| **LOCAL LETTINGS PLAN****Picow Farm Road, Runcorn**  |
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| ***Introduction / Background to the Site***The introduction of this Local Lettings Plan in Picow Farm Road is based upon the Halton Housings desire to ensure a balanced community where sustainable tenancies can be achieved.The site is part of the redevelopment of the Picow Farm Road area The scheme is a mixed tenure development comprising of 71 new homes with a mix of affordable rent, shared ownership and outright sale. ***Aims of the Local Lettings Plan***The purpose of this Local Letting Plan is to assist in creating a balanced and blended neighbourhood by managing the allocation and lettings of the properties at Picow Farm Road development located in Runcorn, Cheshire.Of the 71 homes to be developed 30 are allocated for Affordable Rent which comprise of a mixture of 23 x 2/3 bedroom family homes, 4 x 4 bedroom family homes in addition to 3 x 2 bedroom bungalows. In order to achieve and maintain a stable community consideration will be given to customers economic status, household size, age and make up as per the Property Pool Plus (PPP) policy. The fundamental objective being that all tenures harmonise and blend.***Divergence from the Standard PPP Policy*** This Local Lettings Plan will differ from our principal allocations policy (PPP) in that housing need will not necessarily be the primary consideration. It has been envisaged that the area will attract a mix of young and older buyers/renters, alongside families with differing financial circumstances and this should be reflected in the scheme tenure mix to provide a blended and balanced neighbourhood where people can start out, bring up their families and retire. We believe that this would be the essence of an established and stable neighbourhood. ***Demand & Intelligence***Research through Property Pool Plus demonstrates that there is a high level of demand for the above accommodation within that area.Current statistical intelligence extracted from PPP determines there are 652 customers within Band D waiting for accommodation (19% of total PPP register), in addition Band D customers wait an average of 53 weeks to secure alternative accommodation based on allocations information from 2018/19. In addition the total amount of applicants who are in employment within the PPP total register is 1600, 117 of these customers age 18-21 are employed (7%), therefore the allocation of the Affordable Rent properties on Picow Farm Road will be let to customers aged 21 and over. ***Criteria & Selection Process***The structure of the Property Pool Plus Banding system (A to F) results in customers (who are working) having low priority need and therefore are unlikely to obtain an offer within this area. However, within the “Allocations Code of Guidance” more flexibility is determined to “*encourage work and mobility*” and expects *“social homes will go to those who genuinely need them, such as hard working families…”* Halton Housing therefore proposes to introduce a quota of 50% Bands D applicants who are working and have a low priority housing need to ensure a mix of customers is achieved within this development which as a consequence will form a balanced community. The remaining 50% of the lettings will be made up of customers within the additional preference groups in accordance with the Property Pool Plus Policy to ensure that the Trust achieves a balanced and cohesive community where tenancies are sustained.It is a fundamental factor that all customers are fully able afford and sustain the properties, therefore each customer will be required to undertake a “PreTenancy Interview” (PTI) which will incorporate an affordability assessment and an Experian check. The aim of the PTI and assessment is to reduce any potential risks due to affordability and to ensure tenant sustainability.It is envisaged that customers currently in Band A and B under-occupying their homes by 1 or 2 bedrooms respectively will be captured within the 50% quota outlined above. ***List of******Documentary Evidence**** Halton Housing Local Lettings Framework Procedural document.
* Plans of the (SITE NAME) Site
* Property Pool Plus Banding breakdown
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| **LOCAL LETTINGS PLAN****Picow Farm Road** |
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| This Local Lettings Plan applies to all Affordable Rent plots ***Conditions Applied*** 1. 30 of the homes will be let at Affordable Rent.
2. The Local Lettings Plan at Picow Farm Road, will give priority to applicants who are working, seeking work and/or who currently make a contribution to the community.
3. Applicants who are pregnant at the time of advertising will also be given consideration in line with the Property Pool Plus Policy

 (if a MAT B1 has been submitted as part of the mandatory evidence required)1. Starter tenancies will be given to any new customers
2. There is a right to a appeal within the PPP policy for any individual allocation decision.
3. This plan will be effective from 19th July 2019 and will be reviewed 12 months thereafter.
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| **LOCAL LETTINGS PLAN****STAFF GUIDANCE** |
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| The following procedure will take place whenever there is a vacant Affordable Rent property for the Picow Farm Road New Build Scheme,1. Property handover is received from builder
2. Properties will be advertised on the PPP system and will outline the Local Lettings Plan
3. The Housing Options Team will produce a shortlist following closure of the advertising cycle.
4. A provisional offer letter is prepared for the prospective customer it must advise that expressing an interest in a tenancy for the accommodation at Picow Farm Road is governed by a Local Lettings Plan and the following the following conditions apply: -
	* An PTI and Affordability Assessment (including an Experian Check)
	* Provision of 1 appropriate character reference from their employer
	* Agreement to sign a Good Neighbour Agreement
5. If when undertaken the PTI and Affordability Assessments any anomalies are identified any offer maybe subsequently refused as per the Property Pool Policy.
6. Only once all checks have been undertaken the customer can proceed to viewing a property and sign up

(This process is in addition to the Halton Housings and Property Pool Plus adherence of the verification process already in place)***Responsibility for LLP***The Director of Customers & Housing Services and the Housing Options Manager will be responsible for the implementation of this plan. ***Associated Documents***• Halton Housing Local Lettings Framework• Property Pool Plus Policy |