

5.3 Housing need assessment

All applicants will be assessed to determine whether or not they fall within one of the following five categories -

- Additional Preference (Band A)
- High Preference (Band B)
- Moderate Preference (Band C)
- Low Preference (Band D)
- No Preference (Band E)

5.4 Additional Preference Category (Band A)

Cases that fall into this category will be people who need to move because of either:

- a) an emergency, usually on health or welfare grounds; or
- b) because the Council needs them to move urgently in order to create vacancies within the housing stock for other people in housing need (management moves).

Emergency Cases

Very few cases are likely to be eligible for this category, which will apply where:

- An applicant cannot occupy their property because of a medical problem or disability and the property cannot be adapted e.g. a wheelchair user who lives in a first floor flat with no lift.
- The applicant is a serving or former member of the Armed or Reserve Forces who needs to move because of a serious injury, medical condition or disability which he or she, or a member of their household, has sustained as a result of service in the Armed Forces.
- An applicant's life would be in immediate danger if they continued to live in their current accommodation and this has been substantiated.
- An existing tenant of the Council or a Registered Social Landlord (RSL) in the district* who needs to immediately move because of serious violence or harassment, where this has been substantiated and management action against the perpetrator(s) cannot resolve the situation.
- Other cases recognised as emergencies but not fitting into the above categories at the discretion of the Strategic Director of People (see 7.2 later).

Management Moves

The following applicants will fall into this category:

- Tenants of the Council or an RSL in the district* who:
 - Are under-occupying family properties and are prepared to move to one bedroom properties.
 - Are in certain supported housing that is needed by other high priority applicants and who, themselves, no longer require the support.

* Such tenants are only eligible to be included in this category where they were nominated by the Council and the Council would have a nomination right to the resultant vacancy, such that a further applicant can be assisted.



- Applicants who are part of a reciprocal arrangement agreed with another local authority or RSL (see 7.3 later).
- Applicants who are key workers (see 7.6 later) with at least 5 years of service who are retiring or being made redundant from accommodation provided for the better performance of their work duties (tied accommodation).
- Other cases recognised as urgent management moves but not fitting into the above categories at the discretion of the **Strategic Director of People**.

Cases that fall into the above categories will be placed in **Band A**, unless:

- a) they do not have a local connection with Tandridge (see 6.1 later), or
- b) they have a high/moderate income (see 6.2 later),

In the case of a) or b) applicants will be placed in **Band D**.

5.5 High Preference Category (Band B)

The following applicants will fall into this category:

- Households assessed as homeless or threatened with homelessness by the Council and who are in priority need within the meaning of the Housing Act 1996
- Households whose accommodation lacks basic facilities (i.e. a kitchen, bathroom or toilet) and this cannot be provided by the owner at reasonable cost.
- Households whose accommodation is assessed as being in severe disrepair by an Environmental Health Officer and which cannot be repaired at reasonable cost.
- Households with dependent children where the facilities are shared with others who are not members of the applicant's household & the applicant has no rights to occupy the property or to apply for an occupation order.
- Households without enough bedrooms for their need (see 7.4 later)
- Households with an urgent need for alternative accommodation on medical or welfare grounds (see 7.1 and 7.2 later)

Cases that fall into the above categories will be placed in **Band B**, unless

- a) they do not have a local connection with Tandridge (see 6.1 later), or
- b) they have a high/moderate income (see 6.2 later)

In the case of a) or b) applicants will be placed in **Band D**.

5.6 Moderate Preference (Band C)

The following applicants will fall into this category:

- Households that are renting accommodation with limited security of tenure (see 7.5 later).
- Other households who are homeless or threatened with homelessness including those who are not in priority need within the meaning of Part VII of the Housing Act 1996.
- Households with no fixed abode who have made a statutory declaration witnessed by a solicitor that they have no accommodation in which they can reside, even temporarily.
- Households containing at least one child under 5 and/or a pregnant woman that are living in accommodation above the ground floor.



- Households whose accommodation is assessed as being in disrepair by an Environmental Health Officer and which cannot be repaired by the owner at reasonable cost.
- Households sharing facilities with others who are not members of the applicant's household but where either:
 - the applicant has rights to occupy the property or to apply for an occupation order to grant this, or
 - their household does not include any dependent children.
- Households with no living room or those sharing a living room with another household.
- Households accepted as Tandridge key workers (see 7.6 later).
- Households with a need for alternative accommodation on medical or welfare grounds (see 7.1 and 7.2 later).

Cases that fall into the above categories will be placed in **Band C**, unless:

- a) they do not have a local connection with Tandridge (see 6.1 later), or
- b) they have a high/moderate income (see 6.2 later)

In the case of a) or b), applicants will be placed in **Band D**.

5.7 Low Preference (Band D)

Applicants who have any of the housing needs detailed in Bands A-C but either:

- a) have a high/moderate income, and/or
- b) do not have a local connection with Tandridge

will be placed in **Band D**.

5.8 No Preference (Band E)

Applicants who do not have any of the housing needs detailed in Bands A-C will be placed in **Band E**.

6. Reduced Preference

The supply of rented social housing available to the Council is limited and the Council cannot provide rented accommodation to everyone who requests it. Reduced priority for housing will therefore be given to eligible applicants where:

- a) They do not have a local connection with the District of Tandridge.
- b) They have financial resources available to meet their housing costs or where they have had such resources but have unreasonably disposed of them.
- c) Their behaviour or that of a member of their household affects their suitability to be a tenant.
- d) They are the tenant of a housing association (registered provider) property in Tandridge for which the Council does not have nomination rights.

A decision to reduce priority on this basis will be made by the Resident Support Officer (Housing Allocations) following an individual assessment of each application.

