

# Common Allocations Policy

## Frequently Asked Questions on:

### APPLYING FOR MEDICAL PRIORITY

#### What is medical priority?

If you have applied for housing and one of your reasons for needing to move is based on health reasons your application could be awarded additional priority.

If the home you currently reside in does not meet your long term medical needs or if you need to move to provide or receive daily medical treatment or care/support and you cannot access this where you live at present then applying for medical priority may be something you wish to consider.

#### Is there anything else I need to know before I apply?

You will need to fill in a self-assessment application form in which you will be asked to provide us with details of your medical condition and the impact your current home has on this. So that we can ensure we have all the information we need you will also be asked to provide details of anyone who is involved in your care and it may be necessary for us to contact them.

You shouldn't ask your doctor or any other professionals involved with your care to write at this point. If we require more information we will contact them directly.

#### What happens next?

Your application should be sent to the Social Housing Access Team, 10-16 York Place, Perth PH2 8EP or you can hand it in to your Local Housing Office who will forward it to the team on your behalf.

A member of staff will then check the details on your form to ensure that it has been fully completed and meets the criteria for consideration. If not, they will will inform you in writing.

# APPLYING FOR MEDICAL PRIORITY

## Who makes the decision?

A Housing Needs Assessment Officer will make the decision on your application based on the information you have provided and any reports from the professionals involved with your care. However, where you have asked for priority for more than one person in your household or you have multiple needs the decision will be made by the Housing Needs Assessment Panel.

## If I get priority what does this mean for my application?

If you are awarded medical priority it will be awarded at one of 4 banding levels from A through to D and this will be confirmed to you in writing and explain what this means for your application.

When awarding medical priority it is often the case that a particular type of property is recommended which best suits your medical needs. This will always be taken into account when considering if a property is suitable for your needs.

## Can I appeal?

Yes. If you are unhappy with the decision to refuse your application or the level of priority awarded you need to submit an appeal within 21 days of receiving our letters. We will acknowledge your appeal within 3 working days and our Senior Needs Assessment Officer will ensure that:

- your reason for appeal has been clearly stated and,
- any additional supporting information has been provided

## Who considers my appeal?

Your appeal is considered by the Housing Needs Assessment Panel. The panel includes representatives from Tayside Medical Advisory Service, Housing and Community Care and NHS Tayside.

The Panels' decision is final and will be confirmed to you in writing.

## What if my circumstances change?

If you change address, your health deteriorates or the member of your household who was awarded this priority no longer lives with you, you should always let us know.

You can do this by either:

- e-mailing [HousingAllocation@pkc.gov.uk](mailto:HousingAllocation@pkc.gov.uk)
- telephoning your Local Office or the Housing Access Team
- writing to us
- filling in a Change of Circumstances form available on-line at [www.pkc.gov.uk](http://www.pkc.gov.uk) or at any of our offices .

# APPLYING FOR MEDICAL PRIORITY

## Contact Details:

*Housing Advice Centre*  
10-16 York Place  
Perth PH2 8EP  
Tel. 01738 475000

*Perthshire Housing Association*  
5 South St John's Place  
PERTH PH1 5SU  
Tel. 01738 441088

*Hillcrest Housing Association*  
55 Huntingtower Road  
PERTH PH1 2LH  
Tel. 0844 892 1099

*City Central Area Housing Team*  
Pullar House  
35 Kinnoull Street  
Perth PH1 5GD  
Tel. 01738 476103

*Letham Area Housing Team*  
Tweedsmuir Road  
Perth  
PH1 2HJ  
Tel. 01738 625898

*Blairgowrie Housing Team*  
46 Leslie Street  
Blairgowrie  
PH10 6AW  
Tel. 01250 871300

*Pitlochry Area Housing Team*  
26 Atholl Road  
Pitlochry  
PH16 5BX  
Tel. 01796 474625

*Crieff Area Office*  
32 James Square  
Crieff  
PH7 3EY  
Tel. 01764 657540

*Auchterarder Area Office*  
Parkdale Residential Home  
(temporary localisation due to refurbishment  
of Aytoun Hall)  
New School Lane, High Street  
Auchterarder  
PH3 1QN  
Tel. 01764 661333

*Kinross Area Office*  
21 High Street  
Kinross  
KY13 8AP  
Tel. 01577 862351