

Nottingham City Council

Housing Allocations Policy

January 2020



Contents

Section 1	Pages 2
<ul style="list-style-type: none">• Introduction• Nottingham HomeLink Partners	
Section 2	Pages 3-9
<ul style="list-style-type: none">• Eligibility & Qualification• Joining the housing register• Qualifying criteria (age / residency / exceptional circumstances)• Non qualifying criteria• Unacceptable behaviour• Types of applicant (Sole / Joint / Pregnant / Applicants with children / Employees / Councillors)• Types of tenancies	
Section 3	Pages 10-11
<ul style="list-style-type: none">• How to apply• Support needs• Risk Assessment• Decisions• Change of circumstances	
Bandings	Pages 12-22
<ul style="list-style-type: none">• Bands A – D• Band dates• Additional time awards• Medical / Disability recommendation• Local area preference	
Section 4	Pages 23-26
<ul style="list-style-type: none">• How to bid• Advertising process• Shortlist and offers• Direct Offers• Closing applications	
Annex 1 – Legal Framework	Page 27-31
Annex 2 – Right to review	Page 32-33
Annex 3 – Occupancy Table	Page 34
Annex 4 – Band Table	Page 35
Annex 5 – Amends log	Page 36

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”) allocates social housing in the city. It sets out the Council’s scheme for determining priorities, in allocating housing accommodation pursuant to the Council’s functions under Part VI Housing Act 1996. The Council does so in partnership with a number of other social landlords in the city through the “Nottingham HomeLink” scheme operated by the Council.

Nottingham HomeLink Partners are:-

Accent Group Limited	Clarion Housing Group	Derwent Living
The Guinness Partnership	Amplus	Metropolitan Thames Valley
Nottingham City Homes	Nottingham Community Housing Association Limited	PA Housing
Platform Housing	Stonewater	Tuntum Housing Association

- 1.2 It is a requirement that all Local Authorities must have and publish an Allocations Scheme (Policy) and ensure that properties are offered according to that Policy.
- 1.3 Nottingham Homelink operates a choice based letting scheme (“CBL”). The purpose of CBL is to provide applicants with as much choice as possible by advertising vacant properties and inviting registered applicants to apply for them through a bidding process.
- 1.4 The legal framework for this policy is set out at Annex A. The policy has been written to reflect current laws and statutory guidance. If there are any changes, it will be amended and the amended version published on our website.

2. The aims of the Housing Allocation Policy are:

To ensure the allocation of social housing is open, fair and accountable to applicants, to encourage customer choice, to address housing need and to ensure the policy has flexibility to address specific local issues and help create sustainable communities.

SECTION 2

3. 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 Nottingham HomeLink Housing Register.

Joining the Housing Register – Restricted Eligibility for People From Abroad

- 3.1 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:
- a) They are subject to immigration control within the meaning of the Asylum and Immigration Act 1996, unless Regulations by the Secretary of State prescribe otherwise or,
 - b) 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.
- 3.2 An allocation of accommodation may not be made to two or more persons jointly if one of them is ineligible.

4. Joining the Housing Register – Qualifying Criteria

- 4.1 The following criteria applies to all applicants other than those in reasonable preference categories. Reasonable preference categories are set out in Annex 1.

Age Qualification

- 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.
- 4.3 The exceptional circumstances are:-
- Homeless young people to whom a duty is owed (Part VII, Housing Act '96) and who have been accepted by Nottingham City Council Housing Aid as being owed such duty.
 - Nottingham City Council care leavers with a recommendation from the People Directorate.
 - Any other recommendation from the People Directorate.
 - Teenage parents, referred by Housing Aid, who have a full assessment and support plan in place, who are also at risk of losing their accommodation.

- 4.4 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.

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
- Unacceptable Behaviour (as defined in section 5.5)

Residency Qualification

- 4.5 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 have previously 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 the reserved 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 be 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 HomeLink partners who live within the city 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
- Or 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

- Nottingham City care leavers who have been placed outside the City
- Applicants who have been accepted from outside Nottingham as part of a Witness Protection recommendation
- Applicants from outside Nottingham who are victims of domestic abuse who cannot return to their place of origin as to do so would place them at risk of violence
- Applicants from outside of the Nottingham City Council administrative boundary who are 55 years of age or older and qualify for Independent Living accommodation. For couples, at least one applicant must be 55 years of age. Applicants will be shortlisted after Nottingham city residents.
- Applicants who are victims 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 victims 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
- Those 'relevant persons' who fall within the Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015

People in the following categories will not normally 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

5. Joining the Housing Register – Non-Qualifying Criteria

The following criteria applies to all applicants other than those in reasonable preference categories. Reasonable preference categories are set out in Annex 1.

Income and Savings

- 5.1 Single applicants earning over £35,000 gross income (before deduction) will not be entitled to join the housing register, including any adult member of the household

Joint applicants including couples earning over £60,000 gross income (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

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 and or having/owning a percentage share interest in a property

5.2 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 independent 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.

5.3 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.

Applicants with No Housing Need

5.4 Those applicants with no housing need. A housing need is defined within categories A – D further in this policy.

Unacceptable Behaviour

5.5 Applicants or prospective members of their household who have engaged in behaviour, which is considered unacceptable to the Council, will not be qualifying persons.

The Nottingham HomeLink Team makes this decision when assessing an application.

- 5.6 Unacceptable behaviour includes for example, but is not limited to:-
- Financial behaviour such as benefit fraud or any other criminal offence of a similar nature
 - Unacceptable behaviour including but not limited to non-payment of rent, 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 tenancy can be found in “Your Tenancy” at <https://www.nottinghamcityhomes.org.uk/your-home/your-tenancy>
 - 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
 - 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

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 (anti-social behaviour) as defined in section 5.5 above
Rent arrears	Below £250 – two years from the date of the original Homelink Application or when account is cleared if earlier Above £250 – five years from the date of the original Homelink Application or when account is cleared
Non-disclosure or False Information	Five years from the date of the original Homelink Application
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. In exceptional circumstances, Nottingham HomeLink may waive or reduce the periods of disqualification referred to above.

6 Types of Applicant

6.1 Sole Applicants

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

6.2 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.

6.3 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.

6.4 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.

6.5 Households with Children

6.6 Applicants will be regarded as having a 'family' where at least one dependent child is living permanently within the household. This includes natural children of the applicant(s), adopted children and children fostered through Nottingham City Council.

6.7 In this policy, 'dependent' children are defined as children under 18, who must be living with the applicant as their main home.

6.8 Children aged 18 and over, but still living at home, are regarded as adult members of the household.

6.9 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. However, their access arrangements will be taken into account when assessing their housing need.

6.10 **Pregnant Applicants**

6.11 Applicants who are pregnant will be accepted as a 'family' for eligibility/occupation purposes only, as soon as their pregnancy has been confirmed. Any allocation will be of a size and type suitable for the family, taking into account the unborn child.

6.12 **Nottingham City Council Ward Councillors, Employees and Related Parties**

6.13 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 employees
- Nottingham City Homes Board Members
- Partner Landlord employees

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

7 Types of Tenancy that may be offered

7.1 The type of tenancy offered will vary. Each Registered Provider 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.

7.2 Homeless applicants in Band B may be offered private rented sector accommodation to discharge NCC's statutory duties, subject to availability and suitability of accommodation.

8 Occupancy Levels and Property Types Table

8.1 Please see Annex 3

SECTION 3

9 How to Apply

Applications can be made online on 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.

- 9.1 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](#)

Support Needs

- 9.2 All new applications for housing will be checked to assess whether they will have any support needs when 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

9.3 Risk Assessment

- 9.4 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.

9.5 Decision

- 9.6 All applicants who have applied to join the housing register will be notified of the decision in writing and information on the right to request a review where appropriate.

9.7 Notification of Change in Circumstances

- 9.8 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.

- 9.9 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 members circumstances
- pregnancy
- 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 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.

10 How Your Application is Prioritised - Banding

10.1 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 re-housing circumstances and housing need.

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

Band Awards

Band A

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

Band A priority is normally awarded for six months. Applicants in housing need who have been placed into Band A will be given support and advice to assist them to bid effectively during this period.

After six months, applicants who have not bid on a property or accepted an offer may have their status reviewed and this may result in their removal from the register, or application being placed in a lower band. If properties have not become available for applicants after six months, Band A priority may be extended for an additional 6 months after which there will be a further review, which may result in removal from the register.

A1 - Severe Harassment, Domestic Abuse or Threats of Violence

Applicants who are experiencing serious harassment, domestic abuse 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:-

- HomeLink partner tenants who, after a full investigation, have received a management recommendation 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 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 for example, health and social care professionals, GPs, Consultants and Social Services, 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.

A5 - 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 People's Directorate and are accepted under the joint agreement that exists between Housing Services and the People's Directorate. This agreement ensures that when young people have been assessed as being ready to leave care, they have the skills and support in place to ensure they can successfully live independently.

A6 - Nottingham City Council Approved Adoptive or Foster Parents (Reasonable Preference)

This category includes:-

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

In these cases a direct offer of accommodation will be made once provisional approval has been given by NCC for the placement of the child(ren).

A7 - Nottingham City Rough Sleepers who are in Regular Contact with Support Services

These applicants will be assessed by Housing Aid

All applicants must be referred under the 'Rough Sleepers Initiative' by either Nottingham City Council Housing Aid or from the Street Outreach Team.

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.

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 they will accept a future package of housing related support that is also available upon rehousing.

A8 - Social Housing Tenants of HomeLink Partner Landlords Releasing Property for Re-Letting to Applicants in Urgent Housing Need

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.

A9 - 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 tenancy **only** when suitable alternative accommodation on reasonable financial terms is not otherwise available to them (For example by buying alternative accommodation).

A10 - 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.

A11 - Severe Overcrowding (Reasonable Preference)

This category includes households who are two or more bedrooms short of the bedroom standard, detailed below.

The bedroom standard is a separate bedroom is required for each

- married or cohabiting couple
- adult aged 21 years or more
- pair of adolescents age 10-20 years of the same sex
- pair of children aged under 10 years regardless of sex

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.

A12 - Families Living in City High-Rise Accommodation with Dependent Children

This category is for families in high-rise accommodation (defined as six storeys and above) with any dependent children.

A13 - Releasing High Demand Properties

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 will not fully occupy the property*).

Vacating an Adapted Property and The Adaptations are No Longer Needed - This is either because the person for whom 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 easily removed (for example, a stair lift).

A14 - Social Housing Tenants Employed by One of The HomeLink Partners 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.

A15 - 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 discretionary succession to a Homelink partner, either to the property currently occupied, or to alternative accommodation.

All cases will be considered by Nottingham City Council with sensitivity and the vulnerability of an occupier will be taken into account

A16 - Tenants of Other Local Authorities and Non-partner Registered Providers

Applications from social housing tenants, who have a specific urgent need to be re-housed in Nottingham City, may be accepted onto the housing register as a result of a “reciprocal” request from another social landlord who is not one of the Nottingham HomeLink partners.

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 cannot re-house the applicant within its own stock and offers a reciprocal re-housing arrangement.

BAND B

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

Band B priority is awarded for twelve months, except for those in Bands B2 and B3 (see below). Applicants in housing need who have been placed into Band B will be given support and advice to assist them to bid effectively.

After twelve months, or the relevant periods for those in Bands B2 and B3, applicants who have not bid on a property or accepted an offer may have their status reviewed and this may result in their removal from the register. If properties have not become available for applicants during the award period, Band B priority may be extended for an additional 6 months after which there will be a further review, which may result in removal from the register.

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

Applicants shall retain their Band B priority for a period of 12 months from the date of their application.

B2 – Formerly homeless applicants in a 6 month Private Rented Sector tenancy

Formerly homeless applicants as assessed by Housing Aid whose homelessness has been resolved by way of a 6 month private rented sector tenancy. These applicants can remain on the register for 12 months from the date of commencement date of that private rented sector tenancy.

B3 - Applicants who are formerly homeless as a result of domestic abuse and abuse in a Private Rented Sector tenancy

Formerly homeless applicants as assessed by Housing Aid who were homeless as a result of domestic abuse and whose homelessness has been resolved in to the private rented sector. These applicants can remain on the register for 24 months from the date of commencement date of that private rented sector tenancy.

B4 - HM Forces – Living in HM forces accommodation

This category is for members of HM forces who are currently 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 members of HM Forces and their partners/ families, who have lived in HM Forces accommodation for the duration of their service. Waiting time will be extended within Band B2, for applicants who meet the criteria for this specific category, to reflect the time spent serving in HM Forces.

B5 - 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) former tenants who gave up their tenancy when sent to prison
- d) tenants with physical or mental health problems, not considered chronic / severe (Reasonable Preference)
- e) good management of Nottingham social housing stock

B6 - 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 being in urgent need of re-housing.

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.

Recommendation may be received from:-

- a) Nottingham City Council Peoples Directorate
- b) Nottingham Healthcare Trust / City Care

B7 - 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) those who fall within the Right To Move Regulations 2015 (See Annex 1)
- e) tenants of Nottingham HomeLink partners who are under-occupying their accommodation

B8 - Overcrowding – Lacking One Bedroom (Reasonable Preference)

This relates to applicants lacking one bedroom, according to the bedroom standard,

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.

B9 - Families in Low-Rise Flats / Maisonettes within Nottingham City with No Access to a Private Garden

This category has families with dependent children, living within Nottingham City, in flats or maisonettes without access to a private garden, but which are otherwise suitable to occupy.

A child must be residing in the property as their permanent residence, not as part of a contact or access arrangement.

B10 - Families 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 their landlord who maybe a stranger, family member or friend.

B11 - 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.

B12 - Hostel Residents Needing to Move on With Support Plan in Place (Reasonable Preference)

Hostel residents referred through the 'Homelessness Prevention 'Gateway' by Housing Aid who have undergone an assessment of housing and support needs and have 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 Aid team carries out these assessments and manages the Homeless Prevention Gateway.

B13 – Refuge - Those living temporarily in a refuge

Applicants living temporarily in a refuge, who are potentially homeless in accordance with Section 198 Housing Act 1996, but have been assessed as needing additional move on support over a set period of time and support package is in place when rehoused.

B14 – 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. This is not an exhaustive list.

BAND C

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

C1 - Singles/couples 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 their landlord (who may be a stranger, family member or friend). 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 – Independent Living Accommodation

Allocations from within this band are limited to 'older persons' accommodation provided by one of the Nottingham HomeLink partners.

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

- aged 55 and over and who are in receipt of Disability Living Allowance/Personal Independence Payment
- applicants where one of the applicants is aged 60 or over and any additional household members are aged over 55

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.

BAND DATES

Once 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:-

1. the date of acceptance into the band after assessment, plus
2. 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.

The exception to this is that those applicants, who would not have qualified to go on to the register but for being in a reasonable preference category, will be prioritised after those who meet all of the criteria for registration.

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

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 boost to help reduce the time applicants are likely to wait for an offer.

These are cases where the applicant falls in to 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.

Local Area Preference (LAP)

NCC believes that communities are strengthened if people who need housing have the opportunity to stay in the area where they currently live.

Therefore, additional waiting time of 12 months will be awarded if an applicant needs to stay in their current area because they need to:-

- have easy access to a local school or college** of education in order to continue their children's education at their current school or where a child up to the age of 18 is in education at a college of higher education. A local school or college is defined as one, which is located within two miles of the applicant's present place of residence.
- give or receive regular family / child care support** as they have dependent children and give / receive regular support from a family member who also lives in the area (within a two mile radius of the accommodation)
- give or receive regular disability / ill health support** as they have a disability or permanent ill health and give / receive regular support from a family member who also lives in the area (within a two mile radius of the accommodation).

Applicants who are awarded additional waiting time for "local area preference" will only be considered for offers of tenancy within the specified area.

Additional Preference – Armed Forces

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 for such applicants, once proofs have been provided namely those who have urgent housing needs so who fall within Band B reasonable preference categories.

SECTION 4

11. How to Bid and the Advertising Process

All vacant properties will be advertised for letting, with the exception of properties required for direct offers (see below).

Applicants will be invited to bid on properties of their choice. Any offer of accommodation is subject to final checks of eligibility and priority.

On a weekly basis, Nottingham Homelink is notified of properties available for advert by 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 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
Houses	30%	70%	N/A
Bungalows	75%	25%	N/A
Flats and Maisonettes	50%	30%	20%

Should no successful bids be made on a property offered to Band A, that property will then be offered in Band B. Should no successful bids be made on a property offered to Band B, that property will be offered within Band A. Should no successful bids be made within either Band A or B, the property may be offered within Band C.

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 three ways:

- On the internet at www.nottinghamHomeLink.org.uk
- By calling the Customer Contact Centre on 0115 7469555
- By calling into an office of any [Nottingham HomeLink partner](#)
- Bids must be received before the closing date.

12. Victoria Centre

Accommodation in the Victoria Centre is let through a special Local Lettings Policy.

This accommodation is leased to NCC by the Victoria Centre's owners. The criteria for Victoria Centre flats is:

- Applicants must be employed
- Receive disability benefits or state retirement pension
- Not have dependent children residing with them as their main home

Applicants who wish to be considered for Victoria Centre are required to register their interest on their Nottingham HomeLink application as a separate list of applicants is maintained outside of the banding system.

Properties within the Victoria Centre are advertised in the same way as other Nottingham HomeLink properties, but offers are made to suitable applicants from the separate Victoria Centre list, based on date order (earliest first) as there is no banding system for this scheme.

13. Shortlist and Offer of Accommodation

The following process takes place:

- a) A shortlist is generated by the relevant landlord of bids on a property
- b) If an applicant is in a reasonable preference category, but would otherwise be disqualified from the register by virtue of the qualifying / non-qualifying criteria, they will be considered after all other applicants.
- c) 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
- d) Qualifying applicants who reside outside of the Nottingham City Council administrative boundary, and have bid on a property 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.
- e) Successful applicants will be notified once any relevant checks have been completed and made an offer of the accommodation. This offer will be subject to checks that the applicant remains eligible to be on the housing register and that the property type and size, meets the applicants requirements. Applicants who refuse two offers 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.
- f) If an offer is refused then that offer will be made to the next person on the shortlist.
- g) Any offers of accommodation to members of staff, Councillors, board members or their relatives will be subject to additional audit scrutiny by the Head of Housing Options.

Homeless Households

Households who have been assessed by the Council's Housing Aid 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.

13. Direct Offers

13.1 There are sometimes cases where it is necessary to make offers to applicants outside of the advertising process. For example:

- Urgent housing management cases, approved by the Allocations and Tenancy Management Panel
- To discharge a legal duty by making a direct offer of a property for example in the case of a court order or in compliance with our homelessness duties
- Certain properties, which require sensitive letting due to the nature of the accommodation
- Applicants with management recommendations who are occupants with no rights to statutory succession
- To facilitate moves for re-generation purposes
- Applicants who fall within the approved adoptive and foster parents category
- Exceptional or highly confidential cases, for example witness protection
- New and emerging housing pilot / project supported by the Nottingham City Council Portfolio Holder for Housing and Planning
- Nottingham City Council and Registered Provider employees vacating a tied tenancy for reasons identified in Band A14
- In exceptional circumstances to assist Nottingham City Council's Housing Aid in discharging their homelessness duties and where that need cannot be met in the private rented sector, such as where there are medical, mobility or other support needs
- In respect of existing tenancies, for example a tenancy alteration to change a joint tenancy to a sole tenancy following the service of a Notice to Quit by one party or 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 – This enables social housing tenants who are under-occupying their home to move to a smaller or more appropriate social housing property

- Families living in city high-rise accommodation with dependent children
- In the event of an emergency or disaster that results in people being displaced from their homes in the City. Where it is demonstrated that an applicant is unable to return to his/her home, a direct offer of accommodation may be made in accordance with the Council's emergency allocations procedure put in place at the time in order to resolve the emergency/disaster. In such circumstances, it may be necessary to suspend the advertising of available properties through the Choice Based Letting (banding) scheme.

This is not an exhaustive list. Nottingham HomeLink will have discretion to consider other circumstances.

14. Closing applications / Removal from register

14.1 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.
- 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 letter or contact made requesting a response
- Where identification, proof of any medical needs, proof of income, savings and other information in support of their application have not been provided within 90 days of the application submission
- A change of tenure occurs that impacts on eligibility/qualification for the housing register
- An applicant who refuses two reasonable offer of accommodation
- An applicant who fails to bid at least once every year where there are suitable properties available to bid
- Completion of Right to Buy

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.

14.2 All applicants whose applications are closed will be informed in writing and 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.

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)

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.

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 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 if he:-

- a) Works in the district of the Local Housing Authority, or
- b) i) Has been offered work in the district of the local Housing Authority and
 - ii) 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 3.3 e) above applies to relevant persons as defined by the 2015 Regulations.

Annual Lettings Plan

We may annually review of our Lettings including our Local Lettings Plans in line with changing priorities and community needs. The lettings plan will influence the properties allocated to bandings quotas in section 13.

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. 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 annually 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.

Independent Living Schemes 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 those with whom The Nottingham Link Partnership deals and in achieving its objectives.

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 their being notified of Nottingham HomeLink's decision, but in some circumstances, where the applicant has been unable to do this, the local authority can, at their 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. Tenant Board Members and 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 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 10.8.1.

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 Aid of Nottingham City Council, rather than Nottingham HomeLink. Such persons will receive those decisions in writing directly from Housing Aid 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.

Reviews on Shortlisting priority

Where an applicant is on the housing register due to meeting a Reasonable Preference criterion, but would ordinarily be disqualified because they meet one of the non-qualifying criteria as set out in the policy, such applicant may request a review of the decision that they will only be shortlisted after all other applicants in that band. An applicant must demonstrate exceptional circumstances to justify such a request, which should be made in writing to Nottingham HomeLink and will be considered by The Allocations and Tenancy Management Panel on a case by case basis.

Household type \ Property type	Single person	Single person access children	Couple with access children	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
Min bed size	0	1	1	1	2	2	2	2	3	3	4 (3P)
Max bed size	2	2	3	2	3	3	3	3	4	5	5+
0 bed Bedsit / Studio	✓			✓							

1 bed	Flat/ Maisonette	✓	✓	✓	✓							
	House	✓	✓	✓	✓							
	Bungalow (& Chalet)	✓	✓	✓	✓							
	High Rise and low rise with 2 nd Reception Room/Study	✓	✓	✓	✓	✓						
2 bed	Family type flat/ Maisonette						✓	✓	✓			
	Non family type flat /maisonette	✓	✓	✓	✓	✓						
	Bungalow	✓	✓	✓	✓	✓	✓	✓	✓			
	House						✓	✓	✓			
3 bed	Flat			✓		✓	✓	✓	✓	✓	✓	
	Maisonette			✓		✓	✓	✓	✓	✓	✓	
	Bungalow								✓	✓	✓	
	House						✓	✓	✓	✓	✓	
	Parlour House (3P)									✓	✓	✓
	Non family type maisonette	✓	✓	✓	✓	✓						
4 bed	House									✓	✓	✓
5 bed	House										✓	✓
Independent Living Accommodation	1 bed	✓			✓	✓						
	2 bed	✓			✓	✓						
	Victoria Centre	✓	✓	✓	✓	✓						

Annex 3

This table shows the minimum & maximum number of occupants normally allowed for each property type and size.

Annex 4

BAND A	BAND B	BAND C	BAND D
<p>Severe harassment, domestic abuse or other threats of violence</p> <p>Medical and disability grounds (RP)</p> <p>People in hospital ready for discharge – own home can't be adapted to requirements (RP)</p> <p>Welfare grounds - general (RP)</p> <p>Welfare grounds -Young people leaving care (RP)</p> <p>NCC approved adoptive and foster parents (RP)</p> <p>Nottingham City Rough Sleepers</p> <p>Best use of stock</p> <p>Permanent moves due to regeneration</p> <p>Insanitary and / or Unsatisfactory Housing Conditions (RP)</p> <p>Severe overcrowding (RP)</p> <p>Families living in City high rise</p> <p>Releasing high demand properties:</p> <ul style="list-style-type: none"> • under occupation • giving up adapted properties • releasing property to address urgent need • high demand properties <p>Those employed by HomeLink partners, leaving tied accommodation</p> <p>Management Reports – non-statutory succession</p> <p>Reciprocal Requests</p>	<p>Statutory Homeless (RP)</p> <p>Formerly Homeless Households</p> <p>Formerly Homeless Households (DVA)</p> <p>HM Forces Households</p> <p>Social Housing Tenants who need to move for management reasons:</p> <ul style="list-style-type: none"> • non-violent relationship breakdown • serious and irreconcilable neighbour disputes/lower level harassment • former tenants who gave up tenancy when sent to prison • best use of stock • tenants with physical/mental health issues (RP) <p>Non-urgent welfare cases (RP)</p> <p>Hardship Cases (RP)</p> <p>Overcrowding – lacking at least 1 bedroom (RP)</p> <p>Families living in city low-rise flats / maisonettes without garden</p> <p>Families living in shared accommodation</p> <p>Other Hostel residents (RP)</p> <p>Hostel residents with move-on support referred through Homelessness Prevention Gateway (RP)</p> <p>Insanitary and / or Unsatisfactory Housing Conditions (RP)</p>	<p>Singles and couples living in shared accommodation (without dependant children living with them)</p>	<p>Social/ private tenants and those living in shared accommodation who are over 55 years old and who do not fall within Bands A to C</p> <p>Elderly home owners without the financial resources to resolve their own housing needs</p> <p>Other elderly home owner</p>

Annex 5

Date	Source & Authority	Comments
April 2020	Officer Authority	Addition of Platform Housing Registered provider
December 2020	Officer Authority	Section 12 C <ul style="list-style-type: none"> Amend to order of shortlisting criterion
December 2020	Officer Authority	Section 12 D <ul style="list-style-type: none"> Amend to text reflecting priority to Nottingham residents upon shortlisting Independent Living Accommodation
April 2021	Officer Authority	Removal of Places for People Registered Provider
July 2021	Officer Authority	Page 33 <ul style="list-style-type: none"> Additional text to confirm review process for non-qualifying reasonable preference applicants
July 2021	Officer Authority	Removal of Abbeyfield Registered Provider
September 2021	Officer Authority	Text amends to include: <ul style="list-style-type: none"> (Section 4) Letting of the Victoria Centre flats (Section 4) Offers to homeless households (Annex 2) Right to review Amended reference to Children & Adults Department to the People Directorate
April 2023	Officer Authority	<ul style="list-style-type: none"> Update of language referring to survivors of domestic abuse Amendment to text of Band A10 Creation of Band B14 Update of Nottingham City Homes references
February 2025	Officer Authority	<ul style="list-style-type: none"> Update to band A13 text, removing property type requirement Update to direct offers category inline with Band A13 Update / removal of Longhurst Group, now named Amplus