

Angmering Community Land Trust Allocation Scheme

Introduction

- 1.1 It is the intention of the signatories to this Allocations Scheme that the Affordable homes constructed / acquired by Angmering Community Land Trust on the Swallows Gate development are allocated and occupied in accordance with this Allocation Scheme.
- 1.2 The signatories to this Allocations Scheme are:
- (i) Angmering Community Land Trust
 - (ii) Arun District Council
- 1.3 This Allocations Scheme has been prepared and agreed by the signatories to ensure that the objects of the Trust are met, and to ensure that the occupation of the Affordable homes is at all times in conformity with this Policy
- 1.4 This Allocation Scheme will be subject to annual review by Angmering Community Land Trust.

Definitions

For the purposes of this Allocations Scheme the following definitions shall apply:

Adjacent Rural Parishes	The civil parishes Rustington, East Preston, Poling, Clapham and Ferring, (as defined by the prevailing Rural Gazetteer)
Advertisement Period	<p>New properties will be advertised through the local Choice Based Letting Scheme at least 3 months prior to practical completion where practicable.</p> <p>Relets will be advertised within 10 working days of the notice of termination of tenancy being received.</p>
Affordability	<p>The aim will be to provide homes which are locally affordable to rent or to share own.</p> <p>The following affordability criteria for rented accommodation must be met:</p> <p>The applicant(s) is/are unable to afford to rent privately, or purchase a property on the open market within the parishes - and the applicants' household gross income is below:</p> <ul style="list-style-type: none">£30,000 for 1 bed*£38,400 for 2 bed*£46,600 for 3 bed*£60,000 for 4 bed* <p>* Based on no less than 4 x LHA levels as at April 2021 and subject to annual review on 1 April.</p> <p>The applicant has savings of no more than £25,000 The applicant(s) is/are able to afford an Angmering CLT home – either to rent or share own.</p>

CLT Area of Benefit	This is defined as the Parish of Angmering (as defined by the prevailing Rural Gazetteer)
Eligible Household	A person (together with their partner, children or dependents) who demonstrates to the reasonable satisfaction of Angmering Community Land Trust or its nominee that he/she qualifies under this Allocation Scheme to occupy an Affordable home.
Employed	Working in employment or self-employment for at least 24 hours per week.
Family Member	A person who is the spouse, civil partner, partner, mother, father, sister, brother, daughter, son, grandparent or grandchild over 18 Partner – means spouse, civil partner or a partner who has resided with a resident of the parishes without being legally married to that person for a period of at least 10 years.
Housing Need	In need of suitable permanent housing and unable to afford to pay market rents or the open market price for reasonably suitable permanent housing for outright sale or a minimum 25% of a shared ownership property within the parishes.
Locally Affordable Rent	The aim of the CLT will be to offer homes for rent as near to 60% of market value (or lower) as possible. Rents will not exceed 80% of the local market rents (including any service charges) and will not exceed the Local Housing Allowance rate applicable to Arun District Council published by the Valuation Office Agency of HM Revenue and Customs.
Registered Provider	A Registered Provider of Social Housing as defined in section 80(2) of the Housing and Regeneration Act 2008
Shared Ownership / Shared Equity	Homes that enable the applicant to own a financial stake in the property aimed at those on incomes below £80,000. These will vary according to individual developments, although it is anticipated that equity stakes will start at 25% and that, where possible, the Community Land Trust will retain an equity stake to help enable community ownership in perpetuity.

Primacy of Allocations Scheme

- 2.1 This policy sets out the process by which the CLT and housing association will ensure compliance with the requirements of the Allocations Scheme and ensure that any Affordable homes are prioritised for people in housing need with a local connection.
- 2.2 The Allocations Scheme is aimed at prioritising the affordable housing needs of those living / working in the Parish of Angmering - the Community Land Trust's defined area of benefit to help ensure a sustainable community.
- 2.3 All applicants will be required to register with Arun District Council – either by eligibility to be admitted to the list Bands A to C because of housing need, or by registering specific interest in being considered for an Angmering CLT rented home, or joining the Shared Ownership Register for the area.

The Arun District Council Housing Register web page will contain a link to enable applicants to state their interest in being considered for a specific local Community Land Trust housing project.

Affordable Rented Dwellings

- 3.1 Applicants will be required to demonstrate to the reasonable satisfaction of the Angmering Community Land Trust or its nominee that, as at the date of application, they qualify as an Eligible Household, in that they are in Housing Need in line with the criteria set out in Appendix One **and** either:

Priority 1

- (i) They currently live in the Parish of Angmering and have done so throughout the previous 5 years; or
- (ii) They have lived in the Parish for a period of 5 years in the past 10 years; or
- (iii) They have a strong local connection to one of the Parishes:
 - they are Employed in the Parishes or their work is primarily carried out in one of the parishes, having done so for a continuous period of at least 2 years
 - they have a Family Member living in one of the Parishes who has done so for a continuous period of at least 5 years.
 - at least 5 years of their upbringing took place in one of the Adjacent Rural Parishes

Priority 2

- (i) They currently live in an adjacent Parish, and have done so throughout the previous 5 years; or
- (ii) They have lived in an adjacent Parish for a period of 5 years in the past 10 years; or
- (iii) They have a strong local connection to an adjacent Parish:
 - they are Employed in an adjacent Parish or their work is primarily carried out in an adjacent Parish, having done so for a continuous period of at least 2 years
 - they have a Family Member living in an adjacent Parish who has done so for a continuous period of at least 5 years.
 - At least 5 years of their upbringing took place in the Adjacent Rural Parishes

Priority 3

- (i) They currently live in the Arun District Council area and have done so throughout the previous 5 years; or
- (ii) They have lived in the District for a period of 5 years in the past 10 years; or

- (iii) They have a strong local connection to Arun District Council:
 - they are Employed in the Arun District and have done so for a continuous period of at least 2 years
 - At least 5 years of their upbringing took place in the Arun District
- (iv) Armed Forces and former service personnel who do not qualify under Priority 1 and 2
 - a) members of the Armed Forces and former Service personnel, where the application is made within five years of discharge
 - b) bereaved (or divorced or separated) spouses and civil partners of members of the Armed Forces leaving Services Family Accommodation following the death of (or divorce or separation from) their spouse or partner
 - c) serving or former members of the Reserve Forces who need to move because of serious injury, medical condition or disability sustained as a result of their service

Application of Criteria – Affordable Rented Homes

4.1 To be considered for a vacancy, applicants will need to be registered on either the Arun District Council Register OR the Angmering CLT Register.

All Applicants shall be required to demonstrate to the reasonable satisfaction of the Angmering Community Land Trust or its nominee that, at the time of application they are in Housing Need – as set out in Appendix One.

4.2 Homes will be allocated on a cascade basis. Offers will be made to **Priority 1** applicants first, followed by **Priority 2** and then **Priority 3**.

Where there are two or more applicants who can demonstrate that they are in Housing Need, within the same Priority, the deciding factor will be their assessed level of Housing Need in relation to the banding conditions of the prevailing Arun District Council's Allocations Scheme, (Shown in **Appendix One**) with the highest level of need taking priority; if the assessed level of Housing Need is equal, the property will be allocated to the Applicant who has been registered with either the Arun District Council Housing Register OR the Angmering Community Land Trust Register for the longest period of time.

4.3 For the purposes of the above, there shall be no aggregation of separate periods and only an unbroken single period of registration shall be taken into account.

Shared Ownership Homes

5.1 Angmering CLT homes for sale on a Shared Ownership basis will be marketed locally as a first priority, followed by wider advertising if sales cannot be achieved. Marketing will include promotion to those registered for Shared Ownership locally.

5.2 Shared ownership Homes will be marketed at locally affordable prices – including the rental element.

5.3 No estate or interest in any Shared Ownership home (other than a tenancy, a mortgage or a charge) shall be disposed of without securing that:

- (a) Angmering CLT is notified in writing seven days prior to advertising or marketing the Shared Ownership Dwelling for disposal
- (b) all sales particulars produced in respect of the Shared Ownership Dwelling state that the restrictions on occupancy and tenure will be effective to bind all future owners and occupiers.
- (c) Angmering CLT is given first option to buy back the property.

- 5.4 Applicants will be required to demonstrate to the reasonable satisfaction of the Angmering CLT or its nominee that, as at the date of application, they qualify as an Eligible Household, in that they are in Housing Need **and** are registered on either Arun District Council Housing Register OR Angmering CLT Housing Register or the Shared Ownership Register.
- 5.5 Priority for allocations will be determined according to the **Priority 1, 2 and 3** as set out above – including consideration of Armed Forces and service personnel.
- 5.6 Properties will be advertised in the Arun District Council area for a minimum period of 6 months, before advertising more widely.

Supplemental

- 6.1 For the avoidance of doubt, no person shall be permitted to occupy, use or let an Affordable Home as a second home, or as short let holiday accommodation.
- 6.2 Nothing in this Schedule shall prevent the occupier of an Affordable home from permitting any person to occupy a room in that dwelling as a guest.

Advertising Vacancies

- 7.1 On the first lettings of each development phase, Angmering CLT will hold at least one public meeting before the expected completion date of the properties to provide information and advice.
- 7.2 Angmering CLT and its partner agency (if any) will work with Arun District Council to obtain nominations from the Housing Register and the Angmering Community Land Trust Scheme specific register in accordance with **Priorities 1, 2 and 3** as set out above.
- 7.3 If the home is to be offered under a shared ownership lease it will be advertised.
- 7.4 When notified of vacancies the Angmering Community Land Trust will use local communications to ensure as many local people as possible know about the vacancy and how to apply. The vacancies will also be advertised through the Choice Based lettings system operated by Arun District Council.

The Offer Process

- 8.1 Angmering CLT and its agent will be responsible for lettings.
- 8.2 The lettings agent will carry out a home visit to verify the information provided by the applicant. All applicants who are being considered for housing will be visited.
- 8.3 Where an applicant meets the qualifying criteria for local connection, under-occupation may be allowed in exceptional circumstances where there is significant justification to do so e.g. occasional respite care / joint child custody arrangements, provided that the relevant implications (if any) for receipt of state benefits are first discussed by the letting agent with the applicant.
- 8.4 Prior to any offer being made – and with the consent of the applicants – the Trust or its agent will check applicants' names and stated local connection, to ensure that there are no questions about eligibility. A quarterly summary report will be provided to Angmering Community Land Trust of all vacancies and lettings.

Lettings Information

- 9.1 Angmering CLT agrees to provide Arun District Council with the details of all successful applicants on 1 April annually.

Disputes Procedure

- 10.1 Angmering Community Land Trust, undertake to use their reasonable endeavours to resolve any issues, complaints or disputes in respect of the operation of this Allocations Scheme or any other matter pertaining to this Scheme amicably, through discussion and co-operation.
- 10.2 Angmering Community Land Trust agree that any complaints or matter of dispute from an applicant or third party regarding the performance or non-performance of obligations under this Allocations Scheme or any other matter pertaining to this Allocations Scheme should usually be addressed or referred to both the Angmering CLT and its agent.

Legal Succession

11. Where a signatory to this Allocations Scheme changes its name or legal identity but otherwise retains the same function and purpose through succession, all duties and obligations under this Allocations Scheme will automatically transfer to the successor. Save in the case of succession, no signatory may transfer or assign its interest in this Scheme without the prior written agreement of Angmering Community Land Trust and its agent.

Variation

12. This Allocations Scheme and its provisions shall only be capable of amendment by a document in writing executed by Angmering Community Land Trust and Arun District Council.

Appendix One

Band A

Band code	Criteria	Definition	Bidding requirement
A1	Medical A	The current housing conditions are having a serious or debilitating impact on a member of the household who has an emergency or life-threatening condition and it is essential to rectify the situation urgently. The emergency or life-threatening condition; <u>and</u> the serious or debilitating impact of the current accommodation; <u>and</u> an explanation of how this will be rectified or significantly improved in alternative suitable accommodation, must all be confirmed by a healthcare professional.	The Council will override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation. If this allocation is refused, the priority of the case will be reviewed and may be down-banded or removed from the housing register.
A2	Under-occupying 1+ bedroom	Applicants living in Council or Registered Provider accommodation within the Arun District who are under-occupying one or more bedrooms.	No required timescale for bidding.
A3	Disabled adaptations	Applicants releasing an adapted property or to make best use of adapted stock where the tenant does not require adaptations.	No required timescale for bidding.

A4	Successors	Statutory and non-statutory successors living in Arun District Council properties, where the Council has agreed to rehouse an applicant to more suitable accommodation than that currently occupied by the applicant, as authorized by the Housing Services Manager.	Applicants required to bid within 12 weeks of being placed in Band A. However, the Council may override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation.
A5	Fixed term tenants	Applicants who have a fixed term tenancy with Arun District Council, where the fixed term is due to expire, and the current property is not the right size for the household or contains disabled adaptations which are no longer required.	Where an applicant fails to bid successfully for an alternative property within 6 months of being instructed to do so, the Council will make one offer of suitable alternative accommodation, on a fixed term tenancy.
A6	Decant	Arun District Council transfer applicants needing temporary rehousing where the property is imminently required for essential works and the tenant cannot remain in the property.	The Council will override the choice based lettings bidding process to make a reasonable direct allocation of suitable alternative accommodation.
A7	Overcrowding Notice or Prohibition Order	An Overcrowding Notice or Prohibition Order has been served by the Council's Private Sector Housing Section as a result of overcrowding; or disrepair; and where there is an imminent risk to the household; or it would be impossible to remain in the property whilst remedial works are carried out.	The Council will override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation. This may include an offer of suitable accommodation in the private rented sector, which will discharge the Council's main unintentional duty.
A8	Emergency priority	Severe housing need for exceptional circumstances, in crisis situations which warrant emergency priority as agreed by the Housing Services Manager. This excludes homeless applicants to whom the Council has a duty under Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002).	The Council will override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation.
A9	Additional priority for ex Armed Forces personnel, where the assessed need falls within Band B	The following categories will be awarded one Band higher priority than their assessed need: - former members of the Regular Forces; - serving members of the Regular Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service; - bereaved spouses and civil partners of members of the Regular Forces leaving Services Family Accommodation following the death of their spouse or partner;	No required timescale for bidding.

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

Band code	Criteria	Definition	Bidding requirement
B1	Medical B	<p>The current housing conditions are having a significant adverse effect on the medical condition or learning difficulties or care needs of a member of the household; <u>and</u> there is evidence that the condition will be significantly worsened over a period of time in the current accommodation; <u>and</u> there is evidence that this will be rectified or significantly improved by alternative suitable accommodation.</p> <p>The medical condition, learning difficulty, or care need; <u>and</u> the significant adverse effect of the current accommodation; <u>and</u> an explanation of how this will be rectified or significantly improved in alternative suitable accommodation, must all be confirmed by a healthcare professional.</p>	<p>Where an applicant fails to bid successfully within 3 months, the priority of the case will be reviewed, which may result in down-banding or the removal of the application.</p> <p>However, the Council may override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation.</p>
B2	Homeless (making own arrangements)	<p>Homeless households owed the main (unintentional) duty by Arun District Council, and making their own temporary arrangements. Main unintentional duty is defined as in Section 193 Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017).</p> <p>Priority B2 includes homeless applicants owed the main (unintentional) duty by Arun District Council, who qualify for a 'reasonable preference' as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017, and to whom the local connection criteria of the allocations scheme do not apply.</p>	<p>For homeless applicants making their own housing arrangements while bidding for permanent accommodation: no required timescale for bidding.</p> <p>The Council may make a reasonable direct allocation of suitable alternative accommodation.</p> <p>This may include an offer of suitable accommodation in the private rented sector, which will discharge the Council's main unintentional duty.</p>
B3	Homeless (owed the main duty)	Homeless households owed the main (unintentional) duty by Arun District Council, and placed in emergency or temporary	For homeless applicants placed in emergency or temporary accommodation: the Council will make a reasonable direct

		<p>accommodation. Main unintentional duty is defined as in Section 193 Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017).</p> <p>Priority B3 includes homeless applicants owed the main (unintentional) duty by Arun District Council, who qualify for a 'reasonable preference' as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017, and to whom the local connection criteria of the allocations scheme do not apply.</p>	<p>allocation of suitable alternative accommodation.</p> <p>This may include an offer of suitable accommodation in the private rented sector, which will discharge the Council's main unintentional duty.</p>
B4	Returning homeless after accommodated in the private rented sector	<p>Previously homeless households accommodated in the private rented sector (which discharged Arun District Council's main unintentional duty) who have become unintentionally homeless again within 2 years. Main unintentional duty is defined as in Section 193 Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017).</p> <p>In these cases, the local connection criteria of the allocations scheme do not apply.</p>	<p>For homeless applicants making their own housing arrangements while bidding for permanent accommodation: no required timescale for bidding.</p> <p>For homeless applicants placed in emergency or temporary accommodation: the Council will make a reasonable direct allocation of suitable alternative accommodation.</p> <p>This may include an offer of suitable accommodation in the private rented sector, which will discharge the Council's main unintentional duty.</p>
B5	Lacking rooms	<p>Applicants with dependent children lacking 1 bedroom <u>and</u> lacking kitchen or bathroom; or sharing kitchen or bathroom with non-family members (as defined by S.113 Housing Act 1985); or lacking 2 bedrooms. This excludes households in interim or temporary accommodation provided by Arun District Council</p>	<p>No required timescale for bidding</p>
B6	Fostering or adoption	<p>To enable fostering or adoption where an assessed need and an agreement has been reached between Social Services and the Housing Services Manager to provide permanent accommodation prior to any placement taking place</p>	<p>No required timescale for bidding</p>
B7	Returning from institution	<p>Applicants who were previously tenants of Arun District Council, who are returning from institutions, when a housing commitment was made in order to secure the relinquishment of the Council tenancy on entering the institution</p>	<p>No required timescale for bidding. However, the Council may override the choice based lettings bidding process to make a reasonable direct allocation of suitable alternative accommodation.</p>

B8	From care or supported housing	Applicants moving on from care or supported housing, as authorised by the Housing Services Manager	No required timescale for bidding
B9	Additional priority for ex Armed Forces personnel, where the assessed need falls within Band C	The following categories will be awarded one Band higher priority than their assessed need: -former members of the Regular Forces; -serving members of the Regular Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service; -bereaved spouses and civil partners of members of the Regular Forces leaving Services Family Accommodation following the death of their spouse or partner; -serving or former members of the Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of their service	No required timescale for bidding.

Band C

Band code	Criteria	Definition	Bidding requirement
C1	Medical C	The current housing conditions have a negative impact on the medical condition or learning difficulties of a member of the household; <u>and</u> either the condition, or the person's ability to cope with it, is likely to be improved by alternative suitable accommodation. Priority C1 includes applicants who qualify for a 'reasonable preference' on medical or welfare grounds, as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017, and to whom the local connection criteria of the allocation scheme do not apply.	Where an applicant fails to bid successfully within 3 months, the priority of the case will be reviewed, which may result in the removal of the application. However, the Council may override the choice based lettings process to make a reasonable direct allocation of suitable alternative accommodation.
C2	Threatened with homelessness or homeless (Prevention & Relief stages)	Applicants who are defined as threatened with homelessness or homeless under Part 7 of the Housing Act 1996 (as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017), prior to the main (unintentional)	No required timescale for bidding. The Council may make a reasonable direct allocation of suitable alternative accommodation. This may include an offer of suitable accommodation in the private rented

		<p>homelessness duty being determined.</p> <p>Priority C2 includes homeless applicants who qualify for a 'reasonable preference' as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017, and to whom the local connection criteria of the allocations scheme do not apply.</p>	sector, which will discharge the Council's main unintentional duty.
C3	Lacking 1 bedroom	Households lacking one bedroom.	No required timescale for bidding.
C4	Sharing kitchen/bath room with family members	Applicants with dependent children living with, and sharing a kitchen or bathroom with, family members (as defined by S.113 Housing Act 1985) who are not part of the immediate household and not part of the housing application .This excludes households in interim or temporary accommodation provided by Arun District Council.	No required timescale for bidding.
C5	Management transfer	Applicants living in Arun District Council accommodation requiring a transfer to properties of the same size & type for significant reasons, as agreed by the Housing Services Manager.	No required timescale for bidding. However, the Council may override the choice based lettings bidding process to make a reasonable direct allocation of suitable alternative accommodation. Where such direct allocations are refused, the Council will review the priority of the case and consider removal of the priority and removal from the housing register.
C6	Give or receive support; or to take up employment	<p>Applicants who need to move to a particular area within Arun to give support, which cannot be met by others; or to receive support or specialised medical treatment, which is not available in the current location; and where failure to meet that need would cause hardship; and where the distance from the applicant's current location is significantly impacting on the ability to deliver or receive that support. The housing need within Arun to be confirmed by a healthcare professional or other statutory agency.</p> <p>Existing social housing tenants who need to move into Arun, or to a particular area within Arun, for permanent employment and who cannot fulfil their contract of employment in their current accommodation after making reasonable adjustments.</p>	<p>No required timescale for bidding.</p> <p>The Council may make a reasonable direct allocation of suitable alternative accommodation.</p> <p>This may include an offer of suitable accommodation in the private rented sector, which will discharge the Council's main unintentional duty.</p>

		<p>Before applying to the Arun housing register, applicants must make reasonable adjustments in order to remain in their current accommodation when taking up new employment. These may include arranging transport to work or organizing the care of dependents. Band C6 will only apply when the employment cannot be fulfilled, even after making such adjustments.</p> <p>Applicants will need to provide proof of their current social tenancy, their employment start date and work location and to demonstrate why reasonable adjustments are not possible.</p> <p>Priority C6 includes applicants who: i) qualify for a 'reasonable preference', as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017; or ii) need to move for employment reasons, as per the Qualification Criteria for Right to Move Regulations 2015; and iii) to whom the local connection criteria of the allocation scheme do not apply.</p>	
C7	Sheltered	Applicants for sheltered housing where there is no higher housing need.	No required timescale for bidding
C8	Insanitary or overcrowded housing	<p>Applicants living in insanitary or overcrowded housing.</p> <p>For C8 priority, 'insanitary housing' will contain Category 1 hazards as assessed under the Housing Health & Safety Rating System (HHSRS), as confirmed by the Council's Private Sector Housing team or the Neighbourhood Housing team; and where there is no planned remedial or improvement works or enforcement action.</p> <p>'Overcrowded housing' is defined by the statutory standard set out in the Housing Act 1985, sections 324 to 326, as confirmed by the Council's Private Sector Housing team or the Neighbourhood Housing team; and where there is no planned remedy or enforcement action to resolve the overcrowding.</p>	<p>No required timescale for bidding.</p> <p>The Council may make a reasonable direct allocation of suitable alternative accommodation.</p> <p>This may include an offer of suitable accommodation in the private rented sector, which will discharge the Council's main unintentional duty.</p> <p>The priority of C8 cases will be reviewed regularly and applicants may be removed from the housing register if the insanitary conditions or overcrowding have been resolved.</p>

		<p>Priority C8 includes applicants who qualify for a 'reasonable preference' on the grounds of insanitary or overcrowded housing, as per the Housing Act 1996, Part 6 and the Homelessness Reduction Act 2017, and to whom the local connection criteria of the allocation scheme do not apply.</p>	
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