



Allocations Policy Summary Document 2017



1. Introduction

This summary policy booklet outlines the following:

- Who can apply for council housing
- How applicants are queued on the register
- How applicants are assessed and prioritised for housing
- Reasons for an application being suspended
- Scottish Secure Tenancies and Short Scottish Secure Tenancies

2. Access to Housing

Anyone aged 16 years and over can apply for a house with West Dunbartonshire Council.

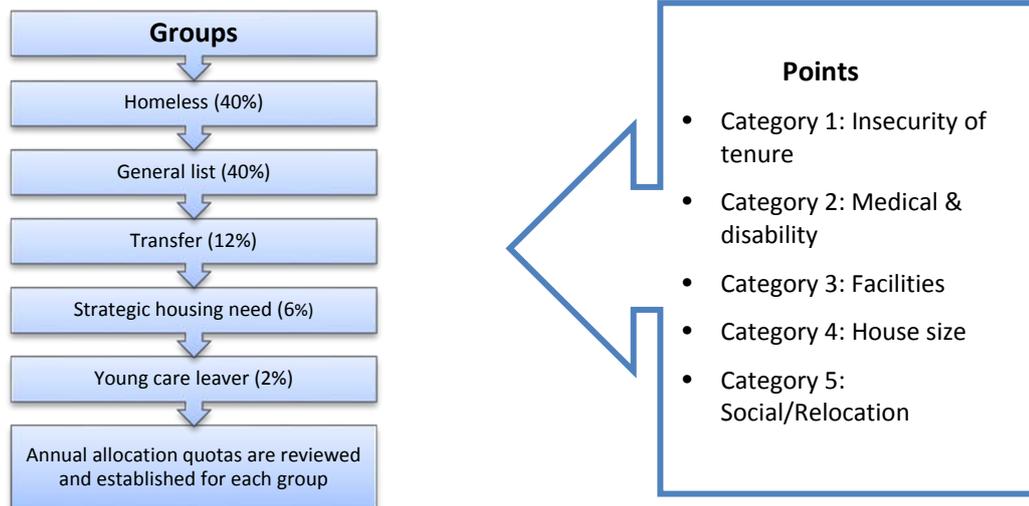
3. Assessment of Housing Need

The Council aims to assess all applications in the same manner and legally must give reasonable preference to certain groups when letting houses, preference can also be given to any other groups it is felt need recognition as long as it does not affect the rights of any other group. Therefore the groups to which reasonable preference have been given are:

- Homeless persons and people threatened with homelessness with unmet housing needs;
- People living in unsatisfactory housing conditions with unmet housing needs
- Tenants of houses which are considered to be under-occupied as defined in allocations policy and
- Young Care Leavers

4. Housing Allocation Model / Allocation Targets

The Council uses a **groups plus points system** to allocate properties. A housing need assessment based on the application is carried out and then applicants are placed in one of the following groups and then given points. The percentage of lets for the groups is reviewed annually so will fluctuate to reflect demand.



5. House Size Eligibility

The Council aims to make best use of its housing stock and applications will be eligible for a particular house size based on the size of their household. The household is considered to be anyone rehoused with you.

Household Size	Accommodation Size
Single person	Bedsit or 1 Bedroom property
Couple	1 or 2 Bedroom property
Single parent or couple with one child	2 Bedroom Property
Single parent or couple with two children	
-both aged under 10	2 Bedroom property
-one or both aged 10 or over	3 Bedroom property
Single parent or couple with three children	
-if two able to share a room (under 10)	3 Bedroom property
-none able to share a room	4 Bedroom property
Single parent or couple with four children	
-if all children are able to share rooms	3 Bedroom property
-if two children able to share a room	4 Bedroom property (maximum size available)
Expectant Mother	
-treated as two or more dependant of number of unborn children	2 Bedroom property

6. Short Scottish Secure Tenancies (SSST's)

The Council generally lets its properties as Scottish Secure Tenancies (SST's) wherever possible to maximise the rights of tenants. However now a Short Scottish Secure Tenancy (SSST's) can be offered in cases where the tenant, household member or visitor has been involved in anti-social behaviour in or near their property within the last 3 years.

7. Tenants Right under Scottish Secure Tenancies (SST's)

Under a Scottish Secure Tenancy a tenant can apply to their Housing Officer if they wish to do any of the following:

- Sublet
- Carry out a Mutual Exchange
- Assign their tenancy to someone else

To exercise these rights a tenant must have stayed in their tenancy for over 12 months.

For a person to Succeed to the tenancy they must have also stayed in that property for 12 months and the Housing Officer must have been informed of that person staying there.

Tenants may also apply to have a Joint Tenancy with someone who is staying with them but this person must have lived at the address for 12 months prior to the application and the Housing Officer must have been informed that this person was a resident at the property. An applicant can also complete a housing application form stating that they wish to have a joint tenancy and list the name of the person they wish the joint tenancy to be with.

8. Suspensions

A suspension is where a new or transfer applicant will not be eligible to be offered accommodation for a defined period of time. The Council cannot suspend people from applying for a house and joining the housing list but can from receiving offers of accommodation.

Suspensions should only occur in instances relating to conduct or eligibility of applicants and are only used as a temporary measure.

Suspensions, when in place, will be for a period of a year but each case will be reviewed in case the circumstances of the tenant change, i.e. rent arrears being paid off or an arrangement made and maintained. Applications will be suspended for the following reasons;

- Applicant has previous history of Anti-Social Behaviour
- Applicant has a previous conviction of using their home for an illegal or immoral behaviour (this can also apply to anyone staying with the applicant)
- Where an applicant has had a court grant an eviction notice against them
- Where an applicant has a past history of abandoning or neglecting a let property

- Where an applicant has rent arrears amounting to more than one month's rent
- Where false statements have been made on an application for housing
- Where three reasonable offers of housing have been made and refused.

9. WDC Tenants with less than 12 Months Tenancy

Applicants who have a tenancy with the Council must demonstrate that they have maintained their current tenancy, in a satisfactory manner, for a period of 12 months.

Unless there are exceptional circumstances applicants will not be considered for another offer of housing, a mutual exchange or a nomination to another housing provider until they have been in their tenancy for 12 months and received a satisfactory tenancy reference from their Housing Officer.

10. Removal from the Housing Register

The Council will only cancel applications for the following three reasons,

- Death of an Applicant
- At an Applicants Request
- Failure to Re-Register

11. Points Categories and Point Structure

- **Category 1 – Insecurity of Tenure**
Any applicant who has been given a notice to quit from their current landlord, has to leave tied accommodation, or had to move out of their property due to a regeneration initiative being in place, will receive points in this category.
- **Category 2- Medical and Disability**
Any applicant who has a permanent or long lasting medical condition or a physical or mental disability which is made worse by their current accommodation can apply for these points. The process is one of self-assessment but all applications are then assessed by a housing Occupational Therapist (OT), and points will be given in this category on the recommendations of the OT.
- **Category 3 – Facilities**
An applicant can have points awarded if they are sharing amenities with anyone other than the people listed on their application to be rehoused with them, (as those listed to be rehoused with you are considered as the direct household), tenants should not have to share amenities with anyone other than those in their direct household. Points can also be awarded to

applicants if they lack basic amenities – i.e. a bathroom and a kitchen located within the household.

Points can be awarded if an applicant who is occupying a larger house wishes to move to smaller accommodation that is more suitable to their needs. The Council wishes to encourage people who are occupying larger houses to move to smaller accommodation that is more suitable to their needs.

Points can also be awarded in this category to applicants if they live in a multi storey flat and have children under the age of 16 and wish to move to alternative accommodation.

- **Category 4 – House Size**

An applicant who is overcrowded and is living in accommodation that is too small for their needs can apply for overcrowding points. These points are calculated by how many bedrooms an applicant should have for the household and how many bedrooms the applicant has at their current location.

Points can also be awarded for under occupation if an applicant who is occupying a larger house wishes to move to smaller accommodation that is more suitable to their needs.

- **Category 5 – Social / Relocation**

An applicant can be awarded points if they have suffered a relationship breakdown and are having to move house as a result of this.

Points can also be awarded to applicants if they require to be near a family member/social network to give or receive support. Applicants will be required to provide evidence from the person giving or receiving the support.

Also points can be awarded to applicants if they are experiencing difficulty in travelling to work and live more than 30 miles from their place of work in West Dunbartonshire.

Categories	Circumstances	Points
Category 1 Insecurity of Tenure	• Notice to Quit	25
	• Tied Accommodation	25
	• Regeneration	25
Category 2 Medical and Disability	• A	100
	• B	60
	• C	10
Category 3 Facilities	Lacking Amenities	
	○ No bathroom	10
	○ No kitchen facilities	10
	Sharing Amenities	
	○ Kitchen	10
	○ Bathroom	10
Category 4 House Size	Overcrowded by 1 bedroom	20
	Overcrowded by 2 bedrooms	25
	Overcrowded by 3 bedrooms	30
	Under Occupying by 1 bedroom	20
	Under Occupying by 2 bedrooms 2	25
	Under Occupying by 3 or more bedrooms	30
	Multi Story Flats for Children Under 16	10
Category 5 Social / Relocation	Relationship Breakdown	25
	Social / Family Support	10
	Incoming Worker	10