

(Updated: November 2005)

Letting Policy for Social Housing



**Rochford District
Council**

www.rochford.gov.uk

1. INTRODUCTION

This policy sets out the Council's procedures should you wish to apply for Social Housing or if you are already a tenant and need to transfer to alternative accommodation. The Council works closely with Registered Social Landlords (RSL's) previously known as Housing Associations, to provide housing and operates a joint transfer scheme with certain specified RSL's in the District:

This policy has been developed with help from local tenants groups following a change in Government legislation about the letting of social housing within the Homelessness Act 2002. We have tried to make sure that it includes all the relevant information for you to be able to make informed choices. Rochford District Council is committed to promoting equal opportunities and all applicants will be treated equally and without any discrimination. To show our commitment to equal opportunities, the Council has formally adopted the Commission for Racial Equality's Code of Practice in Rented Housing.

Rochford District Council has an extremely small and reducing housing stock. The demand for Social Housing far exceeds the housing stock available and the Council is unable to build new housing to replace those sold, but works closely with RSL's to try to alleviate some of the shortages. Nominations to RSL properties form an increasing proportion of new and re-let properties.

The Council carefully considers its letting policies and procedures in order to ensure that local people in the greatest housing need have the greatest chance of being housed or re-housed.

We hope that you will find this guide useful. If you require any further information please do not hesitate to contact the Revenue and Housing Management Department, Rochford District Council, 7 South Street, Rochford, SS4 1BW on 01702 546366. If you have any complaint about the way your application has been dealt with you can have your circumstances reviewed by an independent Officer.

Mr Steve Clarkson,
Head of Revenue and Housing Management



2. WAITING LISTS

The Council administers two waiting lists for housing, a Housing Register that is for new applicants and a Transfer List for tenants of Rochford District Council and partnership Housing Associations. Both lists are administered via a points-based scheme that is designed to reflect the degree of housing need. All points cease when you accept a permanent offer of re-housing.

2.1 AIMS

The Council has four principal aims in letting its housing:

- To ensure that priority for Social Housing is targeted to those that are in the greatest housing need. N.B. This means that anyone found to be adequately housed or able to use their own resources to resolve their situation will not normally be housed.
- To empower customers by giving them more opportunity to express choice and preferences about where they want to live and the type of property they would prefer to live in.
- To maintain flexibility to create and build sustainable communities, tackle social exclusion and make the best use of the Councils housing stock (within the national context of variations in local housing markets).
- To provide a simple and easy to understand lettings service which aims to be transparent, open and fair.

2.2 MEETING AREA CHOICE PREFERENCES

Rochford District Council is committed to provide a customer orientated service that aims to offer real choice about where you want to live over a range of appropriate homes whilst continuing to meet housing need.

You can choose which area/s of the District you wish to live in, by selecting from up to 10 areas on the application forms with your preferences. If you are eligible for rehousing, over 60 and wish to live in Sheltered Accommodation you may state which specific scheme/s you are interested in.

Your preferences for a particular location will be taken into consideration when an offer is made, in order that as far as possible you will be housed in an area of your choice. You can change your preferences by notifying the Council in writing or as part of the annual review process.

3. LEGAL DUTIES

The Council gives reasonable preference to the following:

- People who are homeless (within the meaning of Part VII of the Housing Act 1996).
- People owed a duty under section 190(2), 193(2) or 195(2) (or under section 65(2) or 68(1) of the Housing Act 1985) or are occupying accommodation secured by any such authority under Section 192(3).
- People occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions.
- People who need to move on medical or welfare grounds
- People who need to move to a particular locality in the District where failure to move would cause hardship to themselves or others. This may be due to:
 - A need to access medical treatment
 - To give or receive care
 - To take up employment, education or a training opportunity

The Council also gives Additional Preference to those in reasonable preference requiring urgent housing e.g.:

- Those owed a homeless duty as a result of violence or threats of violence
- Those who need to move because of urgent medical reasons.

In addition the Council takes into account:

- The financial resources available to a person to meet their housing costs
- Any behaviour of a person (or a member of his household) which affects their suitability to be a tenant
- Any local connection (within the meaning of section 199), which exists between a person and the authority's district.

4. OTHER OPTIONS FOR A MOVE

There are also two other options for obtaining a move:

- (a) Mutual Exchanges: every Council tenant has the legal right to exchange their tenancy with another tenant of any Council or registered social landlord (housing associations) subject to the Council's permission.
- (b) Housing Organisations Mobility and Exchange Services scheme (HOMES/HEMS scheme): the Council accepts nominations from Councils and Registered Social Landlords (Housing Associations) in respect of senior citizens requiring sheltered accommodation.
- (c) If you are ineligible for rehousing, the Council's Housing Advice Service may be able to assist you with other housing options.

5. HOUSING REGISTER

5.1 Do I qualify to go on the Register?

1. Everyone is entitled to go onto the Housing Register unless you are excluded under the Asylum and Immigration legislation or not eligible due to being guilty of unacceptable behaviour. A complete list of these instances is detailed under the heading 'Who Does Not Qualify to go on the Housing Register'.
2. An age qualification applies in certain circumstances for particular properties: -
 - For General Needs properties you must be 18 years of age or over. People aged between 16 and 18 will not normally be admitted unless the Council has a duty under the Homeless legislation and a guarantor will be required (which may be a Social Services Department) who can guarantee that you will abide by the tenancy agreement. The offer of permanent accommodation before you are 18 is at the discretion of the Head of Revenue and Housing Management.
 - In the case of requests for sheltered housing, and pensioner-designated dwellings, you must be 60 years or over (if a couple both must be over 60)
 - In the case of requests for general needs bungalows, you must be over 55.
3. The Council also has a duty to tenants in agricultural dwellings affected by the Rent (Agricultural) Act 1976 s28, who will be dealt with appropriately, following recommendations from the Agricultural Dwelling House Advisory Committee (ADHAC).
4. N.B. Entitlement to be placed on the Housing Register does not mean that you are eligible to be re-housed by the Council.

5.2 Who does not qualify to go on the Housing Register?

The following are **excluded** from the Housing Register by the Housing Act 1996 and the Homelessness Act 2002: In addition the Secretary of State may by regulation prescribe other classes of persons from abroad as ineligible for housing.

1. Applicants subject to immigration control

Applicants who are subject to immigration control within the meaning of the Asylum and Immigration Act 1996 (c.49) and/or the Immigration Act (1971) are not eligible unless:

- i) The applicant is a British Citizen
- ii) A Commonwealth citizen who has the right of abode in the UK.
- iii) A citizen of a member country within the European Economic Area
- iv) A person who has been granted refugee status
- v) A person who has been granted exceptional leave (prior to 01/04/03), humanitarian protection or discretionary leave to enter or remain in the UK (and whose leave is not subject to a condition requiring them to maintain and accommodate themselves without recourse to public funds)
- vi) A person who has current leave to enter or remain in the UK which is not subject to any time limit or condition. (Other than a sponsored immigrant who has been here for at least 5 years and whose sponsor(s) is still alive).

2. No Habitual Residence

Persons who are not habitually resident within the Common Travel Area (CTA) of the UK, Republic of Ireland, Isle of Man and Channel Islands (excluding EEA nationals in full time work) and have a right to reside in the CTA.

3. Nationals of the European Economic Area with no right to reside

A person who is a national of a country within the EEA and who is notified by the Home Secretary that s/he no longer has a right to reside in the UK.

Nationals from the A8 states from 1st May 2004

Nationals from the eight Eastern European Accession States, Poland, Lithuania, Estonia, Latvia, Slovenia, Slovakia, Hungary and the Czech Republic are not entitled to social housing until they have registered as workers and had 12 months continuous employment.

5. Excluded from receiving Housing Benefit

A person who is excluded from entitlement to Housing Benefit by section 115 of the Immigration and Asylum Act 1999 (c.33).

6. Guilty of Unacceptable Behaviour

If an applicant, or a member of his household, has been guilty of unacceptable behaviour serious enough to make them unsuitable to be a tenant (i.e. a Possession Order could be obtained under the Housing Act 1985 s.84 if the

applicant were a secure tenant) and at the time of application is still considered to be unsuitable.

If you are refused entry onto the Housing Register, you will be advised in writing, including the reasons for it, and have a right of appeal.

5.3 How Will the Council Assess My Application?

1. You will be required to provide relevant documents to support your application before an offer is made. If you fail to provide these it will result in a delay in the process of your application.
2. References will be required from a landlord or mortgage provider and other checks made, to ensure that you have not been guilty of unacceptable behaviour serious enough to make you unsuitable to be a tenant and whether you are still considered to be unsuitable.
3. If you have rent arrears with any Local Authority, (including Rochford District Council) or a Registered Social Landlord, firstly a decision will be made as to whether you are eligible for the Housing Register. If you are eligible, your application will be suspended until you enter into and maintain a regular repayment arrangement for at least six months, or until the arrears are reduced to 4 weeks net rent of any benefit. The offer of accommodation before the arrears are cleared in full will be at the discretion of the Head of Revenue and Housing Management
4. If you are a tenant of Rochford District Council or a tenant of a partnership Housing Association operating within the district of Rochford Council, you may also apply to go onto the Housing Register or go on the Transfer List.
5. If you are in temporary accommodation due to being homeless, the Council will offer you only 1 offer of suitable accommodation.
6. If you are eligible to be considered for Sheltered Housing you will be visited at home prior to an offer in order to ensure that you are given the fullest possible information about the services available and that sheltered housing is appropriate to your needs. If the accommodation is assessed as being unsuitable you will be advised in writing and advised of other housing options.
7. Any children included in your application must normally be dependent on you and reside with you, before they are taken into account when assessing your point levels. Actual access arrangements will be taken into account and not necessarily any Court Order.
8. If you have received and refused two offers of suitable accommodation and had the opportunity to appeal against these offers, your application will be suspended for one year. Where the Council has a statutory homeless duty to house an applicant, only one offer of suitable accommodation will be made with the same opportunity to appeal.
9. You will be given a written decision on your application, so that you can establish your prospects of being re-housed. N.B. Please be aware that if you have no measurable housing need you are unlikely to be rehoused.

10. You will be removed from the list if you request it, or if you have never been or no longer qualify for inclusion, (except in the case where you are owed a duty as homeless person under the Homelessness legislation) or if you fail to re-register every January, or if you fail to respond to a request for further information. In each case you will be advised in writing that your name has been removed and the reasons for it, providing a forwarding address is known.
11. The Council cannot divulge any information about you to anyone. We will therefore treat any information regarding your registration on the Housing Register in confidence, and can only divulge this information directly to you. We may therefore ask you to confirm your N.I. number or other coded name known only to you when discussing your application.
- 12.
12. You have a right to request a review or appeal on any decision made on your eligibility.
13. Making a false statement or withholding relevant information to obtain a tenancy is a Ground for Possession (eviction) and a criminal offence for which a fine is payable on summary conviction.

6. POLICY ON TEMPORARY SUSPENSION

Applicants and transfers will be temporarily suspended from the Housing Register and Transfer Register for the following reasons:

- (a) A new applicant or transfer applicant who knowingly withheld or gave false or misleading information in their application for housing and has been successfully prosecuted under section 171 of the Housing Act 1996, will be suspended for one year.
- (b) A new applicant or transfer applicant who have received and refused the two prescribed offers of suitable accommodation and have had the opportunity to appeal against these offers will be suspended for one year. New applicants and transfer applicants cannot exclude Registered Social Landlord properties as reasonable offers because they are not Council properties.
- (c) A new applicant or transfer applicant with rent arrears with any Local Authority, (including Rochford District Council) or a Registered Social Landlord, which are not deemed serious enough to be considered guilty of unacceptable behaviour, will be suspended until they enter into and maintain a regular repayment arrangement for at least six months, or until the arrears are reduced to 4 weeks net rent of any benefit. The offer of accommodation before the arrears are cleared in full will be at the discretion of the Head of Revenue and Housing Management.

7. TRANSFER LIST

7.1 Am I Eligible to go on the Transfer List?

1. If you are a tenant of Rochford District Council or a tenant of a partnership Housing Association and live within the district of Rochford Council, you may also apply to go onto the Transfer List. Tenants of other Registered Social Landlords or tenants of the partnership Register Social Landlords living outside Rochford District Council may go on to the Housing Register. The partnership Housing Associations operating in the District are:
 - Springboard Housing Association
 - London and Quadrant Housing association
 - Plume Housing Association
 - Estuary Housing association
 - John Grooms Housing Association
 - Sanctuary Housing Association.
2. If you or a member of your household, has been guilty of unacceptable behaviour serious enough to make you unsuitable to be tenant (i.e. a Possession Order could be obtained under the Housing Act 1985 s.84 if you are or were a secure tenant) and at the time of application you are still considered to be unsuitable, you will be ineligible for inclusion on the Transfer List.

7.2 How Will the Council Assess my Application?

1. If you are a tenant of Rochford District Council your property will be inspected to check that there has been no breach of the Tenancy Agreement. A transfer will only be approved on the understanding that no expense falls on the Council, from such costs as redecoration, repairs or the removal of rubbish. The offer of accommodation before all the tenancy obligations have been met will be at the discretion of the Head of Revenue and Housing Management. Your property must be left clean and decorated to an acceptable standard. Gardens must be left tidy and without rubbish. Empty properties are inspected and you will be required to pay for any repairs or cleaning.
2. If you are in rent arrears with Rochford District Council or your Registered Social Landlord your application will be suspended until you enter into and maintain a regular repayment arrangement for at least six months, or until the arrears are reduced to 4 weeks net rent of any benefit. The offer of accommodation before the arrears are cleared in full will be at the discretion of the Head of Revenue and Housing Management.
3. If you are eligible to be considered for Sheltered Housing you will be visited at home prior to an offer in order to ensure that you are given the fullest possible information about the services available and that sheltered housing is appropriate to your needs. If you are assessed as being unsuitable to be housed in the Council's sheltered accommodation you will be advised in writing and advised of other housing options available to you.

4. The Council wishes to encourage persons eligible for sheltered housing living in accommodation more adequate than their needs to have priority for a transfer.
 5. The Council also encourages existing sheltered tenants to transfer to other sheltered schemes where facilities may be more appropriate to their needs.
 6. If you are a tenant of a partnership Housing Association, references will be required to ensure that you are not in breach of your tenancy agreement.
 7. If you have received and refused two offers of suitable accommodation and had the opportunity to appeal against these offers, your application will be suspended for one year.
 8. If you have been accepted as homeless in priority need and living in insecure accommodation you will only be given 1 offer of suitable permanent accommodation.
 9. Any children included in your application must normally be dependent on you and reside with you, before they are taken into account when assessing your point levels. Actual access arrangements will be taken into account and not necessarily any Court Order.
 10. You will be given a written decision on your application, so that you can establish your prospects of being re-housed.
 11. You will be removed from the list if you request it, or if you have never been or no longer qualify, or if you fail to re-register every January, or if you fail to respond to a request for further information. In each case you will be advised in writing that your name has been removed and the reasons for it, providing a forwarding address is known.
 12. The Council cannot divulge any information about you to anyone. We will therefore treat any information regarding your registration on the Transfer List in confidence, and can only divulge this information directly to you. We may therefore ask you to confirm your N.I. number or other coded name known only to you when discussing your application.
5. .
13. You have a right to request a review or appeal on any decision made on your eligibility.
 14. Making a false statement or withholding relevant information to obtain a tenancy is a Ground for Possession (eviction) and a criminal offence for which a fine is payable on summary conviction.

8. HOW DO I APPLY TO GO ON THE HOUSING REGISTER OR TRANSFER LIST?

If you have read the previous sections and think that you qualify to go on either list, the next thing for you to do is to **COMPLETE AN APPLICATION**

FORM. This will be supplied with this booklet or can be obtained from Housing Management.

When completing the form please answer all the questions and sign and date it. The more we know about you the better we are able to meet your housing needs. Incomplete forms will be returned. You are strongly advised to study the information about the number of properties available within the District and the vacancies before choosing the areas that you wish to live in. If you only choose areas where we do not have many properties then we will find it very difficult to offer you a home.

Our Letting Section will be pleased to help you, if you have any difficulty, including the interpretation of the questions and the way they relate to you. You can either visit the Council Offices in Rochford or Rayleigh or ring:

**Enquiries about the Housing Register –
Mr Ken Banham on 01702 318066**

**Enquiries about the Transfer List –
Mrs Anita Kelley on 01702 318067**

You can send your form to us by post or bring it into the Council Offices where we will be pleased to check it over with you if you wish. If you have difficulties getting into the offices, a visit at your home could be arranged. Do not forget to provide the supporting documentation requested. You will receive a reply within two weeks.

If you do qualify, your application will be assessed using a point scheme, designed to give priority for housing to those in the greatest need. Your application will be placed in points order with all the other applications looking for the same type of property. If two or more applications have the same points then the date of application will be used to determine priority.

If you do not qualify to be included on either list we will write and tell you and let you know how you can ask to have the matter reviewed.

9. THE POINTS SCHEME

PLEASE NOTE: If you have sufficient income or capital to rent privately or to purchase a home locally you will NOT be awarded any points.

If your residence qualification was not obtained by choice e.g. due to a period of detention, hospitalisation or institutional care, you will not be considered to have a local connection.

Calculation of Financial Resources

(a) Private Renting

A financial assessment will be carried out to ascertain whether you can afford to privately rent based on current local rental costs. These costs will be reviewed every 6 months.

(b) Buying a Property

If the total of your capital plus 3 times your income (taking into account your age) is sufficient to purchase a property large enough for your needs then you will be deemed eligible to purchase. Local house prices will be reviewed every 6 months.

Points will be awarded to reflect the extent of housing need and are set out below:

Points awarded	Priority Applicants
	<i>Homelessness</i>
200	Accepted as homeless and the Council has a statutory duty to rehouse you
	OR
200	<i>Residency Qualification</i> You have are currently living in the District and have done so for 6 months in the last year or have lived in the District for 3 years in the last 5 years
	OR
200	<i>HM Forces Personnel with a residency connection</i> You are within 12 months of expected discharge, occupying service accommodation and have a local connection by virtue of previous residence of at least 5 years and have insufficient income or capital to be able to rent privately or purchase a home locally.
	OR
100	<i>Local Family Connection</i> If you have a parent, adult child, brother or sister currently living in the District and who has done so for a continuous period of at least 5 years prior to your application
	OR
100	<i>HM Forces Personnel with a local family connection</i> You are within 12 months of expected discharge, occupying service accommodation and have a local family connection that is have a parent, adult child, brother or sister currently living in the District and who has done so for a continuous period of at least 5 years prior to your application and have insufficient income or capital to be able to rent privately or purchase a home locally.

Points awarded	Further homelessness points
30	Accepted as homeless and considered to be roofless
25	Accepted as homeless and placed in bed and breakfast accommodation
10 points per month	PLUS length of time residing there
25	Accepted as homeless and placed in temporary accommodation by the Council (e.g. floating support project, hostel, refuge or other temporary
10 points per	PLUS length of time residing there

month	
20	Accepted as homeless and you have no fixed abode
10	You are homeless and owed a duty under s.193(2) or 195(2) of the Housing Act 1996* or under s. 65(2) or 68(2) of the Housing Act 1985* OR You are homeless (within the meaning of Part VII of the Housing Act 1996*)
30	If you are in temporary accommodation under interim cover (e.g. pending homeless investigations). ALL PENDING HOMELESS APPLICATIONS WILL RECEIVE THESE POINTS ONLY UNTIL INVESTIGATIONS ARE COMPLETE WHEN FURTHER POINTS MAY OR MAY NOT BE AWARDED DEPENDING ON THE OUTCOME.

*193(2) - this section applies where the Council are satisfied that an applicant is homeless, eligible for assistance and has a priority need and are not satisfied that he/she became homeless intentionally.

*195(2) - this section applies where the Council are satisfied that an applicant is threatened with homelessness and is eligible for assistance.

*Part VII of the Housing Act 1996 specifies that a person is homeless if he/she has no accommodation in the UK or elsewhere which he/she is entitled to occupy, has a licence to occupy, occupies as a residence giving the right to remain in occupation. A person shall not be treated as having accommodation unless it is reasonable to occupy. A person is threatened with homelessness if it is likely that he/she will become homeless within 28 days.

Points awarded	Inadequacy of present accommodation
100	For a property determined by the Environmental Health Officer as being subject to slum clearance, or a closing order or other action under the Housing Acts; or affected by a redevelopment scheme which will have effect in the short term.
	<i>Statutory Overcrowding</i>
50	You are deemed by the Environmental Health Officer as suffering statutory overcrowding
	<i>Lack of Facilities</i>
10 each	For a property lacking one of the basic statutory amenities e.g. no hot cold water, no internal toilet, no bath or shower, no living room, no kitchen facilities, no electricity supply, no adequate heating in main living area, no main drainage or sewage system, poor physical conditions, unfit housing or poor internal/external layout or access arrangements
	<i>Gardens</i>
10	You have an inability to cope with the garden due to disability or being over 60 and requesting a property without a garden
	<i>Non-statutory overcrowding</i>
10 per bedroom	You live in overcrowded circumstances
	<i>Shared Facilities</i>
5 each	If you share facilities with a non-related person (usually but not exclusively house or flat sharers) i.e. bathroom/shower, toilet, kitchen or living room
2 each	If you share with a relative but are a separate family/household or an extended family i.e. living room, kitchen, bath/shower or toilet.
2	You are living above the 4 th floor

PLEASE NOTE: the Environmental Health Officer will generally recommend any points awarded for inadequacy.

Points awarded	Underoccupation
100	You have succeeded to a property that is too large for your needs under Housing Act 1985 Pt IV s87b and a Notice has been served or proceedings taken under Schedule 2, Ground 16*
100	You are eligible for the Council's Transfer Incentive Scheme*
5 per bedroom occupying	You live in large accommodation and are requesting a smaller property

*You have a right to succeed as a member of the former tenant's family who had resided with the tenant for at least 12 months.

*This scheme enables tenants in larger properties to downsize to a 1 or 2 bed property and receive a financial incentive if a move takes place.

Points awarded	Medical & Disability Factors
100	*Category A - immediate rehousing required
50	Category B - urgent need for rehousing
25	Category C - rehousing required but not urgent
10	Category D - rehousing desirable
0	Category E - no medical priority
3	A couple having a proven medical need for a separate Bedroom
	Urgent Social/Welfare Factors
Up to a maximum of 100	In exceptional circumstances, the Head of Revenue & Housing Management, in consultation with the Director of Social Services, Essex County Council or Head of Housing, Health & Community Care may award further Points
	Domestic Violence
10	If you or any member of your household needs to recover from the effects of violence (including racial attacks) or threats of violence or physical, emotional or sexual abuse and the allegations have been investigated and proved on a balance of probabilities.

* Assessment for categories A - E will be made by a medical consultant.

Points awarded	Other factors
	<i>Separated families</i>
5	You are an established family of at least 6 months standing And are forced to live apart due to lack of accommodation
	OR
5	You are life partners living apart
	<i>Moving within the District</i>
3	You need to move to a particular locality in the District where failure to move would cause hardship to yourself or others e.g. with a proven medical need to move closer to relatives (parent, sibling, child) to provide or receive support, to access medical treatment or to take up employment or a training opportunity
	<i>Time on Register</i>
2 per year up to a maximum of 20	Your time on the register or Transfer List

Where no points are awarded	
0	You are already adequately housed
0	You have no connection with the Rochford District
0	You are inadequately housed but possess the resources to meet your housing need

If you deliberately make your housing situation worse in order to improve your chances of obtaining housing, then no extra points will be granted. A common-law relationship must have co-habited for six months in order to prove a stable relationship.








The Council also reserves the right to:

- Make Management moves at the discretion of the Head of Revenue and Housing Management in order to make the most effective use of its stock. N.B. An applicant awarded a priority management move will only receive one reasonable offer of accommodation
- Minimise any housing management problems to ensure the safety and welfare of its tenants
- Allocate to key workers if properties are specifically designated for them.
- Allocate a property that been extensively adapted for the disabled to the next person/family in need of that adaptation









The Council also gives priority to: an Order of the Court; a request from the Police or similar agency; Council staff vacating service accommodation on retirement, ill health, redundancy or to facilitate new ways of working; displaced agricultural workers (under the Rent Agricultural Act 1976 s28), following advice from ADHAC and one nomination a year to Ling Trust.

10. ACCOMMODATION SIZE

The Council tries to match accommodation as closely as possible with an applicant's immediate housing requirement. The following guideline applies:

Size of Household	PROPERTY TYPE							
	Bedsits OAP's	One Bed Flat or Bungalow OAP's	Bedsits	One Bed Flat	Two Bed Flats	Two Bed Houses	Three Bed Flats/Houses	Four Bed House
One Adult Over 60								
Two adults Over 60								
One Adult								
Two Adults								
Household With one child Under 12 months								
Household with								



one child over 12 months								
Household with two children same sex								
Household with two children different sexes Both under 7								
Household with two children different sexes One over 7								
Household with three children								
Household with four plus children								

- ☆ Ground floor Sheltered and OAP designated properties will be considered for someone with a proven medical need for a ground floor accommodation.
- ☆ Non-Sheltered one-bedroom bungalows will be allocated to applicants' aged 55 or over.
- ☆ Overcrowding points will also be awarded if a bedroom is very small based on the standards used to assess Statutory Overcrowding e.g. a bedroom between 50-70 sq. ft. is suitable for one child up to 10. You may only be allocated a property with larger bedrooms.
- ☆ Properties with three bedrooms and two living rooms will be considered to be 4 bedroom and offered to those in the greatest need.
- ☆ One child under 12 months does not qualify for a bedroom need

11. WHERE DOES THE COUNCIL HAVE PROPERTIES?

As part of Rochford District Council's commitment to provide greater customer choice, it is important that you are made aware of the social housing, and vacancies, available in the District.

Please study the following information carefully before choosing the areas that you wish to live in. If you only choose areas where there are very few properties available, it will make it very difficult for us to help you.

Parish Map



SUMMARY OF TOTAL VACANCIES FOR 2004/5

Council vacancies 2004/5

Nominations to Housing Associations

Bedsits/One bed flats Pensioners	46	Bedsits/one bed flats pensioners	4
One bed flats general needs	33	Bungalows pensioners	1
Bungalows Pensioners	10	One bed flats general needs	4
Bungalows general needs	4	One bed bungalows general needs	2
Two bed flats	21	Two bed flats	16
Two bed houses	6	Two bed maisonettes	1
Three bed flats	3	Two bed houses	4
Three bed houses	14	Three bed houses	5
Four bed houses	0	Four bed houses	0
Total	137		37

Vacancies for Housing 2004/5

GENERAL NEEDS HOUSING

ROCHFORD

2004/5	Total Stock	Vacancies
Houses		
1 Bed	3	0
2 Bed	51	2
3 Bed	145	7
4 Bed	2	0
Flats		
1 Bed	50	6
2 Bed	36	5
3 Bed	4	2

RAYLEIGH

2004/5	Total Stock	Vacancies
Houses		
2 Bed	56	2
3 Bed	179	2
4 Bed	2	0
Flats		
1 Bed	70	16
2 Bed	87	11
Bungalows		
2 Bed	4	0

4 Bed	1	0
Bungalows		
2 Bed	38	3

HOCKLEY/HAWKWELL

2004/5	Total Stock	Vacancies
Houses		
1 Bed	1	1
3 Bed	29	1
Flats		
1 Bed	37	1
2 Bed	3	0
Bungalows		
2 Bed	12	0

HULLBRIDGE

2004/5	Total Stock	Vacancies
Houses		
2 Bed	2	0
3 Bed	14	0
Bungalows		
2 Bed	4	0

WAKERING/BARLING

2004/5	Total Stock	Vacancies
Houses		
2 Bed	44	2
3 Bed	103	3
4 Bed	1	0
Flats		
1 Bed	28	7
2 Bed	9	4
3 Bed	6	1
Bungalows		
2 Bed	18	1

CANEWDON/STAMBRIDGE

2004/5	Total Stock	Vacancies
Houses		
2 Bed	21	0
3 Bed	49	1
4 Bed	1	0
Flats		
1 Bed	11	2
Bungalows		
3 Bed	4	0

O.A.P./ SHELTERED HOUSING

ROCHFORD

2004/5	Total Stock	Vacancies
Flats		
1 Bed	132	12
2 Bed	4	0
Bungalows		
1 Bed	61	0

RAYLEIGH

2004/5	Total Stock	Vacancies
Flats		
Bedsit	29	4
1 Bed	138	12
2 Bed	2	0
Bungalows		
1 Bed	51	2
2 Bed	4	1

HOCKLEY/HAWKWELL

2004/5	Total Stock	Vacancies
Flats		
Bedsit	23	4
1 Bed	58	7
2 Bed	1	1
Bungalows		

HULLBRIDGE

2004/5	Total Stock	Vacancies
Bungalows		
1 Bed	5	0

1 Bed	29	4
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WAKERING/BARLING

2004/5	Total Stock	Vacancies
Flats		
1 Bed	54	7
Bungalows		
1Bed	43	3

CANEWDON/STAMBRIDGE

2004/5	Total Stock	Vacancies
Bungalows		
1 Bed	17	0

In order to give you some indication of how long you may have to wait to be re-housed if you are in housing need:

Applicants/ transfers waiting for a one bed pensioner property	=	3 years +
Applicants/ transfers waiting for a one bed general needs property	=	12 years +
Applicants/ transfers waiting for a two bed property	=	9 years +
Applicants/ transfers waiting for a three bed property	=	9 years +
Applicants/ transfers waiting for a four bed property	=	indefinite

These figures depend on your personal circumstances, the number of applications received each year, the number of properties that become empty each year, changes to legislation etc and are liable to variation. People not in housing need will probably never be reached.

12. YOUR RIGHTS AND REVIEW PROCEDURES

You have the following rights:

- (a) The right to information that will enable you to assess how your application is likely to be treated under the scheme and in particular whether you will fall within the reasonable categories;
- (b) The right to information about whether accommodation appropriate to your needs is likely to be made available and if so how long it is likely to be before such accommodation becomes available;
- (c) The right to be notified in writing of any decision to treat you as ineligible by virtue of s.160A (3) or (5) (i.e. persons from abroad);
- (d) The right to be notified in writing of any decision to treat you as ineligible because of unacceptable behaviour serious enough to make you unsuitable to be a tenant of the Council;
- (e) The right on request to be informed of any decision about the facts of your case which has been or is likely to be taken into account in considering whether to make an allocation to you;
- (f) The right to request a review of a decision mentioned in (d) or (e) above. You also have the right to be informed of the decision on the review and the grounds for it.

If you feel that you have a right to have your application reviewed, you should make an application in writing within 28 days of the decision to:

Mr Clive Burton, The Housing Manager at Rochford District Council, address overleaf.

Your case will be reviewed within 10 working days. You then have a right of appeal on the decision of the review within 28 days to:

Mr Steve Clarkson, Head of Revenue and Housing Management at the same address.

13. AND FINALLY

It is most important that you notify the Letting Section of any changes to your circumstances. This should be done as soon as they occur, in order that your points' entitlement can be adjusted. Should you wish to discuss your application or have anything in this guide explained to you, do not hesitate to contact the Letting Section.

USEFUL ADDRESSES

Rochford District Council, Homelessness and Housing Advice Revenue and Housing Management Council Offices, 7 South Street, Rochford, SS6 8EB 01702 546366	Rochford District Council Council Offices South Street Rochford SS4 1BW 01702 318158/ 318069
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Rayleigh Association of Voluntary Services 132 High Street Rayleigh Essex, SS4 1AY 01268 775255	Rochford Citizen Advice Bureau Back Lane Rochford Essex SS6 7BX 01702 545552 or Rayleigh 01268 770782
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