



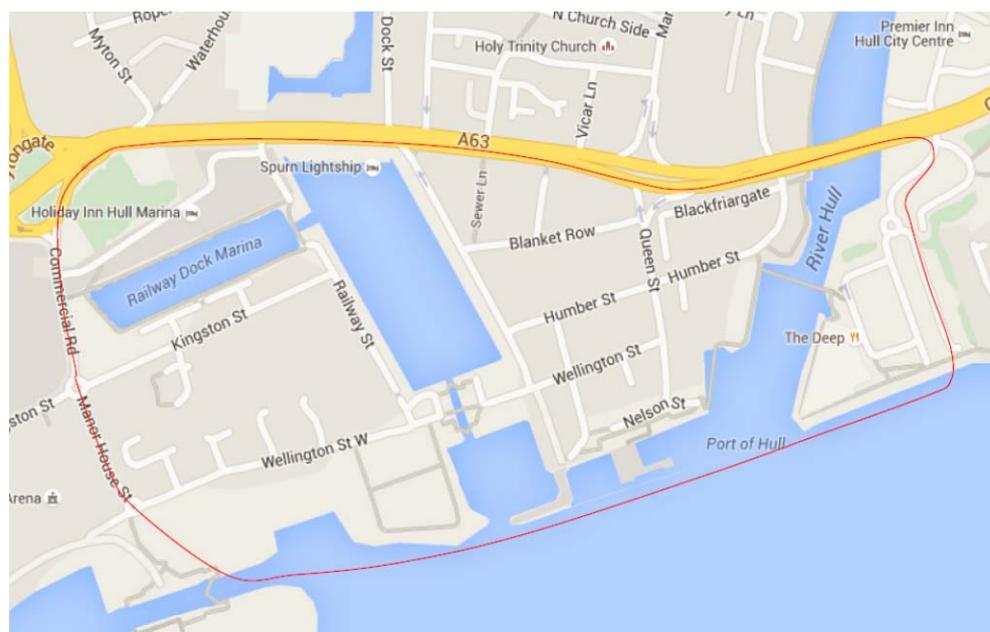
Fruit Market Local Lettings Policy

Hull City Council affordable rental units

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1. Introduction and background

- 1.1 The Fruit Market is a defined geographical area within Hull's Old Town Conservation Area and forms one of Hull City Council's ("the council") regeneration priority areas. The area is subject to a range of planning and commercial leasehold policies and plans to guide its unique development as a new retail and creative cultural quarter. The Fruit Market is defined as that area of land outlined on the map below.



- 1.2 The Fruit Market Local Lettings Policy ("the local lettings policy") applies to 14 residential units ("the units") which comprise of 9 one and 5 two bedroom flats being developed by the council in the Fruit Market for letting as council homes at affordable rent.
- 1.3 The local lettings policy is made under Section 166A(6)(b) of the Housing Act 1996 and sits outside the council's standard allocations policy as described in the council's published "Lettings Policy". In accordance with Section 166(6)(b) the council may allocate particular accommodation to people of a particular description whether or not they fall within the reasonable preference categories. Local lettings policies may be agreed for specific areas in order to achieve particular council or housing management aims or objectives.
- 1.4 The purpose of the local lettings policy is to give priority in the allocation of the units to applicants who are working within the Fruit Market.
- 1.5 Where a matter is not specifically referred to in the local lettings policy, the terms of the council's published Lettings Policy will apply.

2. Criteria all applicants must meet

- 2.1 Applicants must be registered on Hull City Council's housing list and therefore must be legally eligible for an allocation of accommodation and also meet the council's qualification criteria (refer to the council's Lettings Policy at appendix X).
- 2.2 Applicants must not have a history of anti-social behaviour or where they have, they must be able to evidence improvement in their behaviour to the satisfaction of the council.
- 2.3 Applicants must be listed in Bands A – D of the council's waiting list at the date of application. Applicants who are in B and E due to unacceptable behaviour will not be considered.

3. Priority for the units

- 3.1 The following priority system will be used when allocating the units -

Priority 1: Applicants currently in employment within the Fruit Market. Employment is defined as -

- those in paid employment working at least 16 hours per week
- self-employed people whose sole or main business activity is located in the Fruit Market area
- those in paid apprenticeships or paid training in the Fruit Market area (with at least 12 months left on that apprenticeship or training contract)

Priority 2: All other applicants

- 3.2 Within the above priorities, applicants will be prioritised according to their housing need in accordance with the council's Lettings Policy.

4. Eligibility criteria for the units

- 4.1 The one bedroom flats will be allocated in accordance with the council's normal rules of eligibility as set out in the Lettings Policy, such as the units will be allocated to single applicants and joint applicant couples (up to a maximum of 2 persons).
- 4.2 For the two bedroom flats, applicants in priority 1 with a two bedroom need will be considered first. If there are no such applicants, single applicants and joint applicants in priority 1 will be considered next. The same will apply if priority 2 applicants

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are reached (those with a two bedroom need will be considered before those with a one bedroom need).

5. Direct Lets

- 5.1 The council's standard Lettings Policy and procedures will apply in respect of Direct Lets (as defined and described in the Lettings Policy). Therefore, applicants with Priority 1 who have direct let awards for these property types will be considered before any units is advertised for bids.
- 5.2 Where a direct let is awarded to an applicant specifically for/including the Fruit Market, the decision maker must state clearly in their decision record which priority the applicant falls into. Only applicants with direct let awards which explicitly state that the applicant meets the Priority 1 criteria for the Fruit Market will be considered for a unit before it is advertised for bids. Any direct let awards which do not state the applicant meets the Priority 1 criteria for the Fruit Market will be considered under Priority 2.
- 5.3 Where no applicant with a direct let award and Priority 1 is allocated a particular unit, it will be advertised generally for bids from applicants meeting the eligibility and qualification criteria under the Local Lettings Policy. Applicants with direct let awards who are in Priority 2 will not be considered unless it is not possible to allocate a unit to an applicant with Priority 1 following advertisement and bidding. Applicants with a direct let award and Priority 2 will be considered before a unit is advertised for bidding for a second time.

6. Advertising

- 6.1 The units will be advertised in the HomeSearch advertisement with information about the local lettings policy so potential bidders know that;
- a local lettings policy applies, and
 - who will be given priority for the units

7. Pre-offer stage

- 7.1 Applicants will have to prove that they meet the criteria in Priority 1 (if applicable). If satisfactory proof cannot be provided, an offer will not be made. Satisfactory proof will be one or a combination of the following documents -
- payslips
 - self employed trading accounts

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- letter from the applicant's employer together with bank statements showing pay going in (unless the applicant is in their first month of employment in which case just the letter will be accepted)
- a contract to provide a long term service in the Fruit Market (at least 1 year)
- a contract showing a workspace is being rented in the Fruit Market
- letter from the employer providing the apprenticeship or training placement together with proof it is a paid placement
- other proof the applicant meets the criteria in Priority 1 (see 3.1) at the discretion of the Tenancy Support Team Leader

The council may at its discretion seek further evidence to substantiate that an applicant meets Priority 1 in terms of their employment criteria.

7.2 The council will carry out checks on applicants to ensure that there is no history of anti-social behaviour which has not been fully disclosed on their application to be added to the council's Housing List. The council will not make an offer to an applicant or joint applicants unless it is satisfied that the applicant or both applicants have a clean anti-social behaviour record, or that there is clear evidence of a satisfactory improvement in behaviour where there is a history of anti-social behaviour.

7.3 The Tenancy Support Team Leader will make the decision as to whether the improvement in behaviour is proven to a satisfactory level in order to make an offer.

7.4 Where a decision is made not to make an offer due to anti-social behaviour history the applicant will be advised of their right of appeal. The appeal will be considered by an Officer more senior than the original decision maker who has had no previous involvement with the application for the unit. Where an applicant makes a successful appeal an offer of the next available unit will be made (providing their housing need is still the same) under the 'similar alternative property' Direct Let category.

8. Allocations on subsequent lets

8.1 This local lettings policy will apply to allocations on subsequent lets of units unless a formal decision to revoke or amend the local lettings policy is made.