



Community Benefit Society Registration No. 8781

Angmering Community Land Trust

HOUSING ALLOCATION POLICY

Shared Equity / Ownership

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1. General

Angmering Community Land Trust (The Trust) is registered with the Financial Conduct Authority (FCA) as a Community Benefit Society (Registration Number 8781) and has been established to provide affordable housing for the people of Angmering.

Our aim is to provide affordable housing primarily to people who are in housing need and who live in the Parish and / or work principally in the Parish of Angmering or surrounding Area. In so doing ACLT wishes to make it possible for those with employment in the Parish to live or close to their place of work and for those with local family connections and responsibilities to live close by.

In the (unlikely) event that no eligible applicants can be identified within the Parish, then applicants in adjoining Parishes will be considered based on their housing need and local connection to the Parish of Angmering. These adjoining rural civil Parishes being Rustington, East Preston, Poling, Clapham and Ferring.

This Housing Allocations Policy sets out the process by which the Trust will ensure compliance with the requirements of any Section 106 Agreements in place and also to ensure that Affordable Dwellings are retained in perpetuity and prioritised for qualifying people who are in housing need.

2. Application of this policy

The Trust will be responsible for the allocation of all properties.

Any member of the Trust who might have a vested connection with any applicant must declare such connection and will not be involved in that applicant's allocation decision.

The Trust will manage all applicants' personal and financial information in compliance with Data Protection legislation in place at the time and this will only be used as required to assess any application or appeal.

Prospective tenants are strongly advised to take their own financial advice from individuals or organisations registered with the FCA.

3. Definitions

For the purposes of this Housing Allocations Policy the following definitions shall apply:

Area	The civil Parishes of Rustington, East Preston, Poling, Clapham and Ferring.
Affordable Dwelling	Dwellings identified as Affordable Dwellings through the planning process.
Development	Any development comprising Affordable Dwellings including access roads, public car park and public open space, pursuant to an approved planning permission.
Employed	Working in employment or self-employment for at least 16 hours per week.
Housing Need	A person or family in need of suitable permanent housing and unable to afford the open market price for reasonably suitable permanent housing.
Immediate Family	Mother, Father, Sister, Brother, Daughter, Son, Grandparents or Grandchild or if he or she ordinarily resides with that other person.

Initial Advertisement Period	The period of 20 working days, starting from the date an Affordable Dwelling is first advertised PROVIDED ALWAYS that in calculating the period of 20 working days, any day or period of days which is more than 30 working days before the date upon which the Affordable Dwelling is completed and ready for occupation, shall be disregarded..
Parish of Provision	The civil Parish of Angmering
Planning Permission	The planning permission issued for the Development in question.
Locally Approved Affordable Housing Provider	<ul style="list-style-type: none"> a) The Owner; or b) A provider of affordable housing approved by Arun District Council for the purpose of developing, owning, maintaining and managing Local Needs Affordable Housing.
Section 106 Agreement	The planning obligation agreement entered into by the developer and Arun District Council in respect of the Development in question.
Social Rent	The rent to be set by the Locally Approved Affordable Housing Provider using reasonable endeavours where commercially viable to set the rent so that it is in line with target rents for local tenants of social housing with particular reference to the Guidance on Rents for Social Housing (2014) or any other statement or circular which may supersede it and for the avoidance of doubt commercial viability shall but without prejudice to the generality of the foregoing take into account the constructions costs of the development, the cost of funding and the ongoing costs of maintaining and managing the Affordable Housing Units.

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4. Local Housing Criteria

Property prices in Angmering are beyond the means of many local people unless they have existing capital to invest or enough income. Angmering CLT's aim is to provide housing at a price that can be afforded by local people. It also wishes to make it possible for those with employment primarily in the Parish but also in the Area to live close to their place of work. In this way job vacancies can be filled; the community can function effectively and local young people can be given an opportunity to remain in the Parish should they wish to do so.

The starting point for the allocation of a Trust property is that the applicant(s) must be able to meet at least one of the following 'Local Housing Criteria':

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- a) A minimum continuous residence of three years in the Parish immediately prior to the offer date and currently in paid employment in the Parish; or
 - b) Residence in the Parish for three consecutive years within the ten years preceding the offer date; or
 - c) A minimum continuous employment in the Parish, of at least 16 hours a week, for the three years preceding the offer date

Priority for affordable housing will be given to applicants who meet any of the requirements stated in 4(a) to 4(c) above, demonstrating their current or previous residence or employment in the Parish, AND who meet the Housing Needs Criteria. If the number of applicants is more than the number of available affordable homes, then applications will be reviewed against criteria 7(1) to 7 (5) below.

Applicants will be required to demonstrate to the reasonable satisfaction of the Trust, as at the date of application, that they meet the qualifying criteria and that they are in Housing Need. This will be determined by a financial assessment of their income, savings and housing circumstance at the time of application.

5. Pets Policy

Applicants may be permitted domestic pets subject to the satisfactory completion of a Pets Registration Form and approval of the Trust. Permission can be revoked if the pets cause any nuisance or annoyance to other residents or damage to Trust properties. This excludes 'assistance dogs' which are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs or animals whose sole function is to provide comfort or emotional support do not qualify as 'assistance' animals.

6. Smoking Policy

The Trust has a "No Smoking" policy inside all rental properties.

7. Angmering CLT 'Housing Needs Criteria'

In addition to the above qualifying [Local Housing Criteria](#), Angmering CLT, when assessing applicants who want to be considered for one of the Affordable Dwellings in which it holds an interest, will apply the following 'Housing Needs Criteria':

The first two criteria 7(1) and 7(2) must be met in all cases:

1. Applicant is in Housing Need

Currently lives in insecure accommodation with insufficient funds to buy a property suitable to their needs on the open market within the Parish. ACLT will consider the applicant's financial circumstances including their income and savings and how that measures against average income levels in the area (as published by Arun District Council) and thus their ability to afford local housing.

2. Family size accords with the home available

Homes must be suited to the applicant's and family's' needs in terms of the size of property available. In general, applicants will only be considered for homes that meet their family need (e.g. a family with one child should only be allocated a 2-bedroom home).

3. Existing Links with Angmering

Without prejudice to the initial qualifying [Local Housing Criteria](#), consideration will be given to applicants who are able to establish and prove a strong local connection with the Area. The local connection criteria are as follows:

- a) **Existing residents of the Parish aged 18 years or over** who have lived in the Parish for at least three years. The length of residency will determine the priority given.

Maximum of 15 points with 1 point for every year of residence?

It should be noted that time spent at University or time serving with armed forces will not exclude applications from being considered. This time will be considered as part of the qualifying period.

- b) **Persons who have a demonstrable need through employment;** a need to reside in the Parish because of current and primary employment in the Parish or Area of at least 16 hours a week.

Maximum 15 points: 5 points existing employment between 0-2 years in the Area; 10 points for existing employment in the Parish between 0 - 2 years and 15 points more than 2 years existing employment in the Parish.

- c) **Persons that have long-standing Immediate Family links with the Parish.** Immediate Family includes instances where the applicant ordinarily resides with that family member without being legally married to or in a civil partnership with that person and includes adopted and step relatives.

Maximum of 10 points with more points awarded according to the strength and depth of family links.

- d) **Persons that have a demonstrable medical or social need;** a need to reside in the Parish either to provide or receive medical or social support to or from another member of his/her immediate family who ordinarily resides in the Parish at the date of allocation.

Maximum of 10 points with more points awarded according to the circumstances.

4. Unsuitability of Current Accommodation

The unsuitability of the applicant's current accommodation will be taken into account. Factors to be considered will include size of family and rooms available and length of time in current accommodation under these conditions.

Maximum 15 points (5 points – up to 1 year, 10 points from 1 - 2 years and 15 points over 2 years)

5. Additional considerations affecting priority of need

Where applicants appear to have an equal need the Trust may take into consideration other factors such as:

- a) Moving from one ACLT property to another,
- b) The length of time an applicant has been waiting for the allocation of a property, and
- c) Applicants who can demonstrate that they actively contribute to the community, outside of their employment.

Applicants will be given credit according to the above factors.

8. **Insufficient Eligible Applicants**

If in relation to the first disposal of an Affordable Dwelling, the Initial Advertisement Period expires without the Affordable Dwelling being allocated to an eligible applicant, the Affordable Dwelling may be allocated to any person who demonstrates to the reasonable satisfaction of the Trust that they are in Housing Need and either lives in or has a strong local connection to the Area.

The same assessment process will then be followed by the Trust Housing Allocation Committee using the qualifying criteria as appropriate.

9. **Advertisement of Qualifying Criteria**

ACLT will clearly set out on its website the Allocations Policy together with the Guidance Notes for completing an Application form. This will include the criteria used in the selection process and, where necessary, will provide support to potential applicants in understanding these.

10. Process of Application

Applications will only be accepted when made on the formal application form which will be supplied upon request or directly from the Trust's website: www.angmeringclt.org.uk. The form must be accompanied by the requested information in order to be considered to be valid. This information will include details of an applicant's criminal convictions other than those declared 'Spent'.

When a home becomes available, contact will be made with all those who have completed a validated application and meet the prescribed criteria as outlined above.

Those who wish to be considered will be asked to complete the application form and will be offered the opportunity to view plans of the property or to visit the property if already built and available for viewing.

Those who remain interested in the property will then be asked to advise the Angmering CLT within 5 days of their visit or viewing the plans or within 10 days of being offered the opportunity to visit or view plans that they wish to proceed with their application

11. Deciding priority

Angmering CLT will maintain a Register of approved applicants in order of the date of application. This list will then be assessed by the Trusts' Housing Allocations Committee, taking account of the qualifying criteria and scoring. In the event that a number of applicants appear to have an equally valid claim to a property the Trust reserves the right to ask for further information, to interview the applicants and then exercise its discretion in making a final decision

Angmering CLT will then offer any available properties to the applicant(s) who, in Angmering CLT's sole discretion:

- a) Qualifies under the 'Local Housing Criteria'
- b) Meets the ACLT 'Housing Needs Criteria' as set out in qualifying criteria 7(1) and 7(2) above
- c) Justifies receiving greatest priority under criteria 7(3) or 7(4) or 7(5)

12. Declarations

All applicants for properties will need to provide a signed declaration that the information they have provided is correct. ACLT reserves the right to discontinue an application or seek possession of a property where false or inaccurate information has been provided deliberately.

13. Registration

When a completed application form is received, ACLT will register the date of its receipt and write to the applicant confirming;

- a) Receipt of their application;
- b) The size of dwelling for which they have applied.

Angmering CLT will conduct an assessment of eligibility and decide whether further information and/or an interview is required.

14. Liaison with Arun District Council

Angmering CLT will work closely with Arun District Council, which has statutory responsibility for the well-being of the local community. Angmering CLT will inform Arun District Council of all offers of housing made. Applicants should be aware that within Angmering and adjacent Parishes, other social landlords may also have housing available at affordable rents or under a shared ownership scheme.

15. Advertisement of Properties

Two months prior to the expected completion of any new ACLT scheme the Trust will advise the Parish Council, Ward Councillors of Arun District Council, the Council's Head of Housing that ACLT will be seeking nominations.

At all other times ACLT will advise Arun District Council of the availability of ACLT properties so that they can advise the Trust of any potentially suitable applicants on the Housing Register. In such event the District

Council will be permitted to contact such applicants and advise them that they may be eligible to apply to ACLT. See also 'Equal Opportunity Policy' section below

Angmering CLT will also place local advertisements on ACLT's website, Parish Newsletters, Parish Council, local social media and other suitable locations where appropriate so that all who might wish to apply have the chance to do so.

Vacant properties will be advertised, stipulating the details of the eligibility criteria and advising interested eligible persons to apply to ACLT.

If after **four weeks** of advertising there is no qualifying applicant meeting ACLT's Housing Needs Criteria the Affordable Dwelling may be allocated to an applicant in Housing Need but without local connection.

16. Equal Opportunities Policy

ACLT is committed to providing equality of opportunity to all who apply for housing through the Trust and who meet the qualifying criteria. No one will be discriminated against on grounds of gender, ethnic origin, religion, sexual orientation or any other factor that is strictly prohibited by law.

17. Personal Information

Personal Information will be handled in accordance with the GDPR and Data Protection Act 2018 and any subsequent Acts and will be subject to appropriate confidentiality. All Applicants have the right to see the information held about them and to receive a copy of the information kept in computer or paper files. This is a Subject Access Request (SAR). By submitting an application to the ACLT an applicant consents to the processing of personal data about themselves.

18. Terms and Conditions

The terms and conditions set out above and in ACLT's property occupancy documents will apply to all Shared Equity / Ownership properties. This is to ensure that ACLT homes are occupied on similar terms by beneficiary households.

19. Disputes Procedure

Decisions on applications will be made on behalf of ACLT by its Housing Allocation Committee. The Committee may require an interview with the applicant to confirm that all the criteria set out in this policy have been met.

If an applicant feels that the decision made about their application has failed to allocate sufficient priority in accordance with the Trust's published criteria or that material information in accordance with the Trust's published criteria has been omitted from the application, they may ask for the decision to be reviewed.

This must be done in writing and must clearly indicate where the Housing Allocation Committee has failed to accord sufficient priority against the qualifying criteria or the relevance of new information that wasn't included in the original application.

ACLT will use reasonable endeavours to resolve the matter within 15 working days and will appoint a Panel of three ACLT Board Members who have not been involved in the earlier decision-making process. The decision of the Panel will be final and binding on all parties.

20. Review

This policy will be reviewed and any changes made as necessary by Angmering CLT annually to ensure that it continues to meet the needs of those in housing need in an efficient, fair and transparent way.

21. Contact Us

Contact should be made by post to:

Angmering Community Land Trust, c/o Angmering Community Centre, Foxwood Avenue, Angmering,
BN16 4FU