

# Appendix C

## HBC Allocation Scheme Glossary

### **Adaptations**

Adaptations are changes to a home, usually funded by either the registered provider or council, that make it accessible or suitable for a tenant with physical challenges or disabilities. These may be very specific to the needs of a person currently living there, but the council will always seek to re-use such facilities where possible.

### **Additional Preference**

Taking account of local circumstances, Housing Authorities can give 'additional preference' through their allocation policies to particular descriptions of people who fall within the statutory reasonable preference categories and have housing needs.

### **Affordability**

A measure that considers the income and expenditure of a household in relation to the accommodation they can reasonably afford in their local area that is suitable for the household needs.

### **Affordable Housing**

Housing (usually subsidised) made available to people who are not able to afford adequate housing locally.

### **Affordable Rent**

A new rent policy introduced in 2011 to support the funding of new affordable housing development through increased rental streams. The rent will be no more than 80% of the local market rent.

### **Allocation Scheme**

Process by which housing applicants are put into the social housing allocation pool.

### **Anti-Social Behaviour**

Behaviour that causes harassment, alarm or distress to other people living in the area. Examples include: noise, verbal abuse, drug dealing, and violence.

### **Assured Shorthold Tenancy (AST)**

Created under Section 20 of Housing Act 1988, an Assured Shorthold Tenancy is granted for a fixed term between 6 months and 5 years. Upon expiry of a valid Notice of Seeking Possession, the Court has no discretion to allow the tenant to remain.

### **Assured tenancy**

An assured tenancy is a form of residential tenancy in England that grants a degree of security of tenure to the tenant. A tenant under an assured tenancy may not be evicted without a reason.

**Asylum Seeker**

Any person who has lodged an appeal for asylum but whose application has not yet been resolved (Home Office definition).

**Banding**

Banding is the method the Council use to award priority to applicants. There are four bands and these reflect the comparative urgency of applicants' need to move.

**Bedroom Eligibility**

The number of bedrooms a household is assessed as needing.

**Bidding**

This is the process by which applicants register their wish to be considered for a particular vacancy advertised through the Choice Based Lettings Scheme.

**Choice-based Lettings Scheme**

Schemes for people who want to apply for social housing, or for people who already live in housing association homes, but need to move. They aim to provide more information and choice than the old social housing 'waiting lists'. Vacant properties are advertised and applicants choose those they wish to bid for or otherwise express an interest.

**Comprehensive Spending Review**

Government budgets set in October 2010 for the period until 2015 and related to spending reforms.

**Compulsory Purchase Order**

Legal function allowing local authorities to obtain land or property without the consent of the owner.

**Decant**

A facilitated permanent or temporary move of a housing association tenant to allow major works/refurbishment to be carried out, or prior to demolition and redevelopment.

**Department of Communities and Local Government (DCLG)**

Government department responsible for housing and planning.

**Direct Let**

A home that may be offered directly to a customer without them having to make a 'bid' or 'register an interest' in that home.

**Disabled Facilities Grant (DFG)**

Grant available from the Council to fund home adaptations for people finding it difficult to live in their homes because of age or disability.

**General Needs Housing**

Social housing is housing rented by a housing association at rents which are usually below those that are charged in the private rented sector. It is regarded to be 'general needs' housing when there is no additional support provided to tenants beyond a normal housing management and repairs service.

**Homemove**

Homemove is the lettings scheme used for social housing in Hastings.

**Homes and Communities Agency (HCA)**

Government agency responsible for regulating registered providers of social housing and providing government funding for the provision of new affordable homes.

**Homeseekers**

New applicants applying to the housing register.

**Homeswapper**

A self-help scheme, designed to help tenants find someone with whom to swap their home.

**Houses in Multiple Occupation (HMO)**

Under the changes in the Housing Act 2004, the following types of building are Houses or Flats in Multiple Occupation:

1. An entire house or flat which is let to three or more tenants who form two or more households, and who share a kitchen, bathroom or toilet
2. A house which has been converted into bedsits or other non self-contained accommodation, and which is let to three or more tenants who form two or more households, and who share kitchen, bathroom or toilet facilities
3. A converted house which contains one or more flats which are not wholly self contained (i.e. the flat does not contain within it a kitchen, bathroom or toilet) and which is occupied by three or more tenants who form three or more households
4. A building which is converted entirely into self contained flats, but the conversion did not meet the standards of the 1991 Building Regulations, and less than two thirds of the flats are owner occupied

To be an HMO, the property must be used as the tenants' only or main residence, and it should be used solely or mainly to house tenants.

**Housing Benefit**

Means tested benefit intended to help meet housing costs for rented accommodation.

**Housing Health and Safety Rating System (HHSRS)**

Risk assessment tool used to assess potential risks to health and safety in a property.

**Housing Need**

Households that fall within the criteria set out in Bands A-C in the HBC Allocation Scheme.

**Housing for Older People Scheme (HOPS)**

Housing provided by AmicusHorizon that is designed to give older people the independence of having their own flat with the security of having an alarm system and housing related support.

**Housing Needs Survey**

A sample survey used to assess and evidence the level of housing need in the borough.

**Housing Register**

A list of customers requesting social housing who are eligible for assistance in accordance with the Council's Allocation Scheme.

**Housing Stock**

Properties currently available for housing use in the borough.

**Insanitary**

Refers to the condition of accommodation that does not meet a minimum standard and can be hazardous to the occupant's health.

**Intermediate tenures**

Accommodation made available to rent or purchase at below open market rates.

**Local Development Framework (LDF)**

Portfolio of local development documents, supplementary planning documents, statement of community involvement, local development scheme and annual monitoring reports which provide the framework for delivering the spatial planning strategy for a local area.

**Local Housing Allowance (LHA)**

The LHA arrangements are a way of working out Housing Benefit (HB) for people who rent from a private landlord.

**Local Lettings Plan (LLP)**

Local Lettings Plans can be agreed in exceptional circumstances for the allocation and letting of social housing within an agreed community / location or across a type of property. A Local Lettings Plan would only be agreed in consultation with the Council and partners and aims to bring benefits to the area e.g. to create more balanced sustainable communities.

**Low Cost Home Ownership**

An all-embracing term for the various categories of ownership offered by organisations e.g. Improvement for Sale (IFS) or Shared Ownership.

**MAPPA**

Multi Agency Public Protection Arrangement. Provides the statutory framework for inter-agency co-operation in assessing and managing violent and sex offenders in England and Wales.

**Medical Need**

The medical circumstances of a household that is directly affected by current housing conditions and where a move to more suitable accommodation would improve the medical condition.

**Mixed Tenure**

A range of types of accommodation in terms of ownership and occupation – social rented, private rented, shared ownership and outright owner occupation.

### **Mortgage Rescue**

Support for homeowners to stay in their property.

### **Mutual Exchange**

A mechanism to swap accommodation between two social housing tenants that relies on each tenant moving permanently into the other person's/tenant's property.

### **Overcrowded**

Households with fewer bedrooms than their entitlement set out in Appendix D (Bedroom Eligibility) in the HBC Allocation Scheme will be considered overcrowded.

### **Reasonable Preference**

Under the law, Housing Authorities must ensure that 'reasonable preference' for social housing is given to certain categories of people.

### **Registered Provider (RP)/Housing Association**

Registered Providers (Housing Associations) are social landlords registered and regulated by the Homes and Communities agency and the Tenant Services Authority and provide affordable housing.

### **Shared Equity**

House purchaser enters into an agreement with a housing provider to purchase a property jointly.

### **Shared Ownership**

House purchaser enters into an agreement with a housing provider to part buy and part rent a home.

### **Sheltered Housing**

Housing that is designed to give older people the independence of having their own flat with the security of having an alarm system and housing related support. Sheltered flats are often small, self-contained units or single rooms in a complex, which often has a communal social area. There is usually a Warden or Scheme Manager. It is possible to find sheltered housing to rent or to buy.

### **Shortlisting**

This is the list of applicants who have shown an interest (placed a bid) in a property advertised through Homemove. This list is used to offer the property to the applicant with the highest priority according to the HBC Allocation Scheme.

### **Statutorily homeless/Statutory duty to house**

Households the Council has a duty to assist under the homelessness legislation.

### **Succession of tenancy**

When a tenant dies, the tenancy will automatically pass to any joint tenants, a partner or a close member of the tenant's family as long as they were living with the tenant at the time of the death and for at least 12 months before. Anyone who takes over the tenancy in this way is called a 'successor'.

**Suitable/Suitability**

Accommodation that is large enough to accommodate a household, is of good quality in terms of physical condition and housing management, and affordable and accessible both in terms of location and type of housing.

**Supported Housing**

Accommodation provided with additional tenancy support for individuals with specific needs.

**Sustainable communities**

The Department for Communities and Local Government says a sustainable community is a place where people want to live and work now and in the future.

**Temporary Accommodation**

This is accommodation offered to applicants under homeless legislation. It is not provided on a long term basis.

**Transfer Tenants**

For the purposes of the HBC Allocation Scheme, a Transfer Tenant is an assured tenant of one of the Council's Homemove housing association partners who are permanently resident in the borough.

**Under-Occupation**

A tenant is considered to be under-occupying their home when they have more bedrooms than they are eligible for, as set out in Appendix D (Bedroom Eligibility) in the HBC Allocation Scheme.