

**PERTH AND KINROSS COUNCIL****Housing and Health Committee****27 January 2016****Revised Common Allocation Policy****Report by Director (Housing and Community Care)****PURPOSE OF REPORT**

This report seeks Committee approval for the revised housing common allocation policy. The new policy reflects changes in legislation, the Scottish Social Housing Charter outcomes, the impact of Welfare Reform and local housing need.

**1. BACKGROUND**

- 1.1 Housing and Health Committee approved the current Common Allocations Policy in August 2009 (Report 09/375 refers).
- 1.2 Since its introduction there have been a number of national and local developments which the new policy needs to address. One example is the mismatch between the demand for housing and the supply, which remains acute and presents a significant challenge in meeting the needs of homeless households.
- 1.3 During 2014/15, of a total of 825 homeless presentations, 449 single people were assessed as homeless, however, only 356 one bedroom properties became available that year. A high proportion of vacancies (55%) were allocated to homeless households which is significantly higher than the national average for the number of lets (38%) to homeless households. Despite this, homeless households in Perth and Kinross wait longer to be offered housing, 50.2 weeks, compared to the national average of 31.9 weeks, resulting in a backlog of over 500 homeless applicants waiting for permanent housing.
- 1.4 The existing policy was fully implemented in April 2010 and developed in partnership with:-
  - Perth and Kinross Council
  - Caledonia Housing Association
  - Hillcrest Housing Association
- 1.5 Collectively these landlords operate a Common Housing Register (CHR) managing a housing stock of more than 10,000 affordable homes with a major impact in meeting housing need across Perth and Kinross. Operating a CHR, means there is a single point of access for housing applicants, regardless of

the partner organisation they approach for assistance, thereby improving access to housing for people in housing need.

- 1.6 The common allocation policy underpins the CHR and is instrumental in ensuring that partners meet all legislative and regulatory requirements surrounding the allocation of housing, as well as making sure those in the greatest housing need have fair and efficient access to affordable housing. To this end, the policy must:-

- Be legally compliant
- Ensure open and fair access to housing
- Assign priorities which reflect the local context
- Deliver effective outcomes in relation to the best use of stock and sustainable tenancies

- 1.7 To meet these challenges, a detailed review of the current common allocation policy has been carried out covering:-

- The policy's compliance with legislation, Scottish Social Housing Charter and best practice
- The flexibility of the policy in responding to the impact of Welfare Reform and local housing need
- The ability of the policy to meet statutory requirements to homeless households
- The accessibility and ease of understanding for people applying for social housing

## **2. THE REVISED COMMON ALLOCATION POLICY**

- 2.1 The revised policy in Appendix 2 is based on a model that reflects housing need within a 'group's plus points-based system'. A key reason for introducing groups with points is to simplify the allocation process and recognise and prioritise housing need in a transparent and accountable way, whilst positively contributing towards discharging the Council's homelessness duty.

- 2.2 The aim of the revised policy is to meet housing need fairly and help secure accommodation for people in the greatest need of housing by:-

- Responding quickly to people in acute and urgent housing need
- Preventing and responding to homelessness by being proactive providing advice and assistance or suitable housing within a reasonable timescale
- Providing a housing options approach to meet the person's needs, and taking early action if their home is at risk
- Encouraging applicants to make informed and realistic decisions on their options
- Assessing and meeting applicants' support needs, in partnership with other agencies such as NHS, Social Work Services and other support providers

- Making best use of housing that becomes available for rent
- Supporting the creation of settled communities

### **Housing Options**

- 2.3 Housing Options is a key priority for the Scottish Government who have supported local authorities to adopt a Housing Options approach to delivering housing advice and assistance by funding 5 Housing Options Hubs. Perth and Kinross is the lead authority for the Tayside, Fife and Central Hub and has been at the forefront of developing this approach across Scotland. Through the revised policy, a strong emphasis has been placed on Housing Options and the delivery of a high quality accessible advice and information service providing people with access to a wider range of options to help improve their housing situation.

### **Amended Allocation System – ‘Group Plus Points’**

- 2.4 To provide a fair system, the revised policy will prioritise applicants on the waiting list according to their housing need. To do this the policy will allocate based on a groups plus points system. This system is based on four groups:-
1. Strategic Need – for applicants that have an urgent or exceptional housing need such as looked after and accommodated children or serious harassment and abuse cases
  2. Homelessness - for people assessed as homeless in line with homeless legislation
  3. Transfer applicants – for existing tenants of one of the three providers who have a housing need
  4. Waiting list applicants - for applicants that are not a current tenant of one of the three providers such as an applicant living in the private sector
- 2.5 Within the transfer and waiting list applicant groups, applicants will receive points based on their housing need. Points can be awarded for the following:-
- Medical need
  - Overcrowding
  - Underoccupying
  - Providing and/or receiving support
  - Insecure Housing (Housing applicants) such as those in the Private Sector
  - Below Tolerable Standard (Housing applicants) such as those living in accommodation with no hot or cold running water etc.

### **2.6 Allocation Priorities**

It is proposed that in order to meet the objectives of this policy and make sure those in the greatest housing need are reached for housing, we will aim to allocate a proportion of vacancies to applicants in each of the four groups as detailed below. These proportions have been calculated based on current demand and need and will be reviewed and adjusted to reflect ongoing need levels. The proportion of allocations to each group will be:-

- Strategic Need – 10%

- Waiting List applicants – 16%
- Transfer applicants – 24%
- Homelessness – 50%

### **Current Tenants**

- 2.7 Some tenants live in properties that are unsuitable for them due to overcrowding, under occupancy or as a result of a medical need. However, due to the high volume of applicants on the waiting list who do not have a home, it can be difficult to offer tenants alternative housing. In order to make best use of stock, the revised policy will separate transfer applicants (current tenants of the three providers) and housing waiting list applicants to make sure the allocation priorities to transfer applicants is met. This approach will enable us to enhance the creation of vacancy chains, enabling the three landlords to resolve several applicants' housing need from one initial vacancy.

### **Armed Forces Personnel**

- 2.8 Ex-service personnel and their families can face particular housing challenges as they leave the Armed Forces and return to their local area. Included within the revised policy are measures to provide housing options advice in advance of them leaving the forces supporting a more planned return to their local area, avoiding the need to take the homeless route to be housed.

### **Welfare Reform**

- 2.9 Recent changes to the Welfare Benefits System have an impact on some working-age tenants and applicants. To minimise the impact of these changes wherever possible, the revised policy ensures applicants are offered financial advice and assistance and referred for a financial assessment to ensure the most appropriate housing solution is identified. Through housing options we will also encourage tenants and applicants to make informed and realistic decisions about their house size and location.
- 2.10 It is intended to implement the policy on 1 April 2016. The lead-in time from January to April will provide time for:-

- Current applicants to be informed about the new policy and how it will affect them
- All applications on the CHR will be reviewed in line with the new policy
- Staff to be fully trained on the policy
- Changes to the housing computer system (Northgate)
- The roll out of awareness sessions to colleagues and key stakeholders

## **3. THE CHANGES AND BENEFITS OF THE REVISED POLICY**

- 3.1 The following proposed changes and benefits of the revised Perth and Kinross Common Allocation policy are summarised below. The revised policy will:-

- Allow greater flexibility in allocating 2 bedroom housing therefore reducing the extreme pressure on demand for 1 bedroom housing
- Reduce the length of time homeless applicants wait for permanent housing
- Target those in urgent need of housing in a fair and more consistent way avoiding the need for them to apply as homeless or leaving them in an at risk situation
- Maximise housing opportunities for applicants by removing the need to have a limited number of areas selected on their application

## 4 CONCLUSION AND RECOMMENDATIONS

- 4.1 Revising the Common Allocation Policy will bring the policy in line with changes in legislation, the Scottish Social Housing Charter, the impact of Welfare Reform and local housing need. Changing to a 'groups plus points system' will also prioritise applicants on the waiting list according to their housing need in a fairer and more transparent way, which applicants fully understand.
- 4.2 Providing greater priority to tenants transferring from one property to another should create more vacancy chains and allow the service to resolve the housing needs of several applicants from one initial vacancy. It will also make best use of housing that becomes available for rent.
- 4.3 Committee is asked to approve the revised Common Allocation Policy attached in Appendix 2.

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### Approved

Name	Designation	Date
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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

<b>Strategic Implications</b>	<b>Yes / None</b>
Community Plan / Single Outcome Agreement	<b>Yes</b>
Corporate Plan	<b>Yes</b>
<b>Resource Implications</b>	
Financial	<b>None</b>
Workforce	<b>Yes</b>
Asset Management (land, property, IST)	<b>Yes</b>
<b>Assessments</b>	
Equality Impact Assessment	<b>Yes</b>
Strategic Environmental Assessment	<b>None</b>
Sustainability (community, economic, environmental)	<b>Yes</b>
Legal and Governance	<b>Yes</b>
Risk	<b>Yes</b>
<b>Consultation</b>	
Internal	<b>Yes</b>
External	<b>Yes</b>
<b>Communication</b>	
Communications Plan	<b>Yes</b>

### 1. Strategic Implications

#### Community Plan / Single Outcome Agreement

- 1.1 The Single Outcome Agreement for Perth and Kinross has five outcomes which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. The following are relevant to this report:

- Giving every child the best start in life
- Developing educated, responsible and informed citizens
- Promoting a prosperous, inclusive and sustainable economy
- Supporting people to lead independent, healthy and active lives
- Creating a safe and sustainable place for future generations

#### Corporate Plan

- 1.2 The revised policy relates to the Council's Corporate Plan Objectives as detailed above.

### 2. Resource Implications

#### Financial

- 2.1 There are no resource implications arising from this report.

### Workforce

- 2.2 A current officer within the Housing Options and support Team has been seconded from the team to focus on the system build and implementation.

### Asset Management (land, property, IT)

- 2.3 None.

## **3. Assessments**

### Equality Impact Assessment

- 3.1 Assessed as relevant and actions taken to reduce or remove the following negative impacts:

- Quality Assurance framework which includes audits of allocations, delivery of housing advice and assistance:
- Applicant and customer feedback and:
- Staff training.

### Strategic Environmental Assessment

- 3.2 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.

This section should reflect that the proposals have been considered under the Act and no further action is required as it does not qualify as a PPS as defined by the Act and is therefore exempt.

### Sustainability

- 3.3 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. Under the Climate Change (Scotland) Act 2009 the Council also has a duty relating to climate change and, in exercising its functions must act:

- In the way best calculated to deliver the Act's emissions reduction targets
- In the way best calculated to deliver any statutory adaptation programmes
- In a way that it considers most sustainable

This section should reflect the steps that have been taken to assess the proposals under the Act and no further action is required as it does not qualify as defined by the Act and is therefore exempt.

## Legal and Governance

- 3.4 The Head of Legal Services has been consulted on the revised policy.

## Risk

- 3.5 The key risks associated with the revised policy have been outlined in the report.

## **4. Consultation**

### Internal

- 4.1 The Heads of Finance and Legal Services have been consulted on the report. A briefing outlining the revised policy was also delivered to Elected Members.

### External

- 4.2 The Housing (Scotland) Act 2001 and 2014, places a duty on social landlords to discuss with tenants and applicants changes to their allocations policy. To help inform changes to the revised policy, the following consultative methods were used:-

- A project group was set up to oversee the revisions and to draft the proposed policy and allocation system
- A questionnaire was issued to a random sample of applicants on the CHR
- Feedback was sought from Council tenants at the Tenant Conference in June
- Feedback was received from key stakeholders, agencies and colleagues through attendance at team meeting and focus group sessions
- A workshop was held with 20 tenants at the September Tenants' forum
- The draft policy was promoted on social media, twitter, Facebook and Scottish Housing News, in order to seek feedback and comments
- A presentation outlining the draft policy was delivered to senior management and Caledonia Housing Association's Scrutiny Panel
- A presentation was delivered to Elected Members and The Affordable Housing Members Officer Working Group (MOWG)

There was wide ranging support for the proposed changes and where relevant, and appropriate, the views of key stakeholders were reflected in the policy. The feedback received from tenants and applicants mainly referred to how easy the document was to read and understand.

Consultation on the revised policy was also held with tenants, housing waiting list applicants, staff, stakeholders and promoted via social media.

- 4.3 The Tenant Report Panel were consulted on this report. They commented that this is a comprehensive document giving many conditions and circumstances for many factors, which will help to maintain a transparent service which is to be commended.



## **5. Communication**

5.1 A communication plan has been devised and once approved the revised policy will be implemented through:

- Training and awareness sessions
- Briefings
- Social Media
- Identifying Champions within all three providers
- Reviewing current housing applications
- Information to tenants and applicants - letters, text messages, attending tenants' forum etc.

## **6. BACKGROUND PAPERS**

None.

## **7. APPENDICES**

Appendix 1: Allocation statistics

Appendix 2: Revised Common Housing Allocation Policy.



## **Appendix 1: Allocation statistics**

1. A total of 830 properties were let through the CHR during 2014–2015 which is a slight decrease from 2013-2014 when 917 properties were let. The 830 lets were made by all three partners with:-
  - 70.8% (588 properties) made by Perth and Kinross Council
  - 20.7% (174 properties) made by Caledonia Housing Association
  - 8.1% (68) made by Hillcrest Housing Association

2. The area with the highest number of lets was Perth Town Centre with 13% (108 properties) of all lets.

The size breakdown of these properties were:-

- 3.0% (25 properties) of lets were bedsits
  - 42.9% (357 properties) of lets had 1 bedroom
  - 43.25% (358 properties) of lets had 2 bedrooms
  - 9.9% (82 properties) of lets had 3 bedrooms
  - 0.9% (8 properties) of lets had 4 bedrooms
3. Of the 830 properties let during the period 1 April 2014 to 31 March 2015, these were let to the following bandings:-

- 61.45% of lets (510 properties) allocated to applicants in Band A
  - 23.6% of lets (196 properties) allocated to applicants in Band B
  - 6.5% of lets (54 properties) allocated to applicants in Band C
  - 0.8% of lets (7 properties) allocated to applicants in Band D
- The remaining 7.69% of lets (63 properties) were sheltered housing lets.

4. In addition:-

- 55.4% (460 properties) of lets were allocated to statutory homeless applicants
- 2.4% (20 properties) of lets were allocated to the “reasonable preference groups” as defined by housing legislation
- 4.6% (38 properties) of lets were allocated to medical cases
- 22.4% (186 properties) of lets were allocated to applicants who were under-occupying social housing or had social/welfare/employment needs
- 15.2% (126 properties) of applicants housed were overcrowded (lacking minimum 2 bedrooms)



# **Perth and Kinross**

# **Common**

# **Allocations Policy**

**Revised December 2015**

## **Summary of Proposed Changes**

The following proposed changes and benefits of the revised Perth and Kinross Common Allocation policy are summarised below:-

The revised policy:-

- Is compliant with current legislation and good practice
- Allows greater flexibility in allocating 2 bedroom housing therefore reducing the extreme pressure on demand for 1 bedroom housing
- Reduces the length of time homeless applicants wait for permanent housing
- Targets those in urgent need of housing in a fair and more consistent way avoiding the need for them to apply as homeless or leaving them in an at risk situation
- Is more responsive to meeting the housing needs of our own tenants
- Enhances the use of vacancy chains and make better use of our housing stock
- Maximises housing opportunities for applicants by removing the need to have a limited number of areas selected on their application
- Provides a policy which is easier to understand ensuring fair and transparent access

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## **1. Introduction**

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### **1.1 Background**

The Perth and Kinross Common Housing Allocations Policy ('the CAP') has been developed as part of the Perth and Kinross Common Housing Register ('the CHR').

The CHR is a computer based single waiting list which three local social housing organisations use to register applicants for housing. It's designed to make it easier and quicker for you to apply for housing by filling in one application form. Each CHR landlords will use this form.

The CAP has been developed by three local social landlords working in Perth and Kinross. They are:-

- Perth and Kinross Council (the Council)
- Caledonia Housing Association Ltd. (CHA)
- Hillcrest Housing Association Ltd. (Hillcrest)

These three social housing landlords are referred to as 'we' or 'the partner landlords' in this document. The CAP tells you:-

- How to apply for housing with any of the above partner landlords
- How we will assess your application based on your housing need
- How we allocate available homes to meet the needs of housing applicants on the CHR

We use a group plus points system to allocate houses. This means we will place you in a group which reflects your housing need and award points within your group to reflect the degree of your housing need.

We have developed the CAP following consultation with housing applicants, tenants, and other stakeholders, including other Council service and NHS Tayside. The CAP is designed to meet the legal and regulatory standards that guide how the partners in the CHR should work.

There are not enough affordable homes in Perth and Kinross to help everyone who applies for housing. We therefore want to make sure that the CAP allows us to assess the needs of each applicant and to allocate homes in a fair and consistent way, so that available homes are let to those in the greatest need of housing.

We also want to make sure that if you apply for housing you can access advice and information on all the housing options available to you, so that you can make informed choices and maximise your opportunities of finding the right home.

We will make this policy available to you in other languages or formats, such as large print and Braille and also publish it on our websites. Refer to appendix 2 for further details.

### **1.2 Acting within the law**

We have developed this policy using the good practice available from the Scottish Government, the Scottish Housing Regulator, the Scottish Federation of Housing Associations and the Chartered Institute of Housing. This means our policy is fair and gives

reasonable preference to applicants in housing need. This policy complies with, and takes account of, the following housing legislation:-

- Housing (Scotland) Act 1987
- Housing (Scotland ) Act 2001
- Housing (Scotland) Act 2006
- Housing (Scotland) Act 2010
- Housing (Scotland) Act 2014
- Homelessness etc. (Scotland) Act 2003

We also protect your rights by meeting the legal requirements set out in other legislation, including:-

- Human Rights Act 1998
- Data Protection Act 1998
- Matrimonial Homes (Family Protection) (Scotland) Act 1981
- Children Scotland Act 1995
- Civil Partnership Act 2004
- Immigration and Asylum Act 1999
- Protection from Harassment Act 1997
- Management of Offenders etc. (Scotland) Act 2005
- Equality Act 2010
- Adult Support and Protection (Scotland) Act 2007

### **1.3 The Scottish Social Housing Charter**

The Scottish Housing Regulator uses outcomes and standards set out in the Scottish Social Housing Charter (SSHC) to assess the performance of social landlords. To allow the CAP to meet the required outcomes and standards we have developed our policy to ensure:

- Outcome 1: Every tenant and other customer has their individual needs recognised, is treated fairly and with respect, and receives fair access to housing and housing services
- Outcome 2: Tenants and other customers find it easy to communicate with their landlord and get the information they need about their landlord, how and why it makes decisions and the services it provides
- Outcome 3: People looking for housing get information that helps them make informed choices and decisions about the range of housing options available to them
- Outcome 4: Tenants and people on housing lists can review their housing options
- Outcome 5: People at risk of losing their homes get advice on preventing Homelessness
- Outcomes 3, 4 and 5 reflect social landlords' duties to provide information and advice to people looking for housing or those at risk of becoming homeless. These duties include helping tenants and people on housing lists to review their options to move within the social housing sector or to another sector
- Outcome 6: People looking for housing find it easy to apply for the widest choice of social housing available and get the information they need on how the landlord allocates homes and their prospects of being housed



- Outcome 7: covers what social landlords can do to make it easy for people to apply for the widest choice of social housing that is available and suitable and that meets their needs. It includes actions that social landlords can take on their own and in partnership with others, for example through Common Housing Registers or mutual exchange schemes, or through local information and advice schemes.

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## 2. Our Aim, Objectives and Principles

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### 2.1 Our Aim

Our Aim is to meet housing need fairly and help secure accommodation for households in the greatest housing need.

### 2.2 Our Objectives

We will meet our aims by:-

- Responding quickly to people in acute and urgent housing need
- Giving the right priority to people who are in most need of housing this includes specific groups identified in legislation to whom we must give 'reasonable preference', namely:-
  - Social housing tenants who are under occupying their home
  - People who are homeless or threatened with homelessness (including those at risk of harassment and abuse)
  - People who are living in unsatisfactory housing conditions with unmet housing needs

(Persons have *unmet housing needs* where the social landlord considers the persons have housing needs which are not capable of being met by housing options available.)

- Preventing and responding to homelessness by being proactive through providing appropriate advice and assistance or suitable housing within a reasonable timescale
- Providing a housing options approach to meet the person's needs, which involves taking early action if their home is at risk, encouraging them to make informed and realistic decisions on their options and assessing and meeting any support needs they may have, in partnership with other agencies
- Providing support to those who need help to find and keep a home by helping them to access the help and support they need to find a property and to live in their new home independently and successfully by working in partnership with agencies such as NHS, Social Work Services and other support providers
- Making best use of housing that becomes available for rent
- Working to create communities where people want to live

### 2.3 Our Principles

Our policy is based on six key principles we will:-

- Apply our policy consistently: this means we will apply our policy to every applicant and property we allocate, wherever that property is, whoever the applicant is, and whoever allocates it or processes the application

- Be clear about what we do and when we will do things. We will be clear about how we do things and will explain why we do things wherever we can
- Be open and honest with you and talk clearly and directly about your housing options. We will be clear about what we can and cannot do to help you
- Follow what the law and guidance says we must do and what the law allows us to do. Wherever we can, we will follow what guidance recommends we should do
- Respect diversity and promote equality in everything we do. No one will be treated unfairly because of race, colour, ethnic or national origin, language, religion, belief, age, gender, sexual orientation, marital status, family circumstances, employment status, physical ability or mental health
- Use all the information we receive about you and everyone you apply with in line with the law and hold that information securely

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### 3. Applying for Housing

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#### Who can apply for housing?

Anyone 16 years and over can apply for housing unless they are subject to immigration control.

Everyone applying for housing is included on the housing waiting list. However your application will not go live, which means you will not be considered for housing, until you have provided all of the information we require such as proof of identification, birth certificates etc. Where your application is placed on the list depends on your housing need. However, please remember if you apply for housing this does not mean we will definitely offer you housing. More people apply for housing under the CAP than the number of homes we have available to let.

Before you apply for housing we will invite you to use our *Housing Options Self-Assessment (HOSA)*. We will also offer you an enhanced housing options interview to discuss your housing options with one of our trained advisors.

At an enhanced housing options interview, a range of solutions will be discussed, tailored to your individual needs, to help prevent homelessness or promote successful tenancy sustainment including:-

- practical assistance or intervention to delay the urgent need to leave home, such as negotiating with landlords, parents or mediation
- practical assistance or intervention to enable you to remain at home such as providing housing support, assistance with budgeting or debt advice
- intervention or referral to secure alternative accommodation through exploring various housing types such as private sector, low cost home ownership and / or social housing

If social housing is the right option for you, we will support you to fill out a housing application form to become registered on the Common Housing Register (CHR).

By completing an application we can gather information on your personal and housing circumstances, as well as your preferences about where you would like to live and the type of property you would like to live in.

Staff from each partner will be available to provide assistance with completing your application form if you ask for help. Information and advice which recognises your individual

needs will also be available to help you make informed choices that maximise your opportunities for housing.

In line with our commitment to make services easily and equally accessible to all housing applicants, we can also provide an interpretation service if you are hearing or visually impaired or if your first language is not English.

In order to assess an application properly, it is important for us to have accurate and up to date information on your circumstances. You must keep your application up to date by notifying us of any change as soon as it occurs.

If you deliberately provide false or misleading information you will be suspended from the CHR. Any offers of housing that have been made will be withdrawn. If a tenancy is granted on the basis of false information, partners could take action to end the tenancy.

You can apply on your own, jointly with a partner or jointly with anyone else who will be living with you. However, we cannot allow you **and** two or more applicants who are unrelated to you to rent a property under this policy because this creates a House in Multiple Occupation (HMO) which are governed by separate regulations.

Our Housing Options Team will manage your application and you can call them on the phone or visit in person at the Housing Advice Centre or any Locality Area Office to discuss your application.

You can also talk to our staff at any of the partners' offices.

The contact details for each partner can be found in Appendix 2.

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## **4. Your Application**

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### **4.1 Assessing your application**

We aim to complete our assessment of your application within 20 working days of receiving it as long as you've provided all the information we need. We will write to tell you which group you have been placed in and the points, if any, we have awarded you.

We will assess your application using the criteria set out in our group plus points system based on your current circumstances and any additional needs you may have, including information provided on your behalf by other organisations and agencies.

We use a group plus points system to allocate houses. This means we will place you in a group which reflects your housing need and award points within your group to reflect the degree of your housing need.

If required, we may request additional information from you to assess your application.

If you don't give us all the information we need, this may delay your application.

### **4.2 What we DO and DON'T take onto account when assessing your application?**

When assessing your application for housing we will and will not take the following factors into consideration:

Factors that <b>are not</b> taken into consideration when applying for housing	Factors that <b>are</b> taken into consideration when applying for housing
<ul style="list-style-type: none"> <li>Whether you live in Perth and Kinross and how long you have lived there</li> </ul>	<ul style="list-style-type: none"> <li>You owe a landlord more than 1/12th of the annual rent, and you have not agreed to repay what you owe and haven't made at least three monthly payments towards the money you owe when you said you would pay</li> </ul>
<ul style="list-style-type: none"> <li>Any debts that are not related to your current or former tenancy (council or registered social landlord tenancies)</li> </ul>	<ul style="list-style-type: none"> <li>You need to get support from, or give support to, a family member or carer to help you or a member of your family or carer to live independently</li> </ul>
<ul style="list-style-type: none"> <li>Any debts you have already repaid</li> </ul>	<ul style="list-style-type: none"> <li>You have a social or medical reason to move to Perth and Kinross</li> </ul>
<ul style="list-style-type: none"> <li>Debts related to your tenancy if they are less than one-twelfth of the yearly amount of rent you pay; or you have already arranged a repayment plan and have kept it for at least three months and you are still keeping to it</li> </ul>	<ul style="list-style-type: none"> <li>Whether you or anyone that will live with you owns any property; or</li> </ul>
<ul style="list-style-type: none"> <li>You and / or your family's income (including any benefits you receive)</li> </ul>	<ul style="list-style-type: none"> <li>You are being harassed or abused where you live.</li> </ul>
<ul style="list-style-type: none"> <li>Your age, as long as you're over 16, and the home you want has not been designed or adapted as older persons housing</li> </ul>	
<ul style="list-style-type: none"> <li>If you are legally separated or divorced</li> </ul>	
<ul style="list-style-type: none"> <li>Who you live with at the time you apply for housing</li> </ul>	

#### 4.4 Making Enquiries and References

We make enquiries about your application when we receive it but the enquiry we make will depend on where you're living at the time you apply and where you've lived for the three years before you applied.

We will ask your landlord for a reference if you've been a tenant at any time in the past three years to find out if:-

- you owe any money
- you have acted in an anti-social manner
- your landlord has taken any formal action against you to end your tenancy

We may suspend your application if we receive an unsatisfactory reference, refer to Section 9 for more details on suspending your application.

If you refuse us permission to get references we won't make you an offer of housing until we receive a satisfactory reference, but your application will not be suspended.

## **4.5 Home Visits**

We may need to arrange a home visit to assess your application if:-

- you are housebound or otherwise vulnerable
- we need to confirm your circumstances as we are unable to do this from your application

## **4.6 Proving your Identity**

You will need to provide us with proof of your identity in the name you have applied in. We will accept your birth certificate, passport or National Insurance card. We also need two forms of proof showing your current address as your permanent and principal home. This may include, but is not limited to:

- official letters/bills/statements from a local authority, public agency or private utility (gas, electric, telephone), government department, private sector lease, bank or building society
- current photographic driving licence
- national health card

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## **5. Types of Housing and Areas where you want to live**

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### **5.1 Applicants Choice**

When you make an application for housing you will be able to choose:-

- the CHR partner(s) that you would prefer to be your landlord(s)
- the areas that you would most like to live in
- the property types that you would most like to live in

We will not put any limits on the number of areas that you can choose, however your choices of property type and location may be affected by specific issues or circumstances.

Examples of where your choices could be restricted include:-

- if you have a medical recommendation/requirement for a specific type of property
- if an anti-social behaviour order may prohibit you from accessing a particular area
- the availability of the remaining housing stock in the area

We will provide you with clear information about the stock held by all three partners, so that you can make informed choices when selecting your preferred areas that maximise your opportunities for housing.

Not every partner has very sheltered, sheltered, retirement, amenity or adapted housing within their stock. We will make sure this information is clear when you are making application choices.

### **5.2 House Size (Number of Bedrooms)**

We will register your application on the housing list according to the type and size of property that you require. This helps us to make sure that each property is let to an applicant that will make the best use of the stock that becomes available.

We will work out the number of bedrooms that you require using the following criteria, based on who will be living permanently with you in the household:-

<b>Household Size</b>	<b>Number of Bedrooms</b>
Single Person	Bedsit, or 1 – 2 bedrooms
Couple	1 – 2 bedrooms
Family with one child	2 bedrooms
Family with two children of the same gender, or both under at least 10 years of age	2 bedrooms
Family with two children, of different genders, and at least one aged over 10 years of age	3 bedrooms
Family with 3 children	3 bedrooms
Family with 4 children of the same gender, or all at least under 10 years of age	3 bedrooms
Family with 4 children or more	4 or 5 bedrooms

We will make common sense exceptions to these rules, depending on individual circumstances. For example:-

- if you require an additional bedroom on medical grounds
- if you provide foster care, or have been pre-approved to provide foster care or to adopt children we will provide one additional bedroom
- if you have access to children who do not reside with you on a full time basis we will provide one additional bedroom
- if you or a member of your household is pregnant and can provide us with proof of pregnancy from someone independent like a doctor or midwife, we will provide housing to meet the needs of the full household

We will ask you to provide further information in support of your application, if you require larger accommodation than we would normally allocate within the CAP.

If we make you an offer of housing that has one more bedroom than you need, we will provide you with information and advice to enable you to make an informed decision and choice about the how you will manage to pay for your home financially. It is really important that you consider this information as you could be at risk of financial hardship which could result in the loss of your home.

### **5.3 Housing Type**

The main type of housing provided by the three partners is general housing. However, we also provide housing with support and housing with particular design features such as: -

#### **Housing with Additional Support**

Housing with Additional Support helps people maintain an independent lifestyle in their own home by receiving the appropriate level of care and support they need and choose. To apply for Housing with Additional Support a Social Work assessment must be completed and you must:

- normally be 60 years or over or with a recognised disability
- have been assessed as requiring formal housing support and/or a minimum of a medium level of care at home over 7 hours per week which could include overnight care

### **Very Sheltered Housing**

Similar to Housing with Additional Support, this type of housing is designed to meet the needs of people who are aged 60 or over who require support to live independently. The service on offer has all the features of sheltered housing along with additional support and meal provision. To apply for very sheltered housing, a medical self-assessment must be completed and you need to:-

- normally be 60 years or over or with a recognised disability
- be assessed as needing the additional support and meal provision that very sheltered housing offers to allow you to continue living independently in the community

### **Sheltered Housing**

Sheltered housing properties allow older people to retain a high degree of independence within their home. Services include staff on site Monday to Friday 8.30am – 4.15pm and access to an emergency mobile response service 24 hours a day, 365 days a year.

To apply for sheltered housing, a medical self-assessment must be completed and you need to be:-

- aged 60 or over
- assessed as needing the additional support that sheltered housing offers to allow you to continue living independently in the community

If you are applying as a couple, only one of you need to meet the criteria listed above.

Sheltered housing is not restricted to over 60's and the partners recognise that, in some cases, there are people of all ages who would benefit from this type of housing.

If you make an application for very sheltered or sheltered housing, you will be assessed by the Housing Options Team to identify if this housing is suitable for you and the level of priority to be awarded.

### **Retirement Housing**

Similar to sheltered housing, retirement housing has staff available to offer you help, deal with any health and safety issues and respond to community alarm calls. You can make an application for retirement housing if:-

- you are aged 60 or over
- need more manageable accommodation with security

If you make an application for retirement housing, you will be assessed by the Housing Options Team to identify if this housing is suitable for you and the level of priority to be awarded.

## **Amenity Housing**

Amenity housing is available for older people or people with a recognised disability who would benefit from a community alarm service. You can make an application for amenity housing if:-

- you are over 50
- have a medical condition and would benefit from the features of this type of accommodation

If you make an application for retirement or amenity housing, you will be assessed by the Housing Options Team to identify if this housing is suitable for you and the level of priority to be awarded.

## **Adapted Housing**

Adapted housing includes houses purposely built for disabled people as well as homes that have been significantly adapted.

If you require a specifically adapted property because you have a particular health need or a disability, a full needs assessment will be carried out by Occupational Therapist and / or Social Work and points then will be awarded within your group to reflect the degree of your housing need.

When allocating adapted housing, your suitability for the property will be the determining factor so it is important that we fully understand the type of property you need.

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## **6. Assessing your housing need – our Group Plus Points System**

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In order to provide a fair system, the CAP prioritises applicants on the waiting list according to their housing need. To do this we operate a group plus points system. This means applicants are placed into a group with points dependant on their housing need. Refer to appendix 1 for further details on the groups and points.

### **The Groups are:-**

- Strategic Needs
- Homelessness
- Transfer Applicants (You are a tenant of one of the three partners):
  1. Medical
  2. Overcrowding
  3. Under occupying
  4. Providing and / or Receiving Support
  5. No Housing Need (no points awarded)
- Housing Waiting List Applicants:
  1. Medical
  2. Overcrowding
  3. Below Tolerable Standard
  4. Insecure Housing
  5. Providing and / or Receiving Support
  6. No Housing Need (no points awarded)



## **Strategic Needs**

The Strategic Needs Group has been designed to meet urgent or exceptional housing need as quickly and successfully as possible. If you are placed in the Strategic Needs Group you may be given priority over other types of housing applicant because of the urgent circumstances that you are facing. Refer to appendix 1 for further details. This group includes applicants who are:-

- looked after and accommodated children
- people at risk of/experiencing domestic abuse
- people at risk of/experiencing serious harassment
- people leaving supported accommodation
- armed forces personnel leaving active services
- people who require to leave home as a result of regeneration activity
- witness protection cases;
- served with a Closing Order
- staying in adaptive housing but no longer require it
- exceptional circumstances

If your application is placed in the Strategic Needs Group, it will be held in date order, based on the date the decision was made to place your application in this Group. At least 10% of all our housing allocations are made to this Group. The 10% proportion reflects the legal responsibilities that we have as well as our policy objective “to respond quickly to people in acute and urgent housing need”.

If your application qualifies to be placed in the Strategic Needs Group we will make you one reasonable offer of accommodation. If you refuse the offer we make, this will normally result in the priority being withdrawn and your application will be removed from the Strategic Needs Group.

You will be placed in one of the other housing groups, for example housing waiting list or transfer applicant.

Applicants who qualify for priority rehousing within the Strategic Needs Group and are not rehoused within 3 months of application will have their application reviewed.

## **Homelessness**

Our policy objective to “prevent and respond to homelessness” means that we will target our resources to try and prevent homeless situations before they arise. We want to provide you with good quality information and advice on the range of housing and support options available to help you make informed choices and good decisions about how to meet your housing needs. Refer to appendix 1 for further details

If you believe that you may be at risk of losing your home, you should contact the Housing Advice Centre, Locality Area Office or one of the partners as soon as possible to discuss your housing options. This means that we can give you advice on the range of housing options in your area, as well as giving you guidance on support available to help you continue to live in your current home. The contact details you need are listed in Appendix 2.

After discussing your housing options, you may however decide the best option for you is to apply for alternative housing under the Council’s homeless assessment procedures. If the Council finds that you are ‘unintentionally homeless’, it means that you are homeless

through no fault of your own and because of your circumstances, you will be offered accommodation by one of the partners.

If this is the case, your application will be placed into the Homeless Needs Group. If you are in this group, we will prioritise your application based on the date which you applied for a homelessness assessment. At least 50% of all our housing allocations are made to this group. The 50% proportion reflects the legal responsibilities that we have to meet the needs of homeless applicants, as well as our policy objective 'to respond to people in acute and urgent housing need'.

We will offer accommodation that meets the needs of the applicant as soon as a suitable property becomes available. If more than one homeless applicant has an equal need for a property, we will offer the property in date order, based on the date of the homeless application. We will take positive action to make sure that homeless applicants are treated fairly when we make an offer of rehousing. We will do this by:-

- matching our offer, as far as we possibly can, to the applicant's needs and preferences
- making further offers, if the Council upholds an appeal about the suitability of the original offer
- monitoring the housing outcomes for homeless applicants to ensure that they are receiving equal access to all of our house types and locations

If your application qualifies to be registered in the Homelessness Needs Group we will make you one reasonable offer of accommodation. If you refuse the offer we make, this will normally result in your priority being withdrawn and your application will be removed from the Homelessness Needs Group.

You may be considered under the other housing groups, for example housing waiting or transfer list but given the level of priority awarded to the homelessness group, it could be some time before another offer of housing is made.

### **Transfer and Housing Waiting List Applicants**

Housing waiting list applicants are applicants who do not qualify in any of the other housing groups (e.g. Strategic Needs or Homeless), and who want to move into the social housing sector. This group also includes applicants who are tenants of one of the partners but do not currently live in Perth and Kinross.

Transfer applicants are current tenants of the partners who live in Perth and Kinross and want to move to a new home.

The housing needs of applicants in the Transfer and Housing Waiting List Groups will be fully assessed and we will award points depending on your personal circumstances and current housing situation.

Applicants in the Transfer and Housing Waiting List groups will share the same number of points but applications will be prioritised based on the date of their application. This means that if two applicants have the same number of points, the applicant who registered first will be considered first, if a suitable property becomes available. However, at least 24% of all our housing allocations will be made to applicants on the Transfer list and 16% to Housing Waiting List applicants. These proportions reflect our legal responsibilities and allow us to respond to housing need effectively whilst making best use of our housing stock.

## **Housing Waiting List and Transfer Applicant Points Categories**

When you apply for housing, you receive a certain number of points based on your current housing circumstances. We award points for six main reasons including:-

- Medical
- Overcrowding
- Under-occupation
- Below tolerable standard
- Insecure accommodation
- Providing or receiving help to live independently

Within the points system, you can usually receive points in every category that applies to you. For example, if you are in an overcrowded property and living in accommodation which is below tolerable standard you would receive points for all of these circumstances. We will assess whether you qualify for these points using the detailed guidelines set out below.

Transfer applicants will not receive points for Below Tolerable Standard or Insecure Housing.

Housing Waiting List applicants will not receive points for under occupying.

Refer to appendix 1 for further details.

### **Medical Priority**

If your health or the health of someone in your household is affected by your current housing circumstances, you will be asked to complete a 'Medical Housing Self-Assessment Form'. The Council's Housing Options team will assess your housing needs to determine if you have a high, medium or low medical need for rehousing. Based on this assessment, we will add points to your application if this assessment confirms that your current home is unsuitable, the extent to which your home is unsuitable and whether the property could reasonably be adapted to meet your needs.

The focus of the medical housing self-assessment is not on the health condition itself, but on the way it affects how you manage in your home, e.g. you may have been diagnosed with a serious illness or condition, but you can live independently in your current home.

You can apply for medical points at any time throughout the duration of your application. Once assessed, a decision will be made to award any relevant level of points and if appropriate a recommendation for specific housing types or adaptations.

In some circumstances it may be more appropriate to carry out adaptations to your existing home. We will advise you where we feel this is the case. There are different options available if you rent from one of the partners.

If you are a tenant of a private sector landlord, you also have a right to adapt your home if it is unsuitable for your needs or equally if you own your own property. You should contact your landlord or any of the partners, to ask for advice and practical assistance on installing equipment and adaptations to the property.

Refer to appendix 1 for further details.

### **Overcrowding**

You will receive points for overcrowding if you do not have enough bedrooms in your current home to meet the size of your household. You will be awarded points for every bedroom that you do not have. We will not provide points if you have rooms that could be used as a

bedroom but you are currently not using them in this way such as an office. In calculating overcrowding we will consider it reasonable for the following household members to share a double bedroom:-

- Couples
- Same sex household members
- Two mixed sex household members, provided that they are both under 10 years of age

However, in some circumstances, we will take into account the relationship between those sharing a bedroom when calculating overcrowding particularly if there is a significant age gap between the two household members.

If you have a box room in your current accommodation, we will count this as a bedroom if the room has a window and there is space to fit and use a single bed, a small wardrobe and a small chest of drawers.

If you wish to be considered for the same size of accommodation that you are currently residing in, we will not award overcrowding points to your application.

Equally, we will not award overcrowding points to your application if you overcrowd your current property by moving people into your home who will not be part of your household when you move.

Refer to appendix 1 for further details.

### **Under-Occupation**

Under occupation is when you have more bedrooms in your accommodation than you require or use. We will award points to your application for under-occupation if you meet the following criteria:

- you are a tenant of one of the partner providers residing within Perth and Kinross
- your accommodation is too large for your current requirements and you want to downsize

Refer to appendix 1 for further details.

### **Below Tolerable Standard**

We will award points to your housing application if your accommodation is significantly below the tolerable standard. This means the condition of your home falls below the minimum standard set out in the Housing (Scotland) Act 1987 as amended by the 2001 and 2006 Housing (Scotland) Acts.

It means that your accommodation is not in a good enough condition for you to live in (for example, if your property has no hot or cold running water, mains electricity or it is structurally unstable). The tolerable standard consists of a set of criteria covering the parts of a property which are essential to its functioning as a healthy, comfortable and safe home. The tolerable standard focuses on the building itself, and does not extend to internal decoration, heating systems or other amenities in the house. The tolerable standard applies to houses of all tenures, which means that it applies in private sector housing as well as social housing.

A house meets the tolerable standard if it:-

- is structurally stable
- is substantially free from rising or penetrating damp
- has satisfactory provision for natural and artificial lighting, for ventilation and for heating
- has satisfactory thermal insulation
- has an adequate piped supply of wholesome water available within the house
- has a sink provided with a satisfactory supply of both hot and cold water within the house
- has a water closet or waterless closet available for the exclusive use of the occupants of the house and suitably located within the house
- has a fixed bath or shower and a wash-hand basin, each provided with a satisfactory supply of both hot and cold water and suitably located within the house
- has an effective system for the drainage and disposal of foul and surface water
- in the case of a house having a supply of electricity, complies with the relevant requirements in relation to the electrical installations for the purposes of that supply:-
  - “the electrical installation” is the electrical wiring and associated components and fittings, but excludes equipment and appliances
  - “the relevant requirements” are that the electrical installation is adequate and safe to use
- has satisfactory facilities for the cooking of food within the house
- has satisfactory access to all external doors and outbuildings

A property is below the tolerable standard if it fails to meet any one of the elements of the tolerable standard, as defined above. If your current accommodation is in very poor condition you must tell us when you make an application for housing. We will then contact you and arrange for a property inspection to be carried out so that we can assess whether or not the property fails the standard. If it does, we will add points to your housing application and we will also notify the Environment Services of Perth and Kinross Council and they may contact your landlord for repairs or work to be carried out on your property.

Refer to appendix 1 for further details.

### **Insecure Accommodation**

This category covers situations where we will add points to your housing application if you are at risk of losing your current accommodation through no fault of your own, i.e. we will not award points if you are at risk of losing your home as a result your behaviour (e.g. breaching the terms of your tenancy agreement, failing to pay your rent or mortgage, antisocial behaviour). There are three levels of points that can be awarded under this category as follows:-

- Short Assured Tenancy: you will be awarded points if you currently live in private rented sector accommodation and have a Short Assured Tenancy
- Notice to Quit: you will be awarded points if you have been served with a valid Notice to Quit from your landlord to end a Short Assured Tenancy, through no fault of your own (e.g. your landlord wants to sell the property)

- Tied tenancy: you will be awarded points if you currently live in accommodation provided by your employers and you require to leave it as a result of retirement or redundancy

Refer to appendix 1 for further details.

### **Providing or Receiving Help to live independently**

We will award points to your housing application if you need to move to provide help to a person to enable them to live independently.

We will also award points to your application if you need to move so that you can receive help from a person to enable you to live independently in your new home.

When we are considering whether to award points to your application, we may ask you to provide a letter from the person receiving or providing help, explaining your reason for moving and the reason why you need to live near to them.

Refer to appendix 1 for further details.

### **No housing need**

You will not be awarded any points if you are considered to have no housing need. This means that your current accommodation meets your needs. However, we can support you through our housing options approach to consider the other housing options that may be available to you such as private sector housing or home ownership.

Refer to appendix 1 for further details.

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## **7. Offering you a home**

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Officers use our computer system to prepare a “short list” of applicants when a property becomes available. Joining the housing list does not mean that we will always be able to make you an offer. Whether you receive an offer of housing will depend on:-

- your housing need
- demand from other people on the list
- the number of properties that become available
- the number of allocations we need to make applicants in each of the Groups

If we decide to offer you a property, we will make you a formal offer of housing. We may call you to tell you we have an offer for you and will send you a written offer. If we offer you housing by “phone” we will always confirm the offer in writing.

The letter we send to you will set out the next steps and information regarding the pre-tenancy interview. We will tell you:-

- the address of the property
- the number of bedrooms it has
- what type of property it is (such as a flat or a house)
- how much rent and service charge you will have to pay if you accept the offer and
- what to bring to your pre-tenancy interview

You must tell us within seven working days if you are taking the offer. If you don't respond to our offer, we will treat this as a refusal of our offer.

We will normally make applicants up to two offers of housing and homeless and strategic need applicants one.

If you turn down two offers or one offer if you are in strategic need or homeless, without good reasons, we may suspend your housing application and discharge our homeless duty to you and will lose your priority status and your application will move to another group. A further offer of housing can be made from this group but it will be some considerable time before another offer is made.

Every offer we make will be a reasonable offer. This means that the property we offer you will:-

- have all the bedrooms you need as defined by this policy
- meet all the recommendations our housing options team made after an assessment of your needs

Wherever possible, we will offer you the type of housing you'd like but we can't always do this because we don't always have enough of the type of properties people would like to live in.

### **7.1 Accepting our Offer of Housing**

If you accept our offer, we will sign you up as our tenant at your pre-tenancy interview. If you made a joint application, you will have a joint tenancy. All joint tenants must be present when we ask you to sign your tenancy agreement. We will give you advice, information and support throughout the process of becoming our tenant. We will clearly explain your rights and responsibilities under the tenancy agreement before you sign it.

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## **8. Tenancies**

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If you are made an offer of housing, we will offer you a Scottish Secure Tenancy (SST) in line with our legal responsibilities. A SST means you can keep your tenancy for as long as you want as long as you do not break the terms of your tenancy agreement. If you do, we can take legal action to end your tenancy.

In a limited number of situations, we may offer you a Short Scottish Secure Tenancy. As a Short Scottish Secure tenant you have many of the same rights as a Scottish Secure tenant. However, your rights are more limited on eviction, subletting and succession.

Your Short Scottish Secure Tenancy agreement will state that your tenancy is for a fixed period of time (at least six months). If by the end of that time, neither you nor your landlord has requested that the lease ends, it will renew itself for the same amount of time again (for example, for another six months).

We can only give Short Scottish Secure Tenancies in very specific circumstances. This is defined by law in Section 37, Schedule 6 of the Housing (Scotland) Act 2001. These circumstances will apply to you if:-

- you have previously been evicted for anti-social behaviour in the last three years
- you or someone you live with has an anti-social behaviour order
- you are moving to Perth and Kinross to take up or seek employment
- where you're living is scheduled for development and we need you to move to allow us to get the work done

- you are homeless and the property is let to you on a temporary basis for more than six months
- you need housing support to help you maintain your tenancy
- we are sub-letting the property to you: this means we lease the property we're offering you from another social landlord

In all cases we will serve you with a notice, informing you that we are offering you a Short Scottish Secure Tenancy.

This notice will also state why you are being offered a Short Scottish Secure Tenancy and the period for which the tenancy is being offered.

If you have been given a Short Scottish Secure Tenancy because of a previous eviction for antisocial behaviour or because someone you live with has an antisocial behaviour order (ASBO) served against them; the Short Scottish Secure Tenancy will be converted to a Scottish Secure Tenancy at the end of 12 months, provided the landlord hasn't given you a notice to quit.

Your landlord will notify you when your tenancy agreement changes, and will tell you what your new rights and responsibilities are.

### **8.1 Joint Tenancies**

Under this policy you can apply to any of the partners to have a joint tenancy with someone who is staying with you or someone you intend to stay with you.

We encourage joint applicants, of the same or opposite sex, to apply for joint tenancies to ensure that they have similar legal rights.

### **8.2 Houses in Multiple Occupation (HMOs)**

We will never make an offer of housing that would result in three or more unrelated people living in a property, as this would create a house in multiple-occupation (HMO).

The only exception to this policy is where the property is being leased to a support provider to provide specialist accommodation for community care needs or homeless supported accommodation.

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## **9. Reviewing, Removal, Deferral Suspension and Merging of Applications**

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We will review your application at least once a year. The date of this review is based on the date you registered your housing application with us. This is important to keep the CHR up to date and ensure appropriate offers of housing are made.

As part of the review, we will write to you asking if there have been any changes in your circumstances and if your choices of property type and area are the same.

We will give you 28 days to reply. If you have not replied we will send you a reminder giving you 7 more days to reply. If you don't reply, we will remove your application from the CHR.

However, if you contact us within 3 months of your application being cancelled, you can have your original application form re-instated. The date of registration will be based on the date you made the original application. You may be required to complete a new application form if your circumstances have changed.



If you are placed in Strategic needs or Homelessness group, we will review your application every three months to check you are still in acute housing need.

### 9.1 Removal of Applications

There are other times when we will remove an application from the CHR apart from the annual review.

We will remove your application from the CHR if:-

- you request, in writing, that you wish to be removed from the list
- you do not reply when we ask you for more information to support your application or we ask you to get in touch with us for some other reason
- you fail to respond to a review
- you die

### 9.2 Deferred Applications

You can ask us to defer your application if you don't want to get an offer of housing for some reason. This means that you can stay on the CHR but won't get an offer of housing. People sometimes ask us to do this if their home comes with their job but they don't have to leave their home yet. If you ask us to defer your application, it is your responsibility to tell us when you'd like to be considered for an offer of housing. You must still respond to our letters when we review your application if you ask us to defer your application.

### 9.3 Suspending Applications

Everyone has a right to have their application added to our CHR if they are 16 years or over. However, we can suspend your application from CHR in certain circumstances. If we suspend your application, you will not be offered accommodation, even if you are in housing need.

We want to keep to a minimum the number of people we suspend on the CHR, but there are some circumstances where we do need to suspend people from the CHR. These circumstances are as follows:-

Reason for suspension	Period of Suspension	Reason for ending suspension
<ul style="list-style-type: none"><li>• you refuse two reasonable offers of housing</li></ul>	12 months from date of second refusal	Application automatically reinstated after 12 months
<ul style="list-style-type: none"><li>• you withhold information that you should have told us about: for example, if you had a tenancy in the three years before you applied to us for housing and you didn't tell us, that's withholding information that you should have told us about</li></ul>	6 months from date discovered	Application automatically reinstated after 6 months
<ul style="list-style-type: none"><li>• you give us misleading information; if you tell us that you left your last home because the tenancy ended but the tenancy ended because your landlord had</li></ul>	6 months from date discovered	Application automatically reinstated after 6 months

you evicted because you didn't pay your rent that's providing us with misleading information		
<ul style="list-style-type: none"> <li>you give us information that you know is wrong: if you tell us you never owned a property or you were never the tenant of a property when you were, this is providing information that you know is wrong</li> </ul>	6 months from date discovered	Application automatically reinstated after 6 months
<ul style="list-style-type: none"> <li>you do something that makes your housing situation worse such as leaving a property that didn't have all the bedrooms you need without having another property to go to</li> </ul>	6 months from date discovered or from date you left the accommodation	Application automatically reinstated after 6 months
<ul style="list-style-type: none"> <li>you are a tenant but you've breached your tenancy conditions and your landlord has given you notice of proceedings for recovery of possession or has a decree or order from a court for your eviction</li> </ul>	Duration of notice / order	Behaviour has to satisfactory for the length of notice / order
<ul style="list-style-type: none"> <li>You or someone that lives with you are the subject of an ASBO: the application will be suspended until the conduct or behaviour has changed. For example, if an Anti-Social Behaviour Order (or ASBO) has been made against you or someone that will live with you</li> </ul>	We will review your behaviour at the end of the three months.	Evidence that behaviour has improved
<ul style="list-style-type: none"> <li>you have lost a previous tenancy by abandoning it: for example you leave a property that you have rented without handing back the keys or notifying your landlord</li> </ul>	6 months from date discovered	Application automatically reinstated after 6 months
<ul style="list-style-type: none"> <li>you have outstanding rent arrears and there is no arrangement in place to repay what you owe</li> </ul>	Subject to you repaying the debt	Evidence that rent or service charge debt has reduced and you have made at least 3 monthly payments towards what you owe
<ul style="list-style-type: none"> <li>you have previously been evicted by a court order: for example you were evicted for rent arrears or damage to the property or its contents</li> </ul>	6 months from date discovered	Application automatically reinstated after 6 months

You can appeal against our decision to suspend your application and also ask us to review our decision if your circumstances change. See Section 11 for further information on appeals and complaints.

#### 9.4 Merging Applications

You may wish to be considered jointly for housing with someone who already has an application on the CHR. This means that you could merge your application with this person. In these cases, the date of application will be determined by the date of the earliest application.

If you wish to withdraw from a joint application you will be allowed to have your original date of application re-instated if you wish to re-submit an application in your own right.

The Group and points allocated will be reassessed due to the change in your circumstances.

## **9.5 Change in Circumstances**

You must tell us if your circumstances change. You can call us, email or write to us to tell us about the change. If someone joins your household or leaves it, or you move home, you need to tell us about this change.

Where your application is placed on the CHR and the group you are placed in and the points you get (if any) may change if there is a change of circumstances.

You can get the form you need on any of the partner's web site, from any of our officers or by asking for one by phone or email.

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## **10. Other Allocations Issues and Information**

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### **10.1 Community Safety – Multi Agency Public Protection Arrangements (MAPPA)**

Social landlords have a legal duty to consider the housing requirements of all applicants including persons currently on the sex offenders register and other high risk offenders who are subject to the Multi Agency Public Protection Arrangements (MAPPA).

These arrangements require that agencies like the Police, Local Authorities, Registered Social Landlords, Health Boards and the Scottish Prison Service work together to assess and manage the risks posed by such offenders.

The aim of MAPPA is to promote public safety and reduce the risk of harm.

### **10.2 Using our Discretion**

We understand that our CAP cannot cover all of the circumstances that may lead to you needing to move home. In these situations, the Service Manager, Perth and Kinross Council, or the Housing Manager of Hillcrest and Caledonia Housing Association has a special power to use "discretion" where you need to move or be housed urgently.

Discretion will only be used where:-

- housing is needed quickly
- our common allocations policy won't allow us to offer housing quickly
- there are good reasons or special circumstances to offer housing quickly in urgent cases

"Good reasons" and "special circumstances" include:-

- significant compassionate grounds: such as the death of a family member in or around the house. In these circumstances, it may be very difficult for the remaining family to distance themselves from the event and professional advice suggests a change of home is fundamental to the future wellbeing of a family member
- management reasons: such as where we need to carry out substantial works to your home and we need to move you out temporarily or you have succeeded to the

property but it was specially adapted for the original tenant and you don't need those adaptations but someone else does

- community safety issues: such as witness protection measures or there is a high risk to you remaining in the property and this has been confirmed by Police Scotland and other professionals.

If you refuse an offer after we've made you discretion, you will lose your priority status and your application will return to the group where it was before discretion was used.

### **10.3 Bypassing applications**

Where we don't make an offer of housing to the first or next person on the shortlist for a property that's available to let, we call this "bypassing". When a property becomes available for offer, we have to decide who would benefit most from the property. For example, if a property adapted for the needs of a wheelchair user is available to let but the next person on the list doesn't need a wheelchair, we would bypass that person. We would continue to bypass applications until we found someone with a need for the property which ensures that we "make best use of housing that becomes available for rent" in order to meet our policy objective.

Whenever we bypass an application, we must record why the application was bypassed. This helps to ensure our policy is transparent, we have acted fairly and are responsible for the decisions we make. Any decision to bypass must be based on need and our policy intention of ensuring the best use is made of the housing stock.

The CHR monitoring group reviews bypass reasons each year to ensure that bypasses are made fairly.

### **10.4 Local Lettings Initiatives**

In Perth and Kinross we have different amounts of housing in each area and different levels of demand. House types and sizes, the availability of local services and the location of our homes can affect the demand for housing.

Although our Common Allocation Policy aims to create a simple, straightforward system for allocating our homes; sometimes we will need to make an extra effort to encourage applicants to move to a local area. To achieve this, sometimes we may use the way we allocate our homes to support local investment, community sustainability and regeneration plans or to make sure we have a good mix of different household types and ages.

To achieve this partners may introduce a Local Lettings Initiative to address a specific issue within one of our communities, e.g.:-

- in areas of low demand, we may wish to relax the bedroom criteria in order to allow applicants to occupy larger properties
- in flatted accommodation, we may wish to reduce the number of household with children occupying properties in order to create a balanced mix of households
- for new build accommodation in rural locations, we may wish to give priority to local applicants who live in and contribute to the local community
- in areas where there are significant issues and concerns with anti-social behaviour.

To introduce a local lettings initiative, all partners will jointly consider the evidence that has informed the proposal, the views of the local community/wider partners and the proposed aims and objectives. We will make a joint decision about whether to introduce a Local

Lettings Initiative in order to make sure the overall aims and objectives of the Common Allocation Policy are not negatively affected by it.

All partners will manage and monitor Local Lettings Initiatives collaboratively to ensure positive outcomes are achieved.

### **10.5 Nomination Agreements**

We have nomination agreements with other social housing landlords who have housing in Perth and Kinross. They may ask us to tell them about anyone on our waiting list who is looking for housing in the areas where they have homes for rent. We call these arrangements “nomination agreements”.

We will nominate you if you have agreed to this on your application form and if you qualify under the other landlord’s allocations policy.

Social landlords try to offer at least fifty percent of any new homes or properties that become available to people on the CHR.

### **10.6 Mutual exchanges**

If you currently live in Perth and Kinross and you rent your home from one of the partner landlords, you can apply to swap your home through the Mutual Exchange Scheme.

Your landlord must agree to the exchange, and they can only refuse permission if it is reasonable to do so. Each partner has a separate policy that sets out the rules that apply if you want to take part in a mutual exchange.

You can get more information about mutual exchanges from the partner landlords’ offices or websites.

### **10.7 Applications from Staff, Council Elected Members or Management Committee Members**

Members of staff of the partner landlords, including people who live with them and close relatives, must declare their interest on the CHR application form.

We will only accept a housing application or make an offer of housing to someone who is a member of staff, including people who live with them, if the application and offer is authorised by either:-

- Perth and Kinross Council, Service Manager, Perth City and Specialist Services;
- Caledonia Housing Associations, Management Committee approval
- Hillcrest Housing Associations, Management Committee approval

### **10.8 Personal Information and Information Sharing**

Any personal information you give us when you apply for housing under this policy will be handled according to the legal responsibilities placed on us by the Data Protection Act 1998.

This means that your personal information will always be held on a secure IT system and accessed only by authorised individuals. The information you give us will only ever be used for the following three purposes:-

- assessing your housing application in accordance with the policy
- statistical monitoring of housing supply and demand
- future consultation and customer surveys

This data will not be passed to third parties unless the request is for one of the purposes stated within Part 4 of the 1998 Act. You have the right to access the personal information we hold on your housing application as set out by both the Housing (Scotland) Act 1987 and the Data Protection Act 1998.

We cannot unreasonably refuse requests to access personal information and only ever in specific circumstances, e.g. if providing information involved revealing details about another person without their consent.

If you request to see the personal information we hold on you, we will provide this within forty working days. We may charge you for providing this information according to the individual policy of each partner.

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## **11. Appeals and Complaints**

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### **11.1 Appeals**

We will always try our best to give you an excellent service, but we know sometimes things go wrong and you might want to appeal against decisions that we make about your housing application.

If you are unhappy about any decision we have made on your application, you can appeal:-

- the group or points we award your application
- a decision to suspend you from receiving offers
- decision to cancel your application
- any decision we make which you believe has not been dealt with in accordance with the Common Allocation Policy

There are two stages to this appeal process as follows:-

#### **Stage 1**

You can appeal our decision by writing to us, emailing, or verbally, to the Housing Options Team.

For example, if you do not agree with the group or points we have given you, you should first contact the Housing Options Team who assessed your application and ask them to reassess your case.

We will do this within five working days.

#### **Stage 2**

If you remain dissatisfied with the decision, a written appeal can then be lodged with the Housing Options Co-ordinator at the Housing Advice Centre, 10-16 York Place, Perth, PH2 8EP, or by emailing [HousingAllocation@pkc.gov.uk](mailto:HousingAllocation@pkc.gov.uk).

The Co-ordinator will review your appeal within five working days so long as you have provided us with all the information we need.

There is no further right of appeal.

## 11.2 Complaints

If you are dissatisfied with the level of service you have received from us e.g. regarding the actual allocation of a property or not meeting our published service standards, each partner has a complaints procedure that is simple and easy to use.

You can contact any partner to ask for a copy of their complaints procedure. If the complaint is about the way in which your application has been registered or anything that is directly associated with the CHR you can complain using the Council's Corporate Complaints Procedure by:-

- Completing an online enquiry form
- Telephoning us at 01738 475500
- Emailing us [customercomplaints@pkc.gov.uk](mailto:customercomplaints@pkc.gov.uk)
- Writing to us at the Customer Service Centre, Perth and Kinross Council, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD
- Or visiting us at the Housing Advice Centre, at our partners officers or any Council office

Our complaints procedures will explain each step of our process, and how you can appeal to the Public Services Ombudsman. You must generally use our internal complaints system before contacting the Ombudsman.

The Ombudsman is a government-based organisation who will review your case if you have already been through our complaints procedures and you feel we have not dealt with your complaint fairly. At each stage of the application and allocation process, we will remind you of your right to appeal against decisions that we make about your housing application.

If you are not satisfied by our response, you can ask the Scottish Public Services Ombudsman to investigate.

The Scottish Public Services Ombudsman,  
Melville Street  
Edinburgh  
EH3 7NS  
Tel 0800 377 7330  
Fax 0800 377 7331  
Email [ask@spso.org.uk](mailto:ask@spso.org.uk) [www.spso.org.uk](http://www.spso.org.uk)

## 11.3 The Scottish Housing Regulator

The Scottish Housing Regulator (SHR) is the independent regulator of registered social landlords and local authority housing services in Scotland.

The SHR has a legal responsibility to: "safeguard and promote the interests of current and future tenants of social landlords, people who are or may become homeless, and people who use housing services provided by registered social landlords (RSLs) and local authorities".

The SHR monitors how well the partners are delivering their housing services, managing their finances and performing good standards of governance. If needed, the SHR will intervene to make improvements where there is evidence that this is needed.

All partners will provide evidence each year that their performance meets the standards set out by the SHR in the Scottish Social Housing Charter. This means that the SHR will monitor, assess, compare and report on the performance of all partners in relation to:-

- how easy we make it for you to apply for housing
- how well we communicate with you and give you advice
- how well we manage the Common Housing Register

Our approach to monitoring our performance against Charter standards is set out fully in Section 12.3 of this policy.

## **11.4 Equality and Diversity**

All partners are firmly committed to equality of opportunity for all housing applicants, and will ensure that in applying this policy we will not discriminate against any individual, household or group on grounds of race, gender, sex, marital status/civil partnership, gender reassignment, sexual orientation, pregnancy or maternity, religion or belief, language, social origin, disability, age or other personal attribute.

We will make this policy available in alternative formats such as large print or Braille on request. Translation services for other languages will also be made available if you require this. We are also firmly committed to the equalities standard in the Scottish Social Housing Charter that “every tenant and other customer has their individual needs recognised, is treated fairly and with respect, and receives fair access to housing and housing services”

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## **12. Managing the CHR and the Common Allocation Policy**

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### **12.1 CHR Monitoring Group**

All partners are involved in the CHR monitoring group which oversees the management of the CHR and Common Allocation Policy.

This group meets on a quarterly basis. The objectives of the group are:-

- to monitor performance against the Scottish Social Housing Charter indicators Annual Letting Plan proportions and the objectives and outcomes of the CAP
- to oversee service delivery and implement new ways of working such as housing options
- to make strategic decisions following consultation with all stakeholders
- to make recommendations/decisions on procedural change and development

### **12.2 Training**

Training is an important part in making sure that the Common Allocation Policy is implemented effectively and delivers positive outcomes for customers. We, therefore, provide on-going training for staff. This includes training on:-

- housing options
- housing legislation and good practice
- Common Allocation Policy and procedures
- information technology systems
- other relevant legislation such as equality law
- skills development, for example, conducting effective interviews



We monitor and identify the need for staff training by developing training plans, by performing staff appraisals and by implementing staff development programmes that link training to job and personal development needs. This ensures that our approach to training contributes to continuous improvement in the way we deliver our services.

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## **13. Quality Assurance and Performance Management**

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In line with our commitment to meeting the outcomes of the Scottish Social Housing Charter, we work collaboratively to monitor our performance. We want to continuously improve our service delivery and implementation of the Common Allocation Policy.

### **13.1 Quality Assurance**

We use a quality assurance system to make sure we provide an efficient and consistent service to our applicants and assess their applications accurately, fully reflecting their housing needs. Every month we:-

- carry out a 10% random audit of new housing applications to make sure we have carried out assessments in line with our policy, performance standards and legal requirements
- report on the number of complaints, appeals and outcomes

### **12.2 Performance Management**

We will review our performance in managing the CAP and CHR and report regularly to the senior management teams of the all the partners and the CHR Monitoring group using the following monitoring reports:

- **Access to the CHR**

We will monitor performance against the following indicators which assess admission to the Common Housing Register:-

- number of new applications received
- number of new applications registered
- time taken to register an application
- number of new applications by ethnicity, gender, disability, age, religion/belief, sexual orientation

- **Assessing Applications**

We will monitor performance against the following indicators which evaluate our assessment of applications:-

- time taken to process an application
- number of applicants reviewed and removed from the list
- number of applicants suspended including group and grounds for suspension
- number of applicants who have chosen to defer their application
- number of appeals made, including the outcomes
- number of complaints received, including the outcomes

- **Outcomes**

We will monitor performance against the following indicators which assess the outcomes achieved by housing applicants:-

- number of applications in each group
- number of lets to applicants by group against proportion
- time taken to offer housing to applicants in Strategic and Homelessness group
- number of offers accepted and refused, by group and reason for refusal
- number of applicants nominated to a registered social housing landlord and re-housed and, reasons for refusing a nomination
- number of applicants re-housed through a mutual exchange
- number of applicants under occupying by one or two bedrooms who are re-housed
- number and reason for bypassing an applicant for an offer of housing

## **12.6 Review of the Common Allocation Policy**

We will also use a variety of methods to review the content of this policy, as well as the information provided in our leaflets and on our website.

In particular, we will:-

- obtain feedback about the quality of information and service provided
- review the content of all of our publications and correspondence to ensure that it is accurate, up to date and written in plain language

We will use the outcomes from our assessment and customer feedback to improve our service and working practices.

We will review this policy every three years, or earlier if required in light of changes in the law or good practice guidance.

## Appendix 1 – Group Plus Points System

Group	Points	Allocation Priority
<b>1) Strategic Need</b> This group is designed to meet urgent or exceptional housing need as quickly and successfully as possible. Refer to section 6 for more details.  This group includes applicants who are: <ul style="list-style-type: none"> <li>• looked after and accommodated children</li> <li>• people at risk of/experiencing domestic abuse</li> <li>• people at risk of/experiencing serious harassment</li> <li>• people moving on from supported accommodation</li> <li>• served with a Closing Order</li> <li>• staying in adaptive housing and no longer require it</li> <li>• Armed Forces personnel leaving active services</li> <li>• people who require to leave home as a result of regeneration activity</li> <li>• witness protection cases</li> <li>• in exceptional circumstances</li> </ul>	Applications will be held according to the date of decision to place them in this allocations group.	10%
<b>2) Homelessness</b> This group is designed to enable the partners to respond to homelessness. For more details about this group refer to section 6. Applicants in this group must be assessed as by the Council as: <ul style="list-style-type: none"> <li>• threatened with homelessness</li> <li>• unintentionally homeless (under Part II of the Housing(Scotland) Act 1987 and 2001 Act)</li> </ul>	These applications are held in date order because of the exceptionally urgent circumstances involved. Applications will be held according to the date of their homeless presentation.	50%

Group	Points	Allocation Priority
<b>3) Transfer Applicants</b> (Tenants of the three housing providers living in Perth and Kinross who apply to move to an alternative property).	These applications will be held in order of the number of points awarded.	24% overall
<p><b>Medical</b></p> <p>You can receive these points if:</p> <ul style="list-style-type: none"> <li>• You have difficulty with mobility and/or;</li> <li>• Serious long term or terminal health problem and/or;</li> <li>• Your health problems are being made worse by your current housing situation which could be alleviated or managed more effectively by being rehoused</li> </ul> <p>There are three levels of medical points:</p> <ul style="list-style-type: none"> <li>• <b>High</b></li> </ul> <p>You have an urgent need for housing and your medical condition is being severely affected or made worse by your current accommodation and you are:</p> <ul style="list-style-type: none"> <li>• Unable to return home from hospital as your home does not meet your medical needs, or;</li> <li>• Urgent housing to prevent admission to hospital, residential care, nursing home, or;</li> <li>• Unable to access any of the facilities in your home, or;</li> <li>• Having extreme difficulty getting in and out of your home due to steps or slopes leading to your doorway, or;</li> <li>• Having extreme difficulty moving around your home</li> </ul> <ul style="list-style-type: none"> <li>• <b>Medium</b></li> </ul> <p>You have serious health or mobility issues and your home seriously affects your daily activities. Re-housing would alleviate your health or mobility difficulties and / or improve your quality of life.</p>	<ul style="list-style-type: none"> <li>• 150</li> <li>• 100</li> </ul>	8%

Group	Points	Allocation Priority
<ul style="list-style-type: none"> <li><b>Low</b></li> </ul> <p>You have less serious health or mobility difficulties and your home hinders daily activities. Re-housing would alleviate your health or mobility problems and/or improve your quality of life.</p>	<ul style="list-style-type: none"> <li>50</li> </ul>	
<p><b>Overcrowded</b></p> <p>This group is designed to provide points if you are living in accommodation that is not large enough for the people living with you. You will receive points based on the information in your application. Refer to section 6 for more information.</p> <p>You will receive points if you need:</p> <ul style="list-style-type: none"> <li>3 extra rooms</li> <li>2 extra rooms</li> <li>1 extra room or;</li> <li>A bedpace (have a single bedroom but requires a double bedroom)</li> </ul>	<ul style="list-style-type: none"> <li>150</li> <li>100</li> <li>50</li> <li>25</li> </ul>	7%
<p><b>Under Occupying</b></p> <p>This group provides points to you if you are living in accommodation with more bedrooms that you require or use. You will receive points based on the information within your application form. Refer to section 6 for more details.</p> <p>You will receive points if you have :</p> <ul style="list-style-type: none"> <li>2 rooms too many or;</li> <li>1 bedroom too many</li> </ul>	<ul style="list-style-type: none"> <li>200</li> <li>100</li> </ul>	7%
<p><b>Providing or Receiving Help to Live Independently</b></p> <p>You can receive points in this group if you or a member of your household need to move home for one of the following reasons:</p> <ul style="list-style-type: none"> <li>To receive help – for example, you need to move to be closer to your carer or family</li> <li>To provide help to somebody else – for example, you want to move to be near somebody you are going to help live independently</li> </ul>	<ul style="list-style-type: none"> <li>10</li> <li>10</li> </ul>	2%



Group	Points	Allocation Priority
<ul style="list-style-type: none"> <li><b>Medium</b></li> </ul> <p>You have serious health or mobility issues and your home seriously affects your daily activities. Re-housing would alleviate your health or mobility difficulties and / or improve your quality of life.</p> <ul style="list-style-type: none"> <li><b>Low</b></li> </ul> <p>You have less serious health or mobility difficulties and your home hinders daily activities. Re-housing would alleviate your health or mobility problems and / or improve your quality of life.</p>	<ul style="list-style-type: none"> <li>50</li> </ul>	
<p><b>Overcrowded</b></p> <p>This group is designed to provide points if you are living in accommodation that is not large enough for the people living with you.</p> <p>You will receive points based on the information in your application. Refer to section 6 for more information.</p> <p>You will receive points if you need:</p> <ul style="list-style-type: none"> <li>3 extra rooms;</li> <li>2 extra rooms;</li> <li>1 extra room or</li> <li>A bedpace (have a single bedroom but requires a double bedroom).</li> </ul>	<ul style="list-style-type: none"> <li>150</li> <li>100</li> <li>50</li> <li>25</li> </ul>	5%
<p><b>Below Tolerable Standard</b></p> <p>You will receive points from the group if your home or caravan is in poor condition and does not meet the tolerable standard. Refer to section 6 for more information.</p> <p>If you tell us that there are problems with the condition of your home or caravan we will ask the Council's Environmental Services or will contact the local authority you are living in to ask for an Officer to inspect your home or caravan to see if it has any of the following problems:</p> <ul style="list-style-type: none"> <li>Structural problems</li> </ul>	<ul style="list-style-type: none"> <li>40</li> </ul>	3%

Group	Points	Allocation Priority
<ul style="list-style-type: none"> <li>Severe rising or penetrating damp or water penetration</li> <li>Unsatisfactory natural and artificial lighting, for ventilation and for heating</li> <li>Unsatisfactory thermal insulation</li> <li>No adequate piped supply of both hot and cold water within the house</li> <li>No inside toilet for the exclusive use of people living in the house</li> <li>No fixed bath or shower and wash-hand basin, with hot and cold water</li> <li>No effective system for the drainage and disposal of foul and surface water</li> <li>Unsatisfactory or unsafe electricity supply</li> <li>Unsatisfactory facilities for the cooking of food</li> <li>Unsatisfactory access to external doors and outbuildings</li> </ul>	<ul style="list-style-type: none"> <li>• 40</li> <li>• 40</li> <li>• 40</li> <li>• 40</li> <li>• 40</li> <li>• 40</li> <li>• 40</li> <li>• 40</li> <li>• 40</li> </ul>	
<p><b>Insecure Housing</b></p> <p>You can receive points from this group if you do not have secure accommodation or are threatened with homelessness in the next 3 months. Refer to section 6 for more information.</p> <p>You will receive points if:</p> <ul style="list-style-type: none"> <li>Are in a relationship that has broken down and you are unable to remain in the home</li> <li>You live in private rented accommodation and your lease has expired or you have been served with a notice to quit by your landlord through no fault of your own</li> <li>You have no settled address and/or living at a “care of” address or a long term sofa surfer</li> <li>You live in a caravan but have access to facilities that are not below tolerable standard</li> <li>You live in tied accommodation and your employer has told you that you will have to leave your accommodation within the next 6 months (for example, as a result of retirement or redundancy)</li> <li>You live in private rented accommodation and you have a short assured tenancy</li> </ul>	<ul style="list-style-type: none"> <li>• 50</li> <li>• 40</li> <li>• 20</li> <li>• 20</li> <li>• 10</li> <li>• 5</li> </ul>	2%



Group	Points	Allocation Priority
<b>Providing or receiving help to live independently</b> You can receive points in this group if you or a member of your household need to move home for one of the following reasons: <ul style="list-style-type: none"> <li>• To receive help – for example, you need to move to be closer to your carer or family</li> <li>• To provide help to somebody else – for example, you want to move to be near somebody you are going to help live independently</li> </ul>	<ul style="list-style-type: none"> <li>• 10</li> <li>• 10</li> </ul>	1%
<b>No housing need</b> This group is for those applicants that have no housing need. Refer to section 6 for more details. This covers: <ul style="list-style-type: none"> <li>• Those with no housing need or those merely aspire to move to alternative housing</li> </ul>	<ul style="list-style-type: none"> <li>• 0</li> </ul>	



## Appendix 2 – Contact Details

Partners	Contact Details
Perth and Kinross Council	Housing Advice Centre 10-16 York Place Perth PH2 8EP Tel: 01738 476000 Email: <a href="mailto:housingadvicecentre@pkc.gov.uk">housingadvicecentre@pkc.gov.uk</a> Website: <a href="http://pkc.gov.uk">pkc.gov.uk</a>
Caledonia Housing Association	5 South St John's Place Perth PH1 5SU Tel: 0800 6781228 Email: <a href="mailto:info@caledoniaha.co.uk">info@caledoniaha.co.uk</a> Website: <a href="http://www.caledoniaha.co.uk">www.caledoniaha.co.uk</a>
Hillcrest Housing Association	55 Huntingtower Road Perth PH1 2LH Tel: 0300 123 2640 Email: <a href="mailto:perth@hillcrest.org.uk">perth@hillcrest.org.uk</a> Website: <a href="http://www.hillcrest.org.uk">www.hillcrest.org.uk</a>

Locality Teams	Contact Details
Perth City  Areas covered: Bridgend, City Centre, Craigie, Errol, Friarton, Glencarse, Inchtute, Invergowrie, Leetown, Longforgan, Moncrieffe, Muirton, North Muirton, Scone, Rae Place, Stanley Crescent, Florence Place, Balhousie Street, Dunkeld Road.	Pullar House 35 Kinnoull Street Perth PH1 5GD Tel: 01738 476103 Email: <a href="mailto:CityCentralHousing@pkc.gov.uk">CityCentralHousing@pkc.gov.uk</a>
Letham  Areas covered: Letham, Hillyland, Double Dykes and Fairfield.	Letham Centre Tweedsmuir Road Perth PH1 2HJ Tel: 01738 625898 Email: <a href="mailto:LethamHousing@pkc.gov.uk">LethamHousing@pkc.gov.uk</a>
Blairgowrie  Areas covered: Alyth, Kirkmichael, New Alyth, Meigle, Rattray, Blairgowrie, Carsie, Murthly, Caputh, Spittalfield, Forneth, Meikleour, Stanley, Luncarty, Coupar Angus, Balbeggie, Burrelton, Kinrossie, Saucher, Collace, Guildtown, Wolfhill.	46 Leslie Street Blairgowrie PH10 6AW Tel: 01250 871300 Email: <a href="mailto:NorthAreaTeam@pkc.gov.uk">NorthAreaTeam@pkc.gov.uk</a>

<p>Pitlochry</p> <p>Areas covered: Bankfoot, Aberfeldy, Ballinluig, Grandtully, Blair Atholl, Dunkeld, Birnam, Kenmore, Fearnan, Acharn, Glenlyon, Kinloch Rannoch, Pitlochry, Killiecrankie, Dull, Weem.</p>	<p>26 Atholl Road Pitlochry PH16 5BX Tel: 01796 474625 Email: NorthAreaTeam@pkc.gov.uk</p>
<p>Crieff</p> <p>Areas covered: Crieff, Aberuthven, Madderty, Comrie, Aberargie, Almondbank, Pitcairngreen, Auchterarder, Gilmerton, Blackford, Methven, Bridge of Earn.</p>	<p>32 James Square Crieff PH7 3EY Tel: 01764 657840 Email: SouthAreaTeam@pkc.gov.uk</p>
<p>Kinross</p> <p>Areas covered: Kinross, Cleish, Blairingone, Powmill, Crook of Devon, Milnathort, Scotlandwell, Kinesswood and Glenfarg.</p>	<p>Loch Leven Community Campus Muir Kinross KY13 8FQ Tel: 01577 867333 Email: SouthAreaTeam@pkc.gov.uk</p>