



Calderdale MBC Housing Allocation Summary



CALDERDALE MBC HOUSING ALLOCATION POLICY

The Council no longer owns any houses. We transferred all our housing to Pennine Housing 2000 in March 2001. Pennine Housing is a Registered Social Landlord regulated by the Housing Corporation; it operates in a similar way to a Housing Association. Property owned by Registered Social Landlords is now known as '**social housing**'

Pennine is not the only Registered Social Landlord in Calderdale. A number of Housing Associations also own and let accommodation. The main providers of Social Housing in the Borough are:

Registered Social Landlord	Number of Properties
Pennine Housing 2000	12,000
Jephson Housing	600
North British Housing Association	600
Nashayman	500
Sanctuary Housing Association	420

Calderdale MBC has the right to nominate people wanting social housing to Pennine Housing and to all the Housing Associations with rented property in the Borough. To do this, the Council maintains a Housing Register and has an Allocation Policy that governs the process for joining the Register and deciding priorities for making a nomination.

The Calderdale MBC Housing Allocation Policy aims to ensure that the homes for which the Council has nomination rights are allocated to eligible people in a fair, consistent and accountable way, according to their needs and choices.

Pennine Housing does not keep a separate waiting list; it takes all its new tenants from the Calderdale Housing Register. Pennine Housing tenants who wish to transfer to another home must also join the Housing Register. The Housing Associations keep their own waiting lists so you can apply to them directly or join the Calderdale Housing Register and request a nomination.

Who Can Join The Housing Register?

The Government has said that some people who have lived abroad or are moving here from abroad cannot join the Housing Register. When we receive your application we have to check that you are eligible. If we cannot admit you to the Housing Register Pennine Housing will write to you on the Council's behalf and let you know why.

Anyone aged sixteen or over can join the Register. Some Housing Associations do not give tenancies to applicants under the age of eighteen; others may require sixteen and seventeen year old applicants to provide a guarantor or litigation friend. Pennine Housing requires all applicants under the age of eighteen to provide a guarantor before they will grant a tenancy.

If you owe rent or repair charges to Pennine Housing or another Registered Social Landlord your application will be registered, but you may not be nominated for an offer of a tenancy until you have made and satisfactorily maintained an arrangement to repay your debt.

If action has been taken against you or anyone included in your housing application for antisocial behaviour, you may not be nominated for an offer of a tenancy until you or the relevant person have entered into and maintained an undertaking about that behaviour.

How Do I Apply To Join The Housing Register?

Pennine Housing manages the Housing Register on behalf of the Council. To apply, you must complete an Initial Registration Form that you can get from The Housing Advice Centre, any Pennine Housing 2000 District Office or The Pennine 2000 Property Shop. You can also download a form from the Council's website www.calderdale.gov.uk or the Pennine 2000 website. www.ph2k.org.uk.

When Pennine Housing receives your form, a Housing Officer will contact you to obtain more information about your circumstances and to provide you with information about your re-housing options and prospects. Sometimes the Housing Officer will arrange to visit you.

Pennine Housing will need to pass on information given on your form or in subsequent discussions with you, if you are nominated to a Housing Association for an offer of a tenancy.

You must give accurate and truthful information on the registration form and during any discussions with housing officers about your application. If you give false or inaccurate information you may be removed from the Housing Register. If you have been granted a tenancy by a Registered Social Landlord on the basis of false information, the landlord may be able to take action to regain possession of your home.

If Pennine Housing on behalf of the Council are not prepared to nominate you for an offer of a tenancy because of your rent arrears or anti social behaviour, it will write to you to advise you of this fact and say what action you will need to take before the situation will be reviewed.

How is Priority For Re-Housing Decided ?

Calderdale Council makes use of a points scheme to decide who has priority for re-housing. Points are given for factors that we consider establish a housing need; we also give points for time spent on the Housing Register and for contribution to community stability. A table showing how points are awarded is included at the end of this information sheet.

When Pennine Housing has a full picture of your circumstances it will assess the number of points to be awarded to your application. Sometimes there will be a need to talk to other people such as doctors or social workers before a correct assessment can be made.

Pennine Housing staff will also assess the size of property we feel that you and your household need.

We consider that no more than two people should have to share a bedroom.

We consider that a separate bedroom is required for:

- Each couple living together
- A parent in a single parent household
- Any member of the household with is a confirmed medical need for a separate bedroom.
- Each lodger over the age of 16.
- Each child age 8 or over who is sharing a bedroom with another child of the opposite sex
- A carer who needs to stay on a permanent or intermittent basis.

We can only include the people who will be living with you on a permanent basis when we assess the size of property we feel you need. If you have children who live elsewhere but will stay with you for part of the week, we cannot include them as permanent members of your household. We will however try to secure an offer of a property of sufficient size to enable your children to stay overnight.

Once your application has been registered and assessed, Pennine Housing will write to notify you of your application number, the size of property you are considered to need and the number of points awarded to your application.

What If I Am Homeless Or About To Lose My Home?

If you have nowhere to live or believe that you are about to lose your home, you should contact the Housing Advice Centre at 10/12 Crossley St, Halifax, HX1 1UG. Tel 01422 392460. The Council has a legal duty to help and assist homeless people. This duty may not mean that we have to secure an offer of a property but we may be able to provide temporary accommodation and/or advice and assistance to help you find a home.

Area And Property Type

When you apply to join the Register you can state what types of property you would like to be offered and the areas where you would like to live. We will not normally nominate you for an offer of a property of a different type or in a different area to those you have requested. Some areas and property types are more popular than others and you are more likely to receive an offer of accommodation if you are flexible in your choices.

Before stating the types of property you would prefer, you should consult the Property Type and Size chart at the end of this information sheet as some homes are only likely to be offered to households of a certain size or composition. Pennine Housing and some Housing Associations also place age and other restrictions on certain properties, these are known as 'Lettings Criteria'

If you have been accepted as homeless, you can also state your preference about the areas and types of property you would like to be offered. If we are not able to secure an offer that matches your preferences we may nominate you for a property of a different type or in a different area to discharge our duty to you.

When Will I Be Offered A Home?

The Council cannot promise that everyone on the Housing Register will be offered a tenancy either by Pennine Housing or by a Housing Association. When a home is available the applicant who meets the lettings criteria for that home and who has the highest number of points will be nominated for an offer of a tenancy. If there are two or more people with the same number of points a nomination should be made in respect of the person who has been registered longest.

Being nominated to a Housing Association for a property does not mean that the property will definitely be offered to you. Some Housing Associations ask for more than one applicant to be nominated for each available home. All Housing Associations require applicants nominated to them to complete one of their own application forms and may also take up references. The Housing Association makes the final decision about who to offer a home to, but the Council will challenge the Association if it feels the decision has not been made fairly.

Staff at any Pennine Housing Office will be able to give you an indication as to if and when you may be offered a tenancy with Pennine Housing 2000.

Equal Opportunities

Calderdale MBC and its Registered Social Landlord partners are committed to equality of opportunity and anti-discriminatory practice in service provision and to promote social inclusion. Every effort will be made to ensure that housing applicants are treated fairly and sensitively. Applicants who are eligible to join the Housing Register will not be discriminated against on the grounds of race, colour, ethnic or national origin, disability, religion, age, gender, sexuality or marital status.

The Pennine Housing 2000 Property Shop

Pennine Housing has a Property Shop at 18/20 The Square, Woolshops, Halifax, HX1 1RJ, Tel 01422 383784. The Property Shop advertises a number of properties for rent by way of a fast-track process. If you are interested in this option you should contact the Property Shop directly.

What Happens If I Refuse An Offer of A Home?

You should think very carefully about refusing an offer of a home, as depending upon the supply and demand situation it may not be possible to nominate you for another one for some time. If your application has been awarded 'Homelessness Points' you will lose these if the Council considers that the offer you were made was reasonable. Otherwise there is no penalty for refusing an offer and no limit to the number of nominations that can be made.

What Happens If My Circumstances Change?

You should get in touch with any Pennine Housing Office, especially if you move to a new address. If your change in circumstances leads to a change to the number of points awarded to your application, Pennine Housing will write to you.

How Often Must I Reapply?

Once you are registered you don't need to reapply unless your application is cancelled for any reason.

Pennine Housing will write to you every six months to check that you still want to remain on the Register and to ask about changes in your circumstances. If you do not reply to this review letter your application will be cancelled. Your application will also be cancelled if you are re-housed by Pennine Housing, a Housing Association or by a Local Authority.

What Can I Do if I Disagree With The Number of Points Awarded To My Application or Disagree About A Decision Made Not To Nominate Me Because of Rent Arrears Or Antisocial Behaviour?

Award of Points

If you feel the points awarded to your application have been incorrectly or unfairly assessed, you can ask for a review. You should write to the Pennine Housing Office that carried out the initial assessment. Unless there has been a simple error that is easily rectifiable by a Housing Officer, a Housing Manager who was not involved in the earlier assessment will undertake the review. You will be notified of the review decision in writing.

Decision Made Not To Nominate Because Of Rent Arrears Or Antisocial Behaviour

If you feel the decision not to nominate you has been made unfairly or feel that a repayment arrangement or undertaking required is unreasonable, you should write to the Housing Manager at the Pennine Housing Office that advised you of the decision and ask for a review.

A different Housing Manager who was not involved in the original decision will undertake the review, and will write to you to notify you of the outcome.

In both situations if you are unhappy with the outcome of the first review, you can write to the Head of Housing at Calderdale MBC to ask for a further review. You can also make use of the Council's Complaints Procedure.

Copies of this leaflet are available in other languages.

The Points Scheme

AREA OF HOUSING NEED	CATEGORIES	POINTS AWARDED
Overcrowding	For each additional bedroom needed	20 (Max 80)
	<ul style="list-style-type: none"> ● If one or more of the following features are absent in a property ➤ Internal hot or cold water supply ➤ Internal WC, fixed bath or shower ➤ Lacking in natural lighting and/or ventilation ➤ Excessive dampness and/or serious disrepair ➤ adequate kitchen ➤ fixed heating appliances in the living room ➤ satisfactory internal arrangements 	40
Unsatisfactory Housing	If sharing living room and/or kitchen and/or bathroom	20
	<ul style="list-style-type: none"> ● No access to garden or yard for children under 10 ● Children in flats and maisonettes (points per child under the age of 16 years): <ul style="list-style-type: none"> ➤ Low rise flats and maisonettes WITH a lift ➤ Low rise flats and maisonettes WITHOUT a lift ➤ Multi-storey flats 	15 10 15 25
Facilities For Children	<ul style="list-style-type: none"> ● People accepted under the provisions of Part VII of the Housing Act 1996 as unintentionally homeless and in priority need ● People accepted under the provisions of Part VII of the Housing Act 1996 as unintentionally homeless but NOT in priority need <p>(People accepted in these categories can have a maximum of 200 or 100 points respectively)</p>	200 100
	<ul style="list-style-type: none"> ● People considered under the provisions of the Housing Act 1996 to be intentionally homeless 	20
	<p>(Priority assessed by staff at The Housing Advice Centre. To qualify for these points applicants may need to have a local connection with Calderdale)</p>	
Homelessness	<ul style="list-style-type: none"> ● People occupying move-on accommodation recognised by the Council <p>No additional points will be awarded</p>	80
People in Move-On accommodation	To be awarded these points Service Personnel must be in possession of documents confirming their impending discharge	80
People Leaving the Armed Forces	<ul style="list-style-type: none"> ● Persons who are not entitled to any or only reasonable notice e.g. lodgers <p>(Cannot be awarded in addition to homelessness points)</p>	50
People who are Lodgers or Licensees	<ul style="list-style-type: none"> ● Very high level need ● High level need ● Medium level need ● Lower level need 	200 100 40 20
Special Needs	<p>(Assessed by a Specialist Panel)</p>	

Medical Needs (Assessed by a Specialist Panel)	<ul style="list-style-type: none"> • Very high level of need • High level of need • Medium level of need • Low level of need 	80 30 20 10
Time on The Housing Register	1 point for each year spent on the Housing Register to a maximum of 15 points. Where children in flats points are awarded, the time on the Housing Register points will be doubled	1 to 15 2 to 30
Under Occupation Assisted Transfer Scheme	Points are awarded for under occupation as follows: <ul style="list-style-type: none"> • One bedroom in excess of requirements • For each additional bedroom in excess of requirements • These points are awarded for applicants completing an assisted transfer from a Pennine Housing property where there is a waiting list for the type of accommodation being vacated 	5 10 70
Decants Clearance or Closing orders And Renewal Area Schemes Private Properties Eligible for Grant Aid	<ul style="list-style-type: none"> • Existing tenants of Registered Social Landlords in Calderdale who are required to leave their property to allow for major improvement work, disposal or demolition. • If an applicant's existing home is subject to a clearance or closing order imposed by CMBC. If the applicant has to move as their home is within a renewal area in Calderdale. • If an applicant lives in private rented accommodation and major work has been grant aided by CMBC, but cannot be carried out unless the property is empty 	200 200 200
Community Stability Points	Points are awarded to applicants as follows: <ul style="list-style-type: none"> • Likely to make a significant impact to the community and remain a tenant for a considerable period of time • Likely to make some impact on the community and remain a tenant for a considerable period of time • Likely to make some impact on the community It is also intended that the award of Community Stability Points is used to give reasonable preference to those applicants who need to move to a specific locality where failure to do so would cause hardship to themselves or others.	60 40 20

PROPERTY TYPE AND SIZE CHART

Property Type											Sheltered	
	Household Type	Studio Flat	1 Bed House or Flat	1Bed Bungalow	2 Bed Flat or Maisonette	2Bed Bungalow	2 Bed House	3 Bed Flat or Maisonette	3 Bed House	4 Bed House	5 Bed House	1 Bed
1 Adult	✓	✓	✓	✓		✓	*	*			✓	
2 Adults		✓	✓	✓	✓	✓	*	*			✓	✓
3 Adults				✓	✓	✓	✓	✓				
Household with 1 child under 8				✓		✓	✓	✓				
Household with 2 children under 8				✓		✓	✓	✓				
Household with 2 children over 8 (same sex)				✓		✓	✓	✓				
Household with 2 children over 8(different sexes)							✓	✓				
Household with 3 children							✓	✓	✓			
Household with 4 children							✓	✓	✓	✓		
Household with 5+ children									✓	✓		
Households with visiting children only				✓		*	✓	*				

This is a guide to the sizes and types of property generally available

✓ You may be considered for this size and type of property if your circumstances match the description

* You may be considered for this size and type of property if there is low demand

- For sheltered properties all members of the household must be aged 50 or over unless there are exceptional circumstances.
- The table assumes that any children live permanently with the applicant.
- Households with permanently resident children under the age of 10 will not normally be offered high rise flats
- If children do not live permanently with the applicant, but stay overnight on a regular basis then we will try to secure the offer of a 2 or 3 bedroom flat or maisonette in an area where such properties are not in high demand. We may not be able to secure the offer of a house
- Applicants requiring an adapted home may be offered a property of a different type and size than they would normally be considered for.

CONTACTS

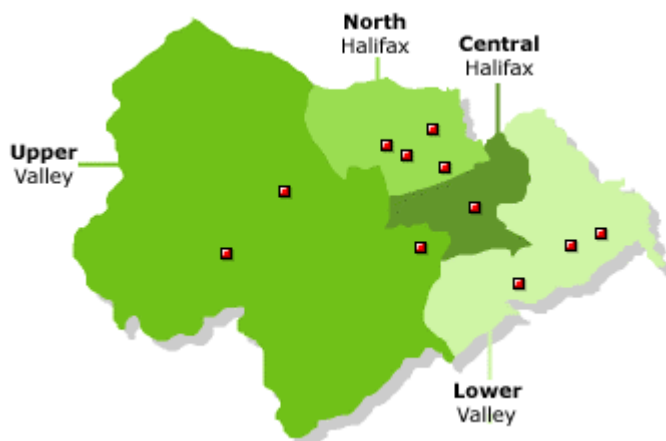
Calderdale MBC Housing Advice Centre:

10/12 Crossley St, Halifax. Telephone 01422 392483

[Since this policy was approved the service has moved to:

Doorways, 18 - 20 The Square, Woolshops, Halifax. Telephone: 01422 392463]

Pennine Housing Offices



ILLINGWORTH Housing Office (01422) 248329 - 26a Illingworth Road, Halifax HX2 9EN.

MIXENDEN Housing Office (01422) 246177 - 103 Mixenden Road, Halifax HX2 8PU.

OVENDEN Housing Office (01422) 364217 - 77 Nursery Lane, Ovenden, Halifax HX3 5SW.

FURNESS Housing Office (01422) 247690 - 87 Turner Avenue South, Illingworth, Halifax HX2 8EF.

SOWERBY BRIDGE Housing Office (01422) 836891 - Carlton Mill, Riverside, Wharfe Street, Sowerby Bridge HX6 3RL.

HEBDEN BRIDGE Housing Office (01422) 842181 - St George Street, Hebden Bridge, HX7 7BY.

TODMORDEN Housing Office (01706) 815115 - Lockside Mill, Dale Street, Todmorden OL14 5PX.

ELLAND Housing Office (01422) 378313 - 39-41 Southgate, Elland HX5 0ER.

BRIGHOUSE Housing Office (01422) 393781 - Lawson Road, Brighouse HD6 1NY.

RASTRICK Housing Office (01484) 722213 - 84 Highfield Road, Rastrick, Brighouse HD6 3JA.