



# Renfrewshire Common Housing Allocation Policy

April 2019

[www.renfrewshire.gov.uk/  
commonallocationpolicy](http://www.renfrewshire.gov.uk/commonallocationpolicy)

## Renfrewshire Common Housing Allocation Policy

Renfrewshire Common Housing Allocation Policy has been developed by Renfrewshire Council and four local housing associations: Bridgewater, Linstone, Paisley and Williamsburgh. The new policy was approved by the Council's Communities, Housing and Planning Policy Board to be implemented in the spring of 2019.

The policy has been developed with a clear focus on meeting housing needs and introduces a common approach to how we allocate homes that are available to let. Applicants still need to register with each partner organisation separately and the Council will continue to operate and manage our own housing list.

The Council's main housing list is divided into five allocation groupings as shown in the table below:

Allocation Group	Level of priority			
<b>Statutory Homeless Group</b>	Statutory homeless			
<b>Mobility Group</b> General and transfer applicants	A	B	C	D
<b>General Applicants Group</b> Not landlord's own tenants	A	B	C	D
<b>Transfer Applicants Group</b> With housing needs	A	B	C	
<b>Transfer Applicants Group</b> No housing need	Based on date of application			

A critical need	B urgent need
C moderate need	D no assessed need

Depending on the group your application has been placed in, we may also award a level of priority to your application. We use four levels of priority, with priority A being for those with the most critical needs.

Applications will be assessed according to the information we already hold. It is therefore important that you tell us of any change in your circumstances, including who lives in your household.

The new policy introduces 'cumulative need'. This means that if you have more than one type of identified housing need you may be awarded an additional level of priority—this is referred to as a 'plus' award.

- **Statutory Homeless Group**

Applicants will be placed in this group if they are assessed as unintentionally homeless by the Council.

- **Mobility Group**

Applicants who require a home which is an adapted or accessible property will be placed in this group. This grouping will include applicants who are already a tenant of the landlord they are applying to as well as applicants from other tenures.

- **General Applicants Group**

Applicants will be placed in this group if they do not have an assessed mobility need and are not a tenant of the landlord they are applying to. This group includes but is not restricted to: owner-occupiers, tenants of private landlords, people living 'care of' and tenants of social landlords other than the one to which they are applying. Priority within this group will be determined by the applicant's circumstances.

## • Transfer Applicants Groups

Under the new policy, applicants who are current tenants of the landlord they are applying to, will be placed in either the Transfer Applicants Group (with housing need); or if assessed as having no housing needs, placed in the Transfer Applicants Group (no housing need). Transfer applicants who require an adapted or accessible property will be placed in the Mobility Group.

## Assessing what size of home you need

We will work out the number of bedrooms that you require based on who will be living with you. Although we want to give you as much choice as possible, we need to balance this with making best use of properties that become available. Our starting point will be to assess the number of bedrooms required as follows:

Household size	House size
Single person	1 bedroom or bedsit
Couple/partners	1 bedroom
Couple/partners or single parent with 1 child	2 bedrooms
Couple/partners or single parent with 2 children	2 or 3 bedrooms (depending on the age and sex of the children)
Couple/partners or single parent with 3 children	3 or 4 bedrooms (depending on the age and sex of the children)
Couple/partners or single parent with 4 children	3 or 4 bedrooms (depending on the age and sex of the children)
Couple/partners or single parent with 5 or 6 children	4 bedrooms (depending on the age and sex of the children)

## I am overcrowded, how will you assess my application?

The Council will continue to assess your housing need and size requirements in the same way. This means that you will receive a 'C' priority if you have one bedroom fewer than you need, a 'B' if you have two bedrooms fewer than you need and an 'A' if you have three or more bedrooms fewer than you need.

## I have more bedrooms than I need, will you consider this to be a housing need?

Our new policy will give priority to all social rented tenants (Council and housing association tenants) who under-occupy their homes. We will award a 'C' priority for those who have one bedroom more than they need and a 'B' for applicants with two or more bedrooms more than require. These priorities will only be applied where applicants are looking to move to a smaller property



## Sheltered Housing

Our sheltered housing list is divided into four levels of priority as shown in the table below:

Level of Priority	
Priority A	Critical Need
Priority B	Urgent need
Priority C	Moderate need
Priority D	No assessed need

Like the main housing list, depending on the information we hold for you, we may award a level of priority to your sheltered application. If you have more than one type of identified housing need you may be awarded an additional level of priority—this is referred to as a 'plus' award.

### How many offers of housing will I receive?

All applicants can receive up to two offers of housing. Offers are made based on what is considered reasonable for your household to occupy. If you refuse your first reasonable offer of housing, you may be asked to attend a Housing Options interview to discuss your choices. If you refuse a second reasonable offer, your application may be suspended for up to 6 months.



## Contact Information

### Renfrewshire Council Contact Centres:

0300 300 0222

#### Opening hours:

Monday to Thursday

8.45am to 4.45pm

Friday 8.45am to 3.55pm

#### Johnstone:

Johnstone Town Hall,

25 Church Street,

Johnstone, PA5 8FA

#### Paisley:

Renfrewshire House,

Cotton Street,

Paisley, PA1 1AN

#### Housing Advice & Homeless service:

15 Abercorn Street

Paisley, PA3 4AA

#### Renfrew:

14 Renfield Street,

Renfrew, PA4 8RN

Telephone during office hours

0300 300 0222

Telephone outwith office hours

0800 121 4466

### Common Housing Allocation Policy Partners:

#### Bridgewater Housing Association

[www.bridgewaterha.org.uk](http://www.bridgewaterha.org.uk)

Tel: 0141 812 2237

#### Paisley Housing Association

[www.paisleyha.org.uk](http://www.paisleyha.org.uk)

Tel: 0141 889 7105

#### Linstone Housing Association

[www.linstone.co.uk](http://www.linstone.co.uk)

Tel: 01505 382383

#### Williamsburgh Housing Association

[www.williamsburghha.co.uk](http://www.williamsburghha.co.uk)

Tel: 0141 887 8613

If you have any questions about any of the information provided in this leaflet, or require this information in another format or language, please contact your local neighbourhood services team as detailed above or phone **0300 300 0222**.

If you would like information in another language or format please ask us.

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗ ਲਓ।

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.

☎ 0300 300 0144

## Common Housing Allocation Policy Partners:

