rechargeable repair bills outstanding from any previous social housing tenancy. 'Homes in Powys' partners will share with other members of the partnership details of debts, including Spend to Save loans, owed by tenants who apply to join the HR. Each member of 'Homes in Powys' has its own arrangements to recover past debts, which may include previous debts being added to the rent and charges applicants will be expected to pay for a new social tenancy. This information can be found in ['Appendix A: Landlord-by-Landlord Special Allocation Conditions'](#).

Employees of 'Homes in Powys' Partners

Applications to join the HR are accepted from employees of 'Homes in Powys' members, elected members of Powys County Council and any of their close family members, provided they are eligible to apply. Board members of housing associations will need to consult with their association before submitting an application. Applicants will be asked to disclose any such relationship when applying to join the HR. These applications will be assessed and prioritised, according to the AS, by an officer not related to the applicant.

The following relations will be classed as a close family member:

- Spouse or civil partner
- law partner (including same sex partners)
- Parent
- Son/Daughter
- Brother/Sister
- Grandparent/Grandchild
- Aunt/Uncle
- Step & Half Relations
- Niece or nephew

Prison Leavers

Guidance contained in the Welsh Government's Prisoner Pathway will be taken into account when dealing with applications made by, or on behalf of, a person who is in prison, or youth detention accommodation. A person in prison does not need to make an application for housing in person. Applications can be made and will be accepted, within 66 days of release, by a third party on behalf of a person in custody, for example by a Prison Resettlement Officer, as part of a Resettlement Plan.

Who may not be able to join the HR?

People who by law cannot join the HR regardless of their housing need or circumstances are those who:

- ✗ Come under immigration rules that expressly forbid them from claiming housing help.
- ✗ For tax purposes, live outside the Travel Area, (United Kingdom, Channel Islands, the Isle of Man or the Republic of Ireland).

- ✗ Do not have the right to live in the United Kingdom.
- ✗ The Secretary of State has decided are not eligible for housing.

An applicant or a member of an applicant's family who, during a previous tenancy with any 'Homes in Powys' landlord, has been responsible for unacceptable behaviour may not be allowed to register on the HR. This behaviour includes:

- ✗ Non-payment of rent for any tenancy where the rent arrears were sufficiently high for the landlord to have secured an Outright Possession Order from a court.
- ✗ Breach of housing tenancy conditions sufficiently serious enough for the landlord to have secured an Outright Possession Order from a court.
- ✗ Using a property for illegal or immoral purposes which resulted in a criminal conviction for such activity.

The personal circumstances of an applicant will be taken into account when considering whether or not to exclude that person from the HR, including:

- ? Is/was the behaviour serious enough to make the applicant or a household member unsuitable to be a tenant?
- ? Whether or not the applicant or a household member is still behaving at the time of their application in a way that would make them unsuitable to be a tenant.
- ? Whether there are/ were specific circumstances surrounding the household attributing to the arrears e.g., fleeing domestic violence

Applicants who are excluded from the HR will have their housing application suspended but will be offered advice and guidance about their housing options. They will also be notified of the decision and the reasons for that decision in writing. Excluded applicants do have the right to re-apply for housing if they believe their behaviour or circumstances have changed and can provide proof of any changes.

Further details on asking for a review of the decision are covered in the Applicants Rights section below.

Effective Date of Application

The effective date of application will be the date an applicant applies unless one of the following exemptions apply:-

- Refusal of suitable first offer.
 - An applicant will be entitled to a further suitable offer, but the effective application date will be amended to the date the first offer was unreasonably refused.
- An applicant is promoted to a higher band.
 - Examples include where an applicant is awarded a Band 1 status following a panel meeting to assess the particular housing need, a homeless applicant where a Section 75 (Full) Homelessness Duty results will move from a Band 3 to a Band 2.

- An applicant is demoted to a lower band
 - Examples include former tenant arrears coming to light and an assessment that the applicant is not ready to move will be demoted to Band 5, a homeless applicant in Band 2 refusing a suitable offer will be demoted to Band 3.
- When there has been a significant delay in the applicant providing all necessary information needed to correctly verify the application.
 - In such circumstances, the effective date will be amended to the date all such necessary evidence was received.

Applicant's Obligations

Every applicant has an obligation to be honest and open about their situation and their housing circumstances. It is a criminal offence which may be punishable by a fine, for anyone to knowingly or recklessly give false information or to knowingly withhold information that is reasonably requested. Powys County Council will consider taking further action - including prosecution - against anyone who commits these offences. Any false or misleading statement may disqualify the applicant from further consideration for housing for a period of one year. If as a result of such illegal action an applicant becomes a tenant of an 'Homes in Powys' partner, they may have their tenancy terminated and further action - including criminal proceedings - taken against them.

Any changes to an application, for example if the people living with the applicant change or the applicant wants to change the areas in which they would like to live, should be notified promptly by the applicant to Powys County Council. This can be done by changing their application on line, calling 'Housing One' on 01597 827 464, sending an e-mail to housing@powys.gov.uk or a letter to Housing Applications, Housing Services, Powys County Council, County Hall, Llandrindod Wells, LD1 6LG.

At-a-glance guide to Changes in Circumstances

- **People**
 - Change of telephone number
 - Change of e-mail address
 - The applicant has added a joint applicant (for example a new partner)
 - The applicant has removed a joint applicant (for example following a divorce or relationship breakdown)
 - A household member is now pregnant
 - A household member has given birth to a baby
 - Someone has moved into the home and joined the applicant's household
 - Someone has moved out of the home and left the applicant's household
 - The applicant has changed their name

- A member of the applicant's household has died
 - A pet has joined the applicant's household
 - A pet has left the applicant's household
- **Property**
 - Change of address with details about the new address including number of bedrooms, type of property and tenure
 - The applicant has been served a notice to leave their home, by their current landlord or by the Courts
 - The applicant has inherited a property
 - Change of Local Connection
 - Change of Area Preference
- **Finance**
 - Change of employment
 - Change of social security entitlement
 - Increase or decrease in income, including wages, pension or social security payments

Keeping an application 'live'

Applicants will need to renew their application every six months. This is to make sure that the Council knows that applicants still want to be considered for social housing and that the applicant's details are up-to-date. An application can be renewed online or by telephone.

The date for renewing the application will be six months after the original application was registered on the HR. Applicants will be reminded in good time of the need to renew their application via e-mail or letter. If the application has not been renewed 28 days after the renewal date, it will be closed down, with the applicant being advised accordingly.

Where there is a genuine reason for not renewing an application, it may be reinstated with the original effective date.

There is no limit on how long an applicant can remain on the HR, as long as they renew their application every six months. This is because in some cases, for example specific types of property or areas where there are few social homes, it can take an extremely long time for a suitable home to become available to rent. 'Homes in Powys' partners use the HR as a source of information to decide where to build new homes. Intelligence about instances people are willing to wait a long time for a social home is useful to steer investment to places where there is a need for homes but where there are currently none available.

An applicant whose application has been cancelled will need to re-apply to join the HR. If the applicant decides to re-apply at a later date, the date when the new application is made will be used to determine how long an applicant has been waiting for re-housing. The date of any cancelled application will not be taken into account when prioritising applicants for re-housing.

Once an applicant's original housing need has been met, for example they have been rehoused, their application will end. If the applicant wants to apply for housing again, they will need to make a fresh application.

Closure of Applications

Applications will be closed in the following circumstances:

- ✗ At the request of the applicant or their advocate.
- ✗ If there is no reply to review and reminder communications.
- ✗ If an applicant is suitably re-housed.
- ✗ If an executor or representative notifies the Council that the applicant has passed away.
- ✗ If an applicant has given false or misleading information on their application.
- ✗ If an applicant has withheld relevant information from their application.
- ✗ If an applicant has unreasonably refused two suitable offers of accommodation
- ✗ If an applicant is excluded from the housing register due to serious unacceptable behaviour or due to their immigration status, their application will be suspended

Stage Three – Assessing and Prioritising Applications for Housing

Social housing provided by 'Homes in Powys' partners will initially only be allocated to people who have been accepted onto the HR.

Accessibility and Adapted Homes

Every empty property will also be designated as having one of three Accessibility Levels. Details of these levels can be found below. This will be done by looking at the design and layout of the property and whether or not it has features such as a walk-in wet room or handrails fitted to the path or stairs. This includes homes designed with older people in mind. By matching the accessibility needs of applicants with the design of each property, applicants can be offered a home which they can easily access.

Each applicant will be asked to say whether or not they or anyone living with them needs a home with level access or adaptations to accommodate any disabilities they may have. Examples include wheelchair access or a level access shower. If they do, the applicant will be advised to approach Assist for an assessment by an Occupational Therapist (OT) to decide what access arrangements or adaptations they need. Applicants will be responsible for securing an OT assessment as this is a matter of

personal interest to them as the request could require the sharing of sensitive information relating to their health. Only in the most exceptional of circumstances for the most vulnerable clients will a ‘Homes in Powys’ officer submit a request for an OT assessment. Following the OT’s assessment, the applicant will be awarded one or more of three Accessibility Levels, depending on their needs. Until they have had an OT assessment, they will be awarded an Accessibility Level based on the self-assessed information they have given. However, any formal offer of a home with an Accessibility Level of L1, will be conditional on the applicant securing a formal OT assessment to validate their accessibility needs.

Applicants who advise that they do not need a home with special access will be assigned the General Needs Accessibility Level. Because a lot of the social housing in Powys does not have special access features, this means that people with the General Needs Accessibility Level can be considered for a much wider range of properties.

At-a-glance Guide to Accessibility







Applicant Need	Accessibility Level	Property Design
Wheelchair accessible property	L1	Main path no more than 1:15 gradient; access to one or more bedrooms, kitchen and living room with corridors and doors serving these areas to be of a suitable width; level access bathroom and toilet; wheelchair turning, storage, charging and transfer space; level or ramped access to exterior doors. <ul style="list-style-type: none"> • These properties will only be let to people with an L1 Accessibility Level unless there is no-one with an L1 level able to accept the property.
Ground floor	L2	No more than four steps to the front or back door of the property; limited gradient (max 1:12) to paths. <ul style="list-style-type: none"> • These properties will be offered first to people with an L2 Accessibility Level, then to people with a GN Accessibility Level
None of the above (General Need)	GN	Any property not otherwise designated as L1 or L2

Number of bedrooms

Every landlord decides the number of bedrooms in each home before allocation. This takes into account the size of the property and the occupancy levels intended by the designers.

All applicants, regardless of which Priority Band their application falls in, can apply for one bedroom extra than they need subject to a Financial Well-Being (Affordability) Assessment when a property is offered. This is to help make sure they can afford a larger property. If their circumstances have changed and they cannot afford the property, the offer will be withdrawn.

As a guide, one bedroom is generally allowed for:

-  Each adult couple.
-  Any other person aged 16 or over.
-  Two children of the same sex under the age of 16.
-  Two children under the age of 10 regardless of their sex.
-  Any other child.
-  A carer (who does not normally live with the family) if a family member needs overnight care.

An additional bedroom may also be allowed in the following circumstances: The tenant and their partner need to sleep apart because of a medical condition AND one of them is receiving Middle or High Rate of DLA Care Component and Standard or Enhanced Rate Daily Living Component of PIP (on some rare occasions if it is a Mixed Age Couple it could also be Higher Rate of Attendance Allowance) AND medical evidence is provided explaining why they cannot sleep in the same room.

Households without children

Houses will normally be allocated to households with dependent children or those who are expecting a baby (except for one bedroomed houses). This is because there is across much of Powys a shortage of houses suitable for families with young children, who need space to play safely. A dependent child is defined as a person aged 0-15 in a household or someone aged 16-18 in full-time education and living in a family with his or her parent(s) or guardian(s). A young child is defined as being ten years old or younger.

Where there is a lack of suitable stock in the required area, households with non-dependent children or disabled dependents may also be eligible for a house.



In cases where there are no families with dependent children who are either eligible or want the house – such homes may be offered to households without children or households with grown-up children or other adult family members.

Households with children

Only children who are legally residing with the applicant are considered when deciding what homes can be offered to the applicant. Evidence used to validate this includes documentary evidence showing the receipt of relevant social security benefits including child benefit or a Court-awarded 50:50 custody arrangement between

parents or guardians. Access to children is not taken into account when deciding what type of property will be offered to an applicant.

Wherever possible, households with at least one child under the age of ten years old will be offered a house. However, in some areas where there is a shortage of houses, maisonettes or flats - including those with communal entrances or hallways - may be offered to families with children aged ten or below. This will only happen when a flat or maisonette is suitable for the family, taking account of:

-  The type of entrance to the flat or maisonette, both through a communal area and stairway or a private entrance. This will include whether or not prams or pushchairs can be easily taken to and from the flat – excessive steps or stairs for example could make an upper floor flat unsuitable for a family with children.
-  The type of flooring in the flat or maisonette block and its sound proofing qualities, to reduce the risk of the noise of children playing causing problems for neighbours.

Similar consideration will be given when assessing whether a family with children living in a property above ground floor is in housing need and would benefit from a transfer to a house or a ground floor flat.

Households with Non-dependents

Non-dependants are people aged 18 or over who are not dependant on the applicant in the way that a child may rely on an adult. Examples include children who have grown-up but are still living at home and adult friends or relatives who live with the applicant but are not the applicant's partner.

Some 'Homes in Powys' landlords use a 'Best Fit' approach to matching people to the right-sized property, more details can be found in [Appendix A](#).

Connections with Powys

People do not need to be resident in Powys to join the HR. However, if applicants are not resident in the county full time, they may have their priority for a new home reduced – details can be found below in the Priority Band guidance.

Area Preference

People can decide in which village areas and towns they wish to be housed. The village areas and towns are listed in '[Appendix B – Social Housing in Powys](#)'. People will be considered for homes in their selected areas, but priority will be given to those with a Local Connection to the village or town.

Applicants can also give a preference for a village where there is no social housing but is one where they would like to live or with which they have a Local Connection. This information will be used to help 'Homes in Powys' partners decide where new social







housing will be built – including places where there is a clear need but currently no social homes.

Local Connection

Local Connection gives an applicant extra priority, within each band, for homes in a particular village or town if the applicant has a clear connection and need to live there. If the availability of social housing in a particular village or town is below twenty units of the type and size of home for which the applicant is eligible, the applicant will be advised that they can, if they want to, add another Local Connection to one other village or town. The community they choose has to be adjacent to the village or town where they have their original Local Connection and has to have at least twenty or more suitable properties.

Details of what homes are available in the villages and towns in Powys can be found in [‘Appendix B – Social Housing in Powys’](#).

Applicants can have a Local Connection to more than one village or town. For an applicant to claim Local Connection, they will need to provide evidence that at least any one or more of the following conditions applies to them or a person in their household who will be living in the property:

-  Are living full time in the village or town and have been so for a period of at least twelve months at the time of application. The accommodation they are living in needs to be legally defined as residential accommodation and a place they can live in all year round. Living in a holiday park in a mobile home that under planning regulations cannot be lived in full time (52 weeks a year) would not be considered a full time home. However, a mobile home in a designated residential park, where occupancy is permitted for the full year, would be considered living full time in a village or town. For people who are asking for help because they are either homeless or threatened with homelessness, their last settled home will be used to see whether or not they have a local connection to a Powys community.
-  Are in full time education in the village or town and have been so for a period of at least twelve months at the time of application.
-  Have previously lived full time in the local village or town for a period of at least three consecutive years.
-  Are currently employed in the local village or town and have been so for a period of at least twelve months or have been employed for at least twelve months by a business or public service relocating to the village or town.
-  Need to provide full time care to a resident/or need to receive full time care from a resident in the local village or town who would otherwise be unable to provide or receive care because of the lack of affordable housing. Note the level of care provided/ received would mitigate the need for a care package to be put in place by the local authority
-  Have close relatives who have lived continuously in the area for the last five years and with whom the applicant has a meaningful and on-going relationship. Close relatives are defined as parents or children.

Due Regard to Armed Forces Covenant – Local Connection

Length of time served in the British Armed Forces will be considered as contributing towards establishing a local connection with a Powys community or neighbourhood.

Clear evidence will need to be provided to justify a Local Connection. The At-a-glance Guide to Local Connection Evidence shows what sort of information an applicant will be asked to provide.

At-a-glance Local Connection Evidence Guide

Local Connection	Evidence
Living or having lived in the village or town	Electoral register entry Rent account Mortgage statement Tenancy agreement Utility bill Bill for Council Tax Pension book Full driving licence
Studying in the village or town	Confirmation of attendance from the educational establishment attended by the applicant or a member of their household.
Employment	Contract of employment from current employer. For those working on a 'zero hours' contract, evidence that the applicant has been working in the area for more than 20 hours per week for the previous twelve months.
Provide or receive care	Confirmation from Adult Social Care, Children's Service or an NHS agency of the care being needed and the ability of the applicant to provide the required care.
Family connections	Evidence of residence by defined family members and of a meaningful and ongoing relationship with the applicant.

Priority Bands

Each applicant will be placed in one of five Priority Bands, depending on the type and urgency of their housing needs and requirements. It is the responsibility of the applicant to notify Powys County Council of any change in their circumstance so that their application can be re-assessed and if necessary, moved to a different Priority Band. The Council can also move an application between Priority bands if it becomes

aware of new circumstances or facts that affect the application. If an applicant is moved to another band, the effective date of the application may also be changed - see "[Effective Date of Application](#)" section. This recognises the priority of applicants already in that band.

Being 'Ready-to-Move' is important for applicants to be offered a home. If applicants are not 'Ready-to-Move', they may find that their social housing options are reduced and they could be placed in the lowest Priority Band.

At-a-glance guide to being Ready-to-Move

- **Financial – Ready-to-Move**

- Any current rent account with a landlord is not in arrears, including recharges.
- There are no outstanding debts, for example former tenancy arrears, re-chargeable repair bills, or Spend to Save loans, to a current or previous landlord or that any outstanding debts are covered by a repayment agreement, the terms of which have been fulfilled in their entirety by the applicant for a period of no less than twelve months.
- The applicant is able to pay any 'Start-of-Tenancy Rent' that their landlord may require.
- The applicant is able to manage the financial obligations arising from their new home, such as utility bills and Council Tax.
- The applicant is able to cover the cost of removal expenses.
- As a guide, if an applicant has arrears that are the equivalent of 2 months + of rent then they may be deemed as not ready to move and placed in Band 5. If the arrears are less than this amount, consideration must be given to the adherence of any repayment plan and/ or the regularity of repayments. It should be noted that this is guidance only and each application will be considered on a case by case basis taking into account all factors relating to the case.

- **Lifestyle – Ready-to-Move**

- If currently renting from a social landlord, their property has not been damaged by the applicant, is not in an unclean condition and that any garden is not overgrown and is clear of rubbish. The current property may be inspected once an application has been made to agree any work that the tenant needs to do to bring the property and garden up to standard.
- Willing and able to comply with all tenancy conditions
- Able to provide essential furniture, including kitchen goods.
- The applicant can be 'boxed-up' and ready-to-go within seven days of an offer being made.

- **Financial – Not Ready-to-Move**

- Current rent account in arrears, including recharges.
 - Outstanding debts owed to a current or previous landlord that are not covered by a repayment agreement that has been sustained in full for a period of at least twelve months. This includes rent arrears, repairs charges or Spend to Save loans.
 - Unable to pay any Rent-in Advance that may be requested by a ‘Homes in Powys’ landlord.
 - Unable to cover removal expenses, including for tenants clearing the current property of all rubbish and other belongings.
 - As a guide, if an applicant has arrears that are the equivalent of 2 months + of rent then they may be deemed as not ready to move and placed in Band 5. If the arrears are less than this amount, consideration must be given to the adherence of any repayment plan and/ or the regularity of repayments. It should be noted that this is guidance only and each application will be considered on a case by case basis taking into account all factors relating to the case.
- **Lifestyle – Not Ready-to-Move**
 - There is outstanding damage to their current home, if that is rented from a ‘Homes in Powys’ landlord. This will include an overgrown or rubbish-filled garden.
 - Breached tenancy conditions at any time during the tenancy with a ‘Home in Powys’ landlord which have resulted in a Notice of Seeking Possession being served on the applicant.

Priority Band One

Applicants will only be allowed to join Priority Band One in the exceptional circumstances, set out below. Each case for Priority Band One will be considered individually and on its own merits by a panel of three Housing Managers or Team Leaders from ‘Homes in Powys’ partners. To join Priority Band One, applicants will need to demonstrate specific, defined and evidenced housing needs that can be resolved only by a move to a different home.

Community Safety

- 🏠 Witnesses where a specific location or property is required and recommended by the Police and the UK Witness Protection Scheme to safeguard the safety of the witness. In such cases close liaison will take place between Powys County Council, the relevant partner landlords, the Police and other criminal justice partners to make sure that allocations will be made quickly and confidentially.

- 🏠 Victims of serious crime, as defined in the Serious Crime Act 2007, where a specific location or property is required and recommended by the Police to safeguard the victim from further criminal activity related to the original crime.
- 🏠 The housing of applicants who fall within the remit of the Multi-Agency Public Protection Arrangements (MAPPA) protocol where a specific location or property is required to make sure that the safety of the community is not jeopardised. These allocations will be made in accordance with the separate MAPPA scheme. All other MAPPA cases will be considered under homelessness policy and procedure.
- 🏠 Applicants or a member of their household who have participated in a criminal trial, as either a defendant or plaintiff who, to safeguard the safety of themselves or a member of their household, need to be moved to a new location. In such cases close liaison will take place between Powys County Council, the relevant partner landlords, the Police and other criminal justice partners to make sure that allocations will be made quickly and confidentially.

Extraordinary Medical Needs

People currently living in Powys who need to move because of evidenced urgent medical reasons, including where an applicant or a member of their household:

- 🏠 Has a condition that is expected to be terminal and re-housing is required due to unsuitable accommodation or to support the provision of suitable care and their current accommodation cannot be adapted to meet their needs.
- 🏠 Has a condition that is life threatening and the applicant's existing accommodation is a major contributory factor to that condition or is hindering recovery and the current property cannot be adapted to meet their needs.
- 🏠 Has an imminent planned discharge from hospital and there is no accommodation available to them that it is reasonable for them to occupy.
- 🏠 Would be unable to leave their accommodation or get to a safe place without assistance within two and a half minutes in the case of an emergency such as a fire, as assessed by a Fire Safety Officer, OT or medical specialist.
- 🏠 Has a medical need for extensive adaptations that cannot reasonably be made to their current home for substantial practicable, technical or financial reasons.

Housing First and Housing First for Youth

A Housing First allocation is designed specifically to help people who have extremely complex and challenging housing needs and to give a stable home from which to rebuild their lives. Housing First allocations will be made to quickly move these high need clients into independent and permanent housing with support and services provided as needed to sustain the tenancy.

When considering whether an applicant requires the enhanced Housing First service, the following criteria will be considered:

- 🏠 Number of homeless presentations
- 🏠 Temporary accommodation history
- 🏠 Sleeping rough history (including sofa surfing)

- 🏠 Level of housing and support needs including but not limited to: mental and physical health (including for example time in psychiatric hospitals), drug/alcohol dependency, criminal record (including for example time in prison), history of trauma
- 🏠 Previous and current multi-agency involvement

Applicants will only be awarded Housing First status if:

- 🏠 There is a package of intensive and guaranteed support in place, agreed and funded by all relevant agencies, with a commitment to provide the package for as long as it is needed by the applicant.
- 🏠 Dependent on the details of the individual case, supporting professional agencies, such as health, substance misuse, etc, support the status and have agreed to provide additional support where appropriate.
- 🏠 There is a named reputable and qualified support agency providing a [named] co-ordinating Key Worker, to help the person move into settled accommodation and thereafter to maintain access to continuing support for as long as it is needed by the applicant.
- 🏠 The applicant has a Local Connection to Powys.

Housing First for Youth (16-25 year olds) will be assessed on the same principles as above. However, when the above criteria are used to assess the needs of applicants aged between 16 and 25, the due regard will be paid to the causes and conditions of youth homelessness being distinct from adults, and the housing and support provision will be youth focused.

Housing First cases will be decided by a multi-agency panel consisting of professionals who work in the following areas: Housing, Health and Social Care, Mental Health, Substance Misuse, and the Police


Tied/ Contractual Accommodation

- 🏠 The applicant is in tied accommodation provided by a 'Homes in Powys' partner in Powys and requires secure housing following the termination of their employment through redundancy, retirement or the termination by their employer of the duties that required them to have tied accommodation.
- 🏠 Homes in Powys partner employees to whom a contractual duty is owed to provide suitable alternative accommodation or to Homes in Powys partner employees who are occupying specific accommodation as part of their conditions of employment and who are leaving employment other than for disciplinary reasons and need to be considered for re-housing.


Safeguarding and Social Care

- 🏠 Powys Social Services have carried out a statutory assessment and/or safeguarding assessment and there is a child or adult at risk in the household



and a move to a new home will contribute to reducing the safeguarding risks to that person.

-  Foster carers who have been verified by Powys County Council's Children's Services as being in urgent need of an alternative home to allow them to meet identified foster care needs of a specific, named child.

Natural disaster





-  A tenant of a 'Homes in Powys' landlord whose home has been made uninhabitable by flood, fire or other natural disaster and it is not technically or financially possible for their home to be made habitable again within twelve months.

Redevelopment and regeneration

-  Existing tenants of one of the 'Homes in Powys' partners who need to move because their home in Powys is about to be demolished, redeveloped or subjected to major works.
-  Owner occupiers or private tenants who need to move because their home in Powys is to be demolished or redeveloped and has been subject to, or will be subject to, a compulsory purchase order arising from a wider development or regeneration scheme.

Housing Management Move

A Housing Management Move will be considered in the most exceptional of circumstance for existing tenants of one of the 'Homes in Powys partners who need to be moved to a different home as the *only* resolution to a social problem that if left unresolved will pose a serious threat to the health and safety of the applicant, their current neighbours or the local community. Such housing management problems, which will require a high level of evidence to be considered for Band One status, include:


-  Irreconcilable differences between neighbours, where one of the neighbours is an owner occupier or the tenant of a different landlord that that of the applicant *and* where there is no realistic possibility of legal action bringing the matter to a peaceful conclusion *and* where there is clear and present danger to the safety of the applicant and/or their neighbour.
-  Severe anti-social behaviour that presents a clear and present danger to the health and safety of the applicant, or their neighbours and community *and* that can *only* be resolved by a move to a different home *and* where there is no realistic possibility of legal action bringing the anti-social behaviour to an end.
-  Urgent social reasons which constitute a real and present threat or harm to life, evidenced by the Police or other criminal justice system agency.
-  People who are over occupying a home from 'Homes in Powys' landlord to such an extent that the health and safety of the household is severely compromised as a result of the over occupation, decided by reference to the

definition of overcrowding in Section 324 of the Housing Act 1985 *and* whether or not all members of the household would be unable to safely leave their accommodation without assistance within two and a half minutes in the case of an emergency such as a fire, as assessed by a Fire Safety Officer, OT or medical specialist.






Priority Band Two

To join Priority Band Two an applicant must, be 'Ready-to-Move' and have the following housing needs:


Key Workers

-  Keyworkers are people who are needed to support the provision of essential public services and address skills shortages identified by industry and agriculture working in Powys. An applicant's income also needs to be too low to allow them to buy or rent a privately provided home in the town or village where they will be based for their work. This town or village will be considered to be a Local Connection for the applicant as long as the Key Worker status remains in force.



At-a-glance Guide to Key Workers

-  Any employer be they private, public or third sector can request Key Worker status for a position, trade or profession. For Key Worker status to be granted, there must be evidence of serious recruitment and retention matters, arising from a lack of suitable and accessible accommodation, that are adversely affecting the provision of public services or economic activity and prosperity in Powys.
-  Key Worker status for a trade or profession can apply to the whole of Powys or to particular communities.
-  The decision regarding what profession or trade will be considered as Key Workers, and in what communities, is taken each year by the Council, using information provided by locally operating employers and the Council's Economic Development team. This information is published on April 1st and applies for the following twelve months.
-  Allocations to applicants granted Key Worker status will be made to the village or town where their work is based. If a trade or profession loses its Key Worker status, any applicants given Key Worker priority because their work is in the Key Worker category, will lose that priority.
-  An applicant's income, to qualify for Key Worker status, will need to be below an 'income to property value' ratio of '1 to 3.5'. This calculation will use the annual gross salary of the applicant and the average property price will be for a home suitable for their needs in the village or town where their work is or will be.


Service Personnel

-  Service Personnel who have been seriously injured or disabled in Service and who have an urgent need for housing by reference to affordability, tenure security and property type and which can best be met by a social home with appropriate and necessary adaptations.



Under occupation

-  Social housing tenants in Powys currently living in a 4+ bed property and under occupying by 2 bedrooms or more.
-  Social housing tenants in Powys who are under occupying a home and are subject to the Under Occupation/Bedroom Tax social security rules set by the DWP, a result of which means they are in rent arrears, will be allowed to join Priority Band Two and move home:
 - Without clearing their current rent account subject to them agreeing a repayment plan for the rent arrears. Some 'Homes in Powys' partners will add any such debts to the applicant's new rent account – details can be found in [Appendix A](#).
 - By agreeing to a repayment plan for any rechargeable repairs, and any other debts owed to a 'Homes in Powys' partner, for example to put right damage caused by the tenant or to clean the property, which are needed to bring their property back up to standard. Some 'Homes in Powys' partners will add any such charges incurred during previous tenancies with them, to the applicant's new rent account – details can be found in [Appendix A](#).

Overcrowding in 1 bed accommodation

-  Social housing tenants in Powys currently living in 1 bed accommodation who are overcrowded

Section 75 (Full) Homelessness Duty






-  Homeless households who are owed a Section 75 Homelessness Duty by Powys County Council.
-  *If an applicant who has been placed in Band 2 under homeless grounds, refuses a reasonable offer they will be demoted to Band 3 (subject to an assessment of housing need) with a new effective date of application).*

Priority Band Three




For an applicant to join Priority Band Three, they will need to be 'Ready-to-Move' and have a clear 'Housing Need'. The term 'Housing Need' covers a wide range of situations but the law, including Part 2 of the Housing (Wales) Act 2014, the Housing

Act 1996 and the Welsh Government's 'Code of Guidance for Local Authorities on Allocation of Accommodation and Homelessness 2016' help social landlords and the public understand better what is meant by the term 'Housing Need'.

'Housing Need' includes:

-  People who are homeless, as defined by Part 2 of the Housing (Wales) Act 2014. This includes people who are owed any duty by Powys County Council under:
 - Section 66 (Duty to help prevent a household from becoming homeless – this is the prevention duty that applies to households who are not yet homeless);
 - Section 73 (Duty to help to secure accommodation for homeless applicants – this is the first duty that applies to households who are already homeless) and
 - Section 75 (Duty to secure accommodation for applicants who are priority need and unintentionally homeless – this applies once the section 73 duty has ended).
-  People who are owed a duty by Powys County Council as set out in the Housing Act 1996 Act under:
 - Section 190(2) covers people who are eligible for assistance, homeless, in priority need and intentionally homeless;
 - Section 193(2) covers people who eligible for assistance, homeless, in priority need and not intentionally homeless;
 - Section 195(2) refers to the homelessness prevention duty owed to persons who are eligible for assistance and threatened with homelessness.
-  People occupying insanitary, unsafe or overcrowded housing or otherwise living in unsatisfactory housing conditions. A property will be considered insanitary or unsafe if a home visit and assessment by an Environmental Health Officer shows the property has Category One Hazards, which are set out in the Housing Health and Safety Rating System.
-  People who need to move on medical or welfare grounds (including grounds relating to a disability).
-  People who need to move to a particular locality in Powys, where failure to meet that need would cause hardship (to themselves or to members of their household). Examples could include applicants whose income or circumstances mean that they cannot buy or rent a home on the private market and so would be faced with hardship.

Care Leavers leaving the care of Powys County Council, will be allowed to join Priority Band Three provided that the Council's social services team confirm:

-  The applicant is ready for independent living.
-  The applicant has a structured and resourced pathways support plan in place to help them make the transition to independent living.
-  The applicant is currently engaging positively with their assigned support workers and agencies.

An applicant will only be considered to be a Care Leaver when they are first leaving care. For any subsequent applications for housing the applicant will no longer be classed as a Care Leaver.

Priority Band Four

Applicants who have no 'Housing Need' but are 'Ready-to-Move' and are not eligible to join Priority Bands One to Three, will be able to join Priority Band Four.

Priority Band Five

Applicants who have a housing need but are not 'Ready-to-Move' or eligible to join Priority Bands One to Four, will be able to join Priority Band Five.

Tenants who have been served by a 'Homes in Powys' landlord with a Notice of Seeking Possession for breaking their tenancy conditions will be placed into Priority Band Five. They will remain in Priority Band Five until their landlord confirms that they are no longer in breach of their tenancy agreement.

Free Allocation (Immediately Available)

Occasionally, there may be a property for which there are no eligible applicants in any of the five Priority Bands. In these instances, the size and property criteria may be relaxed. For example, applicants who can afford the rent may be allocated a property with two bedrooms above what they need. If there are still no suitable applicants the property will be advertised on the Powys County Council Facebook page and website, by the property's 'Homes in Powys' landlord on their website or Facebook page and on any other suitable platforms, such as 'Right-Move', 'Your Move' and 'Gumtree' until applications are made for the property. Applicants who apply for the property will then be prioritised using the Powys AS as a guide to deciding who will be offered the home.

Advice to Applicants – Time on the HR

It is not reasonable or indeed practicable to be able to give applicants advice on how long they may have to wait for the offer of a home. This is because the AS considers many things, such as housing needs, as well as the length of time an applicant has been a member of the HR, and because it is not possible to predict when properties will become available. Any such information would be inaccurate and unreliable. 'Homes in Powys' partners will not therefore advise applicants how long they may have to wait for a social home.

Older Persons' Accommodation

Many 'Homes in Powys' partners have homes that have been designed and are managed with older people in mind. This includes, for example, properties in schemes supported by warden-style services or homes without steps to the doors. Applicants with evidenced medical/accessibility needs that can best be met by older persons' accommodation, irrespective of age, may also be offered a home more usually used for older people. Examples include where an applicant's accessibility needs match those of an available property in a development of older persons' accommodation.

Each partner landlord has its own approach to how it lets accommodation designed and managed with an eye to the needs of older people. Details can be found in [Appendix A](#). However, in all cases offers of homes in schemes or developments aimed primarily at older people, for example sheltered schemes, will respect the make-up of these communities.

Homes with Planning Conditions

Some homes in Powys are now developed on sites where the planning permission required an Affordable Housing Scheme to be in place. An approved Affordable Housing Scheme sets out the details of who can and cannot occupy the homes. It is designed to make sure that affordable homes remain affordable and that homes built specifically for local people are generally lived in by people from the local area. The owner of these properties, in the case of rented homes the landlord, is responsible for making sure that they satisfy the requirements set out in an approved Affordable Housing Scheme. 'Homes in Powys' will only offer properties covered by an Affordable Housing Scheme to applicants who meet all the conditions of the Scheme.






In the past, properties were developed on sites in Powys that incorporated a Section 106 planning agreement setting out who is able to have a home on the development. Section 106 agreements are still used by the Brecon Beacons National Park. A Section 106 agreement has the same effect on who can live in the homes as an Affordable Housing Scheme

Both Affordable Housing Scheme and Section 106 agreements are put in place by the Planning Authority when it is necessary to make sure that the homes are always occupied by local people who need an affordable home. They are legally binding on the landlord and cannot be ignored when deciding who can live in the properties. That is why any such properties will always be allocated according to the requirements set out in the planning conditions and not by reference to the AS.

Local Lettings Policies

'Homes in Powys' partners may use Local Lettings Policies in particular communities or areas within the County. Such policies are used only in exceptional circumstances, for example as part of a regeneration led investment programme. They will only be introduced in consultation with the local communities, partners and agencies working in and around the area.

Any Local Lettings Policy in Powys will have a:

-  Clear definition of what is to be achieved by the Local Lettings Policy.
-  Clear evidence base to back up the need of the Local Lettings Policy.
-  Completed an equality and fairness impact assessment.
-  Clear time for the Local Lettings Policy to remain operational.
-  Date when the local lettings policy is to be reviewed.

When Local Lettings Policies are in place, all homes in the area covered by the policy will be allocated according to the relevant Local Letting Policy. However, all Local Lettings Policy must give reasonable preference to those applicants within the preference groups set out in the Housing (Wales) Act 2014 and cannot contravene legislation governing equal opportunities or discriminate against or in favour of protected groups.

Amending Existing Tenancies

Current tenants may request to add / remove a name/s to an existing sole / joint tenancy. Such requests will be considered in accordance with the appropriate current legislation. Where this request is agreed by all parties, but current legislation does not allow for an assignment or succession to the tenancy, such requests will be considered under the Homes in Powys Allocation Policy.

Resettlement Passport

The Resettlement Passport is a tenancy skills course designed to improve the skills and confidence of vulnerable people taking on a tenancy. It is available online and offline. The opportunity to complete the Resettlement Passport will be shared with applicants, especially those who are new to independent living such as people moving into their own home for the first time. The course is made up of ten units, offering people a chance to learn more about the things they need to know make a success of their tenancy. This includes social security benefits, budgeting, avoiding debt and how to get the best deal for services such as gas and electricity. Further details can be found on the Resettlement Passport website at www.resettlementpassport.org.uk or by calling Housing One on 01597 827464.

Deliberate Worsening of Housing Conditions

If an applicant deliberately does or fails to do something which worsens their housing conditions, their priority on the HR will be considered by a panel of three housing managers from across the Homes in Powys partnership who will have the option of reducing the application to Band Five for one year. This decision will only be taken after careful consideration of the case. After a year has passed, the applicant can ask for the case to be reassessed and the application may be reinstated into the appropriate band.




Examples of deliberately worsening housing conditions are:

- ✗ Giving up a suitable property that it was reasonable to continue to occupy.

- ✘ Creating overcrowding by allowing family and/or friends to move into a home which otherwise meets the applicant's housing need.
- ✘ Deliberately moving into a property, without good reason (for example an illegal eviction by a private landlord from their current home) that is unsuitable for their needs.
- ✘ Becoming unable to continue to occupy accommodation due to action that the applicant could have avoided, for example anti-social behaviour or causing damage to the property.

Stage Four – Offering Homes to HR Members

When a property becomes available for letting to a new tenant, to find out which applicant's housing needs are best met by that home, a shortlist of potential tenants is drawn up. This is based on:

-  The information held on the HR for the applicants including Accessibility Level, Local Connections and Area Preference, household details, the type of property for which they are eligible and any other relevant information
-  The type and location of the property that has become available
-  Any specific conditions set out by the property's landlord for the property. These can be found in [Appendix A](#).

Then the 'Homes in Powys' cascade is followed. Applicants are considered in strict order according to the Powys AS, until an eligible applicant accepts the available property. Within each cascade Stage, applications are considered in date order, starting with the applicants that have been registered for the longest period of time.

There are very few social homes with four or more bedrooms in Powys. To make sure that these properties go to those with the largest households and who therefore need more space, the size of the household is also taken into account when deciding who should be offered a home. Larger households have a higher priority over smaller households for this type of home.

A three-bedroom parlour house – a property with two living rooms downstairs - will be considered in the same way as a four-bedroom house.

'Homes in Powys' Cascade

Cascade Stage A

- Accessibility – matching the accessibility requirements of applicants with the accessibility of the property

Cascade Stage B

- Band One – Local Connection
 - If property has four or more bedrooms - by family size and date order.
 - If the property has three or less bedrooms - by date order only.

Cascade Stage C

- Band One – No Local Connection
 - This will only apply to applicants who meet the Community Safety conditions as defined by the Powys AS.
 - If property has four or more bedrooms - by family size and date order.
 - If the property has three or less bedrooms - by date order only.

Cascade Stage D

- Band Two – Local Connection
 - If property has four or more bedrooms - by family size and date order.
 - If the property has three or less bedrooms - by date order only.

Cascade Stage E

- Band Two – No Local Connection
 - If property has four or more bedrooms - by family size and date order.
 - If the property has three or less bedrooms - by date order only.

Cascade Stage F

- Band Three – Local Connection
 - If property has four or more bedrooms - by family size and date order.
 - If the property has three or less bedrooms - by date order only.

Cascade Stage G

- Band Three – No Local Connection
 - If property has four or more bedrooms - by family size and date order.
 - If the property has three or less bedrooms - by date order only.

Cascade Stage H

- Band Four – Local Connection
 - If property has four or more bedrooms - by family size and date order.
 - If the property has three or less bedrooms - by date order only.

Cascade Stage I

- Band Four – No Local Connection
 - If property has four or more bedrooms - by family size and date order.
 - If the property has three or less bedrooms - by date order only.

Cascade Stage J

- Band Five – Local Connection
 - If property has four or more bedrooms - by family size and date order.
 - If the property has three or less bedrooms - by date order only.

Cascade Stage K

- Band Five – No Local Connection
 - If property has four or more bedrooms - by family size and date order.
 - If the property has three or less bedrooms - by date order only.

Cascade Stage L

- Free Allocation

Making an offer of a home

All the 'Homes in Powys' partners use the same computer system for managing the Powys HR so offers of homes can be made directly to applicants by any member of the partnership.

Communicating the offer of a home

Offers of a home will usually be made by telephone to the applicant. If there is no reply to a telephone call, it will be followed up by a text message and/or an e-mail.

How many offers will be made?

Households will be given two reasonable offers of a home. A reasonable offer is one that meets the needs and preferences of the applicant as set out in their HR application. Reasonable refusals of offers can be made without jeopardising the applicant receiving future offers. However, a second unreasonable refusal of an offer will mean the applicant's application being removed from the HR. If the applicant later wishes to apply for housing, they will need to submit a new application to join the HR.

For a **first offer** if the applicant does not make contact within two working days of the offer being made, the offer will be recorded as a refusal and the property offered to another applicant. A review letter and a text and/or an e-mail will be sent by the property's landlord to the applicant who did not respond, giving them seven days to contact the landlord making the offer. This is to help understand why there was no response. It also provides an opportunity to make sure that the applicant's details are up-to-date. If the applicant does contact the landlord, they will be able to explain why they did not respond to offer.

- ☞ If the reasons for not responding are not reasonable, then the offer will be considered the first of the two offers to which each applicant is entitled. Unreasonable reasons include not wanting to answer the telephone or not being able to find the time to respond to the offer.
- ☞ If the reason for not responding is reasonable, then the offer will not count towards the two offers to which each applicant is entitled. Reasonable reasons for not responding to an offer include being away on holiday with limited access to telephones and e-mails, in hospital or working away with limited access to communications. The applicant will still be entitled to two offers.
- ☞ Where an applicant refuses a reasonable first offer, they will be entitled to a further offer but the effective application date will be amended to the date the first offer was unreasonably refused.

For a **second offer** if the applicant does not make contact within two working days, they will be sent a review letter and a text and/or an e-mail giving them seven days to contact the landlord making the offer to explain why they did not respond to offer.

- ☞ If the reasons for not responding are not reasonable, then the landlord will advise Powys County Council that the HR application is to be closed.
- ☞ If the reason for not responding is reasonable, then the offer will not count towards the two offers for which each applicant is entitled. Their HR application will remain live and the applicant will be eligible for one further offer of a home.

Accepting or refusing the offer of a home

Applicants can refuse the offer of a property and not jeopardise their status on the HR as long as the reasons for refusing a property are reasonable. A reasonable refusal will not count towards the two offers to which each applicant is entitled. However, if the reasons for refusing an offer are unreasonable, the offer will count towards the two to which each applicant is entitled.

Examples of Reasonable Refusals

- ✓ Former partners or ex-family members live in the immediate neighbourhood and there is evidence of a risk of conflict, unrest or distress to the applicant.
- ✓ The property is unsuitable due to evidenced medical conditions, such as access to the property that could not have been foreseen at the time of allocation and offer.
- ✓ Following a Financial Well-being Assessment, the applicant is unable to afford the property or pay any 'Start-of-Tenancy Rent' that may be expected by the landlord.
- ✓ The property would result in an unreasonably long journey to school for children living with the applicant and there is no available home-to-school transport.
- ✓ Unable to afford to live in the property due to the Benefit Cap.

Examples of Unreasonable Refusals

- ✗ Not liking the village or town if the applicant had included the settlement in their Area Preferences.
- ✗ Not liking the décor.
- ✗ Not liking the neighbours.
- ✗ Claiming that the property is too small (for example, a single person refusing a bedsit) if the size of the property is correct for the applicant and their households.
- ✗ There is no car parking at or near the property.
- ✗ Failing without good reason to provide the property's landlord with information requested to validate the applicant's HR application and ability to comply with the landlord's tenancy conditions.

Applicants who are homeless

Applicants who are owed a homelessness duty by the Council to be offered a home will have one offer, made under the terms of homelessness legislation, of a property that will solve their homelessness problems. Such an offer of accommodation will always try to suit the applicant's needs, including where they would like to live. Unfortunately, it may not always be possible to provide a property in a particular village or town.

Applicants who are homeless will need to consider carefully refusing an offer even if it is not where they want to live. Such a refusal could be considered unreasonable and if so, the Council will have discharged its duties, under the legislation covering housing for homeless people. However, the applicant will still be allowed to remain on the HR and will be eligible for one further offer of accommodation.

Note: If an applicant who has been placed in Band 2 under homeless grounds, refuses a reasonable offer they will be demoted to Band 3 (subject to an assessment of housing need) with a new effective date of application)

Overlooking applicants

'Homes in Powys' is designed to make sure that all applicants have their applications for a home treated fairly and equitably. Homes will be offered to those next in line for a home and applicants will not be overlooked without good reason. There are three circumstances in which an application could be overlooked.

Overlooks relating to the discharge of a S75 (Full) Homeless Duty

To rapidly rehouse homeless households with a S75 homeless duty living in suitable partner landlord temporary accommodation with a clear local connection, applicants above that household on the Common Housing Register may be overlooked so that the accommodation is offered to that homeless household as a permanent tenancy.

Mismatch Overlook

A 'Mismatch Overlook' happens when an applicant's circumstances are checked and considered when the offer of a home is to be made. If the applicant's circumstances have changed since making the application – for example the household has a dog yet the property being considered has a 'no dogs' clause or they are no longer able to manage stairs so need a ground floor home only – then the partner offering the home will record the issue as a 'Mismatch'. The reason for the 'Mismatch' will be recorded and the applicant's details updated to help make sure that future offers are ones the applicant can consider. If any applicant has too many 'Mismatches', they will be contacted to find out why their circumstances keep changing and why they are not keeping their application up to date. A 'Mismatch' will not be considered as one of the two offers to be made to each applicants.

Community Interest Overlook

A 'Community Interest Overlook' happens when an applicant's circumstances have not changed since they made their application but the partner offering the home has serious concerns about the impact on the wider community of the applicant living in that particular property.

A 'Community Interest Overlook' will happen only where there is clear evidence, supported by the Police, other criminal justice system agency or substantial evidence on the part of the 'Homes in Powys' landlord who wishes to overlook the applicant, that an allocation to the applicant may cause severe conflict or anti-social behaviour to an existing resident or to the community. Examples where an application for a property can be overlooked include:

- To prevent a convicted violent offender being rehoused in the vicinity of their victim or their victim's family.
- To prevent a perpetrator of domestic violence or abuse being rehoused in the vicinity of their victim, or their victim's family, evidenced by the victim having moved away from the perpetrator in the past or confirmation of the domestic violence or abuse from the Police, social services, relevant support agencies or other parts of the criminal justice system.
- The applicant has been evicted from social housing, owned by the landlord requesting the applicant be overlooked, for a breach of tenancy conditions relating to anti-social behaviour.
- The applicant, while living in the same estate or community where the property is located, has previously been convicted of a serious criminal offence, for example the sale and supply of drugs, sexual abuse or violence against people or animals, for which they received a custodial sentence, either served or suspended.

In such cases, the landlord will;

- advise the council of their decision.
- inform the applicant why their application has been overlooked and what the applicant may be able to do to prevent the situation happening again.

To make sure that the interests of both the applicant and the landlord are considered fairly, all 'Community Interest Overlook' cases will be considered monthly by a panel of three housing managers from three 'Homes in Powys' partners. The panel will look at each case and decide whether or not the 'Community Interest Overlook' was appropriate. In cases where the panel feels that the 'Community Interest Overlook' was not appropriate, the panel will agree the best way to make sure the applicant is not overlooked again. In cases where the panel agree with the decision to overlook an applicant, it will make recommendations on what should be done, by 'Homes in Powys' partners and other agencies, to help the applicant overcome or address the issues that led to them being overlooked.

Emergency Accommodation

The Head of Housing at Powys County Council has delegated powers, which are permitted under Section 3.67 of the Welsh Government's Code of Guidance, to make emergency offers of accommodation outside of the terms of the AS. This power will be used only in the most exceptional of circumstances and when it is used, a full report will be presented within three months to 'Homes in Powys' partners detailing why the action has been taken.

Validating Income and Eligibility

To help make sure that people are not at risk of falling into rent arrears and possibly losing their home in the future, at the point of offer, applicants will be asked to demonstrate they will be able to afford a property. For example, for prospective Powys County Council tenants, this may include completing a 'Financial Wellbeing Assessment' which may include an 'Income and Expenditure' form, being asked to provide proof of income and having a credit check carried out. Help will be offered by Tenancy Support Officers (TSOs) where needed to complete the 'Financial Wellbeing Assessment'. Similar approaches are used by the other 'Homes in Powys' landlords. Some applicants may be asked to get financial advice to help them better manage their money. This is to help reduce the risk of them falling into rent arrears or getting behind with their housing bills, which could lead to them losing their home.

To make sure that the applicant is still eligible for the property they are to be offered, they will be asked for proof of identification and any other information the landlord needs to confirm the housing and personal circumstances of the applicant. More details on what types of information may be requested are detailed above in the 'At-a-glance Guide to Housing Application Information and Evidence'. If the applicant does not without good reason provide the information requested by the landlord, then the offer will be withdrawn and will be considered an unreasonable refusal.

Applicants at the time a property is viewed will be asked to provide evidence that they have a bank account, such as a bank card or cheque book. This is so that wherever possible rent payments can be made by direct debit and that if the applicant needs to claim Universal Credit, there will be less risk of delays in them making such a claim. The property landlord will signpost applicants without a bank account to where they can get help to open one.

Start-of-Tenancy Rent

'Homes in Powys' landlords each have different requirements for 'Start-of-Tenancy Rent'. Details of these can be found in [Appendix A](#). Applicants, when they are being made an offer, should make sure that they are able to make any up-front payments expected by their new landlord. If they cannot make the required payment, they should advise the landlord as quickly as possible so that the offer can be withdrawn and the property offered to another applicant.

When can an offer be withdrawn?

An offer can be with-drawn up to the point of tenancy agreement being signed.

Examples of reasons why an offer may be withdrawn are:

- ✗ The applicant cannot afford the 'Start-of-Tenancy Rent' expected by the landlord.
- ✗ The property fails to become available, for example the current tenant decides to stay in the property.
- ✗ There is a concern for community safety, for example evidence is received from the Police or other agencies that offering the property to the applicant may result in serious distress to people living in the immediate vicinity of the property or to the applicant and their household.
- ✗ The applicant has withheld information that if known would have prevented the offer being made – in these cases the application will be reassessed and if necessary placed in a different Priority Band.
- ✗ Information becomes known about the applicant and their application that would have prevented the offer being made - in these cases the application will be reassessed and if necessary placed in a different Priority Band.
- ✗ The offer has been made in error.
- ✗ The household's circumstances change between the time the offer is made and the tenancy signed - in these cases the application will be reassessed and if necessary placed in a different Priority Band.
- ✗ The property is required for an emergency i.e. natural disaster resulting in the need for accommodation to accommodate a homeless household.

Applicants Rights

Applicants have the following rights:

- ✓ To a copy of their housing application.
- ✓ To be notified and to request a review of any decision regarding eligibility to join the HR and the grounds for making that decision.
- ✓ To be informed on request, and request a review, of any facts used to make that decision.
- ✓ To receive information about how their application will be processed and what priority and effective date has been given to the application.
- ✓ To be informed on request, and request a review, of any facts used to make that decision
- ✓ To receive information on the likely availability of appropriate accommodation.

What can applicants do if they don't agree with decisions made about their applications for housing?

Applicants have the right to request a review of a decision regarding:

- Their eligibility to join the HR including immigration status and unacceptable behaviour.
- Any facts which have been used to reach a decision in respect of the Priority Band in which the applicant has been placed.
- Any facts which have been used to reach a decision in respect of the effective date of their application.

- The reasonableness of their refusal of an offer of accommodation

Requests for a review should be made in writing or by e-mail to Powys County Council, within 28 days of notification of the decision. Applicants' circumstances at the time of the review will be considered, particularly if they have changed from when the decision was first made.

An officer not involved in the original decision will consider the request for a review. Applicants will be informed of the outcome of the review within 14 days of the hearing or receipt of the written statements. If the applicant remains dissatisfied with the review decision they may apply for a judicial review or submit their case to the Ombudsman for investigation.

Complaints

Every 'Homes in Powys' partner has a procedure to deal with complaints about their work, staff and levels of service. If an applicant or anyone else affected is not satisfied with the service they receive from any member of 'Homes in Powys', they should submit a complaint to that partner. Details of how to contact each partner can be found on their websites.

Privacy Statement

Powys County Council will process data submitted by applicants in accordance with all current data protection legislation. Further information can be found at <https://customer.powys.gov.uk/privacy>.

Every 'Homes in Powys' partner also has its own privacy statement, available upon request from the partners or by visiting their websites.

Equality and Diversity

'Homes in Powys' partners are all committed to equal opportunities and do not discriminate either directly or indirectly on grounds of gender, sexual orientation, religion, colour, race, nationality, disability, age or ethnic origin. To make sure that we are respecting equal opportunities, applicants will be asked to answer monitoring questions.

'Homes in Powys' partners also believe that strong communities thrive and prosper if individuals and groups are treated fairly, with respect, and given equitable and good access to rights and services. All landlords in Powys are working to create an environment where this is possible and to put equality and diversity at the heart of everything that they do.

'Homes in Powys' will promote equality and diversity by:

- ✓ Building values of mutual respect where individuals have a sense of belonging and where individuals are encouraged to participate and gain full access to services to which they are entitled.
- ✓ Recognising that some individuals and certain communities are particularly disadvantaged and will require extra recognition and support to deal with their disadvantages.

‘Homes in Powys’ will work to:

- ✓ Improve social cohesion by promoting positive relationships and a sense of community and belonging - by reducing fear and tensions – particularly around race, disability, faith, generational, gender and sexuality issues - by promoting a vision in which individuals, groups and communities are properly valued.
- ✓ Promote citizenship rights and responsibilities. Partners will do this by ensuring that they do all they can in providing real leadership and compliance with duties and by acting to protect the rights of individuals and groups by ensuring that abuse, mistreatment or discrimination is recognised and properly dealt with.

Councillors

Councillors develop and approve Council policy but they cannot be involved in assessing housing applications or the allocation of housing. However, this does not prevent them from seeking or providing information on behalf of their constituents. ‘Homes in Powys’ members will work collaboratively with councillors in understanding and meeting housing needs.

Changing the Powys AS

Any major changes to the Powys AS will be subject to a full and detailed consultation process for all those potentially affected. Results of the consultation will be presented to Powys County Council and partner housing associations. Any major policy changes will need to be approved by Powys County Council and ‘Homes in Powys’ partners.

For any minor policy changes, decisions will be delegated to the Powys County Council Portfolio Holder with responsibility for Housing. Minor changes to procedure will be delegated to the Powys Head of Housing. ‘Homes in Powys’ partners will be asked for consent prior to all such changes.

Legal Matters

The Powys Allocations Scheme has been designed to all the legal responsibilities of all members of the ‘Homes in Powys’ partnership. It has been developed in accordance with the Housing Act 1996 (Part 6), the Homelessness Act 2002, the Housing (Wales) Act 2014, the Social Services and Well-being (Wales) Act 2014, the Well-being of Future Generations Act (Wales) 2015 and the Code of Guidance for Local Authorities: Allocation of Accommodation and Homelessness (Welsh Government, 2016). It also pays regard to the rules and regulations that govern the social security system.

- Anti-social Behaviour, Crime and Policing Act 2014
- Armed Forces Covenant
- Data Protection Act 1998
- Data Protection Act 2018
- Equalities Act 2010
- Freedom of Information Act 2000
- General Data Protection Regulation (GDPR)
- Homelessness Act 2002
- Housing Act 1985
- Housing Act 1996
- Housing (Wales) Act 2014
- Human Rights Act 1998
- Immigration Status Act 2014
- Localism Act 2011
- Race Relations Act 1976
- Serious Crime Act 2007
- Sex Discrimination Act 1975
- Social Services and Well-being (Wales) Act 2014
- Welfare Reform Act 2012
- Well-being of Future Generations Act (Wales) 2015

The Housing (Wales) Act 2014 can be found at <http://www.legislation.gov.uk/anaw/2014/7/contents> The Housing Act 1996 can be found at <http://www.legislation.gov.uk/ukpga/1996/52/contents>

The Homelessness Act 2002 can be found at <http://www.legislation.gov.uk/ukpga/2002/7/contents>

The Welsh Government's Code of Guidance for Local Authorities on Allocation of Accommodation and Homelessness can be found on their website at <http://gov.wales/topics/housing-and-regeneration/services-and-support/managing-social-housing/allocate/?lang=en>

Powys Housing Services website can be found at <http://www.powys.gov.uk>

The Powys Allocations Scheme is consistent with all relevant Powys County Council strategic plans, in particular the 'Powys Housing Strategy', 'Vision 2025' and 'Love Where You Live'.

Powys County Council and its partners are under a duty to protect the public funds it administers, and to this end may use the information you have provided as part of any application to join the HR for the prevention and detection of fraud. It may also share

this information with other bodies responsible for auditing or administering public funds for these purposes.

We will process data submitted by you in accordance with data protection legislation. For further information, please read Powys County Council's Privacy Notice.

<https://customer.powys.gov.uk/privacy>”

Index

Accessibility and Adapted Homes	14
Advice to Applicants – Time on the HR	28
Affordable Home Ownership	4
Applicant’s Obligations	12
Area Preference	17
Assessing and Prioritising Applications for Housing	14
Closure of Applications	14
Debts or Money Owed to ‘Homes in Powys’ Landlords	9
Households with children	16
Households without children	16
Housing Need	26
Housing One	3
Housing Options Wizard	3
Information, Advice and HR Application	3
Introductory or Starter Tenancies	8
Joint Applicants	9
Keeping an application ‘live’	13
Key Workers	25
Local Connection	18
Number of bedrooms	15
Offer of a home	33
Offering Homes to HR Members	31
Older Persons’ Accommodation	28
Planning Conditions	29
Priority Bands	19
Property Owners	8
Ready-to-Move	20
Reasonable refusals of an offer	34
Resettlement Passport	30
Shared Ownership	4
Start-of-Tenancy Rent	37
Unreasonable refusals of an offer	34
Who Can and Can’t Join the HR	7

Appendix A: Landlord-by-Landlord Special Allocation Conditions

	Clwyd Alyn (part of the Pennaf Group)	Grwp Cynefin	Melin Homes	Barcud	Newydd	Pobl Group (including Gwalia)	Powys County Council	Wales and West Housing	Hafan Cymru
Best Fit. To avoid people under occupying a home, priority will be given to households who 'best fit' a property. This will be decided by matching the number of people in the household with the number of people for whom the home has been designed to accommodate.	Yes	Yes	Yes	Yes	Yes	Yes	Housing in line with DWP property size criteria for Universal Credit/housing benefit support	Yes	Yes
Flats and Children. Households with children may be offered accommodation above ground floor.	Yes, if older children. Generally, would not offer to applicant with baby/toddler but each	Yes children older than 10 years old	Yes	Yes	Yes	Yes	Yes	Yes	Yes

	case looked at individually								
Households without children	Households without children will not be allocated a house unless the appropriate list is exhausted, hard to let and meet affordability checks	Would consider if applicant had access. This would be subject to an affordability check	Will consider applicants with access to children, subject to affordability , for two bedroom properties	No restriction	Households without children will generally not be allocated a house unless it is a hard to let	Will consider households with access to children subject to affordability. Will also consider households without children if property is very hard to let subject to affordability.	Households without children will generally not be allocated a house unless it is a hard to let.	Will be allocated in line with bedroom requirements	Will consider applicants with access to children, subject to affordability , for two or more bedroom properties
Introductory or Starter Tenancy; New tenants to the landlord will be offered an Introductory or Starter Tenancy for period of between one year and eighteen months. Conversion to a secure or assured tenancy will be	Offer Assured Tenancy	All tenancies commence on an Assured Tenancy	Starter Tenancy	Assured shorthold	Starter	Starter Tenancy AST	Introductory Tenancy	Starter Tenancy	Starter Tenancy

agreed if there are no breaches of the terms of the Introductory Tenancy.									
Older Person's / Accessible Homes. Homes designed for older people are let in accordance with a landlord and/or scheme specific lettings policy for this type of property	Yes, would look to reduce age limit to 50 once 55+ list exhausted	Yes, over 55's	Age criteria for homes designed for older people is 55+	Yes	Over 50 years old with a medical need that demonstrates a need for older person housing, 55+ without a medical need	Age criteria for homes designed for older people 55+	Households with a medical need that demonstrates a need for older person/ accessible housing, 60+ without a medical need. 'Extra Care Lite' properties let by Lettings Panel.	55 and over or 50 with a medical condition that would benefit from living in retirement accommodation	Yes
Pets: Applicants should contact the landlord with homes in the areas where they would like to live to check what type of pets are allowed in those specific properties.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Pets allowed	Yes

Reasonable Offer Limit	After 2 reasonable offers refused , 3 rd offer will result in the applicant being suspended for 12 months	2 reasonable offers will be made as per policy	2 reasonable offers will be made as per the CHR policy. Melin's own allocation policy currently under review.	2 reasonable offers will be made as per policy	CHR guidance	2 reasonable offers will be made as per policy	2 reasonable offers will be made as per policy	2 reasonable offers will be made as per policy	Two reasonable offers to Hafan Cymru property. Then a twelve month period of no offers.
Start-of-Tenancy Rent.	Yes	We request one week's rent in advance where possible. And future payments made in advance	Yes	Yes – except in exceptional circumstances	Flexible – we don't take a week in advance if HB or UC. Housing Officer makes the decision following a full financial assessment.	1 weeks rent in advance is payable except in exceptional circumstances	Start-of-Tenancy Rent is expected, the amount - one week up to one month - depending on the payment cycle agreed with the tenant. In exceptional circumstances , this requirement may be dropped.	Yes – Payment terms will be individually tailored and based on an agreed payment cycle	No pre-payment is required.

Under 18 years old	Guarantor required until 18	Deed of Trust and Guarantor if applicant is younger than 18.	Tenancy held by a Trustee until resident is 18	Licence to Occupy	Tenancy held in trust until the occupier is 18 years old.	Tenancy held in trust until occupier turns 18	Tenancy held in trust until the occupier is 18 years old	Guarantee for a future tenancy under the terms of a licence	License to occupy with a rent guarantor.
--------------------	-----------------------------	--	--	-------------------	---	---	--	---	--

Appendix B – Social Housing in Villages and Towns in Powys

Powys County Council regularly undertakes a Local Housing Market Analysis (LHMA). This is to provide intelligence on housing markets and needs to shape the County’s planning policies and inform investment decisions by developers and landlords. There are nine LHMA areas in Powys, based on natural market trends.

LHMA Areas	Villages and Towns
LHM ₁ – Welshpool Triangle	Ardleen, Baulsey, Berriew, Castle Caereinion, Dolanog, Foel, Forden, Four Crosses, Guilsfield, Llanbryn-mair, Llandrinio, Llanerfyl, Llanfair Caereinion, Llanfechain, Llanfih-nangel, Llanfyllin, Llangadfan, Llangedwyn, Llangyniew, Llangynog, Llanrhaedr, Llansantffraid, Llansilin, Llanwyddyn, Llanymynech, Meifod, Middletown, Montgomery, Penybontfawr, Penybontllan’emrys, Pontrobert, Pool Quay, Trewern, Welshpool
LHM ₂ – Machynlleth Border	Aberhosan, Ceinws, Cemmaes, Cemmaes Road, Llanwrin, Machynlleth, Penegoes
LHM ₃ – Newtown and Llanidloes	Aberhafesp, Abermule, Adfa, Bettws, Caersws, Carno, Cefn Coch, Churchstoke, Clatter, Kerry, Llandinam, Llandyssil, Llangurig, Llanidloes, Manafon, Mochdre, Newtown, Sarn, Trefeglwys, Tregynon
LHM ₄ – Knighton and Presteigne Border	Beguildy, Dolau, Evenjobb, Felindre, Gladestry, Knighton, Knucklas, Llanbadarn Fynydd, Llanbister, Llanbister Road, Llanddewi, Llangunllo, Lloiney, New Radnor, Norton, Old Radnor, Presteigne
LHM ₅ – Llandrindod Wells and Rhayader	Crossgates, Cwmdauddwr, Howey, Llandrindod Wells, Llanyre, Nantmel, Newbridge-on-Wye, Pant-y-dwr, Rhayader
LHM ₆ – Builth Wells and Llanwrtyd Wells	Aberedw, Beulah, Builth Wells, Cilmery, Garth, Llanelwedd, Llangammarch Wells, Llanwrthwl, Llanwrtyd Wells

LHM7 – Brecon, Talgarth and Hay	Boughrood, Brecon, Bronllys, Bwlch, Clyro, Cradoc, Cray, Cwmdu, Defynnog, Erwood, Felinfach, Glasbury, Glyntawe, Gwernyfed, Hay, Libanus, Llanddew, Llandefalle, Llanfaes, Llanfihangel, Llanfilo, Llanfrynfach, Llangorse, Llangynidr, Llanhamlach, Llanigon, Llanspyddid, Llyswen, Pencelli, Pennorth, Pontfaen, Pwllgloyw, Scethrog, Sennybridge, Talgarth, Talybont on Usk, Trallong, Trecastle, Trefecca, Tretower, Velindre
LHM8 – Ystradgynlais Border	Abercrave, Coelbren, Cwmgiedd, Glanrhyd, Gurnos, Lower Cwmtwrch, Penrhos, Pont Neath Vaughan, Upper Cwmtwrch, Yniswen, Ystradgynlais
LHM9 – Crickhowell Border	Crickhowell, Glangrwyney, Llanbedr, Llangattock