

Regeneration Addendum

This regeneration addendum relates to the exercising of the council's functions under Section 166A of the Housing Act 1996 and is an addendum to the council's [allocations scheme](#). The allocations scheme reflects, where appropriate, relevant guidance issued by the secretary of state under Section 169 of the Housing Act 1996, together with all current and relevant orders and circulars.

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Summary of exceptional arrangements for Regeneration Schemes

Exceptional arrangements for Regeneration schemes include:

- Exemption from the local connection criteria
- Exemption from the qualifying criteria in respect of income and savings
- The potential for under occupation in certain circumstances

1. Aims and objectives

- 1.1 The allocations scheme details all aspects of the allocation process, including who has responsibility for decisions, the policy on offering choice to applicants, how applications will be assessed and how decisions will be made regarding the allocation of housing in the borough of Basingstoke and Deane.
- 1.2 This addendum specifically relates to social housing tenants, with assured or fixed term tenancies who have received written confirmation from the Registered Provider (their Housing Association) that they will be required to vacate their property as part of a regeneration scheme. Detailed within this addendum are exceptions to the eligibility and qualifying criteria, how applications will be assessed and how decisions will be made regarding the allocation of housing in the borough of Basingstoke and Deane, in relation to areas of regeneration.
- 1.3 This addendum does not apply to those tenants who have been granted assured shorthold tenancies in line with the council's homelessness duties.

2. Strategic Fit

- 2.1 The allocations scheme and regeneration addendum accords fully with the aims and objectives of the council's [Housing and Homelessness Strategy 2020 – 2024](#).

3. Scope

- 3.1 The council maintains the housing register for all applicants who qualify to apply for a social housing tenancy within the borough of Basingstoke and Deane.
- 3.2 The council also has a website called 'Basingstoke Homebid' which provides a framework for choice-based lettings. This website enables housing applicants to view available properties and make bids on those vacancies for which they are eligible and interested in. The majority of the council's Registered Providers (Housing Associations) advertise their vacant properties on the website and the council supplies nominations of the top 10 applicants in accordance with the council's allocations scheme to the Registered Providers for each property that is advertised.

- 3.3 Once a nomination has been made, the Registered Providers consider a letting in accordance with the Registered Provider's own lettings policy.
- 3.4 Applicants are shortlisted for nomination according to the priorities contained within this allocations scheme. Some Registered Providers may reject nominations made by the council, for reasons set out in their independent exclusion policies. These may also include reasons upon the Registered Provider's own eligibility criteria relating to size and/or property types.
- 3.5 Clarification with regards to a Registered Provider refusing a nomination can be sought at paragraph 3.5 of the allocations scheme.
- 3.6 Registered Providers may make some properties available for rent at 'affordable rent' levels (typically these levels are set at up to 80% of market rent levels and tend to be higher than social rent). Registered Providers may refuse a letting to potential applicants where the Registered Provider can demonstrate that the nominee will be unable to afford the rent due to insufficient income. Clarification with regards to affordable rent properties and the refusal process is detailed at paragraph 3.7 of the allocations scheme.
- 3.7 Some Registered Providers may offer fixed term and introductory tenancies. The term of these is determined by the Registered Provider and the type and duration of the tenancy will be clearly described on the specific property advert.

4. Eligibility to join the housing register

- 4.1 Please see section 4 of the council's allocations scheme.

5. Applicants who qualify for inclusion on the housing register

- 5.1 The council will consider all applications to join the housing register in accordance with its allocations scheme. Applicants will be accepted onto the housing register provided they:

- Are eligible to be considered for social housing and
- Are 16 or over
- Have a local connection with the Basingstoke and Deane Borough Council area
- Are a qualifying person

- 5.2 The local connection criteria for inclusion on the housing register does not apply where the assured or fixed term social housing tenants are required to move due to a requirement of vacating their property under the regeneration scheme. Further details regarding the local connection criterion are detailed at paragraph 5.2 of the allocations scheme.
- 5.3 An applicant will normally be a qualifying person and therefore qualify to join the housing register and for an allocation under the council's allocation scheme if they are below the income and savings threshold and are in housing need (detailed at paragraphs 5.3, 6 and 12 of the allocations scheme). The qualifying criteria for inclusion on the housing register does not apply where the assured or fixed term social housing tenants are required to move due to a requirement of vacating their property under the regeneration scheme.
- 5.4 For non-urban areas (outside of Basingstoke Town) qualifying applicants in housing need will be prioritised for a nomination if they have a relevant local connection with the area in which the vacancy occurs and then by their position in their band. An area in this context will be regarded as a Parish. Further details regarding the allocation of properties in non-urban areas is detailed at paragraph 5.4 of the allocations scheme.

6. Joint/Shared applications

- 6.1 Joint or shared applications will be considered from any applicants who intend to cohabit or live together as a family/household unit and that they are in a relationship as defined in section 10 of the allocations scheme. This includes applications from same sex households.
- 6.2 Applications from existing tenants of Registered Providers will be placed in the name(s) of whoever is on the tenancy only. (Joint applications from siblings and friends will not normally be considered as Registered Providers would not be willing to offer joint tenancies in these circumstances).

7. Verification

- 7.1 The council will verify all information provided by the applicant that is relevant to their eligibility and qualification for an allocation of accommodation. Further verification, which may include inviting the applicant for an interview or completing a home visit, will be required just prior to the applicant being allocated a property and the council may check information with other sources as allowed by law.

7.2 Applicants may be required to provide documentary evidence that all persons included on the application are resident at the address supplied at the point of application. Applicants will also be required to provide any additional proof considered appropriate to confirm their circumstances at any point during their application.

8. Supporting vulnerable applicants to apply for housing

8.1 Any person, who needs support in applying for housing, whether that is assistance with the online application form or with bidding on properties each week, can be assisted by the housing team. The council will also be able to provide detailed housing advice for all applicants including those people who may not qualify to join the housing register. The council offers a wide variety of customer access which includes the Basingstoke and Deane council's website, web messages, email, telephone and face to face contact.

9. Households

9.1 Any person wishing to be included as part of an applicant's household must satisfy the council that they are a permanent member of the applicant's household and show that it is reasonable to expect them to reside with the applicant on a continuing basis.

9.2 In cases of separated households or where residence of children is shared between parent's, clarification can be sought from section 10 of the allocations scheme.

9.3 Separate applications from members of the assured or fixed term social housing tenant's household will be assessed in accordance with the allocations scheme, rather than in accordance with this addendum.

10. Prioritising applications for housing

10.1 Allocations for nominations to housing are made according to a banding scheme, consisting of 3 bands (1, 2 and 3). An applicant's banding will be determined by an assessment of whether they attract reasonable preference and are therefore in housing need.

- 10.2 For the purposes of this regeneration addendum, social housing tenants with an assured or fixed term tenancy who have received written confirmation from their Registered Provider that they will be required to vacate their property due to the regeneration scheme will be placed into Band 2. Once the planning application for the regeneration area has been approved and the Registered Provider has confirmed your need to move as part of the development phasing, housing register applications under the regeneration scheme will be placed into Band 1. The applicants will be assessed as qualifying for reasonable preference and be granted additional preference in recognition of their urgent need to move due to the regeneration scheme and placed alongside other Band 1 applicants.
- 10.3 Applicants will be placed into Band 1 initially for a six-month period. At the end of this period, applications in Band 1 will be reviewed and Basingstoke and Deane Borough Council will provide the Registered Provider with visibility of the bids placed to enable the Registered Provider to provide appropriate support. If suitable bids have not been placed, bids will be made on the applicant's behalf and consideration may be given to the demotion of the applicant's band.
- 10.4 Applicants in Band 1 may be assisted to place bids or direct matched for suitable properties. Basingstoke and Deane Borough Council may direct match households to certain properties, including extensively adapted properties and low demand properties to ensure optimum use of housing stock. Direct matching is a process of matching an applicant to a particular property without going through the choice based lettings process but in accordance with the council's allocations scheme. In this situation, the council shall have joint discussions with the Registered Provider and the Registered Provider's consent shall be required.
- 10.5 Where the Registered Provider uses a property at their own discretion, the Registered Provider must notify the council as soon as this decision has been made. The council shall advertise this property on Homebid for applicant's information only to ensure transparency.

10.6 Assured or fixed term social housing tenants within the regeneration scheme with current rent arrears or confirmed anti-social behaviour reports will not be assessed to have reduced priority for Band 3 detailed at section 13 of the allocations scheme, as the main reason for their move is due to the regeneration. The most common reason for reduced priority is due to unacceptable behaviour, including anti-social behaviour, rent arrears and other housing related debt. Most Registered Providers have their own policies regarding this and will not consider new tenants with arrears or a history of anti-social behaviour. Therefore, those assured or fixed term social housing tenants confirmed as part of the regeneration scheme but with current rent arrears or confirmed anti-social behaviour reports may be limited to considering properties only with their current Registered Provider.

11. Determining between applications

11.1 When determining an allocation or nomination for a vacancy, the council will consider allocating from those applicants who have bid (or been assisted to bid), firstly in order of banding (band 1 being the first band), then by earliest date of entry into the band and then by earliest date of application from then on.

12. Occupation/Property eligibility criteria for regeneration allocations

12.1 As a general approach, vacancies will be allocated to make best use of housing stock whilst addressing housing need. This assessment will also achieve an appropriate balance between the following range of factors:

- Whether the vacancy is designated as older persons accommodation (formerly known as sheltered housing).
- Management issues (e.g. child density, “child” or “car free” schemes, etc.).
- Balancing competing levels of demand between different household types.
- The design, layout and room sizes of the property.
- In non-urban areas outside of Basingstoke town, any alternative stock availability within the locality.
- Whether the vacancy is deemed accessible to meet the needs of a disabled person (further details at section 17 of the allocations scheme).
- The current status of relevant allocations quota (further details at section 14 of the allocations scheme).

- Housing Associations' individual allocations policies. An applicant's ability to maintain a tenancy (particularly in relation to Affordable Rents).

12.2 The following rules will also be applied based on the size and/or type of property and applicants will be able to bid on properties where there will be under occupation by one bedroom subject to Registered Providers lettings policies. Discretion may be considered jointly with the Registered Providers to allow under occupation by two bedrooms in exceptional circumstances. Consideration will be given to a range of factors including the needs of the household and availability of alternative accommodation.

Size/type of accommodation	Eligible households	Regeneration exceptions
Bedsit	Single person	No exceptions
1 bed flat (above ground floor)	Couples or single person	No exceptions
1 bed house	Couples or single person	No exceptions
1 bed flat (ground floor)	Couples or single person <i>Priority will be given to applicants who are disabled or require ground floor accommodation on medical/mental health grounds.</i>	Applicants already residing in a ground floor flat or bungalow
1 bed bungalow	Couples or single person <i>Priority will be given to applicants who are disabled or require ground floor accommodation on medical grounds.</i>	Applicants already residing in a bungalow
2 bed flat (above ground floor)	Single person (with a need for an additional to accommodate contact arrangements with children or a carer) Households with 1 or 2 children where the design of the property renders it suitable for family accommodation. Single persons who are existing	Applicants who are already under-occupying a 2, 3 or 4 bedroom property

	<p>tenants of a registered provider within the borough and wish to release larger houses or bungalows.</p> <p>Pregnant women (28 weeks pregnant or more)</p> <p>Couples will be considered if there are no other applicants with a 2 bed need.</p>	
2 bed flat (ground floor)	<p>Single person (with a need for an additional bedroom to accommodate contact arrangements with children, or who have a carer Households with 1 or 2 children where the design of the property renders it suitable for family or accommodation.</p> <p>Disabled people in need of ground floor accommodation.</p> <p>Single persons who are existing tenants of a registered provider within the borough and wish to release larger houses or bungalows.</p> <p>Pregnant women (28 weeks pregnant or more)</p> <p>Couples will be considered if there are no other applicants with a 2 bed need.</p> <p><i>Where property is suitable priority will be given to applicants who are disabled or require ground floor accommodation on medical grounds.</i></p>	<p>Applicants who are already under-occupying a 2 or 3 bedroom ground floor flat or bungalow</p> <p>Applicants that are under-occupying a 2, 3 or 4 bedroom property but require ground floor</p>
2 bed bungalow	<p>Single person and couples (with a need for an additional room to accommodate contact arrangements with children, or who have a carer</p>	<p>Applicants who are already under-occupying a 2 or 3 bedroom bungalow</p> <p>Applicants who are under-occupying 2, 3 or 4</p>

	<p>Households with 1 or 2 children where the design of the property renders it suitable for family or accommodation</p> <p>Pregnant women (28 weeks pregnant or more)</p> <p>Couples will be considered if there are no other applicants with a 2 bed need.</p> <p><i>Where property is suitable priority will be given to applicants who are disabled or require ground floor accommodation on medical grounds.</i></p>	<p>bedroom properties and require ground floor accommodation</p>
2 bed house	<p>Households with 1 child</p> <p>Households with 2 children</p> <p>Pregnant women (28 weeks pregnant or more)</p> <p>Couples will be considered if there are no other applicants with a 2 bed need.</p>	<p>Applicants who are already under-occupying a 2, 3 or 4 bedroom house</p>
3 bed bungalow	<p>Households with 2 – 4 children</p> <p><i>Where property is suitable priority will usually be given to applicants who are disabled or require ground floor accommodation on medical grounds</i></p>	<p>Applicants who are already under-occupying a 3 bedroom bungalow by 1 bedroom</p> <p>Under occupation by 2 bedrooms may only be considered where adaptations or access requirements cannot be undertaken in a smaller property</p>
3 bed ground floor flat	<p>Households with 2 - 4 children</p> <p><i>Where property is suitable priority will be given to applicants who are disabled or require ground floor accommodation on medical grounds</i></p>	<p>Applicants who are already under-occupying a 3 bedroom ground floor flat or bungalow</p> <p>Applicants that are under-occupying a 3 or 4 bedroom property but require ground floor</p>
3 bed upper floor	<p>Households with 2 – 4 children</p>	<p>Applicants who are already</p>

flat	(all aged 10+)	under-occupying a 3 or 4 bedroom property
3 bed house	Households with 2 – 4 children	Applicants who are already under-occupying a 3 or 4 bedroom house
3 bed lower level maisonette	Households with 2 -4 children	Applicants who are already under-occupying a 3 bedroom maisonette or 4 bedroom house
3 bed upper level maisonette	Households with 2 – 4 children (all aged 10+)	Applicants who are already under-occupying a 3 bedroom maisonette or 4 bedroom house
4 bed house	Households with 3+ children	No exceptions
5 bed house	Households with 4 + children	No exceptions

13. Accommodation for disabled people with access needs

13.1 Properties which are deemed as accessible (i.e. housing that has been designed or adapted to meet the needs of disabled people) will be prioritised for people who have access needs (or families with a disabled member who has access needs).

13.2 Applications for designated older person's accommodation (formerly known as sheltered housing) will be considered where one or both applicants are aged over 55.

14. Local Lettings Schemes

14.1 Allocations outside of the agreed rules may be made where local lettings policies have been approved for particular developments or estates. This will facilitate particular types of housing in certain areas to be allocated or prioritised for particular groups of people. Any alternative approaches to the use of local lettings policies will be piloted by the relevant Head of Services' agreement throughout the progression of the regeneration development.

15. Monitoring

15.1 The council is subject to the general public sector equality duty in the Equality Act 2010. The council and its partner Registered Providers are committed to providing equality of opportunity to all individuals who apply for re-housing.

15.2 Monitoring of applications and lettings within the context of this addendum will take place in line with the council's allocation scheme, on at least an annual basis to ensure everyone is being treated fairly. Reviews will be conducted in conjunction with the relevant Registered Providers and amendments will be made where necessary.

16. The right to review

16.1 Applicants have the right to request a review of any aspect of their housing application assessment made by the council, under the Housing Act 1996, Part 6. Further details on the following types of decisions that are subject to the right of review and the process are detailed at section 21 of the allocations scheme.

16.2 Applicants have a right to review the Registered Providers decisions via the process detailed in their appeals or complaint's procedures.