

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO HEALTH & HOUSING COMMITTEE

Agenda Item No. 6

meeting date: THURSDAY, 13 SEPTEMBER 2018
title: HOUSING ALLOCATION REVIEW
submitted by: MARSHAL SCOTT – CHIEF EXECUTIVE
principal author: RACHAEL STOTT – HOUSING STRATEGY OFFICER

1. PURPOSE

1.1 To inform Members that a review of the housing allocation system has been undertaken and this has prompted a refresh of a number of documents used in the allocation of affordable rented accommodation by Registered Providers. The amended documents include:

- i. The points system for the allocation of affordable rented housing.
- ii. The housing application form for the registration of households in need of accommodation.
- iii. The nomination agreement between the Registered Providers and the Council
- iv. Introduction of a monitoring system for all units reallocated within the borough.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To address the identified housing needs in the borough.
- Corporate Priorities – To be a well-managed Council.
- Other Considerations – To ensure households are aware of the housing options available to them.

2 BACKGROUND

2.1 Allocation of Social Housing

Despite Ribble Valley Borough Council transferring all its housing stock to Ribble Valley Homes in March 2008, the Council retains a duty under Part VI the Housing Act 1996 (as amended) to facilitate a system for allocating social housing to meet need in the area e.g. a Housing Register or Waiting List. To fulfil its Part VI duty the Council commissioned Ribble Valley Homes to administer the housing waiting list (now Onward). This contract was established within the transfer agreement in 2008 and has continued ever since. However at the last Registered Providers forum it was agreed that the allocation process should be reviewed and this would include the points system, housing application form and the nomination agreement. This refresh has been undertaken due to a number of issues and these include:

- The introduction of new housing homelessness legislation Homeless Reduction Act 2017, and the changes to the statutory homelessness statutory responsibility of the Council. Homelessness services are covered by the part VII of the Housing Act 1996, however there were major and wide sweeping amendments made by the HRA after minor amendments by both the Homelessness Act 2002 and

Localism Act 2011.

- **The Homelessness Reduction Act 2017 (HRA)** was implemented on 3 April 2018, and the act puts duties on local housing authorities to take reasonable steps to prevent homelessness at an early stage regardless of whether the household is considered in priority need. As well as 'upstreaming' homelessness prevention, the HRA seeks to ensure all households are adequately assisted when they first contact services dealing with homelessness, as the assistance greatly varied between local authorities especially for non-priority households.

From a practical point of view the HRA means providing homelessness related services is more resource intensive, and has increased the amount of time spent with each customer to fully assess needs, produce the Personalised Housing Plan (PHP), track progress of the PHP, and report quarterly to the Ministry of Housing, Communities and Local Government (MHCLG).

- The HRA allows prevention and relief duties to be discharged by helping to secure a 6 month Assured Shorthold Tenancy (AST) in the Private Rented Sector (PRS). The accommodation secured must meet Homelessness (Suitability of Accommodation) (England) Order 2012 and this allows more scope for local housing authorities to utilise the PRS. If an applicant doesn't follow their PHP, and displays a deliberate and unreasonable refusal to cooperate it is possible to discharge prevention and or relief duties. These changes need to be reflected in the allocation policy.
- Differences between local connection definition within 106 Agreements and the definition within the application form. This has caused some discrepancies particularly on new building schemes.
- Increasing problem of households refusing offers and then remaining at the top of the waiting list and therefore repeatedly turning down units offered to the same households.
- A general view that the housing application form needs to be condensed to encourage registration on the list.
- A significant increase in the number of affordable units being developed and therefore a need to encourage new households to register. There is a general perception that applicants are only allocated a property if they have waited for years or face homelessness. This is very much not the case as the number of affordable units delivered each year is increasing.
- Significant changes within Onward Homes in terms of staff and working procedures has meant a review of the process has been useful for new administrators.

3. ISSUES

- 3.1 A number of meetings were held with the new Neighbourhood Manager for Onward and staff administering the waiting list to establish all the areas where improvements could be made.
- 3.2 A meeting with all the Registered Providers who have stock in the borough was held on the 12th July to discuss the issues raised about the existing nomination process, recommended changes and timeframes for their introduction.
- 3.3 The Housing application form was a lengthy document and it was agreed this was off putting for households and in many cases the information collected at the point of

application was completely different to that at the point of allocation. Therefore the form has been reduced in size by 4 pages, with the idea to reduce the amount of information collected and condense the form size. The changes aim to encourage households to register .Appendix 1 is a copy of the new application.

- 3.4 The amendments to the points system reflect to the new changes introduced in Homeless Reduction Act 2017 and seek to introduce a penalty for households that refuse an offer. The household circumstances that result in points have been grouped together under headings that match the headings within the application form. This should make awarding of points easier to administer and also more transparent for the households applying. The local connection definition has also been clarified so to ensure the same definition is used for new developments and for those registering. Appendix 2 is a copy of the points system.
- 3.5 The nominations agreement is the process the RP's follow when a property becomes vacant and nominations are required from the housing waiting list. The key change to this process is the introduction of social media and internet to promote the availability of units from the onset of the units being available .Providing that at the point of the property being offered the applicant has registered for housing, their position on the list has been calculated and the allocation policy is followed then any form of promotion and advertising is accepted .RP's felt they needed to ensure the process was as efficient as possible to ensure minimum void loss .Appendix 3 is the new allocation policy.
- 3.6 Monitoring of allocations, as there are often large numbers of new affordable units coming available as new development sites complete it was agreed that a monitoring return would be useful. This will allow better monitoring of the allocation process and will be useful evidence of housing need and demand. Appendix 4 is a copy of the monitoring return.

4 RISK ASSESSMENT

- 4.1 The approval of this report may have the following implications:
 - Resources – No impact on resources. The annual contract for maintaining the waiting list will remain.
 - Technical, Environmental and Legal – All the amendments made to the process have been made in consultation with the staff who are dealing with applications daily and also staff who specialise in allocation policies.
 - Political – The changes acknowledge the introduction of the new Housing Act, Homeless Reduction Act 2017.
 - Reputation – The process was in need of a general refresh to ensure it remains fit for purpose.
 - Equality & Diversity – The new process will ensure transparency and fairness of the allocation of property.

5 RECOMMENDED THAT COMMITTEE

- 5.1 Approve the amendments made to the housing application form.
- 5.2 Approve the amendments made to the allocation of points for the housing waiting list.
- 5.3 Approve the nomination agreement between Registered Providers and RVBC for the allocation of units.

5.4 Approve the introduction of a monitoring return for all nominations in the borough.

RACHAEL STOTT
HOUSING STRATEGY OFFICER

MARSHAL SCOTT
CHIEF EXECUTIVE

BACKGROUND PAPERS

(If any)

For further information please ask for Rachael Stott, extension 3235

REF: RS/EL/H&H



HOUSING APPLICATION

Application No:

MAIN APPLICANT

Title:

First Names:

Surname:

Date of Birth:

Marital Status:

National Insurance Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Address:

Postcode:

Date you moved into this property:

Home Tel No:

Mobile No:

Email Address:

ABOUT THE HOME YOU LIVE IN NOW

JOINT APPLICANT

Title:

First Names:

Surname:

Date of Birth:

Relationship to Main Applicant:

National Insurance Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Address:

Postcode:

Date you moved into this property:

Home Tel No:

Mobile No:

Email Address:

REASONS YOU WANT TO BECOME A TENANT

YOUR HOUSEHOLD

Please give details of both people who currently live with you and those requiring rehousing but do not currently live with you. Please provide details below of their current address if different to yours:

Surname	First Name	Male or Female	Date of Birth	Relationship	Requires Rehousing	
					Yes	No

YOUR FAMILY CIRCUMSTANCES

- Employed in the borough for more than 18 hours per week or provide or receive support in Ribble Valley.
- If your family is forced to live apart, that is of parents and children are split up.
- If you are living in general needs and want to move to sheltered.
- Children living above ground floor.
- Move on from supported accommodation/care leavers.

LOCAL CONNECTION

If you currently live outside Ribble Valley do you have any local connection to the Ribble Valley?

Yes No

If yes, why do you want to move to this area?

To be nearer work

To give/receive report

Education/training

Please provide full name and address of your local connection:

Local connection is defined as:

- currently living in the borough, paying Council Tax and have done so continually for a minimum of 12 months;
- currently permanently employed in the borough for a minimum of 12 months and are employed for a minimum of 18 hours per week paid or unpaid; or
- persons who at least one of the adult applicants have next of kin who have lived in the borough continually for a minimum of 5 years. Next of kin for the purposes of this clause shall be defined as mother, father, brother, sister or adult children.

WHAT TYPE OF HOUSING DO YOU CURRENTLY LIVE IN?

House

Flat

Bedsit

Maisonette

Bungalow

Caravan

Other

How many bedrooms are there in your present home?

1 2 3 4 5 6+

If flat/maisonette, what floor level is this on?

Basement

Ground

First

Is there a lift? Yes No

The condition of your present home

You share the following facilities:

Kitchen Yes No

Bathroom or shower and toilet Yes No

Hot water supply Yes No

Adequate means of heating Yes No

Property in in serious disrepair (EHO report required 0 – 15); Yes No

Property is in moderate disrepair Yes No

SELF-ASSESSMENT MEDICAL QUESTIONNAIRE

If your health is at risk by living in your present accommodation – we will need to see evidence in support of this such as a letter from your GP. If your health is at risk by living in your present accommodation – we will need to see evidence in support of this, such as a letter from your GP.

Please indicate the level of risk you consider your current property presents:

Low Risk Slight Risk Medium Risk High Risk Chronic Risk

Do you have mobility problems and have to use stairs / aged over 70 years

Please complete if you have indicated that you have medical reasons for needing rehousing:

Name of person for whom medical priority is being claimed:

First Name:	<input type="text"/>	GP Name:	<input type="text"/>
Surname:	<input type="text"/>	Surgery:	<input type="text"/>
Date of Birth:	<input type="text"/>	Address:	<input type="text"/>
			<input type="text"/>
			<input type="text"/>

Are you registered disabled? Yes No If yes, what is your registration n^o:

Please state all relevant medical conditions you wish to be considered and how long you have had the condition:

CONDITION	WHEN DIAGNOSED

Who is your Consultant?

Have you recently been in hospital in relation to this condition? Yes No

Have you had any time off work during the last 12 months due to this condition? Yes No

If yes, state how many times:

duration: weeks months

If you do not work, are your retired? Yes No

Do you receive any of the following allowances:

Retirement Pension	<input type="checkbox"/>	Pension Credit	<input type="checkbox"/>
Disability Living Allowance	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>
Attendance Allowance	<input type="checkbox"/>		

Do you currently receive support to deal with your daily living needs? Yes No

<i>Please tick as appropriate</i>	Family	Friend	Care Agency	District Nurse	Warden	Other
Shopping						
Personal care						
Getting up / Going to bed						
Household chores						
Other (specify)						

MOBILITY

Is your mobility inside your home:	Is your mobility outside your home:	Do you have difficulty with stairs / steps:
Very good <input type="checkbox"/>	Very good <input type="checkbox"/>	Severe <input type="checkbox"/>
Good <input type="checkbox"/>	Good <input type="checkbox"/>	Moderate <input type="checkbox"/>
Reasonable <input type="checkbox"/>	Reasonable <input type="checkbox"/>	Slight <input type="checkbox"/>
Poor <input type="checkbox"/>	Poor <input type="checkbox"/>	No <input type="checkbox"/>
Very poor <input type="checkbox"/>	Very poor <input type="checkbox"/>	

Are you supplying any additional information to support your application eg doctor/social worker letter: Yes No

In your opinion why is your present accommodation unsuitable for your needs?

.....

.....

Please note that should you ask your GP to support your application that is not done at the request of an officer of Ribble Valley Borough Council. However we may, in certain circumstances, wish to contact your GP for further clarification.

Would you have any objections? Yes No

Signed:

..... of age.

TYPE OF ACCOMMODATION YOU WOULD ACCEPT

Please tick which of the following accommodation you would accept, if offered.

Please note that normally we offer houses only to applicants who have children living with them on a permanent basis and your family circumstances will determine the type of accommodation you may be offered:

- A house
- A flat
- A bedsit flat

For a flat or a bedsit, you would accept:

- Any floor
- Ground floor only
- * First floor or above

* NB: First floor flats would not normally be offered to families with children under 8 years

NOMINATION TO LANDLORD

Do you wish to be considered for nomination for rehousing to any housing association development of your choice within the Ribble Valley?

Yes No

Do you wish to be considered for nomination to any private landlord within the Ribble Valley?

Yes No

Are you transferring from:

- a housing association? Yes No

Have you:

- a spare bedroom and are requesting a smaller property? Yes No
- an additional empty bedroom in your present home? Yes No
- been left in the property on death of original tenant? Yes No or
- your move would lead to an improved use of our housing? Yes No

TYPE OF TENURE YOU WOULD ACCEPT

In addition to properties for rent, Ribble Valley Borough Council also deals with homes for sale of a shared ownership/rent to mortgage basis.

For schemes of this type, you will need to be working. Please provide details of your employment:

Type of Employment	Employer's Name	Employer's Address	Employer's Contact Number

DESCRIPTION

(please indicate preferred areas)

VILLAGES

- Barrow
- Billington
- Chatburn
- Chipping
- Gisburn
- Grindleton
- Hurst Green
- Mellor
- Newton/Dunsop Bridge
- Read
- Ribchester
- Sabden
- Tosside
- Waddington
- West Bradford
- Whalley

CLITHEROE

- Bolland Prospect / Pendle Road
- Central Areas
- Elsewhere in Low Moor
- Henthorn
- Peel Street Area
- Standen Road Estate / Highfield Road
- Turner Street
- Waterloo

LONGRIDGE

- Fairsnape / Jeffrey / Parlick
- Kestor / Breech
- Wellbrow Drive
- Windsor Avenue / Queen's Road

INCOME

Please give details of all income by ticking below:

- Work full time
- Work part time
- Wholly from benefits
- Partly from benefits
- Occupational pension
- State pension
- Work full time

ADDRESS HISTORY

Please list your previous addresses **within the past 5 years:**

Address:

Date moved in:

Date moved out:

Please provide landlords/owners details:

Name:

Address:

Telephone:

Reason for leaving:

Address:

Date moved in:

Date moved out:

Please provide landlords/owners details:

Name:

Address:

Telephone:

Reason for leaving:

Address:

Date moved in:

Date moved out:

Please provide landlords/owners details:

Name:

Address:

Telephone:

Reason for leaving:

CRIMINAL CONVICTIONS

Do you or does anyone living in your household have any criminal convictions that are unspent?

Yes No

If no, go to **OTHER DETAILS** section below

- Arson
- Criminal damage
- Sexual offences
- Drug use of dealing drugs
- Murder / manslaughter
- Violence / assault / grievous bodily harm
- Serious driving offences
- Burglary / robbery / theft / handling stolen goods
- Other

Please provide names of offender(s):

Date(s) of conviction(s):

Conviction(s) where convicted and sentence:

OTHER DETAILS

Have you or anyone who wants to be rehoused with you, been evicted by a Council, Housing Association or other landlord for any reason?

Yes No

If yes, were the reasons

- Rent arrears?
- Anti-social behaviour?
- Damage to property?
- Other (please state)

Are you or anyone in your household wishing to be rehoused, the subject of an Anti-Social Behaviour Order (ASBO) or injunction

Yes No

If yes, please state:

Do you or a joint applicant have rent arrears?

Yes No

If yes, how much are the arrears?

£

Do you have a payment plan in place?

Yes No

If yes, please give details:
eg £5 per week for 12 months

ADVOCATE OR NEXT OF KIN DETAILS

Would you like to give us details of an advocate or next of kin?

Yes No

Is your advocate or next of kin to be the first contact and deal with your application?

Yes No

By providing this information, you are agreeing for them to be able to speak on your behalf about your application for housing.

Title:

First Names:

Surname:

Address:

Postcode:

Home Tel No:

Mobile No:

Relationship to you:

Signed:

(Main Applicant)

Signed:

(Advocate)

Correspondence name and address, if different than current address:

Postcode:

Correspondence address description
(eg friend, solicitor, postal address etc)

DECLARATION & CONSENT STATEMENT

How we will use your information

In order to provide the best and most appropriate service we need you to provide some detailed information about yourself. We begin the process of collecting information about you, and if appropriate your family, when you apply to us either directly or through one of our letting partners.

Because the information you provide is personal, we are committed to complying with Data Protection legislation.

We will make every effort to keep your personal information safe, accurate, up to date and will keep it for no longer than is necessary.

In order to process your application to be included on the housing register, Ribble Valley Borough Council will use the information you provide in this form, and information from any other supporting evidence you send. If your application is successful we will also use this information to setup your tenancy.

When we assess your application we may check the information you've provided to ensure the accuracy of the information that you have supplied (or information that someone else has given us about you) against other information we already have. We may request information from, and pass information to, other bodies such as:

- other Housing Associations;
- Local Authority Departments;
- the Police and other emergency services;
- the Probation and Prison services;
- local health professionals and GPs;
- Social Security agencies;
- Benefits Agency;
- your former landlords,
- your solicitor(s);
- your mortgage provider;
- utility providers;
- Land Registry; and
- Voluntary sector support agencies.

The Council is under a duty to protect public funds and to prevent or detect crime. To that end we may share your information with, or obtain information about you, from:

- Government departments (HM Revenue and Customs, Department for Works and Pensions)
- Other local authorities

We will also share your information where we have a legal obligation to do so, or where we believe that by doing so we can provide you with a better standard of service.

We will not provide your personal information to anyone else, or use that information for any other purpose, unless the law allows or requires us to do so.

We will only keep your information for as long as it is required. The retention period is either dictated by law or by our information retention policies. Once your information is no longer required it will be destroyed securely and confidentially.

For further information on how your personal information is used, how we maintain the security of your information, and your rights to access the information we hold about you, please visit <http://www.ribblevalley.gov.uk/privacynotice> or contact our Data Protection Officer (email: data.protection@ribblevalley.gov.uk, tel no: 01200 425111)

Signed:
(Main Applicant)

Date:

Signed:
(Joint Applicant)

Date:

Please return this form to:

Ribble Valley Borough Council
Council Offices
Church Walk
CLITHEROE
Lancashire BB7 2RA

Checklist

- Area all areas of this form filled in?
- Have you provided a reference?
- Have you provided proof of ID?
- Have you provided proof of address?

UNDER OCCUPATION – PLEASE READ THE INFORMATION BELOW

From 1 April 2013, the way housing benefit entitlement is calculated will change.

This will affect Housing Association and Council properties and already applies to private rented properties.

The new rules look at how many bedrooms a household needs and how many bedrooms the property has. If you have more bedrooms than the rule state you need, these are 'spare' bedrooms. If you have any 'spare' bedrooms, you will be classed as under-occupying the property and your Housing Benefit will be reduced.

The new rules will allow:

- 1 bedroom for each single person or couple living as a household.
- 1 bedroom for 2 children under 16 of the same sex.
- 1 bedroom for 2 children under 10 regardless of their sex.
- 1 bedroom for an overnight carer who does not live there and who cares for a tenant or their partner who is disabled.

If you are of working age (that is under Pension Credit age) and are under-occupying your home, your housing benefit will be reduced by a fixed percentage:

- 14% if you have 1 extra bedroom;
- 25% if you have 2 or more extra bedrooms.

You will still be liable to pay full rent, so you will be expected to pay the difference between your housing benefit and the rent due from your other income sources, even if you are on other benefits.

Your rent will not reduce to cover the difference; you will need to pay it: for example:

You live in a 3 bed property but only have a need for a 2 bed property. You therefore have one spare bedroom. Your rent for the 3 bed property is £80 and you are currently receiving Housing Benefit to cover the full £80. From 1 April 2013, your Housing Benefit will be reduced by 14% so you will only receive £68.80 Housing Benefit each week. You must pay the £11.20 weekly difference yourself from your other income. Also, in this example, if you are only entitled to part Housing Benefit you will still have the £11.20 taken off your Housing Benefit which, in some cases, could mean that you will have to pay all of your rent.

Existing tenants please note:

Tenants who are under-occupying properties can apply for a transfer to a different property that better meets their needs. However, whilst some priority is given to such transfer applications, we may not have a vacant property in the area you want. It is therefore important to point out that it may be a long time before you are offered alternative accommodation, if at all.

I have read and accept the above under occupation information; or

Please contact me to discuss under occupation further.

(please tick appropriate box)

Notes:

REFERENCE

Name of Applicant:

Address of Applicant:

Referee's Comments:



Please note that we will not accept any application forms that do not have this personal reference completed. Ideally we would like this to be completed by your current landlord, a person in a professional capacity. If the reference is completed by your current landlord, please provide tenancy dates, rent account details and conduct of tenancy ie any history of ASB etc.

Signed (*Referee*)

Current Address:

Contact Telephone Number:

Please note that we may contact you for further information:

RIBBLE VALLEY POINTS SYSTEM

A points system is used in order to make the allocation of housing as objective and fair as possible. The system makes it possible to evaluate an applicants' housing need and therefore to identify applicants with the **most need** of a property

Where a development is affected by a section 106 agreement an application for housing will only be accepted once a **local connection** has been approved.

The agreement has to give priority to **local people in housing need**.

If you are homeless or under immediate threat of being homeless.	
Accepted as homeless by Local Authority and a statutory duty exists.	15
Additional points to be awarded for every 3 months up to a maximum of 12 months.	20
Living in violent / dangerous situation (documentary evidence from the police or medical professional will be required).	15
Leaving the Armed Forces.	10
Statutory overcrowding awarded for each bedroom short.	10
If you have difficulties with your present accommodation	
Living with harassment supporting evidence required.	10
If you need to leave because your long term relationship is breaking down.	5
If you cannot afford your rent and you have an affordability assessment evidencing you cannot afford your accommodation	5
If you are a private homeowner struggling to maintain mortgage repayments (proof required).	5
Your family circumstances	
Residency in bands of 5 points after 12 mths and 10 points after 5 years .	
Employed in the borough for more than 18 hours per week or provide or receive support in Ribble Valley to be evidenced.	
If your family is forced to live apart that is if parents and children are split up.	5
If you are living in general needs and want to move to sheltered	10
Children under 8 living above ground floor	5
Move on from supported accommodation /care leavers	10

The condition of your present home	
If you share the following facilities:	shared
Kitchen.	10
Bathroom or shower and toilet	10
Hot water supply.	10
Adequate means of heating.	10
Property is in serious disrepair (EHO report required 0-15)	15
Your health is at risk by living in your present accommodation – we will need to see evidence in support of this such as a letter from your GP.	
Low risk	10
Slight risk.	15
Medium risk.	20
High/Chronic risk.	25
If you have mobility problems and have to use stairs.	15
Aged over 70 years	10
If you are transferring from another housing association or within our own stock.	
If you have a spare bedroom and are requesting a smaller property.	10
Extra points for each additional empty bedroom in your present home.	20
If you have been left in property on death of original tenant.	10
If your move would lead to an improved use of our housing.	50
Time on List – we will award an additional 5 points on each anniversary date of your housing application.	
Penalty for refusal of offer – On refusal of a second offer 2 years accrued points are removed if an offer of a property is made and refused .The application is also frozen so no further offers will be made for 12 months.	

Local Connection

Local connection is defined as:

- a) currently living in the Borough ,paying Council Tax and have done so continually for a minimum of 12 months;
- b) currently permanently employed in the Borough for a minimum of 12 months and are employed for a minimum of 18 hours per week paid or unpaid; or
- c) Persons who at least one of the adult applicants have next of kin who have lived in the Borough continually for a minimum of five years. Next of kin for the purposes of this clause shall be defined as mother, father, brother, sister or adult children;
- d) Persons who are former residents of the Borough who have moved from the Parish because of a lack of affordable housing in the Parish.

RIBBLE VALLEY

NOMINATION AGREEMENT



Ribble Valley
Borough Council
www.ribblevalley.gov.uk

Guide to the nominations agreement.

This nominations agreement applies to all lettings activity for Registered Providers (previously known as Housing Association or registered Social landlords) for properties within the Ribble Valley. The agreement applies to general and sheltered housing but excludes supported housing.

- Notification of all void entitlements to Ribble Valley Borough Council should be made to Onward Homes. See contact details below.
- RP to assess and use social media and advertising if appropriate for the property. Any applicants who are identified through advertising must complete a housing application form and be registered.
- Onward Homes will nominate applicants in priority from the Ribble Valley housing waiting list in accordance with the Allocations Policy. *
- For each entitled void Onward will nominate a minimum of three applicants from the housing waiting list within 3 working days. Any properties identified as 'difficult to let' to receive in excess of 3 nominations.
- The RP must notify Onward which applicant was allocated the property.
- Once the nominations are received each RP has 5 working days to request more detailed information about the applicants. Concerns about the applicants must be discussed with the appropriate housing officer. If having considered this information, the RP wishes to refuse all 3 nominations the details for refusal must be set out and copied to both Onward and RVBC.
- If no nomination is accepted then Onward will provide a further 3 nominations within 3 working days of the request.
- Onward must be informed of the outcome of the nominations. Any refusal of these nominations must be set out and copied to Onward and RVBC.
- Throughout this period the property will continue to be advertised highlighting the local connection requirement.
- Once a suitable tenant is secured they must complete a housing application form and register and the RP notify Onward of the allocation.

- Nominations not entitled to Ribble Valley Borough Council must be made to applicants with a local connection. If the void is a unit in a rural location (rural location is one with less than 3,000 population) then the allocation must be to an applicant who is either:
 - living in the parish;
 - working in the parish;
 - have lived in the parish for any 5 of the last 10 years, having left to find a suitable accommodation elsewhere and who also have close family living in the parish;
 - moving to provide support or to be supported by a family in the parish;
 - in the event that there is no demand from households with a connection to the parish then a borough connection would apply.

- For all other non rural units the allocation must be made to applicants who either:
 - live in the borough;
 - work in the borough;
 - have lived in the borough for any of the 5 of the last 10 years but left to find suitable accommodation elsewhere and who have close family in the borough;
 - are moving to the borough to provide support or be supported by a family.

Contact details for:

Onward Homes

Tel number - 0300 555 0600

Email - rvnoms@onward.co.uk

Contact - Michelle Peart-Simpson Michelle.Peart-Simpson@onward.co.uk

RVBC

Tel number - Rachael Stott 01200 413235

Email - Rachael.stott@ribblevalley.gov.uk or jill.brown@ribblevalley.gov.uk

*The only exception to the 100% nomination is St Vincent's HA who have agreed 50 % nominations on some sites.

NAME OF REGISTERED PROVIDER:

????????????????



Ribble Valley Borough Council

www.ribblevalley.gov.uk

PERIOD: Q Months Year

REGISTERED PROVIDER TO COMPLETE

Type of Property	Total number of voids in this quarter		Address of Property		First Nomination Successful	Second Nomintion Successful	Unsuccessful Nominations
	Social Rent	Affordable Rent	Social Rent	Affordable Rent	date	date	
House							
1 Bed							
2 Bed							
3 Bed							
4 Bed							
5 Bed +							
Bungalow							
Bedsit							
1 Bed							
2 Bed							
3 Bed							
Flat							
1 Bed							
2 Bed							
3 Bed							
Maisonette							
1 Bed							
2 Bed							
3 Bed							
Other (please specify)							
Total							

1 Bed		
2 Bed		
3+ Bed		
Unable to provide Nominees		
Refusal by RP		
Nomination rate		

1 Bed		
2 Bed		
3+ Bed		