

East Devon District Council

This leaflet explains How the Housing Allocation Policy Works With the Choice Based Lettings Scheme

Choice Based Lettings is a new 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, ensuring sustainable communities and building settled and stable communities.

There is usually a long wait for affordable accommodation because of limited availability and in some cases a very long wait.

1. Letting vacant properties

We will allocate or let the majority of affordable homes under the Choice Based Lettings Scheme. The top 20 applicants within the band identified will be invited to apply for properties available through the Scheme. This 20 will include those who have been waiting the longest time for a property in the same band, and any applicants with a priority card. Applicants are invited to apply:

- In writing by completing and returning a tear off slip;
- by E-mail to apply online;
- by telephone; or
- in person

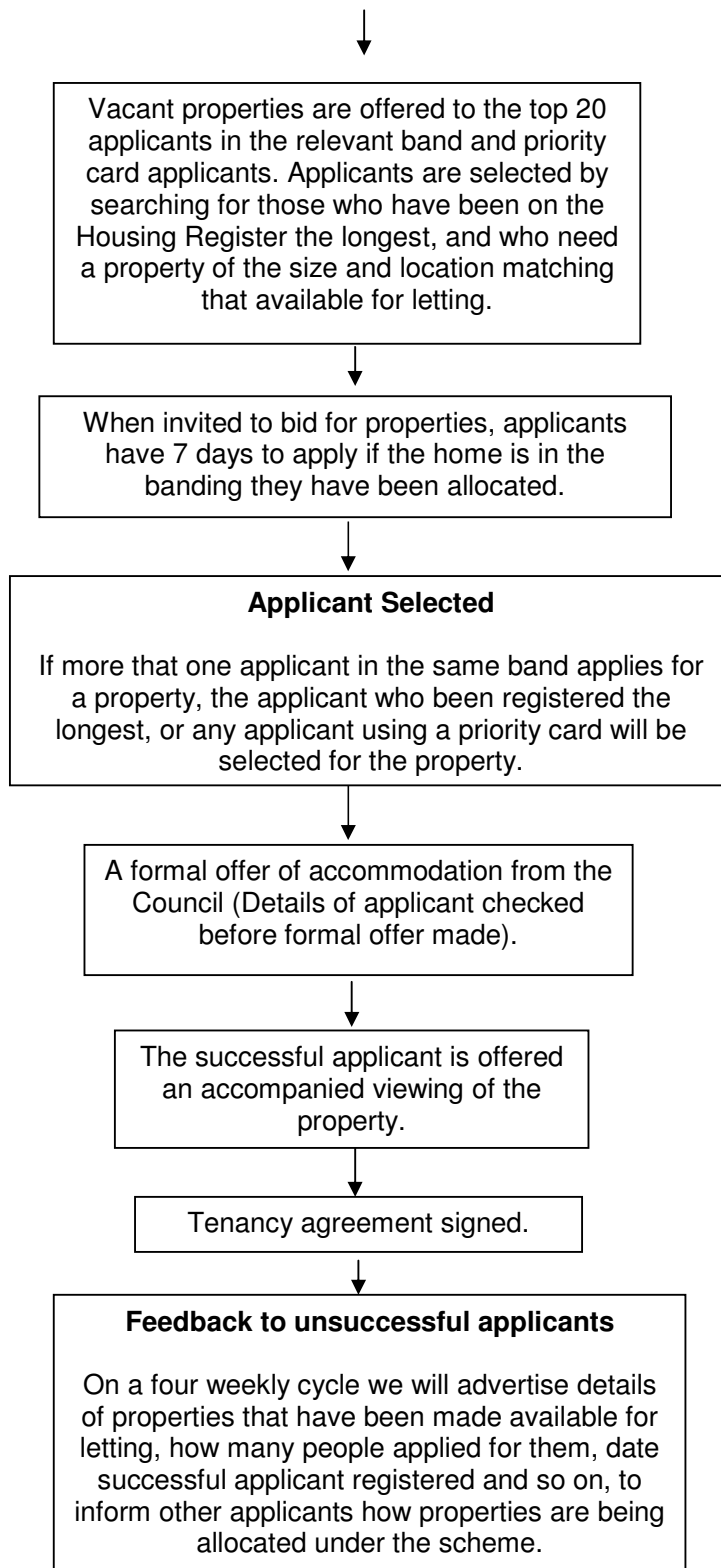
Before offering the property, we will undertake a careful check to make sure the applicant has given us the correct information about their housing situation.

We will announce the category and date of the successful application on our website, and on Council and Parish Council notice boards. We will give feedback on all allocations made under the Scheme every four weeks.

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.





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 District.

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	Band B	Band C
<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• Persons who live or have their workbase in the village or parish and have done so for between 5 and 10 years.• Persons who have lived in the village or parish for between 5 and 10 years within the last 15 years.• Persons whose parents, siblings or adult children live in the village or parish and have done so for 10 years or longer.	<ul style="list-style-type: none">• Persons who live or have their workbase in the village or parish and have done so for between 1 and 5 years.• Persons who have lived in the village or parish for between 1 and 5 years within the last 15 years.• Persons whose parents, siblings or adult children live in the village or parish and have done so for 5 years or more.

The most important criteria for vacancies in villages is 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.

In most cases there is a long waiting list for vacancies. However, from time to time, we find that some vacancies in village areas can be difficult to let. If that happens, we will re-categorise the property so that applicants with smaller households or from surrounding villages may apply.