



Annex A

Effective Date: XX March 2019

Housing Services

--- www.brentwood.gov.uk ---

Allocations: Bypassing

Any bid for a property on the Choice-Based Letting ('CBL') Home Option system will be 'bypassed'. This means that the applicant will not be eligible for an allocation of a social housing property unless the requirements below are met. This Annex to the Allocations Policy 2014 will act as an operational protocol for 'bypassing' as outlined in the Policy and will be adhered to in all but the most exceptional of cases, which may only be deemed so by the Housing Services Manager.

The rules below are dependant on the individual application status and only 1 category will apply to each applicant. Please note that joint applications are dealt with in the same manner as sole applications. The 'current policy' rules below are the ones which will be applied from adoption by Committee on XX of March 2019.

Transfer Applicants

Former Policy

- A Transfer List applicant must have maintained a six-month clear rent account to be offered an alternative property.
- All Former Tenant Arrears (FTAs) owing to the Council must be cleared in full at the point of offer.
- All Council Tax and Sundry Debts owing to the Council must be cleared in full at point of offer or a proportion of arrears must be made (by agreement) and a repayment arrangement made.

Current Policy

- A Transfer List applicant must not have fallen into arrears of more than one months net rent liability in the previous six months.
- All Former Tenant Arrears owing to the Council must be cleared in full at point of offer.
- The applicant must state in writing an affordable repayment arrangement they will adhere to for all Council Tax and Sundry Debts. (Housing Services will pass this written agreement to the relevant department).

Housing Register Applicants

Former Policy

- Any former tenant arrears must be cleared in full at point of offer.
- All Council Tax and Sundry Debts must be cleared in full at point of offer or a proportion of arrears must be paid (by agreement) and a repayment arrangement made.

Current Policy

- Any former tenant arrears must be cleared in full at point of offer.
- The applicant must state in writing an affordable repayment arrangement they will adhere to for all Council Tax and Sundry Debts. (Housing Services will pass this written agreement to the relevant department).

Housing Register Applicants

- **Homeless Applicants**
- **Currently residing in Council Temporary Accommodation**

Former Policy

- Applicants must clear any current and former tenant arrears at point of offer.
- Applicants must clear current and former court costs.
- All Council Tax and Sundry Debts must be cleared in full at point of offer or a proportion of arrears must be paid (by agreement) and a repayment arrangement made.

Current Policy

- Applicants must clear any current and former tenant arrears at point of offer OR agree for any debt to be transferred to the new rent account.
- Where a debt has been transferred the applicant must state in writing an agreed affordable repayment arrangement.
- The applicant must state in writing an affordable repayment arrangement they will adhere to for all Council Tax and Sundry Debts. (Housing Services will pass this written agreement to the relevant department).

Housing Register Applicants

- **Homeless Applicants**
- **NOT residing in Council Temporary Accommodation**

Former Policy

- Applicants must clear any current and former tenant arrears at point of offer.
- Applicants must clear current and former court costs.
- All Council Tax and Sundry Debts must be cleared in full at point of offer or a proportion of arrears must be paid (by agreement) and a repayment arrangement made.

Current Policy

- Applicants must clear any former tenant arrears at point of offer OR agree for any debt to be transferred to the new rent account.
- Where a debt has been transferred the applicant must state in writing an agreed affordable repayment arrangement.
- The applicant must state in writing an affordable repayment arrangement they will adhere to for all Council Tax and Sundry Debts. (Housing Services will pass this written agreement to the relevant department).

Other Reasons for By-Passing

The other reasons why a bid on the CBL allocations system may be bypassed are as follows:

Property-Based Reasons

- A property is purpose built or significantly adapted for a person with a disability.
- A property or properties are subject to a Local Lettings Plan and certain groups of applicants may not be eligible for a nomination. (The Local Lettings Policy will be agreed between Brentwood Borough Council and the Registered Provider whose property is being advertised).
- The property is ground floor, to ensure it is occupied by an applicant with a recognised medical need for ground floor accommodation.
- Other reasons why a sensitive allocation is necessary.
- An offer of a particular property, if in conjunction with the Police / Probation it is deemed necessary for such a restriction to safeguard public interest, having regard to community safety and cohesion.

Applicant-Based Reasons

- Existing tenants, whose existing property has been specifically adapted for their needs or a member of their household, may only express an interest in suitable properties that may accommodate their medical need at no further cost to the Council.
- The property is not in accordance with the applicant's assessed medical needs .
- An applicant has pets and the property is not suitable or not permitted for pets.
- A nomination is refused by an RSL as would not meet their rules concerning household size, pet ownership etc.

Applicant-Based Reasons (continued)

- Outstanding council tax or housing benefit in relation to any property.
- Non-payment of re-chargeable repairs.
- Non-payment of Bed & Breakfast or temporary accommodation arrears.
- Non-payment of any former rent arrears, service charges or any legal costs as a result of previous actions relating to any former tenancy or leasehold.
- Non-Payment of Removal costs.
- Money owed from the Rent Deposit Scheme.
- Non-payment of any loan paid by the Council in regard to any previous private tenancy.
- Council Tenants actively seeking to buy their existing home under 'Right to buy'.
- A former tenant of any other local authority or RSL who has any type of outstanding debt owed.
- The Council is satisfied that an applicant or member of the household is guilty of unacceptable behaviour, which is serious enough to make them an unsuitable tenant.