

HOMES FOR WELLS ALLOCATION POLICY

1. In this policy 'Wells' means Wells-next-the-Sea and the surrounding parishes of Stiffkey, Warham, Wighton and Holkham.
2. The Allocations Committee are appointed by the Homes for Wells Board. The Allocations Committee will consist of The General Manager and up to four additional members one of whom may be co-opted with the remainder being board members.
3. HFW houses those who:
 - a. work or volunteer in Wells and
 - b. who have insufficient funds to privately rent or buy a property suitable for their needs in Wells.These are our two basic criteria.
4. Anyone who wishes to be considered for a HFW tenancy may complete the declaration of interest form on our website and send it by email to our General Manager.

If our General Manager is satisfied they fulfil our basic criteria then they will be added to our waiting list.

5. When HFW has a property available for allocation it will specify:
 - a. Address
 - b. The number and size of bedrooms
 - c. Availability of garden
 - d. Disabled access and facilities
 - e. Level of initial rent – and type of tenancy on offer
 - f. Suitability for pets
 - g. Any other relevant factors
6. The HFW General Manager will then invite all suitable applicants on our waiting list to complete a detailed application form.

Properties available may sometimes also be advertised on our website and in the wider community.

7. The Allocations Committee will decide from the information in the application form the tenant/s to be offered the tenancy giving regard to:
 - a. The occupations of the applicants and the need of Wells for these occupations.
HFW will maintain a priority occupations list which will be reviewed at least once each year – see below
 - b. The applicant's strength and length of connection to Wells
 - c. Financial match ie ability to pay the rent.
 - d. Unsuitability or unaffordability of current accommodation.

- e. Any information on long-term contribution to Wells eg as a volunteer or worker
 - f. Any other information the Allocations Committee consider relevant.
8. Before making a decision, the Allocations Committee may ask applicants for more information or call them in for interview.
 9. Where the property to be offered is managed by Homes for Wells for another Landlord then any offer of a tenancy will be subject to approval of the proposed tenant by that Landlord.
 10. Any applicant who has been offered and refused three properties will be removed from the waiting list.
 11. Where Homes For Wells has an existing tenant who has had their tenancy terminated because a management agreement has been terminated by a property owner or because their personal circumstances have changed resulting in their need for a different size of property or for any other similar reason then the Allocations Committee may decide to allocate a newly available property to such tenant without wider invitation for application or advertising.

PRIORITY OCCUPATIONS (paid or voluntary)

- Staff working and supporting young people eg at the schools and nursery
- Staff working for the Health Centre or other health related occupations eg paramedics
- Staff working in care homes and as carers or support workers for the elderly or disadvantaged
- Those working for RNLI, coastguard, lifeguard, firefighters, police service
- Postal workers
- Harbour staff
- Flood and coast watch
- Fishermen based in Wells
- Food production and retail food shop
- Essential utility service providers
- Funeral directors and religious staff
- Those working in catering/hospitality industry
- Any other occupation essential for the preservation of Wells as a thriving town
- Any other person making a significant contribution to the wellbeing of the community.

HOMES FOR WELLS DECLARATION OF INTEREST FORM

<p>State full name, address, email and phone number of applicant(s) ie the people who want to be considered as tenants.</p>
<p> </p>
<p>Please list all people who will reside at the property and their ages</p>
<p> </p>
<p>Please state your preferred minimum number of bedrooms</p>
<p> </p>
<p>Please state detail of current employment including position, employer and income of each applicant</p>
<p> </p>
<p>Please give details of any volunteer role of any applicant</p>
<p> </p>
<p>Please give details of any savings or other assets of any applicant</p>
<p> </p>
<p>Please state why current accommodation is unsuitable or unaffordable.</p>
<p> </p>
<p> </p>

HOMES FOR WELLS TENANCY APPLICATION FORM

<p>Please give full names, date of birth, and current address of each applicant (ie those who wish to be considered as tenants). Also email and phone numbers. Please state the number of years at current address (if less than 3 please give previous address and years at that address)</p>
<p>Please give full employment details for each applicant including job title, employers names and address, number of years with current employer (if less than 3 please also give details of any previous employment).</p>
<p>Please state income from employment for each applicant</p>
<p>Please state if you receive any benefits or intend to apply for housing benefit to pay rent</p>
<p>Please give details of any income other from the employment specified above and any interest in any property or any other assets eg investmetns</p>
<p>Do any of the applicants have a criminal record or any CCJ's or bankruptcy registered against them – if so please give full details</p>
<p>Please give details of any voluntary work undertaken by any applicant including time spent each week and for how long you have been volunteering.</p>
<p>Please give full details of anyone who will live in the property – name, age, gender and employment details/school or college attended. Please include any children even if they will only live some of the time at the property.</p>
<p>Please give details of any pets you will house in the property</p>
<p>Are you currently on any local housing register – please give details</p>
<p>Please give any further information you think might support your application</p>
<p>I CONFIRM THAT THE INFORMATION ABOVE IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF</p>
<p>SIGNED APPLICANT 1</p>

