

LONDON BOROUGH OF CAMDEN

FULL HOUSING ALLOCATION SCHEME

1 OCTOBER 2007



Contents

1. Introduction

2. Eligibility

2.1 Applying for Housing

2.2 Applicants Who are Ineligible for Housing

2.3 Applicants Who do not Qualify for Housing

2.4 People Who Can Be Included on an Application

2.5 Sheltered and Extra Care Housing

2.6 Savings and Assets

3. Re-housing Standards

3.1 How the Size of the Home Will Be Calculated

3.2 Separated Parents/Joint Residence

3.3 Property Type

4. Council Tenants and Transfers

4.1 Under Occupation

4.2 Essential Repairs/Decants

4.3 Disturbance and Home Loss Payments

4.4 Joint Tenants & Relationship Breakdown

4.5 Succession/Assignment

5. Medical Assessments

5.1 The Medical Assessment Officer

5.2 Medical Points

5.3 Single Applicants and the Allocation of One Bedroom Properties

5.4 Carers and Additional Bedrooms

5.5 Vulnerability Suspensions

5.6 Explanations

5.7 Housing Occupational Therapist - procedure for letting adapted properties

6. General Rules

6.1 Harassment & Domestic Violence

6.2 Service Tenants

6.3 Tenants of Shared Housing

6.4 Asylum Seekers in Camden Properties on Licence

6.5 Choice Based Lettings

6.6 Non-Active Cases

6.7 Tolerated Trespassers

6.8 Buy Back Scheme

6.9 Self Assessment

7. Local Lettings

7.1 Sustainable Estates

7.2 Sensitive Lettings

7.3 Local Lettings Policy

8. The Housing Moves Pan-London Mobility Scheme

9. The Exceptions Panel & Delegated Authority

10. Equal Access

11. The Points Scheme

11.1 Allocations Schemes and Reasonable Preference

11.2 Reasonable Preference

11.3 Assessment of Need

11.4 Pointing Groups

1. Introduction

- 1.1 This document sets out Camden Council's Allocations Scheme, which determines the priorities and procedure for allocating council homes and nominations to Registered Social Landlords in accordance with Part VI of the Housing Act, 1996 as amended by the Homelessness Act 2002. It also determines the priorities and procedure for allocating Council homes and nominations to Registered Social Landlords to existing social housing tenants who do not fall into the groups to whom Part 6 of the Housing Act, 1996 (as amended by the Homelessness Act 2002) requires the Council give "reasonable preference" for social housing – in line with Section 145 of the Localism Act 2011.
- 1.2 The last full review of Camden's Allocation Scheme took place in 1999. A review of the Allocations Points Scheme, Bedroom Standard and Powers of the Exceptions Panel took place in 2005. Further minor changes were made in October 2007, June 2012 (related to the Localism Act 2011 and regulations on the allocation of housing to military personnel) and October 2013.
- 1.3 Camden has chosen to use a point's based allocations scheme. Points are awarded to reflect an applicant's current housing circumstances and their housing needs. Generally, under the scheme, social housing will be let to households with the highest level of points and those who are in the greatest housing need.
- 1.4 This new Allocations Scheme has been developed to:
- Complement and support Camden's Housing Strategy, which aims to develop pathways that support independent living and, at its core, aims to deliver minimum standards as well as creating sustainable communities;
 - Empower applicants, by offering re-housing amidst a range of alternative housing options, choice and information which will enable them to make realistic decisions in relation to their future housing prospects;
 - Encourage households to work with Camden to prevent homelessness and tackle overcrowding;
 - Complement the Pathways approach by encouraging those who make positive contributions to the development of successful sustainable local communities;
 - Remove perverse incentives that may reward homelessness and other unwanted behaviours, thereby making the Scheme fairer for everyone;
 - Deliver an allocations scheme which is transparent and easy to understand for tenants, staff, Council members and stakeholders;
 - Deliver a scheme which is economical to administer;
 - Deliver a scheme which anticipates the majority of housing problems so that the need for individual discretionary decisions is minimised;

- Comply with statutory guidelines as set out in Part VI of the Housing Act 1996, accompanying regulations and the Code of Guidance on the Allocation of Accommodation issued by the Department of Communities and Local Government.
- 1.5 Pursuant to section 167(1) Housing Act 1996, an allocation scheme must include all aspects of the allocation process, including the persons or descriptions of persons by whom decisions are to be taken. Decisions taken under this scheme will be made by designated officers within the Council's Housing Needs Group (or such other designated officers as may from time to time be authorised by a Chief Officer or relevant Head of Service).
- 1.6 Pursuant to section 167(4A)(a) Housing Act 1996 an applicant has the right to request general information of the Council to enable them to assess:
- How his/her application is likely to be treated under this scheme, including in particular whether he/she is likely to be regarded as a member of a group who receives a reasonable preference; and
 - Whether housing accommodation appropriate to his/her needs is likely to be made available to him/her and, if so, how long it is likely to be before such accommodation becomes available for allocation to him/her.
- 1.7 Pursuant to section 167(4A)(c) all applicants have the right to request the Council to inform him/her of any decision about the facts of his/her case which is likely to be, or has been, taken into account in considering whether to allocate housing accommodation to him. Applicants have the right to request a review of such a decision and to be informed of the decision on the review and the grounds for it.

2. Eligibility and qualification

2.1 Applying for Housing

- 2.1.1 There is no legal requirement for the Council to maintain a Housing Register but Camden Council keeps the details of all housing applicants for administrative efficiency.
- 2.1.2 Any eligible person over the age of 16 can apply to join the Housing Register. Applications for housing should be made by completing a self-assessment application form. This form can be found on the Housing Options Home Page on Camden's website at www.camden.gov.uk. Anyone who needs help to complete the online form can telephone Camden's Customer Service Centre for immediate assistance.

2.2 Applicants Who are Ineligible for Housing

- 2.2.1 Section 160A of the Housing Act 1996 (as amended) sets out who is ineligible to receive an allocation of housing. Applicants who are ineligible fall into two categories:

1. Certain persons who are subject to immigration control, unless they are re-included by order of the Secretary of State,
2. Other persons from abroad whom the Secretary of State deems to be ineligible for an allocation of housing accommodation by a local housing authority.

(The above categories do not include existing secure or introductory tenants or assured tenants of housing accommodation allocated to them by a local housing authority.)

2.2.2 Where an application is refused because the applicant falls into one of the two ineligible categories defined above, applicants will have the right to request a review of that decision under section 167 (4A) of the Housing Act 1996, Part VI (as amended). In making a decision whether to accept or refuse an application the decision shall be notified to the applicant in writing, giving full details of the reason for refusal and giving full consideration to all relevant facts of the case.

2.3 Applicants who do not qualify for housing

2.3.1 Under Section 146 of the Localism Act 2011, the Council may identify groups who do not qualify for an allocation of social housing. The Council may decide that an applicant does not qualify for an allocation if it is satisfied that:

- They, or a member of their household, have been guilty of unacceptable behaviour serious enough to make him/her unsuitable to be a tenant of the authority; and
- In the circumstances at the time their application is considered, they are unsuitable to be a tenant of the authority by reason of that behaviour.

2.3.2 The only behaviour that may be regarded by Camden Council as unacceptable is:

- Behaviour of the person concerned which would (if they were a secure tenant of the authority) entitle a local authority to a possession order under section 84 of the Housing Act 1985 on any ground mentioned in Part 1 of Schedule 2 to that Act (other than ground 8); or
- Behaviour of a member of their household, which would (if they were a person living with a secure tenant of the Authority) entitle a local authority to such a possession order.

2.3.3 Examples of unacceptable behaviour are:

- Owing six weeks or more in weekly charges;
- Nuisance or annoyance to neighbours by the applicant or a member of their household, including anyone who has been issued with an anti social behaviour order (ASBO) or anti social behaviour injunction;
- Any conviction or closure order for the use of their home for illegal or immoral purposes (for example prostitution or drug dealing);
- Violence towards a partner or family;

- Allowing the condition of the home to deteriorate;
- Allowing furniture provided by the local authority or agent to deteriorate;
- Obtaining a tenancy by deception (for example, giving a false statement and/or information to obtain a Council tenancy) or via a financial payment;
- Knowingly subletting part of their Camden Council tenancy without obtaining permission from the Council or subletting the whole of it;
- Having been provided with a home in connection with employment by Camden and having lost this due to behaviour or actions.

Where a person is disqualified from joining the Housing Register then by law the Council cannot allocate a tenancy to him or her even jointly with someone else who is eligible to join the Housing Register.

2.3.4 Where an application is refused because the applicant falls into this disqualified group defined above, applicants will have the right to request a review of that decision under section 147 of the Localism Act 2011 (as amended). In making a decision whether to accept or disqualify an applicant, the decision shall be notified to the applicant in writing, giving full details of the reason for refusal and giving full consideration to all relevant facts of the case.

2.3.5 Camden Council tenants with rent arrears will be considered for housing:

- where there are exceptional circumstances (for example, harassment or domestic violence, or the need to decant the property for urgent major repair work), or
- where they are seeking to move to a smaller home and their arrears are of a level that could be covered by any Tenants Options Fund payment they will receive, or
- where their arrears arise because they are unable to afford their current accommodation and are seeking to move to another home that they can afford. This is likely to apply, for example, to tenants who are subject to deductions from their benefit because of Social Sector Size Criteria

In other cases, tenants will not be eligible to receive an allocation of housing unless they have cleared their arrears or reduced the arrears to six weeks weekly charge or the Tenancy Services Manager has agreed the transfer.

2.4 People Who Can Be Included on an Application

2.4.1 An applicant can only include on their application people who normally live with them as a member of their household. (See arrangements for sheltered housing tenants in 2.5.7)

2.4.2 The Council can decide whether a person is normally resident as a member of the household. The Director of Housing and Adult Social Care has the discretion to allow additional people to be included on the application when s/he considers it is appropriate taking into account all of the circumstances. When exercising this discretion, the Director will also take into account the prevailing housing conditions within the London Borough of Camden.

2.5 Sheltered and Extra Care Housing

- 2.5.1 Sheltered housing is designed to provide a supportive environment to vulnerable older people in purpose built flats with the services of a Sheltered Housing Manager and linked to a twenty-four hour community alarm service.
- 2.5.2 All households applying for sheltered housing must apply for general needs social housing in Camden's via the self-assessment form in order to be considered for sheltered housing.
- 2.5.3 Applicants for sheltered housing will be further assessed by a Sheltered Housing Assessment Officer and the decision to accept or reject an applicant for sheltered housing will be made by the Sheltered Housing Panel.
- 2.5.4 To be eligible for sheltered housing an applicant must meet the following three criteria :

Age

- The minimum age for sheltered housing is 55 years old.

Housing Need – applicants must be:

- Homeless
- Living with relatives and the relationship is breaking down
- Overcrowded
- Living in accommodation that is unsuitable due to disrepair
- Living in accommodation that is difficult to access or adapt
- Living in accommodation that is difficult to heat or make secure.

Care and Support Needs

- Age related frailty
- Physical and mental health issues
- Multiple health problems that mean the individual needs support
- Sensory impairment
- Loneliness and isolation
- Safety and security
- Those over 75 with low care and support needs who are considering their future.

- 2.5.5 Some applicants may have care needs that are considered too high for sheltered housing and will therefore not be approved for it. Examples are:

- Applicants with severe, long-term or unstable mental health issues;
- Applicants who refuse or have a history of refusing help with their support needs;
- Applicants with dementia illnesses who will not be able to cope with a new

environment or will have to move again shortly after moving in;

- Applicants who are a danger to themselves and others;
- Applicants with a history of violence.

2.5.6 Applicants with a history of (or current) behavioural problems, mental health needs and/or substance misuse problems who fulfil all of the 3 above criteria will be considered for sheltered housing, but the effects of their condition and behaviour will have to be assessed against the vulnerability of the rest of the sheltered housing community.

2.5.7 Couples can apply for sheltered housing if both meet the age and housing criteria and at least one of the applicants has care and support needs.

2.5.8 An applicant has the right of appeal against any decision made by the Sheltered Housing Panel and the appeal should be made within 28 days of the date of the letter notifying the applicant of the decision.

2.5.9 Extra care accommodation provides specialist assisted living housing designed for older people over the age of 65. The accommodation promotes an independent living environment and is aimed at those mentally and physically frail older people who would otherwise be likely to be considered for admission to residential care. Extra care units are linked to a twenty four hour community alarm service and have a dedicated care and support team available 24 hours a day to help with personal care and housing support tasks.

2.5.10 Applicants for extra care will be assessed by The Central Allocation Panel and Camden Adult Social Care. To qualify for an extra care placement applicants will usually meet the following criteria:

- Be aged 65 and over
- Be eligible for sheltered housing
- Currently live in Camden
- Had a previous care management assessment with current care needs and in receipt of a care package
- Have substantial or critical community care needs
- Be assessed by Camden Adult Social Care as being in need of the range of extra care services specified in the Scheme's criteria.

2.6 Savings & Assets

2.6.1 All households applying to the Housing Register will be assessed for their ability to buy property within the Borough. This will include applicants who have been accepted under homelessness legislation and to whom the authority owes a duty under sections 193(2) or 195(2). Assets that may be taken into consideration include but are not limited to savings, bonds, commercial property, residential property, property abroad and money apportioned through the proceeds of a divorce settlement. Asset assessments will be conducted annually and we will not make an allocation where any applicant owns a property that they can live in or where, if they sold it, they could afford to buy another property in the London Borough of Camden.

2.6.2 In determining whether an applicant is eligible (relative priority) for the Housing Register and/or to receive an allocation, the Council will consider the following

- Whether the applicant can sell their current home,
- The expected equity after the proposed sale of the property,
- The applicant's current financial circumstances and commitments
- Whether the applicant will be eligible for a mortgage,
- The supply of accommodation suitable for the applicant's specific needs on the private market for either sale or rent,
- Whether the applicant's housing need can be met in the private market, taking into consideration the cost of housing in and outside of the Borough,
- Whether adaptation of the present property is a viable option.
- Whether significant care and support needs would impact on the ability of the applicant to secure and maintain accommodation.

2.6.3 The Council will not make an allocation where an applicant can afford a mortgage to buy a property within the London Borough of Camden by using their assets and income.

2.6.4 Where the Council agrees to assist with re-housing, the applicant must undertake to place their home on the open market immediately. They may not rent their home or make any financial gain while waiting to sell.

3. Re-housing Standards

3.1 How the Size of Home Will Be Calculated

3.1.1 The Council is committed to reducing levels of overcrowding within the Borough and to making the most effective use of its social housing stock. It is our aim when calculating the size of a home that may be offered to any individual household to achieve a consistent and fair balance between the needs of households and the size mix of properties available for letting.

3.1.2 When calculating the size of property an applicant can bid for we will consider the number of people included within an application who would reasonably be expected to live with the applicant, and the gender and age of each household member.

3.1.3 The size of property that will be allocated will be based on a consistent 'bedroom standard'. Under this standard, each household will need enough rooms to provide:

- One bedroom for each couple living together in a relationship;
- One bedroom for each person aged 16 or over who is not part of a couple;
- One bedroom for every two children of the same sex aged 15 or under;
- One bedroom for every two children aged 9 or under;
- After all children have been paired with siblings according to the rules above, one bedroom for any additional child aged between 5-15.

- No bedroom for a single child aged under 5.

The revised bedroom standard would not apply to the following groups:

- those who have to move because of redevelopment work and who have not been in arrears of more than three weeks on the part of their rent not covered by benefit in the previous 12 months
- those who wish to move to a smaller home and are at or above state pension credit age
- those requiring extra rooms under the Fostering Regulations Bedroom Standard

Households with a single child under 5 are eligible to bid for one bedroom and two bedroom properties. For the purposes of assessing overcrowding (see section 11.4.3.2), couples with one child under 5 have a 'bed need entitlement' of one bedroom only, however as above.

- 3.1.4 Where someone in the household is expecting a child, and proof of pregnancy has been provided, the number of bedrooms required will be calculated as if the child had already been born.
- 3.1.5 All single people will be automatically considered for a bedsit flat. The following are exceptions to this rule and will be offered a one-bedroom flat:
- a) There is a medical or housing support recommendation that the applicant should be offered one bedroom accommodation only
 - b) In the case of council tenants or successors as recommendation for larger accommodation is made by the Ward Housing Manager.
 - c) Single council and housing association tenants who are already in one bedroom properties will be assessed as eligible for the same size
 - d) Single Council tenants who are in studio accommodation and need to move because they are affected by development work being carried out by the Council or another body
 - d) Care leavers who have been looked after by Camden council and who are awarded points under Group F of the scheme will be eligible for one bedroom properties where it is assessed by the Leaving Care Service due to their vulnerability or support needs additional space is required.
- 3.1.6 Single people who have been accepted for sheltered housing will be able to bid for both studio and one bedroom sheltered accommodation.
- 3.1.7 All applicants who applied for Part VI housing accommodation prior to 1st December 2005 have transitional bedroom standard protection. This means that the number of rooms they were entitled to under a previous bedroom standard scheme that ended on 30th November 2005 are protected.

3.2 Separated Parents/Joint Residence

- 3.2.1 In determining the size of accommodation suitable for a household, children from current or former relationships, or who otherwise live with the applicant, will be counted as part of the household if they live with the applicant for more than 50% of the time.

3.3 Property Type

3.3.1 Ground floor properties and properties with gardens are in short supply. The Council will ensure that the few that do become available are available to those who have been assessed as being in greatest need of them.

3.3.2 Council properties that are suitable for those in need of accessible accommodation will be identified as such when they are advertised. Advertisements will identify these properties as belonging to one of the following seven categories, used by the London Accessible Housing Register:

- **A) Wheelchair accessible throughout:** These properties have been designed to meet the latest wheelchair accessible housing design standards, offering extra space and full access to all rooms and facilities. This standard provides more space than previous wheelchair housing design guidance and also ensures that all rooms are accessible. In view of the high density of new build housing stock in London, the parking features have been excluded from this category. This will enable wheelchair accessible homes built above ground floor level to be categorised as such.
- **B) Wheelchair accessible essential rooms:** Properties designed or adapted to provide access for wheelchair users to essential facilities of the property (that is, a bedroom, bathroom, toilet, living room and kitchen). Other rooms in the house such as additional bedrooms or bathrooms may not be wheelchair accessible.
- **C) Lifetime Homes:** Designed to meet the space standards of *Lifetime Homes*. Main features include a level approach/entrance and wider doorways. This category will capture all new general needs housing built to *Lifetime Homes* standards. Properties achieving this category will not necessarily meet all *Lifetime Homes* design guidance as the LAHR framework does not assess features other than space and access. Properties may have an internal flight of stairs. If so, these will be wide enough to accommodate future provision of a stair lift subject to technical feasibility.
- **D) Easy Access:** The main features of these properties include a level approach to the entrance, wider doorways and more space than in general needs housing. These properties may also have an internal flight of stairs and if so, there is enough space to accommodate future provision of a stair lift subject to technical feasibility.
- **E) Step Free:** These are properties that are considered general needs housing but have a level approach/entrance into the property. The main access feature is level access to the property and throughout. Properties in this category that have an internal flight of stairs will be likely to accommodate future provision of a stair lift subject to technical feasibility.
- **E+) Minimal Steps:** Properties that do not meet any accessible housing design guidance and have a limited number of steps to enter the property. Properties in this category will have no more than four steps to access the front door and are likely to be ground floor properties or properties in a block with a lift and a small number of communal or property front door steps.
- **F) General Needs:** Properties in this category will have more than four steps or a ramp access that is steeper than 1:10 to access the property front door. These properties should be marketed with the number of steps to access the property as this will provide an additional factor for helping people choosing what to bid for.

- 3.3.3 Priority for properties in categories A to E+ will be given to households assessed as needing accommodation that offers that degree of accessibility.
- 3.3.4 Priority for ground floor properties that do not fall into one of the categories outlined at 3.3.2 will be given to over-crowded households and families with children aged below 5 living above the second floor
- 3.3.5 Under-occupying Council tenants will receive priority for some Council properties available for let and identified as likely to appeal to under-occupiers. These properties will be identified in advertisements and will comprise no more than 50% of the one bedroom Council homes and/or 20% of two bedroom Council homes let in the course of a year.
- 3.3.6 Applicants aged 55 or over will be prioritised for some studio units in sheltered accommodation schemes that cannot readily be let to applicants for sheltered accommodation, subject to the landlord consulting with existing tenants of the scheme. These units will be identified as such in advertisements.

4. Council Tenants and Transfers

4.1 Under Occupation

- 4.1.1 Camden Council tenants who are registered for a transfer to smaller accommodation or housing association tenants who have applied to move to smaller accommodation, provided their landlord agrees to give nomination rights to their current home to the Council over and above the percentage of homes to which the Council already has nomination rights, will receive points under Group C of the Allocations Scheme. The nominated property vacated by the housing association tenant who has been rehoused into council accommodation to be let as an assured tenancy at social rent. Council tenants who move to smaller accommodation may be entitled to an 'under-occupation' payment. Camden Council makes a payment for most moves from larger to smaller accommodation with the exception of tenants moving from a one-bedroom property to a studio flat.
- 4.1.2 Camden Council or housing association tenants giving up larger properties to transfer to a smaller home can be considered, on request, for a property that has one bedroom more than they require under the Allocations Scheme if they fall into one of the following categories:
- they are at or above state pension credit age and therefore not subject to deductions from their benefit if they are under-occupying; or
 - they have been awarded points because they are directly affected by development work and have not had arrears of more than three weeks on the proportion of their rent not covered by benefit during the 12 months prior to their move (except where tenants are free from arrears but have been receiving discretionary payments to assist with any shortfall between their rent and their benefit. In such cases, an assessment of the future affordability of any accommodation allocated will be made, taking into account the reasons for the discretionary award, any capacity for this to be extended, and a tenant's ability to cover their full rent if they payment is terminated.
- 4.1.3 Council tenants moving to a smaller property will be offered a payment from the

Tenant Options Fund. Every tenant who moves out of a Camden Council tenancy, thereby releasing that property to be re-let, or who transfers to another Camden Council tenancy that is a smaller property with fewer bedrooms will be eligible to receive a standard payment.

Options Fund awards may be refused where the tenant is not moving to settled accommodation and all payments will be subject to the provision of appropriate receipts.

All payments will be authorised by the Director of Housing & Adult Social Care. All awards will be agreed by the Head of Housing Needs and will be reported quarterly to the Assistant Directors of Finance and Needs and Access within the Housing and Adult Social Care Directorate.

- 4.1.4 Under-occupying Council tenants will receive priority for some Council properties available for let and identified as likely to appeal to under-occupiers. These properties will comprise no more than 50% of the one bedroom Council homes and/or 20% of two bedroom Council homes let in the course of a year.

4.2 Essential Repairs/Decants

- 4.2.1 Applicants living in a council property will receive Property Condition points under Group C of the Allocations Scheme if they need to move either temporarily or permanently so that essential repairs to the home can be carried out. The District Housing Office must confirm the necessity to award these points.
- 4.2.2 A number of factors are taken into consideration when deciding whether an essential repair transfer is necessary but, at its simplest, the need to move a tenant to another property can arise when repairs or improvements are so disruptive that it would be unreasonable to expect them to remain in their home while they are being carried out or when for technical or safety reasons it would not be feasible. The Tenancy Services Manager and Principal Building Surveyor take this decision jointly.
- 4.2.3 In order for the points to be awarded the Tenancy Services Manager, Technical Manager or District Surveyor must confirm that the works will take 2 months or more to complete and an essential repairs transfer is necessary.
- If a tenant needs alternative accommodation for less than 2 weeks they should arrange it themselves or, if this is not possible, the District Housing Office should arrange temporary accommodation through the Temporary Allocations Team.
 - If alternative accommodation is needed for 2 weeks to 2 months temporary accommodation should be provided.
 - If alternative accommodation is needed for longer than 2 months the tenant concerned should be given the choice of permanent or temporary re-housing.
- 4.2.4 Applicants who are moving because of essential repairs will only be able to bid for/be offered accommodation which is the same size as the property they are moving from, unless the applicant is currently under occupying. Where an applicant is under occupying they will only be able to bid for/be offered accommodation which meets the household's requirements as assessed under the Allocations Scheme.

- 4.2.5 Applicants who are directly or indirectly affected by estate regeneration who have been awarded regeneration points will be able to bid for/be offered accommodation of the size they need as assessed against Camden's bedroom standard.
- 4.2.6 Essential repair cases will be given the option of bidding for properties in the CBL Scheme where they need both temporary and permanent moves. However, Camden will reserve the right to make a direct offer of a property via the Exceptions Panel should the applicant be required to move urgently and where they are not bidding or have not found a property through Home Connections.
- 4.2.7 Where an applicant is transferring from a larger to a smaller property on a permanent basis they may also qualify under the Under Occupation Scheme and should be referred by officers to the Housing Options Development Team.
- 4.2.8 Decant cases, i.e. cases where the Council wishes tenants to move to alternative homes in order to redevelop or refurbish a building or group of buildings, will be treated the same as essential repair cases. A Notice of Seeking Possession will be served on applicants who are not actively participating in the Choice Based Lettings Scheme and who refuse any reasonable direct offers made to them. Should they not be re-housed by the time the decant programme starts, an appropriate property will be offered to them and held pending any legal action.

4.3 Disturbance Payments

- 4.3.1 Applicants who need to move due to essential repairs or decants are entitled to payments for the costs associated with moving. These are known as 'disturbance payments'. The general principle is that the household being moved should not be worse off financially because they have had to move for essential repairs.
- 4.3.2 There is a standard flat rate disturbance payment of £330 payable to those who have to move to a new tenancy. In addition, the Housing Allocations Service will pay for:
- The removal contractor's fee;
 - Disconnection/reconnection of gas and electrical appliances, including washing machine, gas fridge, electric key meter or cable TV (where these were connected at the previous property);
 - Re-installation of a telephone;
 - Redirection of mail for three months/change of address stationery.
 - Storage costs.
- 4.3.3 The Housing Allocations Service will offer a reasonable contribution towards costs for carpets and curtains if they exceed £330, as long as receipts or evidence of payment supports this. Alternatively, the tenant can supply two estimates for the costs. Where a quote from a supplier has been submitted, the supplier is paid directly.
- 4.3.4 If a disturbance payment is made to facilitate a temporary move, there is no further payment of £330 for the return move back. However, tenants may still be entitled to compensation for costs outlined earlier for the move back home.
- 4.3.5 Paragraph 4.3.4 above will not apply to applicants moving because of estate regeneration. Such tenants moving to temporary accommodation prior to moving to their permanent home will receive disturbance payments for each move

provided they fulfil the statutory criteria for disturbance payments under the Land Compensation Act 1973.

- 4.3.6 Disturbance payments will be paid to the tenant after they have moved into the new property unless the tenant has rent arrears in which case the disturbance payment will be used to clear the arrears and the balance, if any, will be paid to the tenant.
- 4.3.7 In the case of tenants who are being decanted, as the Council will be undertaking works of improvement or redevelopment to the property an additional 'Home Loss' payment may be payable. Payment will only be made if tenant satisfies the statutory criteria for a 'Home Loss' payment as contained in section 29 of the Land Compensation Act 1973. The sum payable as at 1st September 2006 is £4000. The sum payable is reviewed each year by central government and increased by statutory instrument.

4.4 Joint Tenants & Relationship Breakdown

- 4.4.1 Camden Council will normally only offer joint tenancies to married couples, couples with a registered civil partnership and couples who live together (in the latter case, where the couple have been living together for at least 1 year).

There is no right to a joint tenancy and a request for one will not be agreed in the following cases:

- Where there is a current Notice of Seeking Possession or Notice to Quit against the tenant or where the District Housing Office is contemplating serving or re-serving a Notice of Seeking Possession or Notice to Quit. Where the legal action has been withdrawn or lapsed the request can be allowed.
- Where there are management problems such as nuisance or anti-social behaviour.
- Until any arrears have been cleared in full.
- One of the proposed joint tenants is ineligible for an allocation of housing due to their immigration status or behaviour.

- 4.4.2 Existing tenants who hold a joint tenancy but who do not fall within the household groupings of 4.4.1 will be allowed to retain their joint tenancy if they transfer as joint tenants to other Camden Council accommodation.

- 4.4.3 Camden Council tenants who hold a joint tenancy but who have experienced a relationship breakdown can apply to move separately. In these circumstances each tenant will be treated as a private sector applicant and will not be eligible for the 30 transfer points awarded to secure tenants. Where one party, usually a woman and the children, is approved for re-housing because of domestic violence, she must serve a Notice to Quit ending the joint tenancy before she can accept an offer of a tenancy elsewhere. Proceedings to repossess the property from the remaining violent partner will then be started.

- 4.4.4 A secure tenancy can only be ended by service of a tenant's notice to quit, by the court making a possession order, or all tenants executing a Deed of Surrender. A joint tenant who bids successfully for a property will therefore be required to serve

a Notice to Quit in respect of the joint tenancy before signing for the new tenancy. This is to prevent the joint tenant being a tenant of two properties and to prevent possible under occupation in the property they are moving from. On expiry of the Notice to Quit the joint tenancy will end and the remaining tenant(s) will be a trespasser. The Council will in these circumstances commence possession proceedings to recover the property if the remaining joint tenant refuses to vacate the property. The remaining tenant(s) may apply for re-housing in their own right.

4.5 Succession/Assignment

This Policy will be superseded by the Succession Policy to be agreed and included in the Council's Landlord/Tenure Policy.

4.5.1 **For tenancies commencing prior to 1 April 2012.** A person is qualified to succeed the tenant under a secure tenancy if s/he occupies the property as her/his only or principal home at the time of the tenant's death and either:

(a) is the tenant's spouse [or civil partner], or

(b) is another qualifying member of the tenant's family and has lived with the tenant throughout the period of twelve months ending with the tenant's death;

unless, in either case, the tenant was a successor as defined in section 88, Housing Act 1985.

For tenancies commencing on or after 1 April 2012, a person is qualified to succeed the tenant under a secure tenancy if s/he occupies the property as her/his only or principal home at the time of the tenant's death and is the tenant's spouse or civil partner, or has been living with the tenant as the tenant's spouse or civil partner, unless, the tenant was a successor as defined in section 88, Housing Act 1985.

4.5.2 If an occupier has no legal right to succeed to a council tenancy when the tenant dies they may still be offered a tenancy under council policy. We call this a non-statutory succession. The Housing Management Succession Procedure, 2004 will apply and will define in what circumstances non-statutory successions will be granted. Generally, non-statutory successions may be agreed if the applicant has lived with the tenant continuously for the past 5 years and:

- is the tenant's child or sibling, or
- is the tenant's carer (in this case non-statutory successions may be agreed if the applicant has lived in the property for at least 12 months), or
- is another member of the tenant's household named on the tenancy agreement when the tenancy began;

or: there has already been a statutory succession and the applicant:

- is the tenant's partner, civil partner or spouse, or
- is the tenant's child or sibling, or
- is the tenant's carer (in this case non-statutory successions may be agreed if the applicant has lived in the property for at least 12 months), or
- is another member of the tenant's household named on the tenancy agreement when the tenancy began.

4.5.3 Unless the applicant was the spouse or partner of the tenant they will not be

allowed to stay in the property if it is too large for their needs. Instead, we will offer them another property with the number of bedrooms that meets their household size.

- 4.5.4 Where the right to succession or assignment arises in sheltered or extra care housing the applicant will not be allowed to stay in the property unless they have an assessed need for this type of accommodation. Instead, the Exceptions panel would award sufficient points to enable the applicants to bid for a suitable sized property within the general needs housing stock.
- 4.5.5 We will not agree a non-statutory succession where there are good management reasons for not granting the tenancy such as nuisance or racial/other harassment or where charges the Council has requested for use of the property have not been paid.
- 4.5.6 Where there is a conflict between the Council's secure tenancy conditions concerning non-statutory successions and this Scheme, the tenancy conditions will prevail. In this case non-statutory successions will be determined in accordance with the applicant's tenancy conditions.

5. Medical Assessments

5.1 The Medical Assessment Officer

- 5.1.1 The Council employs a Medical Assessment Officer who is responsible for the following;
- Assessing Category A, B or C medical priority,
 - Assessing the need of applicants for accessible accommodation that falls into one of the categories A to E+ outlined at 3.3.2
 - Assessing the need of applicants for settled accommodation,
 - Assessing the vulnerability of homeless person applicants under the Housing Act 1996 as amended by the Homelessness Act (2002),
 - Making recommendations for suitable property types in the case of both temporary and permanent housing,
 - Reviewing the medical points awarded to applicants who refuse to move to suitable accommodation that meets their medical needs.
- 5.1.2 The Council may sometimes commission an external medical professional to complete such assessments, recommendations or reviews, either for reasons of the Medical Assessment Officer's capacity or because a complaint or review request warrant a second opinion.

5.2 Medical Points

5.2.1 Medical points are awarded under Group D of the Allocations Scheme. There are three separate medical priority levels:

Status	Points	Description
Category A	300 points	Category A is for people who have an urgent need to move for medical reasons or due to their disability. This would include people whose life might be at risk due to their housing conditions or who are completely housebound because of the type of accommodation they live in.
Category B	80 points	Category 'B' is for people whose housing is unsuitable for medical reasons or due to their disability but whose need to move is less urgent.
Category C	40 Points	Category 'C' is for people who have a medical condition that is caused or made worse by their housing problems/conditions.

5.2.2 The Medical Assessment Officer or a medical professional commissioned by the Council will recommend the type of housing that is suitable for an applicant. If he/she awards Category 'A' points, an applicant may only keep this priority if they agree to accept the standard of housing recommended.. An applicant can choose to accept properties from a wider range than recommended without affecting their medical points. However, if an applicant limits the types of property they are prepared to consider, they will drop down to Category 'B' and will only receive the points for that category.

5.2.3 Category 'A' points award applicants a high priority under the Allocation Scheme and are intended to enable the applicant to secure more suitable housing quickly. They are therefore time-limited for a period of 6 months. This period may be extended for households who need four bedroom or larger properties and may need to wait longer for suitable properties to become available, and in other exceptional circumstances. Requests for extensions should be made to the Housing Assessments Manager.

5.3 Single Applicants and the Allocation of One-Bedroom Properties

5.3.1 The Council's Medical Assessment Officer or a medical professional commissioned by the Council will recommend that a single applicant is entitled to be allocated a one-bedroom as opposed to a studio flat if medical evidence/occupational therapy reports demonstrate the following:

- The need for permanent use of medical equipment at home (e.g. wheelchairs, possum machines, equipment/stores for kidney dialysis/double incontinence);
- Permanent inability to live in studio accommodation because of clinical phobia, certified by a qualified psychiatrist (i.e. a specialist registrar or consultant in psychiatry);
- The need for night time care for at least 4 nights per week (e.g. HIV/cancers/

neurological disorders), and/or where it can be demonstrated that the individual needs permanent/recurrent and long term help with personal Activities for Daily Living (ADL), e.g. toileting/turning in bed/administration of medications/dressing/ washing/cooking).

5.4 Carers and Additional Bedrooms

5.4.1 The Housing Department regularly receives requests from applicants for an additional bedroom to accommodate a carer. The Council is only able to assist with this request in restricted circumstances. The criteria for an applicant to be offered an additional bedroom for a carer are as follows:

Irrespective of the nature of medical and/or psychiatric illnesses/disabilities, all applicants must clearly demonstrate both:

- That they have a permanent need for assistance with personal Activities of Daily Living (ADL), e.g. bathing/washing/toileting/hygiene/dressing/feeding, and transfer from bed/ chairs/sofas/baths; being wheelchair bound or bed bound. Appropriate evidence should be supplied, i.e. a report from a GP, Occupational Therapy, Care Manager etc.
- Via medical and occupational therapy reports a need for permanent use of major equipment (e.g. equipment for renal dialysis at home, wheelchair use within the home, Possum machines, Remstar machines/Oxygen cylinders, equipment for percutaneous eternal gastrostomy feeding, rehabilitative and medical equipment for children, equipment for people who are doubly incontinent of urine and faeces), and/or in need of substantial psychological support due to a major psychiatric illness (e.g. progressive dementia, schizophrenia, bi polar disorder), severe learning difficulties, severe and longstanding neurosis (poorly controlled by medical treatments) and where the applicant is incapable of living independently in the community (as certified by a Consultant Psychiatrist or a Clinical Assistant/Specialist Registrar in Psychiatry or similar).

5.4.2 The provision of the above care directly or through arrangements by the Council's Adult or Children's Social Care divisions/health professionals/other agencies will not count as an applicant needing an extra bedroom for a carer as these staff are expected to be on duty, they can use the living room (Camden will provide the applicant with a one bedroom flat) and they will not be part of the applicant's household.

5.4.3 To qualify for an additional bedroom for a carer, the applicant has to demonstrate that this care is not provided by the above services or that the above services are not able to provide this care. They must additionally demonstrate that this care is provided by a partner/relative/friend. The applicant will be asked to demonstrate this via medical reports, occupational therapy, nursing or community care reports.

5.5 Vulnerability Suspensions

- 5.5.1 The Medical Assessment Officer or a medical professional commissioned by the Council will make recommendations on vulnerability in relation to both Part VI housing and Part VII homelessness applications.
- 5.5.2 Applicants who have been deemed vulnerable under homelessness legislation or as a Part VI housing applicant will be referred for supported housing where they are found to have support needs and are unable to sustain an independent tenancy. The Medical Assessment Officer or a medical professional commissioned by the Council will carry out these assessments where medical information has been submitted. The Council's Verification Team may also initiate them in the absence of a medical assessment form.
- 5.5.3 Where an applicant is found to be unable to sustain an independent tenancy his/her application will be made Non-Active (see 6.6). They will not be able to participate in Choice Based Lettings until they are assessed by the Medical Assessment Officer or a medical professional commissioned by the Council and the relevant health, social care and support professionals as being ready for move-on and capable of independent living.

5.6 Explanations

- 5.6.1 Medical assessments under Part VI will not normally be reviewed within 12 months of the previous assessment, unless the medical condition has severely deteriorated or the applicant has developed a new condition. Applicants are required to inform us of changes of circumstances relating to their health and other aspects of their housing application.
- 5.6.2 The Medical Assessment Officer or a medical professional commissioned by the Council will review the medical circumstances of any transfer applicant within the above twelve-month period if it becomes apparent that there is disrepair or mechanical failure relating to their home that the Council cannot remedy. Housing Management staff will be required to provide supporting evidence.

5.7 Housing Occupational Therapist - procedure for letting accessible, adapted and adaptable properties

- 5.7.1 The purpose of the Housing Occupational Therapist (HOT) is to ensure effective communication between Camden's Housing and Adult Social Care Services and Children, Schools and Families Services to achieve high quality service delivery to Camden's disabled applicants.
- 5.7.2 The Housing OT's primary objectives are to:
- Provide a borough-wide service working with Housing, Adult & Children's Social Care and Health staff to assess the needs of disabled applicants and identify appropriate housing for them;
 - Assist the Housing Service to build up and access a database relating to adapted and suitably adaptable properties within the housing stock;
 - Carry out specialised assessments of the housing needs of disabled applicants, consulting with the applicants/carers to ensure that their views are taken into account prior to offer;
 - Liaise with Adult & Children's Social Care OTs to ensure needs are met with

respect to minor adaptations and/or equipment when re-housing cannot be achieved within a short timescale;

- Attend site meetings with Housing, Adult & Children's Social Care staff and other relevant agencies to assess the suitability of accommodation for adaptations to meet the needs of disabled applicants;
- Develop systems and procedures for interdepartmental working and liaison;
- Assist the Housing Service to develop systems and procedures for matching accommodation with the prevailing needs of applicants, and make suitable offers;
- Assist Camden's Housing Service to develop a policy for transfers and adaptations.

5.7.3 Allocation of accessible, adapted or adaptable properties

- 5.7.3.1 Properties that are accessible and so potentially suitable for adaptation are advertised with information on their degree of accessibility as outlined at 3.3.2. Priority for these properties will be given to applicants who have been assessed as needing accessible accommodation or who have a household member or members who have been assessed as needing this accommodation.
- 5.7.3.2 All properties that are identified as accessible and so potentially suitable for adaptation will be assessed for their scope for accommodation adaptations, which may include the following:
- Access ramps;
 - Level access showers;
 - Wheelchair accessible kitchens and units;
 - Assistance to widen doorways.
- 5.7.3.3 Where an applicant needs accessible or adapted accommodation and is not able to secure suitable accommodation by bidding for properties prioritised for those assessed to need accessible accommodation, in addition to continued access to the bidding process, the council may make a direct offer of suitable accommodation.

6. General Rules

6.1 Harassment & Domestic Violence

- 6.1.1 Applicants may receive points under Group E of the Allocation Points Scheme if they are suffering from domestic violence, or they are being harassed due to their race, sexuality, gender, disability or some other reason.
- 6.1.2 In the case of council or housing association tenants, tolerated trespassers and members of their households, the Tenancy Services Manager must confirm that the applicant should receive harassment points. In other cases the Council's Verification Team will confirm entitlement to points.
- 6.1.3 Harassment/violence points awarded under Group E are time limited for six months as they provide a high level of priority within the Allocation Scheme and it is expected that the applicant will need to obtain a new home quickly. After six months the points will be reviewed and will be removed, unless the applicant has been unable to successfully bid for a property due to exceptional reasons and the

harassment/domestic violence is continuing. Requests for the extension of harassment/violence points should be made to the Housing Assessments Manager.

6.1.4 Applicants who are Camden Council tenants and who have been awarded harassment and domestic violence points are entitled to the following transfer payments, which will be credited to their rent account:

- £110 for moving to a studio or a one-bedroom property.
- £215 for moving to a two-bedroom property.
- £325 for moving to a three or more bedroom property

6.2 Service Tenants

6.2.1 Former Camden Council employees who have held service tenancies for over 5 years and who have not been dismissed will be awarded sufficient points by the Exceptions Panel to enable them to bid for a suitable property. They will qualify for the points if:

- They have no other accommodation available to them; and
- They would otherwise be accepted under Part VII, Housing Act 1996 as homeless and in priority need; or
- They were Camden Council or housing association tenants immediately before becoming service tenants.

6.2.2 Former residential housing caretaking staff and resident sheltered housing managers will be awarded sufficient points by the Exceptions Panel to enable them to bid for a suitable property if:

1. They are retiring due to ill health or having reached pensionable age; and
2. They have been service tenants for over 5 years; and
3. They have no other suitable accommodation available to them

6.2.3 Where former housing residential caretaking staff or resident sheltered housing manager has died in service, the Exceptions Panel will award sufficient points to a spouse (or civil partner) who remains in the home and has no other accommodation available to them, to enable them to bid for a suitable property. This will apply to both childless couples and families.

6.2.4 The Deputy Director (Housing & Adult Social Care), the Head of Housing Needs and the Housing Assessments Manager can approve requests from other Camden Council departments to accommodate former service tenants.

6.3 Tenants of Shared Housing

6.3.1 Tenants of shared housing accommodation at 5-7 Belsize Grove, Holly Lodge and Makepeace Mansions are eligible for self-contained housing, but there is a two-year residential qualifying period for internal Holly Lodge transfers. Those tenants who qualify will be given first option of being offered internal transfers within these blocks.

6.4 Asylum Seekers in Camden Properties on Licence

6.4.1 Asylum Seekers living in Camden general needs housing stock on a temporary

licence will be given the opportunity of being granted a secure tenancy of their current property where the property is suitable for the household's needs, available for permanent allocation and they have been granted Leave to Remain by the Home Office, i.e. they become eligible under Part VI of the Housing Act 1996 (as amended).

- 6.4.2 In circumstances where Leave to Remain is granted but the property is unsuitable for the household or creation of a secure tenancy additional points may be awarded by the Exceptions Panel to enable the household to move or a direct offer of suitable, alternative housing may be made.

6.5 Choice Based Lettings (CBL)

- 6.5.1 Camden's housing stock will be let under a choice based lettings scheme. Camden is a member of the North London sub region along with the London Boroughs of Westminster, the Royal Borough of Kensington & Chelsea, Enfield, Haringey, Barnet, Islington, St Pancras & Humanist and Ujima Housing Associations. The system used by Camden and others within the sub-region is called Home Connections.

- 6.5.2 All properties will be allocated via Home Connections and are advertised on a weekly basis.

- 6.5.3 The Council will make direct offers of accommodation in a restricted number of other exceptional circumstances, for example:

- Where an applicant needs accessible or adapted accommodation and is not able to secure suitable accommodation by bidding for properties prioritised for those assessed to need accessible accommodation
- Where there are child or public protection issues;
- The applicant falls under the National Witness Mobility Scheme;
- Where allocating supported accommodation provided by partner registered social landlords on an assured or assured shorthold tenancy for learning disabled and other vulnerable and special needs applicants;
- Where a decision has been made by the sheltered housing panel in relation to vulnerable elderly clients or those in need of extra care accommodation;
- Where a tenant is in arrears due wholly or substantially to deductions from their benefits resulting from the Social Sector Size Criteria and no alternative accommodation has been secured by the tenant through CBL bidding, mutual exchange or other council support, and the Council would otherwise intend to seek possession of the property because of these arrears. One direct offer will be made.
- to users of the Council's Learning Disability Service who are assessed as ready to live independently and in need of social housing. Up to six additional one bedroom homes a year will be made available for this purpose.
- to foster carers who would foster older or additional children if they had larger accommodation or to prospective adoptive parents whose housing is a barrier to adoption. Up to 10 homes a year, comprising a mixture of two, three and four bedroom homes will be made available for this purpose.
- Where it may prove costly to the Council if the applicant is not moved.

- 6.5.4 The Council may also make direct offers to applicants who have been accepted as

statutory homeless under Part VII, Housing Act 1996 (as amended), where the household has sufficient points to bid successfully for a suitable property but with the active support of officers has failed to secure a new home via CBL within twelve months of acquiring the necessary points. All such offers will be authorised by the Director of Housing and Adult Social Care. Direct offers will only be made where it can be demonstrated that the household has received active help and support from officers and relevant support agencies to engage successfully in the bidding process.

- 6.5.5 Camden advertises properties weekly and applicants have to bid for the properties they wish to view. Applicants cannot bid for homes larger than they need but are able to bid for homes that have fewer bedrooms than they need.
- 6.5.6 The Council will shortlist the six applicants with the highest points and invite them to view the property and the property will be offered to the highest pointed applicant who wants to accept it. For example, if the applicant with the highest points refuses the property it will be offered to the second highest bidder.
- 6.5.7 Where a property has been advertised with a restriction, only applicants who meet the relevant criteria will be short listed for the property. For example, applicants with young children will not be considered for properties advertised as suitable for people over 55 years old.

6.6 Non Active Cases

- 6.6.1 Some groups of housing applicants are eligible to join Camden's Allocations Scheme but will not be made active for offers, i.e. they will not be able to successfully bid for a home. Such groups are referred to as 'Non Active' applications. 'Non active' applicants include:
- Certain property owners above the income and savings limits;
 - Homeowners who are subject to an asset assessment;
 - Where verification is pending in order to assess the correct points level;
 - Where the applicant is being investigated and further information is required (i.e. a fraudulent application);
 - Applicants who are in rent arrears;
 - Applicants who have support needs and are unable to sustain an independent tenancy

6.7 Tolerated Trespassers

- 6.7.1 The term "tolerated trespasser" was first used in the case of *Burrows v Brent London Borough Council* [1996].
- 6.7.2 A tolerated trespasser has been defined as a former secure tenant who remains in possession of a property (after a final, suspended or postponed possession order has taken effect against them) with the agreement of the Council on the basis that, so long as they comply with certain conditions, the Council will not evict them. A tolerated trespasser will not enjoy the rights of a tenant nor will he/she (and his/her family) be subject to any of the covenants under the tenancy.
- 6.7.3 A tolerated trespasser can in some circumstances apply to the County Court for reinstatement of the tenancy. A tolerated trespasser may be ineligible for a housing allocation where:
- An outright possession order was obtained on one or more of Grounds 1 to 7 of Schedule 2 to the Housing Act 1985; and
 - In the circumstances at the time their application for housing is considered, they are considered to be unsuitable to be a tenant of the authority by reason of that behaviour.
- 6.7.4 In these circumstances a tolerated trespasser will not be able to participate as a Council tenant in the CBL scheme until the tenancy has been reinstated.

6.8 Buy Back Scheme

- 6.8.1 The Council operates a 'Buy Back' scheme, which allows Camden Council leaseholders in financial or other difficult circumstances to apply to sell their property back to the Council.
- 6.8.2 Priority is given to leaseholders in the greatest financial hardship and those in imminent danger of losing their property through repossession or forfeiture. We currently only buy back properties on 'sitting tenant' terms where the leaseholder becomes a secure tenant of the property bought post sale.
- 6.8.3 The price the Council pays for the property is 37% of the open market vacant possession value. When assessing an application for Buy Back the Council will consider factors such as age, disability, suitability of current accommodation and benefit to the Council in terms of property size. Buy back applications are administered by the Home Ownership Service and requests for allocation of the relevant property must be made to the Housing Assessments Manager.

6.9 Self Assessment

- 6.9.1 The Council operates a self-assessment system that enables applicants for housing to complete an electronic self-assessment form either directly on line or via the Council's Customer Service Centre.
- 6.9.2 Where applicants are awarded points under Medical Category B via self-assessment they will be required to submit a completed medical assessment form. The Council's Medical Assessment Officer or a medical professional commissioned by the Council will assess their medical award within 14 days and the application will

be suspended during this period. This period may be extended where there is delay in obtaining information from the applicant or their GP/consultant etc needed for the assessment.

- 6.9.3 All applications will be subject to verification prior to an allocation of housing under Part VI, but the timing of verification will depend on the status of the case.

Type 1 applicants

- Applicants who have insufficient points for an allocation under the CBL scheme will not be verified unless they subsequently fall into applicant Type 2 or Type 3 outlined below.
- Applicants for sheltered housing who fall within Type 1 will be referred for an assessment of their need for sheltered housing. If approved for sheltered housing the case will be verified as per Type 2 or Type 3 below.

Type 2 applicants

- Type 2 applicants have sufficient points to bid successfully for a property and have awarded themselves points in one or more of the following Pointing Groups A, B, C, E, F or G. On application these applicants will be suspended from bidding and the Council's Verification Team will verify the information they have provided through their self-assessment. Once their circumstances have been confirmed their application will be activated and they will be free to bid via Home Connections.

Type 3 applicants

- These applicants have sufficient points to successfully bid but only hold Medical Category C points from Group D and or points from outside the seven Pointing Groups. These applicants will be able to bid as soon as they apply and the Verification Team will verify their applications after they have been short-listed for a property.

- 6.9.4 Applicants who fall within Type 3 who are unable to provide documentary proof of their circumstances or who are deemed likely to pose a risk to staff or the community will not receive an allocation of the property for which they have been short listed.

- 6.9.5 Verification thresholds, i.e. the number of points needed to bid successfully, for each of the bedroom categories are calculated and set by the Assessments Service Manager and subject to regular review.

7. Local Lettings

7.1 Sustainable Estates

- 7.1.1 A blocking policy was introduced in Camden in March 2000, which subsequently became the 'Sustainable Estates' Policy following Housing Executive approval in October 2002.

- 7.1.2 The aim of the policy was to address anti social behaviour and in particular to consider how allocations to vulnerable tenants may affect the successful housing management of an area or a block within Camden. Sustainable Estates status

when applied to a block or area, enables the sensitive letting of future properties so that applicants with a history of alcohol and/or drug misuse or behavioural problems are not considered for housing in those areas or blocks. It also allows the District Housing Office the opportunity to put in place interim measures whilst working with both the police and residents to tackle anti social behaviour and support vulnerable tenants.

- 7.1.3 Requests for sustainable estates status are submitted by the District Housing Offices with supporting evidence. Once approved by the Executive Committee, the status remains in place for a year. New applications for status or the withdrawal of existing status require approval by the Executive. Should the District Housing Office wish the status to continue, they will have to submit a further request to the Executive.

7.2 Sensitive Lettings

- 7.2.1 The key aims of Camden's sensitive letting policy are:

- To reduce the concentration of certain needs groups which create severe housing management difficulties or undermine the sustainability of the local communities.
- To promote a more balanced community by seeking to select/not select households with particular characteristics.

- 7.2.2 The Sensitive Lettings Policy primarily involves a two way dialogue between the Allocations Service and the Housing Management teams with consultation where necessary with other areas of the Housing Service, e.g. the Housing Assessments Service and Homeless Households Support Service. Sensitive letting arrangements are considered mainly in relation to specific voids where the previous tenant had been evicted for noise nuisance or the property had been turned into a crack house.

- 7.2.3 Requests are submitted to the Allocations Service Manager for approval. Applicants with a history of substance misuse or behavioural problems are not considered for properties designated as sensitive lets.

7.3 Local Lettings Policy

- 7.3.1 Section 167(2E) Housing Act 1996 enables housing authorities to allocate accommodation to people of a particular description whether or not they fall within the reasonable preference categories. For example, to local people wishing to move within the same locality and/or to essential workers such as teachers, nurses or police officers who may be offered accommodation within reasonable travelling distance from their work in areas where high housing costs might otherwise price them out of the community they serve. Similarly, the child to adult ratio could be lowered on an estate where there is a high child density.

- 7.3.2 The Director of Housing and Adult Social Care has delegated authority to agree local lettings plans for certain new developments or regeneration areas within the Borough in order to achieve and maintain sustainable communities.

- 7.3.3 A local lettings policy must comply with legislation and the Government's Code of Guidance on allocations, and where operating such policies the Council will ensure that, overall, reasonable preference for allocations is given to applicants in the

reasonable preference categories and that its local lettings policies will not discriminate, directly or indirectly, on racial or other equality grounds. This policy will be applied with respect to new developments and regeneration areas.

- 7.3.4 Where new Council homes are let, the Local Lettings Plans developed to do so will prioritise tenants who moved from the area because they were directly affected by development plans and who expressed a wish to return. After these tenants have been accommodated, priority will go to tenants whom the Director of Housing and Adult Social Care (in consultation with cabinet member for housing), has identified as indirectly affected by development work being carried out by the Council or another body.

8. The Housing Moves Pan-London Mobility Scheme

- 8.1 The Council participates in pan-London mobility scheme, *housingmoves*, and accordingly up to five percent of the properties that became available to the Council for re-letting or nomination each year will be made available to transferring tenants from other boroughs under those arrangements. For more details of the scheme, see <http://www.housingmoves.org>
- 8.2 The decision as to which properties available for let will be put forward to the operators of *housingmoves* for applicants from other boroughs and the ultimate decision as to which *housingmoves* registrant will be allocated the property will be made by the Allocations Service Manager.
- 8.3 As a result of the Council's participation in *housingmoves*, existing tenants of this Council can make transfer applications through the scheme to be considered for vacancies in other London local authority areas. Applications can be made at <https://www.housingmoves.org>

9. The Exceptions Panel & Delegated Authority

- 9.1 The Director of Housing and Adult Social Care, or another Chief Officer, has the authority to award additional points within the Allocations Scheme. This authority is delegated to the Exceptions Panel, which will be a management panel attended by the Head of Housing Needs, the Housing Assessments Manager and the Housing Allocations Manager. The Exceptions Panel will have the discretion to vary bed size entitlement, approve direct offers and award additional points, up to a maximum of 300, in cases where:
- i. The applicant has an exceptional housing need that cannot be adequately dealt with by the Allocation Scheme;
 - ii. Where it is in the Council's financial or strategic interest to award additional points, e.g. to release larger properties, effect urgent decants or where child or public protection issues create a need for urgent re-housing or where the award of additional points would enable effective management of the Council's temporary or permanent housing stock;
 - iii. Applicants who were registered under the previous allocations scheme suffer exceptional hardship.
- 9.2 All recommendations for the award of additional points made by officers or joint working panels, e.g. the Vulnerability Panel, must be submitted to the Exceptions

Panel for approval and all decisions taken will be notified in writing to the applicant and/or the referring officer or panel.

- 9.3 The Director of Housing and Adult Social Care has delegated authority to amend this Allocations Scheme and make amendments to points groups providing that the amendment is intended and likely to affect no more than five per cent of lettings.
- 9.4 The Assistant Director (Needs and Access) and the Head of Housing Needs can give unlimited Council's interest points to remedy an injustice. The Exceptions Panel can also award points in this situation. This would be where an applicant has suffered lack of priority because of an incorrect assessment or an inappropriate offer. The points awarded are intended to bring the applicant to a level where he/she can successfully bid for a property as soon as possible.

10. Equal Access

10.1 Camden Council has sought to ensure equality of access to all users via the Home Connections website and the self-assessment e-form.

- Camden is committed to ensuring that all clients have access to the service and therefore is keen that access is available to those who may have language problems or who have a sensory impairment.

10.2 All application forms or leaflets can be translated upon request.

11. The Points Scheme

11.1 Allocation Schemes and Reasonable Preference

11.1.1 Although the duty to maintain a housing register has been abolished, an authority will still be required to determine priorities in allocating housing. An allocation scheme must offer choice of housing accommodation or the opportunity for applicants to express preferences about the accommodation to be allocated to them. Under Part VI of the Housing Act 1996 (as amended by the Homelessness Act 2002), a local authority must give reasonable preference to certain groups of people.

11.2 Reasonable Preference

11.2.1 Under Part VI of the Housing Act 1996 (as amended), local authorities may give reasonable preference to applicants in specified circumstances. These are as follows:

- Those who are homeless within the meaning of Part VII of the Housing Act 1996 (as amended);
- Those who are owed duties by any local authority under s190, s193(2) or s195(2) under Part VII of the Act (or under section 65(2) or 68(2) of the Housing Act 1985) or those who are occupying property which has been secured by a local authority under s192(3) of the above Act;
- Those who are occupying insanitary housing, are overcrowded or living in unsatisfactory housing conditions;
- Those who need to move on medical or welfare grounds or due to a disability;

- Those who need to move to a particular area in the Borough, where failure to meet that need would cause hardship to themselves or others.

- 11.2.2 Within these categories, a local authority can give consideration to an applicant's relative priority and may take into account the following:
- Any financial resources available to a person to meet their own housing costs (this could be either to purchase or to rent their own home),
 - Any behaviour of a person or member of that household which affects their suitability to be a tenant,
 - Any local connection (within the meaning of s199 of the Housing Act 1996, as amended by the Homelessness Act 2002), which exists between the person and the Borough
- 11.2.3 Where applicants own or have a financial interest in a property in the UK, Europe or worldwide, consideration will be given to the following:
- Whether the applicant can sell their current home;
 - The expected equity after the proposed sale of the property;
 - The applicant's current financial circumstances and commitments;
 - Whether the applicant will be eligible for a mortgage;
 - The supply of private rented accommodation suitable for the applicant's specific needs;
 - Whether the applicant's housing need can be met in the private rented sector, taking into consideration the cost of housing in and outside the Borough.
- 11.2.4 The Scheme awards additional preference points in a number of specified circumstances where the Council wishes to address particular housing difficulties or to encourage the pursuit of positive housing solutions by tenants and potentially homeless people, e.g. where households are severely overcrowded, where Council tenants are under occupying properties and wish to move to a smaller home thereby releasing larger property for letting, and where a priority need household has worked with the Council to prevent homelessness thus avoiding or ending a homelessness application.
- 11.2.5 The Authority can give additional preference to 'particular descriptions of people' within the reasonable preference groups who have 'urgent housing needs'. When deciding priority between people in the reasonable preference categories, the factors that may be taken into account include:
- The financial resources available to the person to meet his housing costs;
 - Any behaviour of a person (or of a member of his household) which affects his suitability to be a tenant;
 - Any local connection (within the meaning of the Housing Act 1996, section 199) that exists between the person and the authority's district
- 11.2.6 The Council is also required, by the Housing Act 1996, (Additional Preference for Former Armed Forces Personnel) (England) Regulations 2012, to give additional preference to the following groups of current and former military personnel who also occupy one or more of the groups identified at 11.2.1 above:
- a person serving in the regular forces who is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service;
 - a person formerly serving in the regular forces;

- a person who has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of the person's spouse or civil partner who was serving in the regular forces and whose death was attributable (wholly or partly) to that service; or
- a person serving or formerly serving in the reserve forces who is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person's service.

11.3 Assessment of Need

- 11.3.1 The Allocations Scheme awards points based on the applicant's circumstances and their prevailing accommodation needs. Under the Council's Scheme, points are awarded in accordance with four factors: basic needs, additional housing need, waiting times, and the extent of an applicant's local connection.
- 11.3.2 In accordance with reasonable preference, all housing applicants have been divided into seven pointing groups.
- 11.3.3 In addition to points awarded in Groups A to G, applicants will receive points related to local connection, time waiting and, where they qualify for points awarded in Groups A to G, belonging to one of the groups of current or former military personnel, or their spouses or civil partners, set out at 11.2.6 above.
- 11.3.4 The Exceptions Panel may award additional points.
- 11.3.5 All applicants who applied for Part VI housing accommodation prior to 1st December 2005 have transitional points protection. This means that the points they were awarded under a previous points scheme that ended on 30th November 2005 are protected. Applicants with transitional points protection will not receive an increase in points until the points they are eligible to receive under this scheme exceed their protected points. Once applicants protected points have been exceeded, their points will be calculated under this scheme.

11.4 Pointing Groups

11.4.1 Group A – Homelessness A

- Those who are homeless within the meaning of Part VII of the Housing Act 1996 (as amended by the Homelessness Act 2002).
- 11.4.1.1 The Council will award 50 points to applicants who qualify for points awarded in Groups A to G and who also belong to one of the groups of current or former military personnel, or their spouses or civil partners, set out at 11.2.6 above.
- 11.4.1.2 The Council intends to ensure that all housing applicants who are homeless within the meaning of homelessness legislation are awarded a reasonable preference for a housing allocation even though they may not be in priority need, they may be intentionally homeless and no accommodation duty has been accepted by Camden. Households who would be defined as homeless and who would therefore fall into Group A would be:
- Those where accommodation is not available for occupation by them together with any other family member/s normally living with them or other persons who might reasonably be expected to live with them,

- Those who have accommodation but it would not be considered reasonable for them to continue to occupy it,
- Those who have accommodation which it would be reasonable to occupy but they cannot secure access to it or, in the case of a moveable structure etc, there is no place they can lawfully live in it.

11.4.1.2 Examples of people who would fall into Group A are:

- Those with a tenancy in the private sector which is being ended and they have received an outright Possession Order requiring them to leave,
- Those who are living with family and friends, who have been asked to leave and have no right to remain,
- Those who live in a moveable structure (i.e. caravan/boat) where the pitch or mooring is being lost,
- Those hostel or hotel dwellers whose license to occupy has been withdrawn.

11.4.1.3 *All applicants within Group A will receive 50 points.*

11.4.1.4 An applicant who falls within Group A may also receive points from Groups C and D, but will not receive points from Groups A, E, F and G.

11.4.2 Group B – Homelessness B

- Those who are threatened with homelessness or have made a homelessness application and have been found to be in priority need for accommodation under Sections 190(2), 193(2) or 195(2),
- Those who are occupying accommodation secured by the Council under Section 192(3) (persons not in priority need who are not intentionally homeless).

11.4.2.1 The Council wishes to award a greater preference to homeless households living in temporary accommodation provided by Camden, whilst at the same time offering clear incentives for households to work with the Council to prevent homelessness wherever possible.

11.4.2.2 In line with this aim, the Scheme awards a higher level of preference where the Council is taking steps to prevent homelessness and the household would, if they became homeless, be owed a full statutory housing duty.

11.4.2.3 Examples of people who would fall into Group B are:

- Those who have been assessed as being in priority need but intentionally homeless and have been provided with accommodation so that they have a reasonable opportunity to secure their own accommodation - s190(2),
- Those where Camden has exercised their discretion to provide temporary accommodation but where there is no statutory duty to do so - s192(3),
- Those who have been accepted as statutorily homeless under homelessness legislation – 193(2),
- Those who are in priority need and are threatened with homelessness and

the Council is taking steps to prevent homelessness - s195(2),

- Those who are in priority need and are threatened with homelessness and would be owed a full homelessness duty if they applied under Part VII and the Council is taking steps to prevent homelessness.

11.4.2.4 *All applicants within Group B will receive 100 points (except those owed a duty under s190(2) who will receive 50 points).*

11.4.2.5 Additional Preference

Additional points will be awarded to:

A household who would be owed a full homelessness duty if they became homeless and those who have already been accepted under Part VII but have accepted a qualifying offer of an assured shorthold tenancy and in either case the Council has prevented their homelessness for six months *100 points*.

11.4.2.6 Applicants accepted as statutory homeless who fall into Group B may also receive points from Groups D, but will not receive points from Groups A, C, E, F and G.

11.4.2.7 Applicants who fall into the category of Group B where the Council is working to prevent homelessness and there has been no Part VII approach may also receive points from Groups C and D but will not receive points from Groups A, E, F and G.

11.4.3 Group C – Insanitary, Overcrowded or Unsatisfactory Housing Conditions

11.4.3.1 Camden recognises the need to address the housing needs of households living in unsatisfactory housing conditions and, in particular, to afford urgent priority to those who are living in uninhabitable properties and those living in properties that present an ongoing and significant risk to health. In accordance with this aim, the Scheme awards preference to:

- Those without exclusive use of facilities for their own household or family – *50 points*.
- Those who have no access to facilities – *100 points*.

(For the purposes of this Scheme, facilities are defined as: the means to store and prepare food where no meals are provided; bathroom or shower; and/or toilet).

- Those living in insanitary conditions where the conditions pose an ongoing and serious threat to health and the applicant is a private sector tenant and has been assessed by the Private Sector Team in conjunction with the Environmental Health Service and it has been decided that the problem cannot be resolved by the Council or resident.

All applicants within this category will receive 150 points.

- Those living in property that is uninhabitable as a consequence of, for example, severe damp, major structural defects including subsidence, flooding, collapse of roof, or whose living conditions which constitute a

statutory nuisance and there is no immediate remedy. If the applicant is a private sector tenant and has been assessed by the Private Sector Team in conjunction with the Environmental Health Service and it has been decided that the Council or resident cannot resolve the problem. If the applicant is a Camden council tenant and the Council has assessed the property as being in need of essential repairs.

All applicants within this category will receive 200 points

- Tenants who need to move and are being decanted because they are directly or indirectly affected by development work undertaken by the Council or other bodies. The Director of Housing & Adult Social Care will decide whether Council or housing association tenants fall into this category.

All applicants within this category will receive 300 points

- Adult household members of Council tenants who need to move because they are directly affected by development work being undertaken by the Council, where the adult household member and any partner or dependent(s) has/have lived with the tenant for at least 12 months and wish to move to their own accommodation, if the tenant household falls into one of the following categories:
 - the tenant's household is currently over-crowded, as outlined at 11.4.3.2
 - the tenant's household has fewer rooms than the scheme assesses they need and the total number of bedrooms allocated to the tenant and to household(s) of the adult non-dependent(s) would be equal to or fewer than the number of bedrooms in the tenant's current home.

All applicants within this category will receive 300 points, until the tenant secures alternative accommodation. If the tenant secures alternative accommodation, applicants in this category will receive one direct offer of accommodation suitable for their needs.

- 11.4.3.2 The Council is committed to reducing overcrowding within the Borough. Applicants are defined as overcrowded if the accommodation they occupy has fewer rooms than the number of bedrooms they require according to the Council's bedroom standard (see 3.1.3).

In calculating the number of bedrooms available to applicants the Council will treat every room as a bedroom if it is suitable and reasonable to use as one (for example, a living room that could be used for someone to sleep in at night).

Any rooms that are shared with another household will not be counted as bedrooms. This includes single applicants sharing a room in a hostel with a non-household member. They shall be treated as having no room available for their occupation.

All applicants who are overcrowded will receive 50 points plus 25 points per bedroom lacked.

- 11.4.3.3 Additional Preference

Additional points will be awarded to:

- Applicants who would be considered to be living in severely overcrowded housing conditions (i.e. where they are lacking 2 or more bedrooms) - *150 points*.
- Overcrowded applicants living in accommodation considered to be particularly small in comparison to other properties of the same size and for the correct number of people – an additional *100 points*.

Particularly small points will be awarded where the housing applicant is in receipt of overcrowding points and:

- the average size of the property's rooms (including living rooms but excluding bathrooms and kitchens) is less than 70 square feet.

For example if a property has two bedrooms and one living room and the total combined floor measurement for these rooms is less than 210 square feet the property will be considered particularly small.

or

- the property only has one room available for sleeping (including the living room) and this room measures less than 90 square feet.

or

- the property has more than one room available for sleeping, but one of these rooms measures between 50 and 60 square feet.

or

- the ceilings in more than 85% of the floor area of the rooms available for sleeping (as above) measures less than 7 ft high.

NOTE: Although we exclude kitchens and bathrooms in assessing whether a property is particularly small, we include open plan living rooms which contain kitchens (except where the kitchens contain irremediably faulty or dangerous appliances). In calculating the size of these rooms, we allow one third of the total floor space of the room for the kitchen area, and do not include this kitchen space in our measurement of the size of the room.

Assessment and Verification

Applicants who receive overcrowding points can award themselves 'particularly small' points via the self-assessment system. This award will be subject to verification by the Overcrowding Team for council tenants and the Verification Team for all other applicants. The Exceptions Panel will deal with any exceptional cases falling outside the definitions above.

- 11.4.3.4 Camden currently operates an Under Occupation Scheme, which encourages tenants who are under occupying their Council or housing association homes to move to smaller homes that provide more suitable housing. The objective of the Under Occupation Scheme is to identify and assist in reducing under occupation throughout the Borough and to make the most effective use of limited social housing stock by releasing larger Council and housing association properties for allocation to, for example, households who are living in temporary or overcrowded housing.

All applicants within this category will receive 300 points and, if 300 falls short of the level needed for an allocation, applicants will receive additional points to increase their award to exceed the average award held by applicants securing properties of the size to which they are entitled. In the case of housing association

tenants, these points are subject to their landlord agreeing to give the Council nomination rights for the vacated property should the tenant be rehoused in council accommodation, over and above the proportion of their properties to which they have agreed the Council will have nomination rights. The nominated property to be let as an assured tenancy at social rent).

- 11.4.3.5 Applicants from all other groups may receive points from Group C except households in statutory homeless households in Group B who have applied under Part VII.

11.4.4 Group D – Medical & Disability Needs

- 11.4.4.1 It is intended that the highest level of priority within the Scheme will be awarded to applicants who have an urgent need for re-housing due to medical conditions or a disability.
- 11.4.4.2 The Council's Medical Assessment Officer or a medical professional commissioned by the Council will award medical points. An applicant will be referred for a medical assessment if an applicant has indicated that there is a medical problem or a disability that is made worse by their current housing. Points will be awarded via an assessment of the suitability of current accommodation in relation to medical or disability needs. There are three medical and disability categories that apply:
- 11.4.4.3 Category A – where an applicant has an urgent need to move for medical reasons or due to their disability. This would include people whose life is at risk due to their current housing conditions or who are completely housebound because of the type of accommodation they live in.
- 11.4.4.4 *300 points will be awarded for each member of the household who falls within Category A. Category A medical points will be awarded for a time-limited period of six months, subject to renewal for a further period.*
- 11.4.4.5 Category B – where an applicant's housing is unsuitable for medical reasons or due to their disability, but who are not housebound or whose life is not at risk due to their current housing.
- 11.4.4.6 *80 points will be awarded for each member of the household who falls within Category B.*
- 11.4.4.7 Category C – where an applicant's housing conditions directly contribute to their ill health.
- 11.4.4.8 *40 points will be awarded for each member of the household who falls within Category C.*
- 11.4.4.9 Applicants from all other Groups may receive points from Group D.

11.4.5 Group E – Harassment and Violence

- 11.4.5.1 Ensuring community safety is a priority for Camden and it is intended that the Scheme should recognise and give a high level of preference to applicants in need of re-housing as a result of harassment or violence, regardless of their existing housing status. Accordingly, points will be awarded to:
- Those who have satisfied the Council that they are fleeing severe

harassment/violence from inside or outside of the home and that re-housing is the only option – *200 points*.

- Those who have satisfied the Council that they are fleeing harassment/violence from inside or outside of the home and that re-housing would be desirable – *100 points*.

Points awarded in Group E are time limited for six months. This period can be extended in exceptional circumstances.

11.4.5.2 Applicants from Group E may receive points from Groups C, D and F but will not receive points from Groups A, B or G.

11.4.6 Group F – People With Support Needs

11.4.6.1 The Council wishes to ensure that care leavers, vulnerable people with support needs and ex-offenders are assisted to access secure and suitable housing in order to promote independence and social inclusion. However, Camden is also concerned that applicants within these groups should be able to sustain an independent tenancy prior to receiving an allocation of general needs housing. In cases where it is considered that those with support needs, Part VII applicants or otherwise, are assessed as unable to sustain an independent tenancy, they will be referred for supported housing for a period of time dependent on individual need. Points will be awarded within Group F to:

- Young people who are Camden care leavers who are unable to remain in their placement where there is no suitable alternative housing and they are capable of maintaining an independent tenancy - *300 points*.

The Council will conduct the assessment of ability to maintain an independent tenancy.

- Vulnerable people with support needs in need of move-on accommodation from hospital or supported housing projects (where appropriate, on successful completion of a recognised rehabilitation programme), where they are capable of maintaining an independent tenancy and there is no suitable, alternative housing – *75 points or 200 points if they fall into one of the following groups, for whom private rented accommodation may not provide a suitable option:*
 - those with complex and enduring mental health problems. The Council will consider customers to have complex and enduring mental health problems if they meet one of the following criteria:
 - they are subject to a Care Programme Approach, or
 - they are in receipt of a funded support package for services beyond their accommodation-based support.
 - elderly and vulnerable. The Council will consider customers to be elderly and vulnerable if they are of pensionable age or are at least 65 years old **and:**
 - have been accepted for Sheltered Housing, or
 - have the B medical award, or
 - are institutionalized (indicated by a stay of 10+ years in prison, hospital or hostel accommodation), or
 - have other exceptional circumstances that render them

vulnerable

- those with mobility problems that mean they need an accessible, level access or adapted home that falls into one of the categories A to E+ outlined at section 3.3.2 above. The Council will consider customers to have mobility needs that cannot be met in the private rented sector if they meet one or more of the following criteria:
 - They have been assessed as having a ground floor need by the Medical Assessment Officer or a medical professional commissioned by the Council, or
 - They have been assessed as requiring level access accommodation by the Medical Assessment Officer or a medical professional commissioned by the Council
 - The Pathways and Move on Team have been unable to accommodate a customer in the private sector within a period of 6 months as a result of their mobility needs
- Ex-offenders leaving custody where they are capable of maintaining an independent tenancy and there is no suitable, alternative housing – *50 points*.

11.4.6.2 Applicants in Group F may receive points from Groups C, D, or E but will not receive points from Groups A, B or G

11.4.7 Group G - Relocation

11.4.7.1 It is intended that reasonable preference will be awarded within the Scheme to:

Those who need to move to a particular area in the Borough, where failure to meet that need would cause hardship to themselves or others.

11.4.7.2 Applicants within this category would include those who need to move to:

- Give or receive care that is substantial and ongoing – *75 points*,
- Access social services facilities – *75 points*,
- Access specialised medical treatment – *75 points*,
- Take up an employment, education or training opportunity that is not available elsewhere and who do not live within reasonable commuting distance from Camden – *75 points*,
- Larger or alternative accommodation where the applicant is a Camden approved foster parent resident in Camden who needs to move in order to carry out their fostering role – *150 points*.

11.4.7.3 Applicants who fall within Group G may receive points from Groups C, and D but will not receive points from Groups A, B, E and F.

11.4.8 Transfer Applicants

11.4.8.1 Applicants who are currently secure tenants of Camden will receive an additional award of 30 points to assist them in their transfer to new accommodation.

11.4.9 Building Stronger Camden Communities

- 11.4.9.1 All applicants who have a local connection with Camden will receive 100 points in addition to the points awarded in Groups A to G. This will include households who are owed a full housing duty by Camden under Part VII of the Housing Act 1996 (as amended) and have been provided with temporary accommodation. For the purposes of this Scheme, a local connection will be defined as follows:
- If the applicant has lived in Camden continuously for the last two years.
 - An applicant in Group B, excluding s190(2) and 192(3), who is eligible for 100 local connection points but is accepting a housing option outside of Camden in order to prevent homelessness. Local connection points in this instance will be time limited to 12 months.
- 11.4.9.2 All applicants who have lived in Camden for 10 out of the last 15 years will receive 50 points in addition to the points awarded in 11.4.9.1 and points awarded in Groups A to G.

11.4.10 Time Waiting

- 11.4.10.1 All applicants will receive 10% of their total number of points on the anniversary of their application.

11.4.11 Priority Points

- 11.4.11.1 Camden awards a high level of points in some of the above pointing groups in recognition of the urgent need some applicants have to move to a new home. These awards give priority within the Scheme but are not always sufficient to enable applicants to move as quickly as they need. This is particularly the case where the household needs to move to larger properties of 3 bedrooms or more.
- 11.4.11.2 Priority point levels are awarded as follows;
- In Group C – The award of 200 Essential Repair points,
 - In Group D – The award of 300 Medical Category A points,
 - In Group E – The award of 200 severe harassment/violence points
- 11.4.11.3 In order to enable applicants with priority points to move effectively an additional award will be made, which is linked to the size of property the applicant needs.

Additional points will be awarded as follows

- Applicants needing 2 bedroom properties will be awarded an additional 100 points.
- Applicants needing 3 bedroom properties will be awarded an additional 150 points.
- Applicants needing 4 bedroom properties or larger will be awarded an additional 200 points.

Summary of Points

A summary of the points awarded within Groups A to G is shown below.

POINTING GROUP	CATEGORIES	POINTS AWARDED
GROUP A	Households who are homeless within the meaning of Part VII of the Housing Act 1996 (as amended).	50 points
GROUP B	Homeless applicants found to be in priority need for accommodation under Sections 193(2) or 195(2) Housing Act 1996 or are occupying accommodation secured by the Council under Section 192(3). Priority need households threatened with homelessness who would be owed a full duty if they applied under Part VII and the Council is taking steps to prevent homelessness.	100 points
	Homeless applicants found to be in priority need under Section 190(2) Housing Act 1996, Part VII.	50 points
	Additional Preference: Priority need households whose homelessness has been prevented for six months and households accepted as homeless under Part VII Housing Act 1996 but who have ceased to be homeless by accepting a Qualifying Offer and they have remained in the accommodation for six months.	100 points
GROUP C	Applicants sharing facilities.	50 points
	Applicants who have no access to facilities.	100 points
	Applicants living in insanitary conditions.	150 points*
	Applicants living in uninhabitable conditions.	200 points* + additional points for the property size needed.

	<p>Tenants whom the Director of Housing and Adult Social Care has identified as directly or indirectly affected by development work being carried out by the Council or another body.</p>	<p>300 points* + additional points for the property size needed.</p>
	<p>The adult household members of Council tenants whom the Director of Housing and Adult Social Care has identified as directly or indirectly affected by development work being carried out by the Council or another body, if the tenant's household falls into one of the following categories:</p> <ul style="list-style-type: none"> • the tenant's household is currently overcrowded as outlined at 11.4.3.2 • the tenant's household has fewer rooms than the scheme assesses they need and the total number of bedrooms allocated to the tenant and to household(s) of the adult non-dependent(s) would be equal to or fewer than the number of bedrooms in the tenant's current home. 	
	<p>The adult household members of Council tenants whom the Director of Housing and Adult Social Care has identified as directly or indirectly affected by development work being carried out by the Council or another body, if the tenant's household falls into one of the following categories:</p> <ul style="list-style-type: none"> • the tenant's household is currently overcrowded, as outlined in 11.4.3.2 • the tenant's household has fewer rooms than the scheme assesses they need and the total number of bedrooms allocated to the tenant and to household(s) of the adult non-dependent(s) would be equal to or fewer than the number of bedrooms in the tenant's current home 	<p>300 points, until the tenant secures alternative accommodation</p>
	<p>Camden Council tenants needing to move for essential repairs.</p>	<p>200 points* + additional points for property size needed.</p>
	<p>Applicants who are overcrowded.</p>	<p>50 points + 25 points per bedspace lacking</p>
	<p>Additional Preference: Severely overcrowded households.</p>	<p>150 points</p>

	Under-occupying Camden Council tenants (or housing association tenants whose landlord agrees the Council will have nomination rights to the vacated property should the tenant be rehoused in council accommodation, over and above the proportion of their properties to which they have agreed the Council will have nomination rights and that the nominated property to be let at social rent and on an assured tenancy).	300 points plus additional discretionary points as outlined in 11.4.3.4
	Overcrowded households living in accommodation that is particularly small.	100 points

GROUP D	Applicants who need to move for medical reasons or due to a disability:	
	Category A	300 points* + additional points for property size needed.
	Category B	80 points
	Category C	40 points

GROUP E	Applicants who need to move due to harassment or violence:	
	Severe harassment or violence (where a move is essential)	200 points* + additional points for property size needed.
	Harassment or violence (where a move would be desirable).	100 points*

GROUP F	Applicants who need to move for welfare reasons:	
	Camden care leavers able to sustain a tenancy.	300 points
	Applicants who are vulnerable and in need of move on from hospital or supported housing projects and able to sustain a tenancy and there is no suitable, alternative housing.	75 points

<p>Applicants who are vulnerable and in need of move on from hospital or supported housing projects and able to sustain a tenancy and there is no suitable alternative housing and who fall into one or more of the following groups for whom private rented accommodation may not provide a suitable option:</p> <ul style="list-style-type: none"> ◦ those with complex and enduring mental health problems ◦ elderly vulnerable residents ◦ those with mobility problems that mean they need an accessible, level access or adapted home ◦ Council tenants who have given up a tenancy in order to enter supported 	200 points
Ex-offenders able to sustain a tenancy.	50 points

GROUP G	Applicants who need to move to a particular area in the borough to avoid hardship to themselves and others.	75 points
	Foster carers.	150 points

*Points will be time limited for six months but may be extended in exceptional circumstances.

** The Exceptions Panel has discretion to award additional points to a maximum of 150 points.