Appendix one

As an example if a rural exception site was built in the parish of Halvergate, then the following cascade would apply.

Allocations will be made to applicants on the housing list managed and maintained by Broadland District Council on the following priority basis:

2.1 Residents of Halvergate who have lived in the Parish for a total of at least 3 of the last 10 years.

2.2 Former residents of Halvergate who have had their main home in the Parish for 3 of the last 10 years.

2.3 Households who need to move to the parish of Halvergate to give/receive support from family/relatives.

2.4 Residents of the adjacent parishes of Freethorpe, Beighton, Acle who have lived in these parishes for the last three years.

2.5 People working in the parish of Halvergate who have done so for a year or more.

2.6 Residents of Halvergate who have lived in the parish for less than three years.

2.7 Residents of the adjacent parishes of Freethorpe, Beighton, Acle who have lived in these parishes for less than 3 years.

2.8 Residents of the adjacent parishes of Reedham, Cantley, Strumpshaw, Lingwood and Burlingham, Upton with Fishley who have lived in these parishes for the last three years.

2.9 Residents of the parishes of Reedham, Cantley, Strumpshaw, Lingwood and Burlingham, Upton with Fishley who have lived in these parishes for less than 3 years.

2.10 Residents of Broadland District

2.11 Any other person

For further information, please contact:
Email: housingoptions@broadland.gov.uk
Tel: 01603 430497

Local lettings on affordable housing

Guide for Parish and Town Councils

www.broadland.gov.uk

Broadland District Council

Introduction

In August 2012 a new policy was introduced, which means that priority for some affordable housing on all new developments will be given to local people.

This already happens on rural exception sites where a small development is built to meet a local housing need. Priority for the affordable housing is given to people with a local connection to the parish/town that the development is built in. The cascade for allocation of properties is set out in the Local Lettings policy which is attached to the legal agreement for the site. The cascade gives priority to households that have a strong local connection to the parish/town. This means that local people benefit from affordable housing provided on these sites, when the property is first let and when properties become vacant. You will find an example of the Local Lettings policy used on rural exception sites in appendix 1.

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communication for all

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www.broadland.gov.uk

Why do we need to have rural exception sites when all sites will have a local lettings policy?

The Council will continue to support the development of rural exception sites to meet a local housing need. We will therefore have two different Local Lettings policies in place. One for rural exception sites which is more detailed (you can see an example of this in appendix 1).

All affordable housing on rural exception sites will be allocated according to the local lettings policy, and will apply to the first let and all subsequent lets when the properties become vacant.

The Local Lettings Policy on all other developments is simpler (as described above) and applies to first let only.

How will the housing needs surveys be carried out?

The Housing team at Broadland District Council will carry out the housing needs surveys. These will be carried out on a parish basis, and where development is proposed or a planning application has been submitted. A housing needs survey will be sent to every household in the parish and a web link will be advertised so that households can fill the forms in on line. The questionnaire is aimed at households who are in housing need, and therefore we don't expect all households to complete and return them.

The Council will make sure that the Parish/Town Council knows when this work will be carried out, and the results of the survey will be published by the District Council. A summary of information will be produced on our website and copies of the report distributed in the relevant parish/town.

What is the new policy?

Under Broadland District Council's new policy some affordable housing on all new development sites (granted planning after August 2012) will be allocated to local people as a priority. This policy is called a local lettings policy and sets out a cascade for the allocation of new affordable housing, with people living in the town/parish and in housing need given priority.

The cascade is used to allocate affordable housing to people in housing need and registered with the Council as being in housing need. The cascade is:-

1) Residents currently living in the parish/town (where the development is taking place)
2) People who work in the parish/town
3) People needing to move to the parish town to give/receive support from/to close family
4) Residents of Broadland District

When a property is allocated under this Local Lettings Policy the cascade is used to allocate the property to households on the Council's housing list. For example if an affordable home is built in Aylsham and allocated with a Local Lettings Policy, somebody on the housing list in the low or medium band in Aylsham would be prioritised above somebody who lived outside of Aylsham in the high need band on the housing list.

Not all affordable housing can be allocated with a Local Lettings Policy because the Council has a statutory duty to house some people and therefore needs new affordable housing to meet these duties. The Council also needs to make sure that people can move between properties or out of temporary accommodation and provide people with a home.

The Local Lettings policy will apply to the first let of affordable housing only, and for subsequent lets properties will be offered to meet a general district wide housing need i.e. will be offered to the household in the highest housing need, and who have been waiting the longest.

What sort of affordable housing does the Local Lettings Policy apply too?

A Local Lettings Policy only applies to social rent, and affordable rent tenure. Affordable Rent Tenure has now mostly replaced social rent and rents are set at 80% of the local market rent. Affordable Rent Tenure properties are offered to households on the Council's housing list.

The Local Lettings Policy will not apply to intermediate tenure options i.e. shared ownership (part buy/part rent) or discounted market housing (sold at a percentage of open market). This is because people need to obtain a mortgage on part of the property and it is not possible for the Local Authority to restrict who these properties are sold too. The Council will ensure these properties are advertised locally to encourage local people to purchase.

How many affordable homes will be set aside under the Local Lettings Policy?

This depends on numbers of homes proposed for the site.

- On sites of under 20 dwellings the number will be based on the Council's housing list and how many households have a local connection to the parish/town where the development is taking place. The number of properties subject to a local lettings policy will not exceed 33% of the total amount of affordable housing proposed for the site. If the parish/town/planning applicant wishes to carry out a housing needs survey to decide the proportion for local lettings, then they can do this at their own cost. Broadland District Council will work with the parish/town to provide questionnaires, and support in putting together a report.

- On sites of 20 or over the number will be decided by carrying out a housing needs survey, as well as using information from the housing list. The number of properties subject to a local lettings policy will not exceed 33% of the total amount of affordable housing proposed for the site. The exact number will depend on the results of the housing needs survey.