

LOCAL LETTINGS POLICY (LLP) FOR CARDIGAN HOUSE

SCHEME	Cardigan House
Landlord	Corby Borough Council (CBC)
Developer	Sovereign Centros – Town Centre Owners
Completion Date	March 2017
Units	<p>4 x 1 Bedroom First Floor Flat – 1 person 1 x 1 Bedroom First Floor Flat – 2 persons 1 x 2 Bedroom First Floor Flat – 3 persons</p>
Purpose of this Local Lettings Policy	<p>Whilst the CBC Keyways Housing Allocation Policy will remain the overarching policy against which allocations are made, this LLP outlines how nominations will be made outside of the principle policy for all lettings.</p> <p>Corby is a growing town both in population and economy so therefore requires a complementary increase in jobs and prosperity to match growth. District centres are ideal places to provide affordable homes close to public travel systems in order to attract people to those jobs being created through growing employment.</p> <p>By their nature, town centres are areas that attract visitors both day and night and if not mitigated can see an increase in levels of anti-social behaviour (ASB) which can be disproportionately high and difficult to manage effectively.</p> <p>The town centre in Corby currently suffers from management issues stemming from ASB within its existing social housing tenancies. These are managed by one of Corby's largest Registered Providers, PA Housing. If not managed appropriately, may escalate with the addition of new residential properties.</p> <p>CBC have little direct experience of managing tenancies in a Town Centre shopping environment and will therefore need to make certain that its initial and future tenancies are sensitively let and do not escalate the issue through its lettings processes.</p> <p>This policy is designed to not only reduce the issue but to ensure that the dynamic environment of the town centre is maximised through its lettings processes.</p>

Wider policy/strategy agreements within Corby	<p>CBC Corporate Plan 2015-20</p> <ul style="list-style-type: none"> • Theme 1 Promoting Healthier, Safer Stronger Communities • Theme 2 Regeneration and Economic Growth • Theme 3 Inspiring a Future <p>CBC Housing and Homelessness Strategy 2014-19</p> <ul style="list-style-type: none"> • Priority 1 Growth Ambitions for the Borough – additional new homes • Priority 2 Objectives for housing needs – meeting local needs • Priority 5 Providing Affordable Housing • Priority 6 Regeneration – converting unused commercial offices into homes • Priority 8 Partnership Working – promoting skills and economic development
Sustainable Communities Criteria	<p>In order to achieve a balanced community, allocations will be made in the following order:</p> <p>All properties</p> <ol style="list-style-type: none"> 1. Main and/or joint applicant must be in paid employment / apprenticeship at the point of nomination AND will be allocated in band order (housing need) 2. Main and/or joint must be 35 years of age or over AND will be allocated in band order (housing need)
Local Connection to Corby	<p>A Local Connection preference is required as stated in the overarching Keyways Housing Allocation Policy. (See Section 6.4 for further detail)</p> <p>Note that evidence will be required to satisfy the Council's Local Connection criteria.</p>
Property Eligibility Criteria	<p>Households will be able to express an interest in each property type in accordance with Section 9 and Appendix A of the Keyways Housing Allocation Policy.</p>
Marketing	<p>Properties will be advertised on Keyways, the Council's online choice based lettings scheme. Interested households will need to be registered and accepted onto Keyways in order to bid and be eligible for a nomination.</p>
Summary of how we allocate properties	<p>A property is advertised on Keyways and a shortlist of interested applicants is created after the bidding cycle ends.</p> <p>With reference to the criteria detailed above, we will seek an applicant from the shortlist that meets:</p> <ul style="list-style-type: none"> -Sustainable Communities criteria and -Local Connection criteria and -Property Eligibility criteria

	<p>If no applicant is identified we will then seek an applicant from the shortlist that meets:</p> <p><i>-Sustainable Communities criteria and -Local Connection criteria</i></p> <p>If no applicant is identified we will then seek an applicant from the shortlist that meets:</p> <p><i>-Sustainable Communities criteria</i></p> <p>If no applicant is identified, the property will be re-advertised on Keyways.</p>
<p>Nominations outside the Local Lettings Policy</p>	<p>In the event that the Council receives insufficient bids from applicants meeting the Sustainable Communities Criteria after two bidding cycles, allocations will be made in accordance with the overarching Keyways Housing Allocation Policy. This will avoid rent losses and ensure no detrimental impact on the area as a result of properties being left empty long term.</p>
<p>Nomination of bidders</p>	<p>Each shortlisted applicant(s) will be subject to the standard Keyways verification procedure. Applicants may be subject to additional verification checks by the Landlord.</p> <p>Applicants will be required to provide verification of employment.</p> <p>Applicants may be eligible to access Keyways but refused by CBC and/or the landlord for consideration under this LLP.</p> <p>A home visit may be conducted by the landlord to check that the applicants' circumstances are as outlined in their housing application and ensure that they are correctly banded. Existing social housing tenants seeking to transfer will be visited by their current landlord to ensure tenancy compliance.</p> <p>CBC reserves the right to withdraw a previously accepted nomination if the applicant(s) has breached their current tenancy agreement which includes their rent account ceasing to be serviced at any point between nomination and the tenancy start date.</p> <p>All nominations will be compliant with this LLP and the wider CBC Keyways Housing Allocation Policy.</p>
<p>Type of Tenancy</p>	<p>Successful applicants will be offered tenancies suitable for their circumstances in line with the council's Tenancy Policy.</p> <p>Four weeks' rent in advance* is required at the point of letting; this will be stated in all Keyways adverts.</p> <p><i>*Not applicable to current CBC tenants</i></p>

Termination of the Local Lettings Policy	This LLP will apply to all lets until such time as the LLP is reviewed, changed or removed.
Monitoring and Review	The Council undertakes to monitor the outcomes from this LLP to inform any future LLP's for other new build or existing housing schemes. This LLP will be reviewed every 5 years.
Equal Opportunities	In producing this Local Lettings Policy, CBC is required to comply with equality legislation, and in particular, ensure there is no unlawful discrimination in the allocations of dwellings.

Approved: (Approval date is the date for the policy to commence)

Date / /

Head of Housing Services Name: Andrew Cotton

Head of Housing Services Signature: 

Lead Member of Housing Name: Cllr Bob Eyles

Lead Member of Housing Signature: 