

Allocation Policy Summary

Introduction

The Allocation Policy sets out the way in which Thenue Housing operates a Housing List and lets its vacant accommodation for rent. This Policy was the subject of consultation with a wide range of stakeholders and was approved by the Board of Management.

Access to the housing list

Anyone aged 16 or over may apply and be admitted to the waiting list by completing Thenue's Housing Registration Form.

External Applicants: Applicants who are not tenants of Thenue Housing must complete the Housing Application Form.

Transfer Applicants: Applicants who are currently tenants of Thenue Housing must complete the Application Form and include details of the permanent members of their household. In the case of joint tenants, both must sign the form.

Assessment of housing need and operation of the housing list

Applicants who have registered with Thenue will be placed in one of the Priority Groups below.

PRIORITY GROUP	SOME EXAMPLE OF HOUSING NEED CRITERIA
Urgent Priority Group	<ul style="list-style-type: none"> Current property scheduled for demolition/clearance Applicant experiencing severe harassment or domestic abuse Management transfers Special cases approved by Board (on an exceptional basis)
Homeless Referral Group	<ul style="list-style-type: none"> Referrals from Local Authority in accordance with Section 5 of 2003 Homelessness Act
High Priority Group	<ul style="list-style-type: none"> Overcrowding by two or more bedrooms (owner occupiers in exceptional circumstances only) Under-occupancy by at least two bedrooms(owner occupiers in exceptional circumstances only) Applicant experiencing harassment or domestic abuse Health condition worsened by current property Lacking essential amenities Property in dangerous condition Care Leavers
Medium Priority Group	<ul style="list-style-type: none"> Overcrowding by 1 bedroom (owner occupiers by exception only) Mobility significantly restricted by current property No Security of Tenure Living in caravan or hostel Sharing amenities with non-family members Under occupancy by 1 bedroom (owner occupiers by exception only) Requiring to move to be nearer support Property in unsatisfactory condition
Standard Priority Group	<ul style="list-style-type: none"> All other applicants who do not meet the above criteria

Applicants will be assessed based on their current housing circumstances. An applicant's position within each of the groups on page 2 will be based on the date they are placed in that group (earliest date within that group will have highest priority). This means that once you are placed in a Priority Group normally no one can move ahead of you within that group list.

Where an applicant has more than one of the Housing Need Criteria as detailed on page 2, their highest priority need will determine which Priority Group they will be placed in (e.g. where an applicant is overcrowded by 2 bedrooms, shares amenities and has insecurity of tenure they will be placed in the High Priority Group due to their overcrowding situation).

If an applicant's circumstances change they may be placed in a different Priority Group. Their position within this new group will be based on the date we confirm their change in circumstances.

Applicants on the Housing Lists who have not provided the necessary supporting information to enable a full assessment of housing need may be bypassed during the allocation process until the information is received and priority is confirmed.

Following completion of assessment you will receive a letter confirming your registration number and date, position within a specific Priority Group and the overall Housing List and choice of areas and house types and sizes.

Allocation of vacant accommodation

Letting Plans and Allocation of Available Property

Normally our Officers will offer the vacant accommodation to the applicant with the highest priority (appropriate to their needs and choice).

In addition to the Priority Group system however, Thenue also operates Letting Plans to ensure that we not only give reasonable preference to those in greatest housing need but also ensure that we achieve mixed and sustainable communities. This might mean that for any allocation the successful applicant may be a household with a lesser priority from a specific targeted group. For example, an area with low numbers of working households may have a target set to ensure that a proportion of all lets in that area are made to working households (the specific targeted group in this case) irrespective of their priority in relation to others on the list.

Where a let is to be made from a specific targeted group it will normally be made to the applicant in the highest Priority Group with the earliest date of registration.

The group to be allocated the accommodation will be decided and recorded before the selection process starts (taking into account current performance against Letting Plan targets).

Our Board of Management, Registered Tenant Organisations and those Area Associations with a Minute of Agreement with Thenue will review our Letting Plans as required. The Letting Plans may vary in different communities.

