

## LOCAL LETTINGS POLICY (LLP) FOR KINGSWOOD BOSTON CLOSE

<b>SCHEME</b>	<b>Boston Close Development – Flats only</b>
Landlord	Corby Borough Council (CBC)
Developer	CBC
Completion Date	May 2015
Units	<p><b>Block of Four:</b> 4 x 1 bed flats separate access but joint communal external space</p> <p>2 - 8 Surfleet Close (Evens only)</p> <p><b>Block of Nine:</b> 9 x 1 bed flats, shared access and shared external space</p> <p>All ground floor flats (5) have floor draining showers</p> <p>21 – 35 Surfleet Close (Odds only)</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>This development is part of the Kingswood regeneration of Lincoln Way which was an area that suffered from anti-social behaviour and high levels of crime. Additionally each block's ground floor accommodation has floor draining showers suitable for households with a specific need for this facility. Therefore letting these properties sensitively in light of historic issues and to avoid future issue with the ground floor needs is required.</p>
Wider policy/strategy agreements within Corby	Kingswood Master Plan and Housing and Homelessness Strategy.
Sustainable Communities Criteria	<p>In order to achieve a balance community, allocations will be made in the following order;</p> <p><b><u>Block of Four</u></b></p> <p><b>Ground Floor - Any age with a need for ground floor and floor draining shower</b></p>

	<p>(In cases of no demand from households with the above criteria, only after the second advert on Keyways will the property be nominated to any household over 40 years of age)</p> <p><b>First Floor – Household over 40 years of age</b></p> <p><b><u>Block of Nine</u></b></p> <p><b>Ground Floor - Any age range with a need for ground floor and floor draining shower</b> (In cases of no demand from households with the above criteria, only after the second advert on Keyways will the property be nominated to any household over 25 years of age)</p> <p><b>All Other floors – Household over 25 years of age</b></p>
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 details)</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 the 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"> <li>-Sustainable Communities criteria and</li> <li>-Local Connection criteria and</li> <li>-Property Eligibility criteria</li> </ul> <p>If no applicant is identified we will then seek an applicant from the shortlist that meets;</p> <ul style="list-style-type: none"> <li>-Sustainable Communities criteria and</li> <li>-Local Connection criteria</li> </ul> <p>If no applicant is identified we will then seek an applicant from the shortlist that meets;</p> <ul style="list-style-type: none"> <li>-Sustainable Communities criteria</li> </ul>

	<p>If no applicant is identified, the property will be re-advertised on Keyways.</p>
Nominations outside the Local Lettings Policy	<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>
Nomination of bidders	<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 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>
Type of Tenancy	<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.  <i>*Not applicable to current CBC tenants</i></p>
Termination of the Local Lettings Policy	<p>This LLP will apply to all lets until such time as the LLP is reviewed, changed or removed.</p>
Monitoring and Review	<p>The council undertakes to monitor the outcomes from this LLP and those outcomes will be utilised when designing any future LLP's for other new build or existing housing schemes.</p> <p>This LLP will be reviewed every 5 years.</p>
Equal Opportunities	<p>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.</p>

**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:**        