

Local Lettings Plan template document

Local Lettings Plan (LLP) for [development name] (planning reference)

1. Introduction

- 1.1 This Local Lettings Plan (LLP) applies to the [xx] homes in the [xx] development, [town/place name] (mix of affordable rent and shared ownership provision) provided by [RP name]

Tenure/Unit type	1 bed flat	2 bed flat	2 bed house	3 bed house	4 bed house	Totals
Occupancy						
Social Rent						
Affordable Rent						
Shared Ownership						

There *[is no lift]* in the blocks of flats.

*[number & mix of units] be accessible, built to M4(3) building regulations standards and have [wet room] bathrooms.

- 1.2 Tonbridge and Malling Borough Council (TMBC) has nomination rights to the rented properties managed by [RP name] and this Local Lettings Plan (LLP) is designed to support sustainable lettings on the development balanced with maximising meeting housing need to prevent potential management problems.
- 1.3 There may be exceptional circumstances in which TMBC and [RP name] agree to allocate a home outside of this LLP.
- 1.4 This LLP gives priority to applicants with a local connection to the immediate area of the development, those with a local connection to wards in [relevant housing sub area] area comprising [relevant ward names] will have highest priority. This plan will also aim to achieve 50% of lettings to economically active households to prevent a concentration of residents wholly dependent on welfare benefits.

2.0 Choice Based Letting Scheme

- 2.1 All affordable homes will be advertised by [RP name] via Kent HomeChoice (Choice Based Letting (CBL) scheme). For first let, this will be as early as possible prior to handover of the scheme. Advertisements will clearly state a Lettings Plan applies giving priority to applicants with a local connection to the immediate area.
- 2.2 Applicants wishing to be considered for homes, including existing tenants seeking a transfer, must be included on the Council's housing register. When vacant properties are advertised, applicants should bid in the usual way on

Kent HomeChoice. A shortlist of applicants will be produced when the bidding cycle closes and prioritised in line with this LLP.

- 2.3 The LLP will apply to all rounds of adverts of available homes. If shortlists from the first adverts do not result in all homes being nominated to, remaining available homes will be re-advertised in line with the relevant nominations agreement.

3.0 Prioritisation criteria

- 3.1 There are *two/three* considerations that will inform the prioritisation of households for the allocation of properties in the following order:

- A) Local connection
- B) Economic activity
- C) Accessible property and medical need for ground floor/wheelchair accessible/adapted M4(3).

Accessible flats and ground floor flats will be considered using the above prioritisation criteria and medical need for a ground floor or accessible home. Households with a need for accessible/ ground floor accommodation who also meet prioritisation criteria A or B will be prioritised for these homes. Next priority will be to those with a medical need for an accessible/ground floor home, regardless of meeting criteria A or B.

- 3.2 A) Local connection

Priority will be given to households with a local connection to [relevant ward names], in line with the definition of local connection in the Council's [Housing Allocation Scheme](#).

Households in temporary accommodation (TA) will have their local connection considered based on their last settled accommodation before placement in TA, or through family. This is to ensure they are treated fairly, regardless of where they are placed in TA.

- 3.3 B) Economic activity

This plan aims for 50% of homes to be let to economically active households; where the lead or joint applicant is permanently employed or in work-based training.

Applicants will be required to evidence their employment or training information to [RP name] as part of the offer and pre-tenancy checks.

Households not able to be economically active because they are not working age, are full time carers, due to a disability or impairment, will not have the economically active element of priority considered, i.e. they will be treated in a neutral way and not bypassed due to not working should they be next in line to be offered once the other criteria of this local lettings plan has been applied.

If no households meet local connection prioritisation criteria (A) or once all those with this prioritisation have been exhausted on a relevant shortlist then the LLP will not apply.

- 3.4 C) Accessible homes built to meet building regulations M4(3) requirements with [wet room bathroom?]

Accessible flats and ground floor flats will be prioritised for households with a medical need for them. Prioritisation criteria A and B will be applied to prioritise households with a medical need for ground floor.

If there are no suitable households with a medical need for an accessible home the remaining homes will be allocated in the same way as the other flats, with criteria A and B applying in the first instance.

4.0 Shortlisting

- 4.1 The Council's Housing Register team will check register information for households who have placed a bid for a property to check and verify if they meet any of the criteria outlined in this plan and assign priority in the order set out in 3.0.
- 4.2 In the event of two or more applicants sharing top priority in line with the criteria in this lettings plan, registration date will be used to determine priority.

5.0 Allocation Process

- 5.1 Homes will be allocated as follows:
- The Housing Register Team will notify the RP when shortlisting is complete and provide nominations for the available homes
 - [RP name] will carry out their checks with a view to inviting the applicant at the top of the shortlist for interview and view the home
 - Applicants will need to provide any information requested, and confirm they meet [RP name]'s criteria as outlined in their [Lettings Policy-hyperlink].
- 5.2 Applicants will be offered a periodic assured tenancy (assured non-shorthold) in line with [RP name]'s [Tenure Policy – hyperlink]. Applicants who are transferring from a Registered Provider or Local Authority will be offered an agreement with the same security of tenure (those with an Assured or Secure tenancy will be given an Assured [non-shorthold] Tenancy).

6.0 Intermediate housing – approach to shared ownership sales

- 6.1 All homes will be proactively advertised by [RP name] online (including through [RP name]'s website and other platforms such as Share to Buy) and prioritisation of eligible buyers will be informed by government policy along with local connection to Tonbridge and Malling borough.
- 6.2 There are two considerations that will inform the prioritisation of households, in the following order:

A) Households awarded priority for Help to Buy under any relevant government policy or guidance and capital funding criteria in place at the time of sale/re-sale (for example serving military personnel and former members of the British Armed Forces honourably discharged in the last two years).

B) Local connection

Top priority will be given to households with a local connection to [relevant ward names] in line with the definition of local connection in the Council's [Affordable Home Ownership Discount Sale Policy](#) (or equivalent Council policy in place at the point of sale).

Secondary priority will then be given to households with a local connection to the rest of the Borough of Tonbridge and Malling.

- 6.3 In cases where demand outweighs supply households with a local connection will be given priority. Interest in homes will be processed on a first come first served basis.
- 6.4 For re-sales, priority will be given to any households with a local connection within the marketing period alongside the Help to Buy criteria for any interested buyers.
- 6.5 If there are no interested eligible buyers with a local connection, homes may be sold to any household eligible for Affordable Home Ownership in line with relevant government criteria and [RP name]'s policy criteria in place at the time of sale.

7.0 Review Process

- 7.1 This lettings plan has been drawn up in partnership between Tonbridge and Malling Borough Council and [RP name]. Both parties are positive about the principles of the lettings plan and are keen to see successful long-term lettings achieved at the new scheme.
- 7.2 This Local Lettings plan will apply for all first lets and sales on this development and will be reviewed by both parties at least once every two years. The review may consider:
- Turnover of vacancies
 - Failed tenancies and the reasons for failure
 - Households accessing or needing support services
 - Anti-social behaviour and its impact
 - General tenant satisfaction
 - Sales and resales information
 - Any changes to Tonbridge and Malling Borough Council or [RP name]'s policies.

Tonbridge and Malling Borough Council

Signed by:

Name(s): Eleanor Hoyle

Designation: Director of Planning, Housing and Environmental Health

Date:

[RP name] Homes Limited

Signed by:

Name(s):

Designation:

Date:

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