

Nottingham City Council

Housing Allocations Policy

March 2026



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SECTION 1

1. Introduction

- 1.1 This document is Nottingham City Council's Housing Allocation Policy, which sets out how Nottingham City Council ("The Council") will prioritise applicants for social housing in the city, as required by S166A of the Housing Act 1996. This Housing Allocations Policy also explains how the council records, collects and takes account of individual needs and requirements in order to allocate the available supply of homes to those in need.
- 1.2 It is a requirement that all Local Authorities must have and publish an Allocations Scheme (Policy) and ensure that available properties are offered according to that Policy.
- 1.3 The Council delivers this policy in partnership with a number of other social housing landlord in the city via [Nottingham HomeLink](#), which is a choice based letting scheme ("CBL"). The purpose of CBL is to provide applicants with as much choice as possible by advertising available properties and inviting registered applicants to apply for them through a bidding process.
- 1.4 Demand for social housing far outstrips supply so it is important that housing providers are making best use of available social housing accommodation. Unfortunately, for many applicants registered, the solution to their housing need will not be met via an offer of social housing made through this policy. The waiting time for two and three bed houses exceeds four years and for larger accommodation, much longer.
- 1.5 The Council will therefore work to support and advise applicants to look at other housing options available where appropriate such as:
[Mutual Exchange](#)
[Low-cost home ownership](#)
[Private Rented Sector](#)
Reviewing all available housing options is important to help aid the housing of applicants as quickly as possible.
- 1.6 The legal framework for this policy is set out at Annex 1. Legally we are required to ensure allocations or 'lettings' are conducted according to the requirements of the Housing Act 1996 (Part 6), as amended by the Homelessness Act 2002, Homelessness Reduction Act 2017 and the Localism Act 2011. In determining the rules within this policy, the council has given due consideration to these acts, related legislation, case law and guidance.
- 1.7 The Council seeks to enable applicants to express and exercise choice when applying for housing, we believe this creates stronger communities and ownership of where they live. However, all applicants must be aware that the Council's ability to satisfy a preference might be severely limited by the very high demand for social housing and limited availability in certain areas of the city.

Nottingham HomeLink Partners: -

Accent Group Limited	East Midlands Homes	Jigsaw Homes
Longhurst Group	Metropolitan Thames Valley Housing	Nottingham City Homes Registered Provider
Nottingham Community Housing Association Limited	PA Housing	Platform Housing
Stonewater	Tuntum Housing Association	The Guinness Partnership

2. The Housing Allocation Policy aims to:

- To meet the Council's statutory duties in allocating available social housing
- To work with social housing providers to make best use of available social housing accommodation
- Support the Council and its strategic housing priorities
- Set out how the Council prioritises housing applicants and supports the mobilisation of applicants to move home
- Meet the requirements of the Housing Act 1996 s. (167) (2) as amended by the Homelessness Act 2002, Homelessness Reduction Act 2017 and the Localism Act 2011
- Provide fair access to our service
- Enable applicants to exercise choice

2.1 The Housing Allocations Policy is not responsible for the following housing matters:

- Mutual Exchanges
- Assignment of a tenancy to someone entitled to succeed to a tenancy
- Granting of an introductory tenancy to a secure or otherwise
- Internal Decants (temporary moves due to urgent situation e.g. fire, flood etc)
- Renewal of fixed-term flexible tenancies

The above are housing management matters, which are managed by individual organisational policies.

SECTION 2

1. Eligibility and Qualification to Apply to Join the Housing Register

Only some people are eligible for social housing within the law. Of those who are eligible for social housing, only some people qualify to join the Housing Register.

2. Joining the Housing Register – Restricted Eligibility for People from Abroad

Applicants will not be eligible to join the housing register if applicants are not entitled to access public funds due to their immigration status or:

- They are subject to immigration control within the meaning of the Immigration and Asylum Act 1999, unless Regulations by the Secretary of State prescribe otherwise or, they are a person from abroad other than a person subject to immigration control and they fall within a class of persons who are ineligible by virtue of Regulations made by the Secretary of State, unless they are already a secure tenant, an introductory tenant or an assured tenant of social housing allocated to them.
- An allocation of accommodation may not be made to two or more persons jointly if one of them is ineligible.

3. Joining the Housing Register – Qualifying Criteria

The following criteria applies to all applicants joining the housing register.

4. Age Qualification

- 4.1 For the purpose of this policy, children are those aged up to 17 years of age. Anyone aged 18 or over is classed as an adult.
- 4.2 Applicants must be 18 years or more to register with Nottingham HomeLink, unless they meet one of the criteria for exceptional circumstances listed below.

Exceptional circumstances are: -

- Homeless young people to who a duty is owed (Part VII, Housing Act '1996) and who have been accepted by Nottingham City Council Housing Solutions as being owed such duty
- Nottingham City Council care leavers with a recommendation from Nottingham City Council's Children and Education Services, where a full assessment and support plan is in place
- Any other recommendation from the Children and Education Services or Adults Social Care and Health, where a full assessment and support plan is in place
- Teenage parents referred by Housing Solutions, who have a full assessment and support plan in place, who are also at risk of losing their accommodation.

- 4.3 By law, a landlord cannot grant a tenancy to a person who is under the age of 18. Accommodation allocated to a person under the age of 18 must be 'held in trust' for them by a responsible adult/legal guardian until the person is 18. The trustee is required to act in their best interests. The responsible adult must be someone appointed to act on his or her behalf.

5. Adult Household Members

The following circumstances of all adult members of the household will be assessed in line with the criteria in this policy:

- Financial Position including income and savings (as defined in section 7)
- Unacceptable Behaviour (as defined in section 7.7)

6. Residency Qualification

An applicant must have been resident in the City of Nottingham for 3 out of the last 5 years in order to meet the residency criteria. This is subject to the exceptions below: -

- Persons who are or have previously (veterans) served in the armed forces and who make an application for housing within five years of their discharge from the Armed Forces
- Existing or former members of HM forces who are suffering from a serious injury, illness or disability, which is wholly or partly attributable to their service
- Bereaved spouses or civil partners of those serving in the regular forces where:
 - i The bereaved spouse or partner has recently ceased, or will cease to be entitled, to live in Ministry of Defence accommodation following the death of their service spouse or civil partner, and
 - ii The death was wholly or partly attributable to their service
- Existing tenants of Nottingham City Council or existing tenants of other Nottingham HomeLink partners who live within the city boundary
- Household members of existing Nottingham City Council tenants residing outside of the Nottingham City Council boundary
- Applicants who have been accepted for priority rehousing as a reciprocal arrangement with another Local Authority or registered provider
- Refugees who were dispersed to and are living in Nottingham City and who have been granted leave to remain within the last six months
- Households who have been assessed by Housing Solutions and accepted as being owed one of the homelessness duties under Part VII of the Housing Act 1996
- Refugees who have been living in Nottingham for the last 12 months and can evidence that they have been accessing support or other services in Nottingham, that are not otherwise available in other areas, or that it would be detrimental to the applicant for them to access that support elsewhere

- Applicants who have been accepted from outside Nottingham as part of a Witness Protection recommendation
- Applicants from outside the Nottingham City Council administrative boundary who qualify for Retirement Living accommodation, includes applicants aged 67 or over, those aged 60 or over in receipt of Disability Living Allowance or Personal Independence Payment, or households with one applicant aged 67 or over and additional members are aged 60 or over. Applicants will be shortlisted after Nottingham City residents.
- Applicants who are survivors of domestic abuse and who are residing in a refuge or other form of safe temporary accommodation in Nottingham having escaped domestic abuse in another local authority area
- Residents of Nottingham who are survivors of domestic abuse and who have had to leave Nottingham temporarily to escape domestic abuse, whether or not they have resided in Nottingham for 3 out of the last 5 years
- Applicants from outside Nottingham who are survivors of domestic abuse who cannot return to their place of origin as to do so would place them at risk
- Those 'relevant persons' who fall within the Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015
- Care Leavers aged between 16-24, who are or have formally been in the care of a Local Authority

People in the following categories will not be considered as meeting the residency criteria: -

- Those placed in the City of Nottingham in temporary accommodation by another local authority exercising their homeless function except in cases of domestic abuse
- Those placed in the City of Nottingham in residential or supported housing by another local authority
- Residency, which is not of the applicant's choice, such as prison or a probation hostel

7. Joining the Housing Register – Non-Qualifying Criteria

The following criteria applies to all applicants:

7.1 Income and Savings

- Single applicants with an income of £35,000 gross income or over (before deduction) will not be entitled to join the housing register, including any adult member of the household
- Joint applicants including couples with a joint income of £60,000 gross income or over (before deductions) will not be entitled to join the housing register, including any adult member of the household
- Single applicants with £16,000 or more of savings will not be entitled to join the housing register, including any adult member of the household

- Joint applicants including couples with savings of £16,000 or more will not be entitled to join the housing register, including any adult member of the household

The above threshold includes those in receipt of Universal Credit or other separate state benefits but excludes Disability Living Allowance (DLA) and Personal Independence Payment (PIP).

This qualification criteria does not apply to:

- Existing Nottingham City Council tenants
- Nottingham HomeLink partner tenants
- Those applying for Retirement Living Accommodation

7.2 Homeowners / Financial Interest in a Property

Homeowners and those with a financial interest in a property will generally not be entitled to join the Housing Register. This includes, but is not limited to:

- Being named on a mortgage
- Being a joint owner, owning a percentage share interest in a property in the United Kingdom or abroad
- Applicants who formerly owned a property within the last 5 years will be asked to provide evidence of the sale and details of any capital gained from the sale. If applicant(s) disposed of capital without making adequate housing arrangements; for example, gifting the capital to relatives or friends, they will not qualify.

7.3 Exceptions may be allowed in the following circumstances:

- Applicants who do not have the financial resources / equity in their home to enable them to resolve their housing needs and who fall within one or more of the following categories: -
- Medical and disability grounds
- People in hospital ready for discharge, whose property is not suitable to reside in
- Homeowners who are eligible in terms of their age for retirement living accommodation (these applicants will be placed in Band D only)
- In exceptional circumstances, where a homeowner or person with a financial interest in a property is unable to occupy that property.

7.4 Worsening Housing Circumstances:

The Nottingham HomeLink Team will consider whether an applicant has acted unreasonably or deliberately worsened their housing circumstances. Examples of worsening housing circumstances include:

- Selling a property that is affordable and suitable for the applicants needs

- Moving from a secure tenancy or suitable private rented tenancy that they can afford and maintain to insecure or less settled or overcrowded accommodation
- Moving to new housing that we assess is worse than the applicants previous housing without good reason
- Requesting or colluding with a landlord or family member to issue them with a Notice to Quit
- Overcrowding a property by moving in friends and/or other family members who have never lived together previously and/or have not lived together for 12 months or more, then requesting re-housing to larger accommodation

This will not apply to adults who have recently started a relationship. For example, one or both adult members have children as defined in the policy, from a previous relationship with main carer responsibility.

Should an applicant be found to have deliberately worsened their housing circumstances, applicants will be notified in writing and be disqualified from joining the housing register as set out in section 7.8.

- 7.5 Equity in a home and home ownership will be determined by Nottingham HomeLink and applicants and members of the household will be required to provide full financial disclosure for the purposes of this assessment.

7.6 Applicants with No Housing Need

Those applicants with no housing need will not join the housing register. A housing need is defined within categories A – D further in this policy.

7.7 Unacceptable Behaviour

Applicants or prospective members of their household who has engaged in behaviour, which is considered unacceptable to the Council, will not be qualifying persons, and / or can have their applications for housing closed.

The Nottingham HomeLink Team makes this decision when assessing an application. To carry out this assessment, Nottingham HomeLink may take into consideration the involvement of, and any actions taken by: -

- Nottingham City Council's Community Protection or Housing Teams
- Nottinghamshire Police or other Counties Police Force teams
- Nottinghamshire Fire Service, or other Counties Fire & Rescue Services
- Landlord (Private landlord & Social housing landlord)
- Other relevant public bodies or organisations who have taken action or has involvement with the applicant or any member of their household

Unacceptable behaviour is behaviour which if the person were a secure Council tenant would entitle the Council to obtain a possession order against them on one or more of Grounds 1-7 of Schedule 2 of the Housing Act 1985. Such behaviour includes, but is not limited to:

- Financial behaviour such as benefit fraud, tenancy fraud or any other criminal offence of a similar nature
- Unacceptable behaviour including but not limited to non-payment of rent, engaging in any form of domestic abuse, anti- social behaviour or any behaviour that would be considered a breach of the terms and conditions of the Council's tenancy agreement. This includes any variation on those terms in future. A summary of those terms and conditions of a tenancy can be found in "Your Tenancy" at [Nottingham City Council Housing Services - Nottingham City Council \(ncchousing.org.uk\)](https://ncchousing.org.uk)
- Conduct that has resulted in any unspent criminal sanction, any Court Order, including civil Court Order being made against them that affects their suitability to be a tenant. For example, any possession order, criminal conviction or anti-social behaviour injunction
- Withholding relevant information or miscommunicating or information during the application process, including a homelessness application which results in a decision to allow a household to join the housing register, or an offer of accommodation being made to the household, which would otherwise not have occurred had the information been provided or communicated accurately
- Where an applicant gives intentionally false information or gives false statements on any part of their application. If such information comes to the attention of Nottingham HomeLink after registration an applicant may be removed from the housing register, and legal action may be considered
- Where an applicant has been violent or convicted of violence or abusive behaviour either physically or emotionally towards anyone else, which has caused alarm or distress to other people
- Where an applicant makes or has made threats, harass, be violent or abusive towards any Nottingham City Council employee, any contractor or anyone working on Nottingham City Council's behalf, any consultant or City Councillor either directly or indirectly, by letter, telephone, text message, e-mail or social media (such as Facebook or X). This includes when you telephone, or visit and Council office, if you are visited, or in any other circumstances.

7.8 If persons are disqualified for reasons of their unacceptable behaviour, they will be able to re-apply or request a review as follows:

Issue	Time period to reapply
Anti-Social Behaviour	Five years from the date of the unacceptable offence (anti-social behaviour) as defined in the unacceptable behaviour section of this policy above. This includes perpetrators of domestic abuse and those with convictions of non-violent offences

Rent arrears	Below £250 – two years from the date of the original Nottingham HomeLink application or when account is cleared if earlier Above £250 – five years from the date of the original Nottingham HomeLink application or when account is cleared
Non-disclosure or False Information	Five years from the date of the offence, or when the decision has been confirmed a non-disclosure or false information has been submitted
Worsening Housing Circumstances	One year from the date of the decision being made by Nottingham HomeLink
Multiple reasons	Periods will be combined as above

The disqualifications in this section include the past or present behaviour of the applicant and/or any member of the applicant's household either at the time they are making the application for housing, or at any point before or during which they receive any offer of accommodation if their application is registered.

In deciding whether an application is disqualified as a result of unacceptable behaviour Nottingham HomeLink will undertake an assessment, which will take into account steps taken to address the behaviour. Steps taken can include: -

- Adhering to a payment plan to actively reduce the level of rent arrears
- Demonstrable change of behaviour.

Support needs will also need to be taken into consideration.

The Council may review an application if it becomes aware of unacceptable behaviour relating to an applicant or a member of their household after they have been registered onto the housing register. In these cases, the qualification criteria will be applied taking into consideration new information and the applicant may be disqualified or removed from the housing register.

In exceptional circumstances, Nottingham HomeLink may waive or reduce the periods of disqualification referred to above, guidance has been set out in Annex 6.

8. Types of Applicant(s)

8.1 Sole Applicant

Sole applications can include people wanting to apply for a tenancy themselves, who may have other people included on their application e.g. partner.

8.2 Joint Applicants

Joint applications should be from adults who have a long-term commitment to live together. All joint applicants must agree that they are applying together in order to be accepted as joint applicants.

8.3 Applicants no Longer Wishing to Apply Jointly

If one / both / all applicants in a joint application no longer wish to apply jointly and want to be considered on their own, separate applications can be made from the original joint application.

When a request to split the joint application is received, each party's circumstances will be re-assessed separately to see if they remain eligible and if so, an appropriate band awarded.

If the separate applicant is awarded the same or a lower band as was awarded to the joint application, they will retain the same registration / band dates as in the original application.

If the separate applicant's circumstances have altered so much that they are awarded a higher band, the registration date will remain the same, but their new band start date will commence on the date they are placed in the higher band.

Other exceptional circumstances will be taken into consideration by Nottingham HomeLink, where acceptable evidence can be provided.

8.4 Households Members you can include on your application

Household members can include:

Main Applicant	Main Applicant & Partner (joint)
Main Applicant & Dependent Child / Children	Main Applicant & Other Household Member(s)
Members detailed on previous applications that led to rehousing with a Nottingham HomeLink partner	

- Applicants will be regarded as having a 'family' where at least one dependent child is living permanently within the household and is under the age of 18. In most cases this will be the parent/guardian who receives child benefit for that child. This includes natural children of the applicant(s), adopted children and fostered children.
- Children household members aged 18 and over, but still living at home, are regarded as adult members of the household.
- The Council allows one person to be a carer for the main applicant and must be a permanent resident of that household with a bedroom requirement.
- Other household members must have lived with the main applicant for the past 12 months continuously
- Carers of the main applicant, must have lived with the main applicant for the past 12 months and be in receipt of carers allowance
- All household members must be residents of the United Kingdom at the time of application submission, or upon the offer of accommodation, and residing with the main applicant.

- Persons who are not part of your immediate family i.e. son or daughter but have an exceptional reason for needing to live with the main applicant, will be required to provide evidence of the need. Evidence can include correspondence from Adult Social Care, Hospital Consultants, Police correspondence or any other public body
- Where the applicant has access to their children, but whose main home is with the other parent or another carer, they will not be counted as permanent members of the household.
- Due to the shortage of properties with 4 or more bedrooms, the Council will discuss with large households whether their application can be divided into two or more smaller households
- Exceptional circumstances will be taken into consideration by Nottingham HomeLink, where acceptable evidence can detail why a household member is not residing with the applicant, evidence can include correspondence from Adult Social Care, Hospital Consultants, Police correspondence or any other public body that has a right to represent the applicant.

8.5 Multiple Applications

- An adult can be registered on a maximum of one application i.e. as a main or joint applicant or as a household member
- A child can appear on two applications. Circumstances can include: the child resides with the main applicant permanently or where a main applicant has access to a child

Occupancy levels as detailed within section 8.8 will apply to adults and children.

8.6 Nottingham City Council Ward Councillors, Employees and Related Parties

If such persons apply to join the Housing Register, then they must disclose their position. Such persons include: -

- Nottingham City Council Ward Councillors
- Nottingham City Council or Nottingham City Homes Registered Provider employees
- Nottingham City Homes Registered Provider Board Members
- Partner Landlord employees

These allocations will be subject to an additional audit check to ensure the transparency of the allocation.

8.7 Types of Tenancy that may be offered

- The type of tenancy offered will vary. Each Registered Provider and the Council will have a tenancy policy, which sets out their approach published on their website and is guided by the Council's tenancy strategy. Applicants will be informed which tenancy is being offered at the point of an offer of accommodation being made.

- Homeless applicants in Band B will likely be offered private rented sector accommodation to discharge the Council's statutory duty, subject to availability and suitability of accommodation.

8.8 Property eligibility rules – size of property Occupancy Levels and Property Types Table

The Council use the following criteria to assess bedroom and overcrowding requirements of households as follows:

Married or cohabiting couple	1 room
Adult aged 21 years or more	1 room
Pair of adolescents aged 10-20 years of the same sex	1 room
Pair of children aged under 10 years regardless of sex	1 room
Where one person is aged between 10 years and 20 years and the other is aged less than 10 years and of the same sex	1 room
Any person aged under 21 years in any case where he or she cannot be paired with another occupier	1 room

We assess households based on the sex of the occupant(s), as defined in the Equality Act 2010. Essentially this means:

- A 'woman' is a biological woman or girl (a person born female)
- A 'man' is a biological man or boy (a person born male)

Where a household includes a pregnant applicant, the baby will not be taken into account until it is born.

If a property has 2 reception rooms, provided there are no safety reasons why it cannot be used as a bedroom (such as the presence of a fire with back boiler in the room), then one reception room will be counted as a bedroom when assessing suitability of offers and if there is overcrowding.

Exemptions to the property size eligibility will be considered by Nottingham HomeLink, as detailed in Appendix 5.

SECTION 3

1. How to Apply

- 1.1 All applicants will be required to complete a Nottingham HomeLink housing application form and provide information in support of their application for accommodation in respect of each member of the household. This will include identification, proof of any medical needs, proof of income, savings, and other

information in support of their application. Acceptable identification is defined by the Government's Good Practice Guide (GPG) 45. [Click Here](#)

- 1.2 Applications can be made online via the Nottingham HomeLink website at: <https://housingonline.nottinghamcityhomes.org.uk>
Applicants without access to the internet can contact the Nottingham HomeLink team on telephone number 0115 746-9977
- 1.3 Applicants will be assessed to join the housing register based on the main applicants current housing circumstances, should circumstances change, the applicant must inform the Nottingham HomeLink team
- 1.4 For further information about Nottingham HomeLink, and to view frequently asked questions, please visit www.nottinghamhomeLink.org.uk

2. Support Needs

- 2.1 At the point of a housing offer all new applications for housing will be invited to declare whether they have any support needs before they become a tenant. This is done in order to ensure that all new tenants have the best possible chance to sustain their tenancy and to minimise the risk of failure

3. Risk Assessment

- 3.1 All applications will be checked to identify and manage any risk, either to the applicant or from the applicant, in addition to identifying people who may not be eligible for housing in certain areas.

4. Decision

- 4.1 All applicants who have applied to join the housing register will be notified of the decision in writing via e-mail, letter or via their housing online account. Information on the right to request a review where appropriate will also be made available.

5. Notification of Change in Circumstances

- 5.1 Applicants must immediately inform Nottingham HomeLink of any changes in their circumstances that may affect their priority for housing, or their eligibility according to the criteria in this policy, so that any effect on their application can be assessed and the applicant informed.

Notification to Nottingham HomeLink may be made online or in writing. A change of circumstances may include:

- change of address
- change of living arrangements
- changes in household member(s) circumstances
- birth of child

- change of tenure – if your tenancy type changes or there are other changes in ownership arrangements for any property you own, live in or have a financial interest
- change in financial circumstances – including any increases in income or savings to over the threshold as set out in section 2 - 5.3
- or any other behaviour that would cause an applicant to be disqualified under section five of this policy.

Where information about a household members personal circumstances has been withheld or misleadingly presented, Nottingham HomeLink reserves the right to withdraw any offer of accommodation made and may consider excluding the applicant from the housing register as per section five. An applicant's priority band may increase or decrease following a change of circumstances.

6. How Your Application is Prioritised - Banding

- A banding scheme has been devised to determine applicants' level of priority (band). Applicants within bands are ordered by their "band" start date.
- Once a sole or joint application has been received, the application will be assessed. Eligible applicant(s) will be placed into a suitable band that meets their housing circumstances and housing need.
- Applicants approved for a management move, will have received that band award based on respective policies and procedures of the organisation at the time i.e. Nottingham City Council or the Registered Provider. Should organisational housing management policies or procedures change, the approved management decision will also be reviewed.

There are four bands – A to D, (see Annex 4)

Band Awards

Band A

There are thirteen categories that fall within this Band; each one is explained further below.

- Band A priority applicants will be subject to six monthly cyclical reviews
- After six months, applicants who have not bid on a property or accepted an offer may have their application closed or be placed in a lower band where appropriate. If suitable properties have not become available for applicants, Band A priority will remain.

A1 - Severe Harassment, Threats of Violence or serious risk of harm

Applicants who are experiencing serious harassment, or other threats of violence, where there is a serious risk of harm to a member of the household, if they were to stay in their current accommodation.

This category is for: -

- Nottingham HomeLink partner tenants who, after a full investigation, have been awarded a management approval for urgent re-housing
- Applicants who have been accepted under partnership arrangements with the police and the National Witness Mobility Service, which operates for victims and witnesses of serious crime.

A2 - Medical & Disability Grounds (Reasonable Preference)

This category relates to applicant(s) who have an urgent need to move on medical grounds or disability.

To qualify for this category, an applicant or a member of their household must: -

- a) have a diagnosed medical condition and/or disability; and
- b) have an urgent need to move because they are living in accommodation that is unsuitable for them or a member of their household, by virtue of their medical condition and/or disability for one of the following reasons: -
 - i) they are unable to function independently in their home; and /or
 - ii) they are unable to manage access to their home or access is very limited.
 - iii) Survivors of domestic abuse who are residing in a refuge or other form of safe temporary accommodation and who have developed a medical or welfare needs (such as mental health problems or physical injury) as a result of domestic abuse. The person affected in this way may be the applicant or another person reasonably expected to reside with them.

And in either (i) or (ii) above, it must not be possible to remedy the problem in any way, for example, by the applicant(s) arranging/obtaining adaptations to the property or by the provision of other support.

Assessments will be conducted by Nottingham HomeLink, taking into account advice and/or evidence from: - Adult and Childrens social care professionals, Hospital Consultants and Social Services, Registered Provider landlord or recommendations from Occupational Therapy (OT).

A3 - People in Hospital Ready for Discharge – Own Home Cannot be Adapted (Reasonable Preference)

People who are in hospital, or another care facility, who cannot return to their present accommodation, as it is considered no longer suitable / cannot be adapted.

There must be a specific recommendation, with supporting evidence, from the hospital /care facility and a detailed care/support package must be in place before the applicant is placed in this band.

A4 - Welfare Grounds – General (Reasonable Preference)

Applicants considered within this category will have severe support / care needs and be in considerable / urgent risk in their present accommodation with recommendations from Nottingham City Council Children or Adult Services, with a suitable support package.

This category will also include recommendations on the grounds of mental health, with a suitable support package.

Recommendation may be received from: -

- a) Nottingham City Council Adult Social Care and Health
- b) Nottingham Healthcare Trust / City Care

A5 – NCC Young People Leaving Care (Reasonable Preference)

Applicants who are Nottingham City 'care leavers' will be placed in this category if they have been recommended for housing by the Children and Education Services. This band will apply following confirmation from the Children and Education Services that that the young person has been assessed as being ready to leave care, they have the skills and support in place to ensure they can successfully live independently and maintain a tenancy.

A6 - Nottingham City Council Approved Adoptive or Foster Parents

This category includes: -

- **Approved Adopters** – those who have been approved by Nottingham City Council's Children and Education Services and, but are currently in unsuitable accommodation, to enable the placement of the child(ren) to occur. Supporting information from the Children's and Education Services will be required
- **Approved Foster Parents** needing larger accommodation – applicants who foster children on behalf of the Children and Education Services, who need to move to larger accommodation in order to foster more children. Supporting information from the Children and Education directorate will be required.

In these cases, a direct offer of accommodation will be made once provisional approval has been given by the Children and Education directorate of Nottingham City Council for the placement of the child(ren).

A7 - Permanent Moves due to Regeneration / Major Works

These applicants are usually, but not always, living within a regeneration or major works scheme led by Nottingham City Council or a Nottingham HomeLink partner. Where re-housing into a social rented tenancy has been agreed, residents will be awarded this category.

Within regeneration schemes, homeowners and leaseholders who are required to move due to area redevelopment work, will be considered for allocation of a social rented property **only** when suitable alternative accommodation on reasonable financial terms is not otherwise available to them (For example by buying alternative accommodation).

A8 - Insanitary and / or Unsatisfactory Housing Conditions – Serious Cases (Reasonable Preference)

Applicant(s) will only be placed in this band once they have been assessed by the Nottingham City Council Safer Housing Team

To qualify for this category, households must have been served with a Prohibition Order issued under the Housing Act 2004, at the applicant's current home and have been assessed as living in insanitary or unsatisfactory housing conditions.

A9 - Severe Overcrowding (Reasonable Preference)

This category is for households who are two or more bedrooms short of the bedroom standard, as detailed in section 8.8

A10 – Social Housing Tenants of Nottingham HomeLink Partner Landlords Releasing High Demand Properties that are under occupied or where support is no longer required

This category includes applicants whose current dwelling is a type of high demand property, which, when they move, will then be available for other Nottingham HomeLink applicants.

Under-occupation - applicants who are social housing tenants of Nottingham HomeLink partner landlords and will be vacating accommodation which the tenant is under-occupying. *(This will include applicants who have succeeded to a tenancy, but who are under occupying the property, in these instances, the property type will be taken into consideration in accordance with Annex 3. Nottingham HomeLink will allocate the property to the most appropriate household member suitable to the property type and size).*

Vacating an Adapted Property and The Adaptations are No Longer Needed - This is either because the person for who the adaptations were installed no longer needs them, or the person with disabilities does not reside there anymore. This category will not apply if the adaptations can be removed within a reasonable timescale and cost (for example, a stair lift).

Releasing Supported Accommodation

This may include people living in supported accommodation where they no longer require that level of support and people leaving properties where there is a shortage of supply, but high demand from urgent need cases. The landlord will make an assessment of the likely demand for the property that will be vacated.

A11 - Occupants with No Rights to Statutory Succession

Occupiers remaining in a property after the death of a tenant where;

- a) that person has no right in law to succeed to the tenancy and
- b) S(he) has successfully applied for a new tenancy with a Nottingham HomeLink partner, either to the property currently occupied, or to alternative accommodation.

All cases will be considered by the Nottingham HomeLink landlords with sensitivity and the vulnerability of an occupier will be taken into account.

This category will be assessed according to the relevant Nottingham HomeLink partner succession policy.

A12 - Tenants of Other Local Authorities and Non Nottingham HomeLink Registered Providers

Applications from social housing tenants of other Local Authorities and non Nottingham HomeLink Registered Providers who have a specific urgent need to be re-housed in Nottingham City, may be accepted onto the housing register.

The applicant will have been already accepted as a high priority case for re-housing according to the Registered Provider/Local Authority's own allocation criteria. Cases will only be accepted if the Registered Provider/Local Authority can evidence reasons why they cannot re-house the applicant within its own stock.

Local Authorities will be subject to a reciprocal arrangement for applicants housed in the city, and the same will apply to Registered Providers that operate outside of the Nottingham City boundary.

Registered Providers operating inside the city boundary will be subject to their relevant nominations agreements and those outside of the city will be subject to a reciprocal request.

Nottingham City Council has the discretion, to refuse a reciprocal request.

A13 - Social Housing Tenants Employed by a Nottingham HomeLink Partner Leaving Tied Accommodation

Current employees of Nottingham HomeLink partner organisations, (NCC & partner Registered Providers), with a tied tenancy, who have a definitive leaving date, will be considered for re-housing within Band A in the following circumstances:

- a) Those leaving their job because of retirement due to age or ill health.
- b) Those leaving their job because of redundancy.
- c) Those who gave up their council tenancy to take up their tied tenancy, even if they are leaving their job for reasons other than retirement or redundancy, unless they were dismissed from their employment.

BAND B

There are thirteen categories that fall into this banding and each one is explained further below.

B1 - Homeless or Household at Risk of Homelessness (Reasonable Preference)

People who are accepted as being owed one of the homelessness duties under Part VII of the Housing Act 1996. Applicants who have not already been assessed will be directed to Housing

Solutions for the purposes of homelessness assessment and formulating their Personalised Housing Plan.

B2 - HM Forces – Living in HM forces accommodation

This category is for persons who have previously served in the HM armed forces or who are current serving members living in HM forces accommodation. The category includes single applicants, those with partners and those with dependent child(ren). Where there are dependent child(ren), they must be residing with the applicant permanently and not as part of a contact or access arrangement.

Applicants will be placed in this category on confirmation from HM Forces that the applicant(s) will be discharged from HM Forces within the following 6 months.

This category is only for current or former members of HM Forces and their partners/ families, who have lived in HM Forces accommodation for the duration of their service.

B3 - Social Housing Tenants who Need to Move for Management Reasons

This category recognises the needs of Nottingham HomeLink partners to maximise the use of social housing stock, or to move some tenants for management reasons, which do not warrant urgent re-housing.

All cases will be as a result of an approved Nottingham HomeLink partner landlord recommendation.

Types of cases may include: -

- a) non-violent relationship breakdown
- b) cases of harassment / serious irreconcilable neighbour disputes
- c) good management of Nottingham social housing stock
- d) Tenants with dependent children residing in the Victoria Centre flats

B4 - Non-urgent Welfare Cases (Reasonable Preference)

Households who are considered to be living in accommodation, which is unsuitable for their needs, but are not considered to be at urgent risk in their present accommodation.

This category will include not only applicants who need a move due to social / care needs, but also those with other social needs which do not require ongoing care and support, such as vulnerable people who have a need to have a secure base in which to build a stable life, but who could not be expected to find their own accommodation. This also include tenants with physical or mental health problems not considered chronic / severe.

Recommendation may be received from:-

- a) Nottingham City Council Adult Social Care and Health
- b) Nottingham Healthcare Trust / City Care

c) General Practitioner

B5 - Hardship Cases (Reasonable Preference)

This category includes people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship.

Examples include a person who needs to move to a different locality: -

- a) in order to give or receive care
- b) to access specialised medical treatment
- c) to take up a particular employment education or training opportunity
- d) to those who fall within the Right To Move Regulations 2015 (See Annex 1)

Nottingham is geographically compact, with good transport links, we will only accept applications on hardship cases where there are particularly severe difficulties facing the applicant.

A need to move on medical or disability grounds, including to give or receive care, or to receive specialist medical treatment, will be assessed by the Nottingham HomeLink Support Officer.

B6 - Overcrowding – Lacking One Bedroom (Reasonable Preference)

This relates to applicants lacking one bedroom, according to the bedroom standard, as detailed in Section 2 – 8.8.

If the applicant's current property has 2 reception rooms, provided there are no safety reasons why it cannot be used as a bedroom (such as the presence of a fire with back boiler in the room), then one reception room will be counted as a bedroom when assessing if there is overcrowding.

B7 - Families Lodging or Living in Shared Accommodation

This category is for applicants with dependent children, living with them as their main home, who are living in shared accommodation.

Shared accommodation is defined as accommodation shared with a family member or friend and have no security of tenure e.g. license or tenancy agreement.

B8 - Non-Gateway Hostel Accommodation (Reasonable Preference)

This category of applicants will be assessed and processed by the Nottingham HomeLink Team. This category is for applicants residing in hostel accommodation, who are in receipt of non-gateway commissioned supported accommodation.

Applicants must have a robust Move On Support Plan (MOSP) in place that assists individuals to improve their life skills and be ready to sustain a tenancy independently or semi-independently.

B9 - Hostel Residents Needing to Move on With Support Plan in Place (Reasonable Preference)

Hostel residents referred through the 'Homelessness Prevention 'Gateway' by Housing Solutions who have undergone an assessment of housing and support needs and have a personalised housing plan or a support plan put in place, are placed in Band B when it is deemed, they have the capability to live independently. The City Council's Housing Solutions team carries out these assessments and manages the Homeless Prevention Gateway.

B10 – Insanitary and / or Unsatisfactory Housing Conditions – Other Cases (Reasonable Preference)

This category is for applicants who are currently living in insanitary or unsatisfactory housing conditions, and have been assessed by Nottingham City Council's Safer Housing Team. Insanitary or unsatisfactory conditions can include: lacking an inside WC, lacking a bathroom or kitchen or lacking cold or hot water supplies for an unreasonable amount of time or housing conditions impacting households with significant ill health consequences. This is not an exhaustive list.

B11 – Survivors of domestic abuse (Reasonable Preference)

This category is for those who are survivors of domestic abuse. This includes applicants who are experiencing, domestic abuse and there is a risk of harm to the main applicant or a member of the household e.g., children in the care of the applicant, if they were to stay in their current accommodation.

This category applies to:

- Applicants living temporarily in a refuge
- Applicants who are Nottingham HomeLink partner tenants who, after a full investigation, have received a management approval for re-housing
- Applicants who are residing in commissioned temporary or supported housing accommodation which may be dispersed in or outside of the city
- Other households may be accepted at the discretion of Nottingham HomeLink

B12 - Nottingham City Rough Sleepers who are in Regular Contact with Support Services

- a) These applicants will be assessed by Housing Solutions
- b) All applicants must be referred via the 'Rough Sleepers Task group
- c) Applicants who qualify for this priority are people who have a significant history of sleeping rough on the streets within the past twelve months and have current and regular engagement with support services.

- d) Applicants must have been the subject of a case conference by all agencies involved. They must be considered appropriate candidates for housing on the basis that applicants will accept a future package of housing related support that is also available upon rehousing.

B13 - Young People Leaving Care (Reasonable Preference)

Applicants who are 'care leavers' under the age of 25 that are not Nottingham city residents and whose corporate parent is another Local Authority will be placed in this category, if they have been recommended for housing by the Local Authority who has parental responsibility for the young person. This band will apply following confirmation from the Local Authorities Childrens or Adult Social Care Department that the young person has been assessed as being ready to leave care, they have the skills and support in place to ensure they can successfully live independently and maintain a tenancy.

BAND C

There is one category that falls into this banding. It is explained further below:

C1 - Singles/couples lodging or living in shared accommodation (without any dependent children)

This category is for applicants, who do not have dependent children living with them as their main home, who are living in shared accommodation.

Shared accommodation is defined as accommodation shared with family member or friend and have no security of tenure e.g. licence or tenancy agreement. Applicants within this category may have access to children whose main home is not with them.

BAND D

There is one category that falls in this banding. It is explained further below:

D1 – Retirement Living Accommodation

Allocations from within this band are limited to 'retirement living accommodation' also known as 'Independent Living Accommodation' by Nottingham HomeLink partners.

NCC will let properties to those where all household members are:

- Aged 67 and over
- Age 60 and over who are in receipt of Disability Living Allowance/Personal Independence Payment
- Applicants where one of the applicants is aged 67 or over and any additional household members are aged 60 or over

Some Nottingham HomeLink partners will allocate to those aged 50 and above.

Where a couple applies, both must meet the age criteria, however the partner does not need to be in receipt of Disability Living Allowance or Personal Independence Payments.

This banding does not apply to existing tenants residing in retirement living who do not have a housing need. Where a need to move has been identified, Nottingham HomeLink has the discretion to enable tenants to join this banding.

Nottingham HomeLink will have the discretion to enable households who may not meet the age thresholds to join this banding, subject to the relevant evidence being provided to Nottingham HomeLink which will be requested subject to the circumstances of the request or need.

BAND DATES

Once applicants have been allocated to an appropriate band, applicants will be ordered within the band by 'band date' order, earliest first, so priority is given to applicants with the earliest band date.

The applicant's 'band start date' is arrived at as a combination of:-

- the date of acceptance into the band after assessment, plus
- any additional time awarded due to their circumstances

The effect of adding additional time is to place the applicant higher in the list of applicants within their designated band, thereby accelerating their application.

Applicants with Reasonable Preference (Annex 1) are considered amongst all other applicants in the respective band.

Within Band D, homeowners will only be considered after other applicants within this band.

If an applicant's circumstances have altered meaning they are awarded a higher band, the registration date will remain the same, but their new band start date will commence on the date they are placed in the higher band.

If an applicant's circumstances have altered meaning they are awarded a lower band, they will retain the same registration / band dates as in the original application.

Additional Time Awards

There are additional categories of applicants who may be awarded an additional time 'accelerator' in order to change their band start date to an earlier date within the band.

Applicants can be awarded time accelerators that will give applicants a 12 months additional waiting time to help reduce the time applicants are likely to wait for an offer.

These are cases where the applicant falls into the following:

Medical / Disability Recommendation for Re-housing

Where an applicant has a very urgent medical / disability issue or is in hospital waiting for discharge and has been placed in Band A, they are eligible for an extra 12 months acceleration to their waiting time in that band in the following circumstances.

These include people who are: -

- terminally ill and need to facilitate their care,
- at risk or in immediate danger of serious injury / harm due to poor mobility and the limiting aspects of their present accommodation,
- at risk or in immediate danger of serious injury / harm due to their mental health and limiting aspects of their present accommodation,
- bed blocking i.e. staying in hospital or another institution, where they cannot return to their present accommodation, as it is considered no longer suitable and cannot be adapted at a reasonable cost.

Multiple Band A Criteria

If an applicant within Band A has more than one Band A housing need criteria, a time award of an extra 12 months can be added for additional criteria.

Armed Forces Personnel

In line with the Additional Preference for Armed Forces England Regulations 2012 (see Annex 1) additional preference is given to an applicant who falls within the category. This additional preference is given by way of an extra 12 months accelerated waiting time from the date of application for such applicants, once proofs have been provided.

Homeless Households

NCC wants to enable and support households to source suitable accommodation as soon as is practicable, whether that be social or private sector housing. Therefore, an additional time award of 12 months will be awarded to applicants who have approached Housing Solutions and been statutorily assessed by Housing Solutions as homeless, but have worked with the Housing Solutions to sustain their existing accommodation temporarily.

For example, an applicant may be lodging with friends or relatives, and has been asked to leave the accommodation. Following negotiations, should that applicant be able to stay at the accommodation temporarily, all housing options will be explored to seek accommodation alongside, a waiting time award of 12 months.

The waiting time award will only apply to applicants who have been able to secure their existing accommodation and not enter temporary accommodation provided by the Council.

Changes of circumstances could mean the award is removed; this could happen for example in the following circumstances:

- Securing of a private or social housing tenure

- Applicant moves from the accommodation
- Applicant is housed temporarily by the Council

Violence or threat of violence

An additional preference is given by way of an extra 12 months accelerated waiting time from the date of application for applicants in the following circumstance:

- Households who have been assessed by the Council's statutory homelessness service (Housing Solutions) who are owed a duty by the Council, are homeless as a result of violence or threats of violence and are in urgent need of re-housing

SECTION 4

How to Bid and the Advertising Process

On a weekly basis, Nottingham HomeLink is notified of properties available for advert by Nottingham HomeLink partner organisations.

Nottingham HomeLink will advertise the property as available to let to those applicants who have been accepted on to the housing register. Adverts will usually run from Friday at 12 noon to Wednesday at 11.59pm each week. On occasions, properties may be advertised with different start and end bidding timings. Adverts will stipulate endings as appropriate. Properties which are subject to a direct offer may not feature in adverts.

Applicants will be invited to bid upon properties of their choice, which they qualify for as detailed within Annex 3. Any offer of accommodation will be subject to a review of applicant's circumstances and their priority. Applicants are advised to bid citywide where possible and to not limit their housing choice to a particular area, this could inadvertently decrease applicants chances of housing.

Properties are advertised:

- On the internet via at www.nottinghamhomeLink.org.uk

Properties will be advertised to bands according to the demand and need within respective bands. Quotas will be subject to regular review.

Current quotas are as follows:

	Band A	Band B	Band C	Band D
Houses	30%	70%	N/A	
Bungalows	75%	25%	N/A	
Flats and Maisonettes	50%	50%	N/A	
Retirement Living Accommodation	100%			

Should no successful bids be made on a property offered to Band A applicants, that property will then be offered to applicants in Band B. Should no successful bids be placed on a property offered to Band B applicants, that property will be offered to applicants within Band A.

Should no successful bids be made within either Band A or B, the property will be offered within Band C and D where appropriate.

It should be noted that a proportion of houses advertised in Band B are ring fenced to Band B1 households. The proportion of properties is subject to regular change (monthly) to ensure the Council is able to meet its statutory homelessness duties.

During the bidding period, applicants are entitled to bid on properties that they are eligible for. There is no limit to the number of properties that can be bid upon. Bids can be placed in one of two ways:

- On the internet at www.nottinghamhomelink.org.uk
- By calling the Customer Contact Centre on 0115 7469555

Bids must be received before the closing date.

Shortlisting, Offer of Accommodation and Refusals of Accommodation

The following process takes place:

- a) A shortlist is generated by the relevant landlord of bids on a property
- b) After bidding occurs, Shortlisting will take into account the following:
 - Band
 - Band start date
 - Property Type / Suitability
 - Local Lettings Plan
 - Residency, Finances and Unacceptable Behaviour

Qualifying applicants who reside outside of the Nottingham City Council administrative boundary and have bid on Retirement Living Accommodation they are eligible for, will only be considered for offer after the property has been advertised on three occasions, and Nottingham HomeLink has considered any Nottingham city applicant that has bid on the property.

Properties which have been adapted or are of non-standard construction will be made available to applicants with a confirmed mobility, medical need or disability in the first instance, which has supporting evidence from an Occupational Therapist or hospital consultant. An adapted property may include: - those with a walk-in shower, wet room or stair-lift etc.

Properties that are of non-standard build e.g., wider wheelchair accessible accommodation, will be considered for applicants with an approved medical need, or whose housing need can only be resolved through this property type, will be considered before other applicants.

Successful applicants will be notified of their offer of accommodation once relevant checks have been completed and made an offer of the accommodation. This offer will be subject to checks including confirming that the applicant remains eligible to be on the housing register, confirming

household members on the application, and that the property type and size, meets the applicants current requirements. The landlord has the discretion to withdraw the offer of accommodation if the applicants circumstances have changed up until the signing of a tenancy agreement and in other exceptional circumstances.

Those applying for Retirement Living Accommodation who exceed the income threshold will be shortlisted after those who meet the income threshold as detailed in section 5.

If an offer of accommodation is refused, then that offer of accommodation will be made to the next person on the shortlist.

Applicants who refuse two offers of accommodation within a 12-month period will be taken off the register.

If an applicant has not been offered the property within 10 days of the close of bids, they can assume they have been unsuccessful.

Any offers of accommodation to members of staff, Councillors, NCH RP board members or their relatives will be subject to additional audit scrutiny by an Assistant Director of Housing.

Existing tenants will be subject to a transfer visit where a property inspection will take place prior to a transfer physically taking place. The property must be in a suitable condition for a transfer of accommodation to take place, otherwise the offer will be withdrawn.

The letting of newly built accommodation will be subject to a Local Letting Policy, details about the letting of new build housing has been detailed in Annex 8.

Homeless Households

Households who have been assessed by the Council's Housing Solutions service and qualify for assistance under the prevention or relief duty of the Homelessness Reduction Act 2018, may be offered a private rented tenancy, to discharge the Council's homelessness duty.

Households who are owed a full duty under Part VII of the Housing Act 1996, may also receive an offer of accommodation to discharge the Council's duty.

Review of Application(s)

All applicants on the housing register will be contacted by Nottingham HomeLink and asked to review their circumstances at least every two years or more frequently where detailed within the policy. Applicants will be asked to confirm that they are still actively seeking accommodation, and either that their circumstances remain unchanged or to notify Nottingham HomeLink of any changes.

All applications who respond to the correspondence will be reassessed and notified of any change to their banding on the housing register.

If applicant(s) do not reply within 21 days, their application for housing will be closed.

Direct Offers

There are sometimes cases where it is necessary to make offers to applicants outside of the advertising process. The Allocations and Tenancy Management panel reserves the right to make a direct offer of a property at any time to an application. Examples of such circumstances include:

- Certain properties, subject to a Local Lettings Policy due to the nature of the accommodation
- Applicants with management approvals from the Allocations and Tenancy Management Panel who are occupants with no rights to statutory succession
- To facilitate moves for Nottingham City Council re-generation purposes
- Applicants who fall within the approved adoptive and foster parents category
- Exceptional or highly confidential cases, for example witness protection
- Urgent housing management cases, for existing Nottingham City Council tenants, approved by the Allocations and Tenancy Management Panel
- To discharge a legal duty in the case of a court order or in compliance with discharging our homelessness duties where that need cannot be met in the private rented sector, such as where there are medical, mobility or other support needs exist
- To discharge a legal duty in the event of a court order or in compliance with our homelessness duties
- New and emerging housing pilots / projects supported by the Executive Member for Housing and Planning
- In respect of supporting the Children and Education services directorate in its duties as a corporate parent to house young people within the care of Nottingham City Council
- In respect of regularising existing tenancies, for example to allocate a joint tenancy to a sole tenancy or following a succession of a tenancy or in compliance with a Court Order
- Where an applicant's needs are specific - such as requirements for adapted properties; or properties suitable for tenants with high support needs
- Downsizing / Rightsize Project – This enables social housing tenants who are under-occupying their home to move to a smaller or more appropriate social housing property
- Applicants who have been subject to a Multi Agency Public Protection Arrangement
- In the event of an emergency or disaster that results in five or more households being displaced from their homes in the city, or where it is demonstrated that applicants are unable to return to their home

This is not an exhaustive list. The Allocations and Tenancy Management Panel will have discretion to consider other circumstances.

Direct offers approved by the Allocations and Tenancy Management Panel are not subject to the right of appeal and are a final decision.

Closing applications / Removal from housing register

Applications will be closed in the following circumstances:

- An offer of accommodation has been accepted and signed for by the applicant from the Council, a partner of Nottingham HomeLink or by other means e.g. private tenure or owner occupation etc
- As a result of a re-assessment the applicant is no longer eligible for housing
- Applicant(s) has requested for the application to be closed
- Applicant has died
- An applicant no longer meets the qualifying criteria at any time from the point of registration, to the point of allocation
- The applicant does not reply to an offer letter, a review letter, or any other correspondence including e-mails and telephone calls requiring a response
- Where identification, proof of any medical needs, proof of income, savings and other information in support of their application has not been provided within 90 days of the application submission
- A change of tenure or circumstances occurs that impacts on eligibility/qualification for the housing register
- Has mutually exchanged
- Current home has been adapted to meet their housing needs
- An applicant refuses two reasonable offers of accommodation
- An applicant who fails to bid at least once every year where there are suitable properties available to bid upon
- Those who have been convicted of a crime and detained in prison or a detention centre for six months or more
- Completion of Right to Buy
- Individuals who have been housed as part of another households housing application

Before any application is closed, checks will be made to ensure that vulnerability and support needs are taken into account. The applicant's support networks (support worker/housing officer) will be contacted.

All applicants whose applications are closed will be informed in writing via letter or e-mail, with a notepad entry being placed on their closed housing application. Applicants have the right to request a review of this decision within 28 days. Before closing applications, the availability of properties to bid on, the vulnerability of the applicant and household circumstances will be taken into account.

Re-instating applications

Housing applications that have been closed can be re-instated with the same application date in certain circumstances. These include:

- If the applicant makes a successful appeal against a decision about their eligibility to join the housing register
- An interview with a Nottingham HomeLink Officer has taken place
- Applicants who has been in prison or a detention centre (where custodial sentences are 6 months or less)

Out of area moves

Nottingham City Council may participate in mobility schemes that benefit local citizens who want to move to other areas of the County or Country. Most of these moves will require a reciprocal arrangement to be agreed, meaning Nottingham City Council will agree to provide housing to a citizen, in exchange for the other Local Authority to house a Nottingham City Council tenant or a household on its housing register. Nottingham City Council has the discretion, to refuse a reciprocal request.

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ANNEX 1

Legal Framework

It is a requirement under Part VI of the Housing Act 1996 (as amended) that all local authorities must have and publish an allocations scheme (policy) and ensure that properties are offered according to that policy.

This policy takes into account the requirements of the above legislation and the relevant statutory guidance.

Reasonable Preference

The legislation requires that an allocations policy must be framed to give Reasonable Preference to certain categories of people as follows: -

- a) people who are homeless (within the meaning of Part VII of the 1996 Act)
- b) people who are owed a duty by any Local Authority under section 190(2) 193(2) or 195(2) of the 1996 Act (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any such authority under section 192(3)
- c) people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions
- d) people who need to move on medical or welfare grounds, including grounds relating to a disability
- e) people who need to move to a particular locality in the district of the Local Authority where failure to meet that need would cause hardship (to themselves or to others)
- f) Applicants from these Reasonable Preference categories are placed within Band A, Band B, and Band C of the Housing Register, in order to give them Reasonable Preference over other applicants.

Additional Preference

Section 166A(3) of the Housing Act 1996 affords allocation policies to give additional preference to particular descriptions of people within one or more of paragraphs (a-e) above. Examples of these persons include:-

- Those who need to move urgently because of a life-threatening illness or sudden disability
- Families in severe overcrowding which poses a serious health hazard
- Those who are homeless and require urgent re-housing as a result of violence or threats of violence, including intimidated witnesses, and those escaping serious anti-social behaviour or domestic violence

This also includes members of the Armed and Reserve Forces who:

- Former members of the Armed Forces
- Serving members of the Armed Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service
- Bereaved spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of their spouse or partner

- Serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service

Armed Forces Regulations

The Additional Preference for Armed Forces England Regulations 2012, provide that additional preference must be given to an applicant with urgent housing needs and who falls within one of the Reasonable Preference categories referred to above if: -

- a) S/he is serving in the regular forces and is suffering from a serious injury, illness or disability which is attributed (wholly or partly) to his/her service; or
- b) S/he has formerly served in the regular forces; or
- c) S/he has recently ceased or will cease to be entitled to accommodation provided by the Ministry of Defence following the death of his spouse or civil partner who has served in the regular forces and whose death was attributable (wholly or partly) to that service; or
- d) S/he is serving or has served in the reserved forces and is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to that service

Forces are defined as “regular forces” are the Royal Navy, Royal Marines, The Army and the Royal Air Force. “Reserved forces” are the Royal Fleet Reserve, The Royal Naval Reserve, The Royal Marines Reserve. “The Army Reserve” are the Territorial Army, The Royal Air Force Reserve or Royal Auxiliary Air Force.

Right to Move Regulations

The allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015 (The 2015 Regulations) provide that a requirement for a person to have a local connection with the Authority’s district cannot be used as a criterion where the Applicant is a ‘relevant person’ that is someone who: -

- Is a secure or introductory tenant or an assured tenant of a Private Registered Provider or Registered Social Landlord.
- Is to be given reasonable preference because he/she needs to move to a particular locality in the Authority’s district, where failure to meet that need would cause hardship; and has a need to move.

A relevant person has a need to move for the purpose of this Regulation; -

- Works in the district of the Local Housing Authority, or
- Has been offered work in the district of the local Housing Authority and
- The Authority is satisfied that the relevant person has a genuine intention of taking up the offer of work.

The regulation does not apply if work is short term or marginal, ancillary to work in another district or voluntary. For the purpose of this policy the hardship reasonable preference category referred to at (Category B5) applies to relevant persons as defined by the 2015 Regulations.

Local Lettings Policies (LLP)

Section 166A(6)(b) of the Housing Act 1996 enables housing authorities to allocate accommodation to people of a particular description, whether or not they fall within the reasonable preference category. This is possible, provided that overall the authority is able to demonstrate that it has complied with the requirement to ensure that the policy takes into account those people who fall within the reasonable preference categories. This is the statutory basis that allows the Council to make “local lettings policies”.

In the interest of sustainable, manageable communities, ‘Local Lettings Plans (LLPs)’ are applied in certain areas of Nottingham City which have particular issues such as crime and antisocial behaviour. LLPs may also be used to address other local priorities, for example the sustainability of new build developments, supporting people into work and helping those wishing to downsize or accommodation which may not be suitable for families with young children. This could mean that certain restrictions are placed on the letting of properties within the area.

Nottingham HomeLink partners are responsible for their own individual LLPs. However, wherever possible, this will be done in consultation with all Nottingham HomeLink partners.

LLPs are reviewed regularly and every attempt is made to keep the use of Local Lettings Policies to a minimum.

Because LLPs are subject to frequent review and change, they are not listed in this document. However, a copy of current LLPs is available upon request from the Nottingham HomeLink Team. LLPs for NCC properties will be approved by the Councillor responsible for housing.

Retirement Living accommodation and Extra Care Schemes may also be subject to Local Lettings Policies.

Data Protection

The Nottingham HomeLink Partnership recognises its obligations to comply with the requirements laid down in the General Data Protection Regulation (GDPR) (EU) 2016/679 and any national implementing laws, including the Data Protection Act 2018.

This policy should be read in conjunction with the Data Protection policies of each of the partnership organisations as well as any Data Breach, Personal Information Procedure and Guidance, Records Management and Retention Policy, procedures and Information Commissioners Office guidance notes.

The Nottingham HomeLink Partnership aims to ensure that personal data is treated lawfully and correctly. The lawful and correct treatment of personal information is extremely important in maintaining the confidence of users and partners to Nottingham HomeLink.

The Nottingham HomeLink Partnership, and therefore any person who handles personal data on behalf of The Nottingham HomeLink Partnership, fully endorses and adheres to the Data Protection principles set out in Article 5 of the GDPR and shall be responsible for, and be able to demonstrate, compliance with the data protection principles outlined below, namely that personal information:

- shall be processed lawfully, fairly and in a transparent manner; (lawfulness, fairness and transparency)
- shall be collected for specified explicit and legitimate purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes; (purpose limitation)
- shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed; (data minimisation)
- shall be accurate and where necessary kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay; (accuracy)
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods in so far as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required to safeguard the rights and freedoms of the data subject; (storage limitation)
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures; (integrity and confidentiality)

Data Security

The Nottingham Link Partnership is obliged to ensure that all appropriate technical and organisational measures are taken to safeguard against unauthorised or unlawful processing of personal information and against the accidental loss, damage or destruction of personal information.

All personal information must be kept secure, in a manner appropriate to its sensitivity and the likely harm or distress that would be caused if it was disclosed unlawfully. To ensure that an appropriate level of security is afforded to all information.

Everyone managing and handling personal information will be appropriately trained to do so and this will include appropriate refresher training every year.

Shared Data

The Nottingham Link partnership will ensure that it only processes any shared personal data fairly and lawfully and that it has legitimate grounds under the data protection legislation for the processing of shared personal data.

The Nottingham Link partnership will ensure that any data shared is in accordance with the Information Sharing Agreements under which the partnership will share data.

Freedom Of Information:

The Nottingham Link partnership supports and is committed to the principles of openness, transparency and accountability embodied in the Freedom of Information Act 2000 (FOI) and the Environmental Information Regulations 2004 (EIRs). This policy should be read in conjunction with the FOI policies of each of the partnership organisation.

Equality and Diversity

The Nottingham HomeLink Partnership is committed to promoting equality of opportunity in respect of housing services by delivering housing services to meet the needs of members of the community, regardless of age, disability, gender reassignment, marriage and civil partner status, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

To view the Council's equality and diversity policy, please visit Nottingham City Council's website at: -

<https://www.nottinghamcity.gov.uk/information-for-residents/community/equality-diversity-and-inclusion/>

ANNEX 2

Right to Review Under Part VI Housing Act 1996

Applicants have a statutory right to review of the following decisions (Section 167(4A) (d), Housing Act 1996 (as amended by the Homeless Act 2002).

The decision:-

- to treat them as ineligible under Section 160A (9) Housing Act 1996 for an allocation of accommodation. Such a decision will be notified in writing to an applicant (160A (10)).
- to take into account an applicant's (or a member of his/her household's) unacceptable behaviour, at any point. Such decisions will be given in writing.
- about the facts of his / her case, for example banding decisions, decisions to close applications or that an applicant does not qualify.

Process for reviews

Any request for a review should be made by the applicant within 21 days of being notified of Nottingham HomeLink's decision, but in some circumstances, where the applicant has been unable to do this, the Council can, at its discretion, still accept a request to carry out a review outside the 21-day period. The applicant should provide as much supportive information as possible in support of the review application.

The Nottingham HomeLink team will undertake the review as follows:

- A Risk Assessment Pro-Forma will be completed within 56 days unless the applicant and the authority agree otherwise. (Most reviews will be completed in less than 56 days)
- The review will be carried out by an officer(s) who is (are) senior to the officer(s) who made the original decision.

- In the case of reviews against a decision made by the Allocations and Tenancy Management Panel, an Assistant Director from Housing Services, will hear formal reviews.
- An applicant only has a right to one review of a decision. The review request in the above instances should be in writing and addressed to the Nottingham HomeLink Manager.

Review for being refused access to the housing register

When an applicant is refused access to the housing register a review of that decision can be requested. Review cases may include but are not limited to:

- Anti-Social Behaviour
- Rent Arrears
- Finances
- Non-Disclosure
- Reasonable preference status

If an applicant is refused access to the housing register after review, a new application can be made after the periods as set out in section 7.8.

Review for being taken off the housing register for refusing two offers

Applicants can request a review of the decision. In cases where a review is unsuccessful, an applicant can re-apply one year from their removal from the register. Nottingham HomeLink may reduce or waive this period in exceptional circumstances.

Right to Review Under Part VII Housing Act 1996

The right to review under part VI Housing Act 1996 in respect of allocations is in addition to the statutory right to review homelessness decisions under Part VII Housing Act 1996. Applicants must request a review under part VII within 21 days of notification of the decision.

Such reviews are conducted by Housing Solutions of Nottingham City Council, rather than Nottingham HomeLink. Such persons will receive those decisions in writing directly from Housing Solutions and be notified of their right to review.

Review of decision made by Nottingham HomeLink partner registered provider

Requests for a review of a decision made by a Nottingham HomeLink partner Registered Provider will be referred to the relevant partner to process.

Annex 3

This table shows the minimum & maximum number of occupants normally allowed for each property type and size. Bedroom allocation takes into account the [space standards](#) (Housing Act 1985).

Household Type		Single Person	Couple	2 adult sharers (not couple)	Pregnant Woman (single / couple)	1 Child Family	2 Child Family	3 Child Family	4 Child Family	5 Child Family
Property Type										
Minimum bedroom size		0	1	2	1	2	2	3	3	4 (3P)
Maximum bedroom size		1	1	2	1	2	3	4	5	5+
0 bed	Bedsit / Studio	✓	✓							
1 Bedroom	Flat / Maisonette	✓	✓		✓	✓				
	House	✓	✓		✓	✓				
	Bungalow & Chalet	✓	✓		✓	✓				
	High Rise and low rise with 2 nd reception room / study			✓		✓	✓			
2 Bedroom	Flat / Maisonette			✓		✓	✓			
	Bungalow			✓		✓	✓			
	House					✓	✓			
3 Bedroom	Flat / Maisonette						✓	✓	✓	
	Bungalow						✓	✓	✓	
	House						✓	✓	✓	
	*Parlour House							✓	✓	✓
4 Bedroom	House							✓	✓	✓
	*Parlour House							✓	✓	✓
5 Bedroom	House							✓	✓	✓
	*Parlour House							✓	✓	✓
Retirement Living Accommodation (Over 67' s)	1 Bed	✓	✓	✓						
	2 Bed	✓	✓	✓						

* Parlour house refers to a property with a living room and dining room or two living space generally on the ground floor

In exceptional circumstances, applicants may be considered for property types outside of the above eligibility table. Applicants will need to evidence the need for an additional bedroom as set out in Annex 5.

Please note, some properties or blocks of accommodation will have additional restrictions which limits who may reside in the accommodation (Local Lettings Policies), these restrictions will be stated in the property advert. For example, the Victoria Centre is subject to a Local Letting Policy, which restricts families from being allocated this accommodation.

Annex 4

BAND A	BAND B	BAND C	BAND D
Severe harassment threat of violence or serious risk of harm (social housing tenants) Medical and disability grounds (RP) People in hospital ready for discharge – own home can't be adapted to requirements (RP) Welfare grounds - general (RP) NCC Young people leaving care (RP) NCC approved adoptive and foster parents Permanent moves due to regeneration Insanitary and / or Unsatisfactory Housing Conditions (RP) Severe overcrowding (RP) Social Housing Tenants of Nottingham HomeLink Partner Landlords Releasing High Demand Properties that are under occupied or where support is no longer required Occupants with No Rights to Statutory Succession Tenants of other Local Authorities and non Nottingham HomeLink Registered Providers Social housing tenants employed by a Nottingham HomeLink partner leaving tied accommodation	Statutory Homeless or at risk of homelessness (RP) HM Forces Households Social Housing Tenants who need to move for management reasons: • non-violent relationship breakdown • serious and irreconcilable neighbour disputes/lower-level harassment • best use of stock • tenants with dependent children in Victoria Centre • tenants with physical/mental health issues (RP) Non-urgent welfare cases (RP) Nottingham City Rough Sleepers Hardship Cases (RP) Overcrowding – lacking at least 1 bedroom (RP) Families living in shared accommodation Other Hostel residents (RP) Hostel residents with move-on support referred through Homelessness Prevention Gateway (RP) Insanitary and / or Unsatisfactory Housing Conditions (RP) Survivors of domestic abuse Non NCC Young people leaving care (RP)	Singles and couples living in shared accommodation (without dependent children living with them)	Social/ private tenants and those living in shared accommodation who are 67 years old Elderly homeowners without the financial resources to resolve their own housing needs Other elderly homeowner Those 60 or over in receipt of Disability Living Allowance / Personal Independence Payment

Annex 5

5.1 Guidelines for assessing extra bedrooms requests for those with sensory processing needs

When an applicant confirms that a member of their household is unable to share a bedroom it will be for the Nottingham City Council to satisfy itself that this is the case.

In making an assessment for an extra bedroom for ADHD, Asperger's, sensory processing difficulties, and other mental or physical health problems the council will consider the following framework to help guide the assessing officer:

- the nature and severity of the disability;
- the nature and frequency of any care required during the night; and
- the extent and regularity of the disturbance to the sleep of the other person who would normally be required to share the bedroom.

In all cases this will come down to a matter of judgement on facts of each individual case.

A claim should normally be supported by medical evidence and confirmation persons are in receipt of Disability Living Allowance (DLA) care component at the middle or highest rate for their medical condition or Personal Independence Payment (PIP) at the enhanced rate or mobility component.

Requested evidence will include, but may not be limited to, the following:

- medical evidence detailing the nature of the disability, how this effected by the home environment and the impact on other members of the household;
- other supporting information from care and support agencies involved with the household member and family (this should be specific information relating to the request for re-housing rather than a general letter of support and is likely to be from specialist rather than universal services); and,
- proof of DLA/PIP entitlement.

The circumstances where a possible award of an extra bedroom may be made include a consideration of all of the facts set out below:

- A. Supporting letters for example from school Special Educational Needs Coordinator (SENCO) stating that they also use a calm room at school and why, a letter specifying aggressive behaviour and frequency, behaviour flow charts, list of aggressive behaviours displayed at school, also stating the danger of child sharing / staying alone with another child, their sensory issues, their inability to cope with small changes and reaction as a result.
- B. Where there is professionally assessed evidence of the household member having a severe or profound learning difficulty, with a presentation of behavioural or emotional difficulties who exhibits sexually exploratory behaviour or other inappropriate behaviour of a serious nature and has a limited understanding around the impact of this on others. This may need to be certified by a consultant psychiatrist.
- C. A DLA or PIP award letter indicating high care and low mobility.

- D. An assessment of need which supports the claim for an additional bedroom based on a severe impact where that assessment has been undertaken by the appropriate health or care professionals. The assessment would need to evidence that sharing with another family member who has care needs or behavioural problems that severely affect that family members ability to sleep, which in turn is having a very significant negative impact on their employment (to the extent that they may lose their permanent employment), or on their mental health (to the extent that they have been assessed with a severe mental health condition, or their current condition has become severe, as a result of having to share).
- E. Carer's award letter (or Social Services report) stating care award is due to care needing to be given day and night.

Examples unlikely to qualify include:

- A. Where family members provide overnight care and support only at weekends or for part of the week / month or year
- B. People with mental health issues who say they require an extra room for a friend or relative who provides support
- C. A claim based solely on the wish that the applicant requires an additional room so that a household member can isolate themselves from others, which they claim is essential to their mental wellbeing
- D. People who are in receipt of formal overnight care (provided by NHS continuing care nurses, visiting agency carers, etc)

5.2 Guidelines for assessing extra bedrooms requests for those with a mobility or medical need (including equipment)

When an applicant confirms that an extra bedroom will be required above that of the households need it will be for the Nottingham City Council to satisfy itself that this is the case.

In making an assessment for an extra bedroom for medical equipment, full time carer or other physical health requirements, the council will consider the following framework to help guide the assessing officer:

- the nature and severity of the disability;
- the nature and frequency of any care required during the night; and
- the extent and regularity of the disturbance to the sleep of other household members who would normally be required to share the bedroom.

In all cases this will come down to a matter of judgement on facts of each individual case.

A claim should normally be supported by medical evidence, and it is expected that persons will be in receipt of Disability Living Allowance (DLA) care component at the middle or highest rate for their medical condition or Personal Independence Payment (PIP) at the enhanced rate or mobility component.

Requested evidence will include, but may not be limited to, the following:

- Hospital or specialist consultant medical evidence detailing the nature of the disability, or mobility need, how this impacts the home environment and the impact on other members of the household (where applicable);
- Supporting information from care and support agencies involved confirming an additional bedroom is a must for specialist medical apparatus or mobility equipment required by a household member where it is not possible for the items to be stored in the user(s) bedroom or living room for safety purposes
- Evidence of Disability Living Allowance (DLA) entitlement
- Evidence receipt of carers allowance
- Evidence care requirements are permanent or long-term, which could put the tenancy at risk without the additional bedroom

The circumstances where a possible award of an extra bedroom may be made include a consideration of all of the facts set out below:

- A. The applicant or a member of their household (adult or child), requires major medical equipment for the long term, such as home dialysis, equipment for percutaneous external gastrostomy feeding, long term large assistive equipment or and/or bulky medical supplies which need to be used and stored on a permanent basis.
- B. A DLA or PIP award letter indicating high care and low mobility.
- C. An assessment of need which supports the claim for an additional bedroom based on a severe impact where that assessment has been undertaken by the appropriate health consultant or care professionals.
- D. Carer's award letter (or Social Services report) stating care award is due to care needing to be given day and night.

Examples unlikely to qualify include:

- A. Where family members or friends provide overnight care and support only at weekends or for part of the year
- B. People with mental health issues who say they want an extra room for a friend or relative who provides support
- C. People who are in receipt of formal overnight care (provided by NHS continuing care nurses, visiting agency carers, etc)

Annex 6

Guidelines for assessing those whom meet the unacceptable behaviour criteria, but are appealing to join the housing register

Social housing can provide a stable home for new and existing tenants. The Government has made clear that they expect social housing to go to people who genuinely need and deserves it, therefore this guidance will be used sparingly.

In making an assessment to waiver the unacceptable behaviour requirement for an applicant, the council will consider the following to help guide a decision:

- the nature of the unacceptable behaviour
- The involvement of others
- The impact of the applicant upon other residents in our neighbourhoods
- the impact of the decision on the applicant (hardship)
- Other relevant circumstances (deterioration of mental health)
- the likelihood of the applicant securing accommodation elsewhere

In all cases this will come down to a matter of judgement on the facts of each individual case. A claim should normally be supported by robust evidence. Requested evidence will include, but may not be limited to, the following:

- Housing Solutions – Support Plan or evidence of housing need and negative consequences should the applicant not join the housing register
- Rough Sleepers Task Force – A multi-agency approach to supporting an applicant
- Police – Interventions have led to a positive behaviour change or the risk of not accessing social housing could lead to further Police intervention
- Probation – Robust evidence support is in place for the individual
- Health – Evidence that the decision will negatively impact the applicants health
- Other – Evidence will be reviewed accordingly

The circumstances where a possible award may be made include a consideration of all of the facts set out below:

- A. The applicant has a medical need which may not warrant Band A, but is serious enough to have a negative impact on the applicant
- B. The applicant qualifies as a Housing First applicant
- C. The Adult Social Care and Health Directorate is supporting the applicant with a robust support plan in place
- D. Cases which have been assessed by Multi Agency Public Protection Arrangement (MAPPA)

Annex 7

The below agencies may be able to provide housing support or advice to you accordingly.

AskLiOn

AskLiON is an online service directory designed to help people find information about a whole range of organisations and services

Emmanuel House

Emmanuel House is an independent charity that supports people who are homeless, rough sleeping, in crisis, or at risk of homelessness in Nottingham

Framework

Framework is a charity delivering housing, health, employment, support and care services to people with a diverse range of needs. We empower people to achieve financial stability, social inclusion and independence

Housing Solutions

Housing Solution delivers the statutory homeless function within the Nottingham City area. If you are homeless or threatened with homelessness we can provide advice, assistance and support

Home Aids and Adaptations

Sometimes, the things we take for granted in daily life such as getting in and out of the bath, on/off the toilet or armchairs can become difficult. The Occupational Therapy Team will work with you to help you find different ways of carrying out everyday tasks such as preparing a meal or drink, getting dressed and personal care and getting in, out and around your home etc

Juno Womens Aid

Juno Women's Aid is the largest domestic abuse organisation in Nottingham and one of the largest in the UK. We work with women, children, and teens who have been affected by domestic abuse in Ashfield, Broxtowe, Gedling, Nottingham City, and Rushcliffe

Mens Advice Line

We're here to support men experiencing domestic abuse. If you want to talk to someone, you can speak to our friendly and professional advisors on the phone, by email or on webchat. No pressure, no judgement, just help

Nottingham Law Centre

Nottingham Law Centre offers free, confidential and independent advice to anyone who lives or works in the City of Nottingham. We give advice on Debt, Housing and Welfare Benefits

Universal Credit

Universal Credit is a payment to help with your living costs. You may be able to get it if you're on a low income, out of work or you cannot work

Annex 8

New build housing priority

As detailed in Annex 1 of this policy Section 166A(6)(b) of the 1996 Act enables housing authorities to allocate particular types of accommodation to persons of a particular description.

Therefore, the following criteria will apply to all newly built homes.

For the purpose of this document, newly built homes are classed as accommodation that has not been let previously or has been built within the last five years. Typically for first lets, a number of properties will be advertised at the same time or via consecutive weeks.

The purpose of creating these additional criteria is to ensure that the allocations process for newly built homes produces thriving and sustainable communities from the outset, ensuring potential instances of anti-social behaviour are avoided, and that communities are economically balanced.

Properties will be let in line with this Housing Allocations Policy with regard to occupancy, however additional qualification criteria will apply to applicants of new build homes.

The following criteria will be used for the allocation of new build properties and will be considered for subsequent lettings for a period of not less than 5 years.

In addition to criterion as set out in Section 4 of this policy, the following will apply when shortlisting:

Num	Criteria	Applicants
1	- No person with a risk of anti-social behaviour is considered - Must be able to afford the rent - Be committed to maintaining the garden	100% of applicants
2	In employment full time or part time	50% of applications
3	- Be in full time higher education, training or be in receipt of out of work benefits due to a *disability - Those who are registered carers and those caring for children (youngest child under 5) to be exempt from employment criteria subject to an affordability assessment - Those in receipt of Universal Credit or Housing Benefit (where applicable)	50% of applications

Should no successful applicants be available to whom meet criteria 2, then that property will then be offered to applicants whom meet criteria 3. In the rare event that no successful applicants meet criteria 2&3, then a meeting will be convened between Nottingham HomeLink and the respective landlord to agree next steps.

* Disability is defined as those who receive mid to high-rate Disability Living Allowance or Personal independence Payment for mobility or care.

*An applicant who is the main carer of a disabled child will need to be in receipt of Carer's Allowance and DLA for the child.

Annex 9

The below table provides a summary of amends made to the policy since its introduction.

Amends to the policy can only be approved by the Head of Housing Options, Assistant Directors within Housing Services or other senior officers accordingly. Amends may also be made in consultation with the Executive Member of Housing for Nottingham City Council, but not in every instance.

Date	Source & Authority	Comments
12/3/26	Officer	Update of Annex 3 table for clarity e.g. removal of reference to family type accom & reference to adults with access to children
27/4/26	Officer	Update to Residency Qualifications section 6 - Retirement Living text update aligning with section D
14/9/26	Officer	Typo amendment to section 4 shortlisting 100% moved from Band D to Band A.