

A Guide To Allocations Policy

INFORMATION LEAFLET

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Dalmuir Park
Housing Association

Introduction

This is a brief guide to the Association's allocations Policy. It has been prepared to provide information on how your application will be assessed and by its nature only covers the main issues relating to the way we allocate houses. A full copy of the Allocations Policy is available on request.

Background

Dalmuir Park Housing Association operates solely within the West Dunbartonshire Council area. We own approximately 700 properties mainly situated in the west of Clydebank.

The Allocation Policy is primarily a Points System, which together with a range of quotas, is designed to be a fair method of allocating housing to those people who are in greatest housing need.

The Information contained in the Housing Application Form will be assessed, pointed and recorded on a computer that will place all applications on the appropriate list. Those with the greatest points level on each list will be eligible for an offer of the next available property suitable to their needs subject to the further conditions contained in this policy.

Applicants will be matched to houses depending on their family circumstances and requirements.

Access

The Association operates an open waiting list. Any person aged 16 or over may apply and be assessed for housing at any time. There are no residential restrictions on the eligibility of applicants for housing.

The Association has a formal Nominations Agreement with West Dunbartonshire Council and agrees to let 50% of its available properties to nominations after satisfying internal transfers.

Appeals Comments and Complaints

Any applicant who has a complaint about how the application has been assessed or has comments about the operation of the Policy should write in the first instance to the Housing Services Manager.

Equal Opportunities

The Association believes that all persons shall have the same opportunity to apply for and be granted housing. We will not discriminate unfairly on the grounds of race, culture, colour, nationality, sex, disability, religion, age, sexual orientation or health when operating the Allocations Policy.

Points Categories

A points system is a method of allocating houses which assigns a range of points to applicants with specifically defined personal and property circumstances.

Tenancy Agreements

All applicants will be offered the Scottish Secure Tenancy Agreement. The detail of these documents will be explained to you if you accept an offer with a copy provided for you to retain.

A summary will be provided prior to signing.

Variation of Allocations Policy

The Association's Management Committee reserves the right to vary or review the Allocation Policy at any time.

Consultation

The Association will consult with our tenants concerning any significant changes to this Policy.

Number of Offers

Applicants may receive a maximum of two offers of housing and will be suspended from the list for one year if both are refused, subject to appeal to the Housing Services Manager

Homes

The Association is a member of HOMES (Housing Organisation Mobility and Exchange Scheme), an Organisation which assists mobility throughout the U.K. for tenants and housing applicants. Persons wishing to move to another area for medical, social or employment reasons may be considered for this scheme.

Points Categories

Overcrowding

A house is considered to be overcrowded when the number of bedrooms required is more than that available to the applicant's household. For this purpose the number of bedrooms required by the applicant's household is calculated as follows: -

One bedroom for each husband and wife, or persons living together as such;

- One bedroom for each pair of children up to the age of 12 of the same sex;
- One bedroom for each child over the age of 6 where of different sex;
- One bedroom for each remaining member of household.
- Where a separate bedroom is required for medical reasons, medical evidence must be provided.

Under-Occupation

Points will be awarded to tenants of under-occupied public sector housing. The number of bedrooms required compared to those available in the present accommodation are calculated as for overcrowding.

The following table shows the points awarded for overcrowding and under-occupation.

We will also award 5 points for each child in an overcrowded family.

	Apartments Required					
		1	2	3	4	5
Apartments In Present House	1	0	50	100	150	200
	2	50	0	50	100	150
	3	100	50	0	50	100
	4	150	100	50	0	50
	5	200	150	100	50	0

Relative in Need

Points will be awarded to applicants who require to move to DPHA property in order to give or receive support to/from relatives in need in the Dalmuir letting area (as defined by West Dunbartonshire Council) where no support is currently available. Evidence must be provided.

◇ 10 points

Lacking Facilities

This category concerns any applicants who completely lack the following facilities at their present address: -

- No internal toilet. ◇ 25 points
- No bath/shower ◇ 25 points
- No separate kitchen ◇ 25 points
- No hot water supply ◇ 25 points
- No central heating ◇ 10 points

Sharing Facilities

This category concerns any applicant who shares the following facilities:

- Shared bathroom or toilet. ◇ 15 points
- Shared kitchen. ◇ 15 points

Medical Priority Points

Points will be awarded as follows: -

- Where the accommodation occupied is causing extreme distress to the applicant's medical condition. ◇ 100 points
- Where the accommodation occupied is causing serious distress to the applicant's medical condition. ◇ 50 points
- Where the accommodation occupied is causing significant discomfort to the applicant's medical condition. ◇ 25 points
- The applicant should complete a Self-Certification Pro Forma.
- Only in exceptional circumstances will an applicant be considered for housing other than on the ground floor.

Physical Condition of Property

Points can be awarded where an applicant's residence is suffering from rising or penetrating dampness or defect that is injurious to health.

◇ 5 points

The award of points will be confirmed only after a house visit and where appropriate the submission of a medical certificate.

Homelessness

Any applicants presenting themselves as homeless will be referred to West Dunbartonshire Council Homeless Department who will determine their status under the terms of the Housing (Scotland) Act 1987. WDC can refer homeless applicants to the Association under our Nominations Agreement and if accepted the Association will award: -

◇ 100 points

Insecure Accommodation

People in insecure accommodation can be awarded extra points. Please discuss your situation with the Housing Officer.

Separated Households

A couple or family whose circumstances are preventing them from living together will be awarded.

◇ 5 points

Travel to Work

Points can be awarded where an applicant resides at a distance of over 20 miles and has difficulty in travelling to a full time job located within the Dalmuir area and has other housing need factors.

◇ 5 points

Unsuitable Accommodation

Where an applicant lives above the second floor and there is no lift, and has a child/children aged 3 or below.

◇ 5 Points

Quota System

In order to meet its objectives the Association operates a quota system. Annually the Association will endeavour to ensure that allocations will be made in the following proportions: -

- DPHA Transfer List ◇ 10%
- DPHA Waiting List ◇ 45%
- WDC Nominations ◇ 45%

The Nominations from West Dunbartonshire Council will include nominations from their Homeless Department.

In order that couples applying for housing have the same prospect of being housed as single persons 30% of allocations on the 2apt waiting list will be allocated to couples.

Tie Break

Where two or more applicants at the top of the list have equal points then the offer will be made to the applicant who has the greater need to live in the Dalmuir area. The following will be taken into account: -

- The applicant has lived in the Dalmuir area for at least 1 year over the last 10 years.
- The applicant has family living in the Dalmuir area.
- The applicant is working in the Dalmuir area.
- There is a medical or social reason for living in Dalmuir.

Where the applicants can satisfy any one of the above criteria then the offer of accommodation will go to the applicant who has experienced the longest time in need.

Restrictions to Access

Some people will not normally qualify for the allocation of a house:

- The applicant who does not have enough points.
 - An applicant with rent arrears unless they have kept to a repayment arrangement.
 - A former tenant with rent arrears unless they have kept to a repayment arrangement.
 - An applicant who has previously had suitable accommodation and has either given it up voluntarily or lost it as a result of their own actions without good reason. The applicant will not be able to apply to the Association for a period of one year from the date of termination of the previous property.
 - Tenants whom the Association have been forced to evict.
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The Cut Off Point

The Association will only retain a limited number of applicants on its list. Currently the "cut off point" for each category is: -

2apt Waiting List (single persons)	70 applicants
2apt Waiting List (couples)	30 applicants
3apt Waiting List	100 applicants
4apt Waiting List	25 applicants
5apt Waiting List	25 applicants

Additional Rules

Custody

A child will be regarded as part of the family composition normally only where the parent has full custody or a legal ruling giving joint custody. If you have access rights the Association may still consider your application.

Mutual Exchanges

An Association Tenant may apply for an exchange with another DPHA, Council, Scottish Homes or other approved Landlord. The Association will not refuse the exchange unless: -

- The exchange will result in over-crowding or under-occupation.
- Either tenant has been in arrears during the six months prior to application.
- Either tenant is given an adverse tenancy report from their Landlord.

Both parties must remain in the property for at least 1 year.

Furnished Accommodation

The Association will consider providing furnished accommodation or provide a furniture package to certain groups of applicants. (Including but not exclusively to such as young single persons on low incomes or homeless families).

Single Persons (16 and 17 years old)

The Association will assess each case individually and where appropriate, it will consider referring appropriate applications to the West Dunbartonshire Council Housing Through Care and Youth Homelessness Team and Social Work Department for assistance and assessment. The Association will seek to guarantee an offer of housing to such cases based on written guarantees of support or a written report detailing their assessment of the referral's ability to sustain a tenancy.

The Association will however allow free access to the list for all Young Single Persons.

Referrals

The Association has an agreement with WDC Social Work Department about the procedure for accepting referrals. Please discuss this with your social worker.

Reciprocal Exchanges/Management Transfers

The Housing and Maintenance Committee may consider applications from other housing providers who may require a tenant to transfer to Dalmuir for specific social reasons.

In addition the Association has entered into a local agreement with other Housing Associations within West Dunbartonshire to consider management transfers in appropriate circumstances.