

### Allocation of Properties

SIC Housing operate a lettings plan that allocates vacant properties to one of three quota groups in line with agreed targets set by the Council. The 2016/2017 targets are detailed below:-

	Homeless	Waiting List	Transfer
Lerwick	60%	20%	20%
Landward	20%	60%	20%

### Offers of Accommodation

You can choose as many areas as you wish, however you should only choose areas where you would accept accommodation if an offer is made. Applicants will receive **one reasonable offer** of accommodation. We consider a **reasonable offer of accommodation** to be accommodation that meets your household's needs based on the information held in relation to your application by us at the time of allocation. If you are a waiting list or transfer applicant and you refuse the reasonable offer, you will be deferred from the housing register for 6 months. If you are an unintentionally homeless applicant we would not make any further reasonable offers of permanent accommodation and the SIC would also discharge its duty to you under the homeless legislation. Your Housing Officer can give further advice if you are considering refusing any reasonable offer of accommodation.

### False Information

Your application form may be suspended from SIC's Housing Register for a period of up to 6 months if you deliberately give us false information or withhold any information that is relevant to your application. If we make you an offer of accommodation based on false information, or due to your failure to advise us of a change of circumstances which affects the level of points that you have been allocated, we will withdraw our offer of accommodation and you may be suspended for up to 12 months. You may also be subject to legal action and a fine.

### Please ask for assistance

If you are unclear about any aspect of the application form, the SIC Allocation Policy or need any assistance, please contact us at SIC Housing on 01595 744360 and we will do our best to help you.

**Information can on request be made available in Braille, on tape, in large print and in different languages. For further information please contact either SIC Housing or Hjalmland.**



## Information Leaflet on Allocation Policy

Shetland Islands Council (SIC) Housing is responsible for allocating Council houses in Shetland. When you fill in your form you will also be applying to be housed by Hjalmland Housing Association, unless you decide to opt out. Hjalmland have their own Allocation Policy which you can view on request, as well as the full version of SIC's Allocation Policy, which is available on the internet. By signing the declaration on the Application Form, you are giving SIC Housing permission to contact third parties (i.e. SIC Departments, landlords, mortgage lenders and NHS Shetland) in relation to your application.

### How to apply for a house

If you want to join SIC's Housing Register, you should complete an application form which you can get from either Shetland Islands Council—Housing, Development Services, 6 North Ness Business Park, Lerwick, Shetland ZE1 0LZ (telephone: 01595 744360 or e-mail: [housing@shetland.gov.uk](mailto:housing@shetland.gov.uk)), or Hjalmland Housing Association, 2 Harbour Street, Lerwick ZE1 0LR (telephone 01595 694986 or e-mail: [mail@hjalmland.org](mailto:mail@hjalmland.org)). You can also download the housing application pack from [www.shetland.gov.uk](http://www.shetland.gov.uk) or [www.hjalmland.org.uk](http://www.hjalmland.org.uk).

Please contact us if you need help to complete your application form.

You can be accepted on to our Housing Register if you are aged 16 years old or above.

### Allocation of General Needs Properties

Vacant properties will usually be allocated to the first applicant on the housing register in one of three quota groups, for the size of the property in the area. If you are a transfer or waiting list applicant your position on the register will depend on the number of points you have. If you are unintentionally homeless or a special case, your application will not be pointed. Instead, your position on the register will depend on the date of your application.

If you are, or have ever been a local authority or registered social landlord tenant, and have any outstanding debt to do with your tenancy, you will not be made an offer of accommodation until:

- The amount you owe is less than the equivalent of one months rent of the tenancy; or
- You have agreed with your landlord an arrangement for paying the debt; and
- You have made the agreed payments for at least 3 months; and
- You are continuing to make such payments.

If you are a local authority or registered social landlord tenant, and are in breach of any of your tenancy conditions you will not be made an offer of accommodation until satisfactory arrangements

In considering if you can be allocated a property we will not take into account:

- The length of time you have lived in Shetland
- Any housing related debt which built up while you were not a tenant
- Any housing related debt which is no longer outstanding
- Any outstanding debt which is less than 1 month's rent or for which you have made satisfactory arrangements and are paying as detailed above
- Any debt you or a member of your household owes to a Local Authority or Registered Social Landlord which is not related to the tenancy of a house e.g. Council Tax
- Your age, so long as you are at least 16
- You or your family's income
- Whether you or your family own a property.

If you are not currently resident in Shetland you will not be made an offer of accommodation unless you:

- Are employed, or have been offered employment in Shetland
- Wish to move to Shetland to seek employment
- Wish to move to Shetland to be near a relative or carer
- Have special social or medical reasons for requiring to be housed in Shetland
- Are subject to harassment in another area and wish to move to Shetland
- Run the risk of domestic violence in another area and wish to move to Shetland

Appropriate checks will be carried out before any allocation is made.

#### Existing Tenants

If you are a tenant of the Shetland Islands Council or Hjalmland Housing Association you may apply for a transfer of property and be accepted on to the Housing Register.

Your application will be assessed under the rules set out in the Allocation Policy, but you will not be made an offer of a transfer until we or Hjalmland Housing Association are satisfied about the standard of internal decoration of your current home, until you have completed any outstanding tenant repairs and you have made satisfactory payments towards any rent arrears.

If you are in breach of your tenancy conditions (including rent arrears greater than one month) or legal action is being taken to terminate your tenancy, or you apply to buy your council tenancy, you will not be considered for allocation unless we consider there are exceptional circumstances, which warrant relaxation of the rules.

#### Priority and Points Scheme

Your application will be assessed and pointed based on the information that you provide. For further information about the points available and for access to the full SIC Housing Allocation Policy, please go online at [www.shetland.gov.uk/housing](http://www.shetland.gov.uk/housing). If you do not have access to a computer, you can use a public access pc at the Housing Office where staff will be able to assist you. Alternatively, an appointment can be arranged with a Housing Officer to discuss your housing application. The following points on the next page can be awarded:-

Category	Points Level	Category	Points Level
*Access to Children	20	Mobile homes	20
Bedsit	40	Overcrowding <i>For each single bedroom lacking</i>	25
Fostering and Adoption	40	<i>For each double bedroom lacking</i>	35
Harassment	40	Service tenancies/Tied accommodation	40
Insecurity of Tenure/No Fixed Abode	100	Sharing amenities	40
Lack of Amenities		*Social Need points	
<i>Severe structural problems</i>	20	<i>Low need</i>	20
<i>Severe penetrating or rising dampness</i>	20	<i>Moderate need</i>	50
<i>No piped cold water system</i>	50	<i>Substantial need</i>	75
<i>No piped hot water</i>	15	<i>Critical need</i>	100
<i>No fixed sink with both hot and cold water</i>	15	*Support Points (moving to another area)	30
<i>No inside W/C</i>	30	<i>Travel to work (moving to a nearer area)</i>	15
<i>No fixed bath or shower</i>	15	Under occupation <i>For each additional bedroom</i>	35
<i>Other degrees of unfitness</i>	10	Unreasonable to remain	35
Local connection	20		
*Medical points			
<i>Unsuitable home—low need</i>	20		
<i>Serious</i>	50		
<i>Severe</i>	75		
<i>Urgent</i>	100		

\*Additional forms need to be completed for these points to be awarded.

#### What happens if my circumstances change?

You must tell SIC Housing and Hjalmland in writing as soon as possible of any change of circumstance as this may affect the number of points you are allocated when you apply for Housing. If you have not told us about a change of circumstance i.e. change of address your application could be deferred or you may not receive an offer of accommodation to which you are entitled.

#### How long will my name stay on the Housing Register?

You will be sent a letter asking whether you still want to remain on SIC's Housing Register twice each year. You must fill in the form accompanying the letter and return it to SIC Housing. If this form is not returned we will assume that you no longer wish to remain on the SIC Housing Register, and your application will be cancelled with SIC. Hjalmland operate a similar policy in this instance. It is important that you return the forms to stay on both SIC's and Hjalmland's Housing Registers.