

Local Lettings Policy

1 Introduction

- 1.1 Coastline Housing Ltd manages and maintains over 3500 properties. These are categorised as either general needs accommodation or sheltered accommodation.
- 1.2 General Needs Accommodation is housing that is suitable for members of the community and ranges from single person accommodation to family accommodation and may be let to anyone over the age of 18. People under the age of 18 may be allocated general needs accommodation but conditions will apply regarding the tenure offered until they reach the age of 18.
- 1.3 Applications will be accepted for Sheltered Housing where the applicant is aged 60 years or over and has a demonstrable requirement for housing related support, or if an applicant is below the age of 60 and eligible for registration under the Chronically Sick & Disabled Persons Act 1970.

2 General Needs Accommodation

- 2.1 Allocations to General Needs Accommodation will be made on the basis of greatest housing need. Housing Need is determined by the points system described at Appendix A in the Lettings Policy (GH02A).
- 2.2 Bedrooms will be allocated as determined by the lettings policy with the exception of properties highlighted as requiring a different approach due to community needs and pressures. These areas will be agreed with the Local Authority.
- 2.3 Details of the areas requiring a different approach are described at Appendix C (GH02C)

3 Sheltered Accommodation

- 3.1.1 Allocations to Sheltered accommodation (excluding complexes) will be made on the basis of greatest housing need and may only be let to people fulfilling the above criteria as in 1.3 unless the following criteria is met;
 - The property has been allocated 3 times to applicants meeting the criteria and has been refused by each applicant.
- 3.1.2 In such cases, it is Coastline's policy to offer the property to applicants who are aged 55 years or over.
- 3.1.3 If following 2 such offers of allocation, the property is still refused, it will be offered to applicants who are aged 45 or over.
- 3,1,4 Subsequently if 2 further offers are made and refused the property may be offered to applicants who are 40 or over.
- 3.2 It is a condition of tenancy that Support from Coastline's Supported Housing Service is provided for the sheltered complexes, namely:
 - Veor House, Camborne;
 - Miners Court, Redruth;
 - Trelawny Court, Camborne and
 - Hens Horn Court, Helston

4. Supporting People

- 4.1 The Supporting People Team at Cornwall County Council must be notified if the person housed is ineligible for supporting people grant.
- 4.2 Where the property is let to applicants with no support needs the support charge will be removed from the rent account.

5. Re-letting

When the property becomes available for letting again the process for letting should revert to sheltered in the first instance to establish the current demand for the property. If it is found that no eligible person requires sheltered accommodation the process in Section 3 of this policy applies.

6. Reporting

- 6.1 A report at the end of each financial year is required to show use of this policy giving the relevant details in order to inform future planning.
- 6.2 The report will also identify the financial impact of this policy.

7. Review

- 7.1 This local lettings policy will be regularly reviewed with the Local Authority.