

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 Tenancy Application Form on our website and send it by email to our General Manager. If a prospective tenant prefers they may make an appointment to call at the office where our GM will help them complete the form.

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 an up to date 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 and those working in the fishing industry
- 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.