



How the Allocations Policy works



Choice Based Lettings is a system for the allocation of the Council housing stock. It is designed to provide you with a greater choice of where to live, wherever possible, while continuing to meet housing needs.

There is usually a long wait for social rented housing (Council or Housing Association accommodation) because of limited supply and the large demand for such housing.

I. Letting vacant properties

We will advertise and let the majority of our housing under the Choice Based Lettings Scheme. If you would like to be considered for a property that is advertised you should make a 'bid'.

Applicants are invited to apply:

- In writing
- by E-mail
- by telephone
- in person.

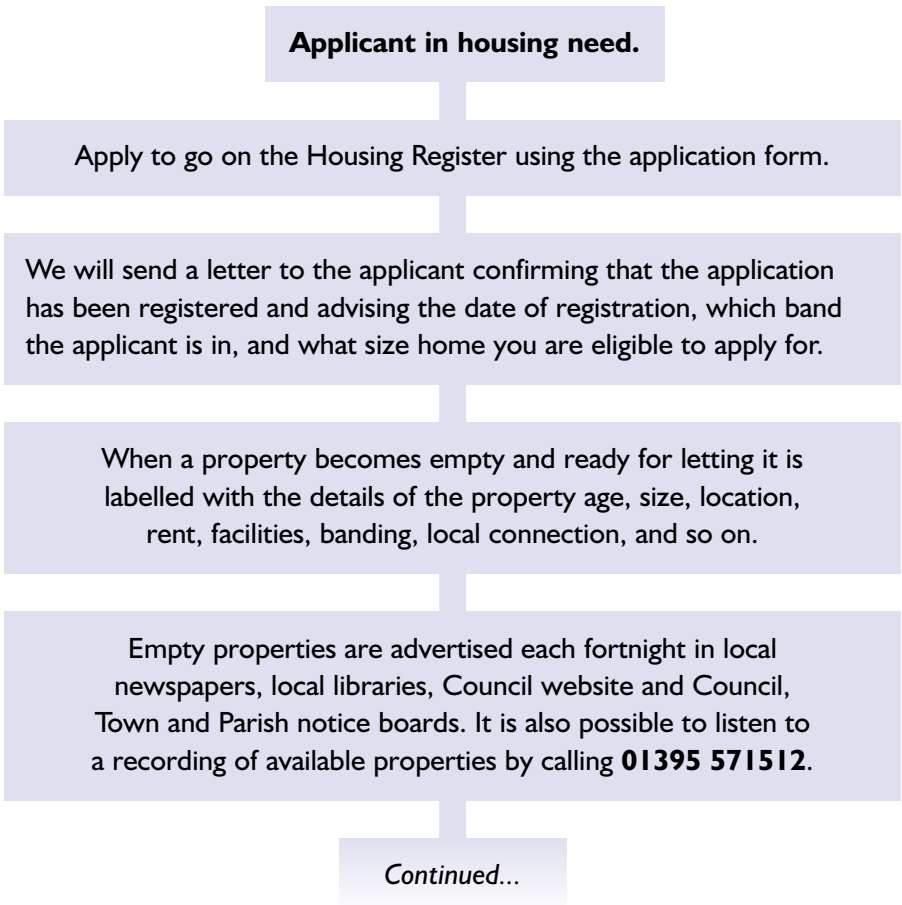
Before offering the property, we will undertake a careful check to make sure the applicant has given us the correct information about their housing situation.

We will give feedback on all allocations made under the Scheme every month through the advert in the local 'free' newspaper, on our website, and on Council, Town and Parish Council notice boards.

2. Choice Based Lettings process of allocation

The following flow-chart shows the process that will be followed when we allocate a property

which has been labelled under the Choice Based Lettings Scheme.



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When invited to bid for properties, applicants have 7 days to apply

Applicant Selected

If more than one applicant in the same band applies for a property, the applicant who has been registered the longest, or any applicant using a priority card will be selected for the property.

A formal offer of accommodation from the Council
(Details of applicant checked before formal offer made).

The successful applicant is offered an accompanied viewing of the property.

Tenancy sign up Interview takes place

Feedback to unsuccessful applicants

Every month we will advertise details of properties that have been made available for letting, how many people applied for them and date successful applicant registered, to inform other applicants how properties are being allocated under the scheme.

3. Labelling of properties

When labelling properties we will aim to strike a balance between the need to make the best use of our housing stock, the requirement to help those in greatest need and the aim of giving you as much choice as possible to help create sustainable communities.

Sometimes it may be necessary when effective housing management requires to exclude properties from the Choice Based Lettings Scheme, for example, a vacancy is required to enable the Council to discharge their duty to a statutory homeless household who is in a priority need category under homelessness legislation.

Nominations to housing association partners will also be made under this process unless there is a specific reason for exclusion, for example, specially adapted property.

Also as part of this process, full details of each vacancy will include, for example, street location, occupancy level, rent, landlord, property dimensions, facilities, council tax etc. In most circumstances properties will normally be labelled so that preference is given to applicants with a connection with the East Devon area.

More detail on the labelling and letting process is included in the Choice Based Lettings Housing Allocation policy on our website **www.eastdevon.gov.uk**.

4. Local connection with a village or parish

We may give priority to those with local residential connection links for certain rural homes.

If you want to be offered housing in a village or parish in the district,

you will need to show that you have a local connection with that village. To demonstrate that you have a local connection, you need to be in one of the following bands:

Band A

- Persons who live or have their workbase in a village or parish and have done so for 10 years or more.
- Persons who have lived in the parish or an adjoining village or parish for 10 years previously.

Band B

- Persons who live or have their workbase in the village or parish and have done so for between five and ten years.
- Persons who have lived in the village or parish for between five and ten years within the last 15 years.
- Persons whose parents, siblings or adult children live in the village or parish and have done so for ten years or longer.

Band C

- Persons who live or have their workbase in the village or parish and have done so for between one and five years.
- Persons who have lived in the village or parish for between one and five years within the last 15 years.
- Persons whose parents, siblings or adult children live in the village or parish and have done so for five years or more.

The most important criteria for vacancies in villages are the strength of the local connection with the village. After that, the Council considers the level of housing need the applicant has and the length of time they have been on the housing register.

If there is more than one applicant in the same local connection band and in the same category of housing need, the length of time the applicants have been on the housing register will be taken into consideration.

Contact us



Phone:

01395 517469 between 8.30am and 5.00pm



Visit us at:

- **The Council Offices, Knowle, Sidmouth**
daily between 8.30am and 5.00pm
- **Exmouth Town Hall**
daily between 9.00am and 4.30pm



Write to us:

Housing Needs
East Devon District Council
Knowle, Sidmouth EX10 8HL



Email us:

housingneeds@eastdevon.gov.uk

Visit our website:

www.eastdevon.gov.uk

Do you need help with this leaflet?

Maybe English is not your first language, you have difficulty reading it because the print is too small, or you are not sure what it means.

Please phone **01395 517446**.