

LOCAL LETTINGS PLAN**WEST KINGSDOWN VILLAGE HALL, FAWKHAM ROAD, WEST KINGSDOWN,
SEVENOAKS**

This site is made up of six general needs rented properties which consists of two one bedroom flats and four two bedroom, three person flats.

This lettings plan is for the rented properties managed by Moat Homes to which Sevenoaks District Council have nomination rights. It is designed to support sustainable lettings and maximise the meeting of housing need whilst preventing potential management problems on site.

Aims

Moat Homes Ltd will allocate the rented properties and select which applicants will be offered in line with Sevenoaks District Council's allocation policy following the terms of the relevant Nomination Agreement signed by both/all parties and Moats Lettings Policy.

- To free up larger housing association properties;
- To allocate the homes to a social mixture of applicants to reflect the broader community;
- To agree targets on the overall levels of economically active households to prevent a concentration of residents wholly dependent on benefits;
- To support integration into the surrounding established community;
- To achieve sustainable tenancies;
- To reduce the problems of anti-social behaviour (ASB) reported to the housing association by excluding applicants who have criminal convictions for, or a record of ASB, including drug related crimes;
- Any refusals based on criminal convictions or ASB, including drug related crimes to be agreed by both parties;
- The SDHR will check applicants previous tenure history as per normal policy and procedure and investigate before an allocation is made;
- To agree the allocation of properties to pet owners following Moats Policy.

All applicants will be offered an Introductory or Starter Tenancy in line with current policies and procedures unless they already hold a tenancy with Sevenoaks District Council or another social housing provider.

Specific details for nominations

Sevenoaks District Council will have 100% nominations on first lets and all true voids thereafter.

Allocations will be made according to housing need and connection to the Sevenoaks District, as set out in the current Sevenoaks District Housing Register Allocations policy.

If two applicants have an equal level of need, priority will be given to those who reside within or have a local connection to, the Parish of West Kingsdown. In this context, local connection is defined as:

- *Where an applicant lives in the Parish and has done so continuously for the last three years to date; or*
- *Has lived in the Parish for at least five out of the last ten years to date; or*
- *Has been a member of a household currently living in the Parish and have close family resident in the Parish for a minimum of 10 years (close family comprises adult children, brothers, sisters and parents and for the avoidance of doubt, extended family will only be considered if that relative has played an important role in the applicant's upbringing); or*
- *Is employed full time in the Parish on a permanent basis, or will be taking up such employment, or can demonstrate to the Council that they provide an important service requiring them to live locally – in all cases in the applicant's main place of work/service must be located in the Parish of West Kingsdown.*

Where practicable, priority will also be given to those under-occupying their current housing association home. In order for a transfer applicant to be considered, tenants must normally have a clear rent account or at least stuck to an agreement for a minimum of six months. However, to assist with bedroom tax issues consideration will be given on a case by case basis. Tenants will also have been expected to have kept their home in good condition and have no ASB issues. Moat do not currently offer any incentives to their own tenants for downsizing, however if your landlord is another housing association, e.g. West Kent HA, please check with them direct as incentives may be available.

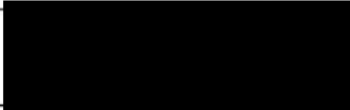
Households with support needs

For these nominees, a supported housing needs assessment and appropriate support package to be agreed at the time of the nomination and in place for the commencement of the tenancy.


This lettings plan has been drawn up in full consultation with Sevenoaks District and Moat. Both parties are positive about the principles of the lettings plan, and are keen to see successful long-term lettings achieved at the new scheme.

It is intended to review this local lettings plan annually with any amendments to be agreed by both parties.

Sevenoaks District Council

Signed by	
Print Name(s)	M. LOWE
Designation	Portfolio Holder for Housing, Welfare + Community Safety
Date	9/7/13.

Moat Homes Ltd

Signed by	
Print Name(s)	SAM JACOBS
Designation	HOUSING OPTIONS MANAGER
Date	18/7/13