| **LOCAL LETTINGS PLAN****Sewell Street, Runcorn, Cheshire** |
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| ***Introduction / Background to the Site***The introduction of this Local Lettings Plan for Sewell Street, Runcorn is based upon the Halton Housings desire to ensure balanced and cohesive communities where sustainable tenancies can be achieved.The scheme comprises of 33, 3-storey newbuild apartment all of which are Affordable Rent.

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| **Apartment Type**  | **Area (Sqm)** | **Total** |
| 1b 2p (Apartment Type A) | *51.6* | 4 |
| 1b 2p (Apartment Type B) | *45.4* | 4 |
| 2b 3p (Apartment Type C) | *57.4* | 3 |
| 1b 2p (Apartment Type D) | *45.0* | 1 |
| 2b 3p (Apartment Type E) | *58.6* | 3 |
| 2b 3p (Apartment Type F) | *62.0* | 8 |
| 1b 2p (Apartment Type G) | *45.4* | 8 |
| 2b 3p (Apartment Type F) | *57.6* | 2 |
|  |  |  |  |  | 33 |

Ground floor apartments have wet room bathrooms (apart from block A which one GF apartment, whic has standard shower over bath, because of restricted access due to the design)***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 Sewell Street development located in Runcorn, Cheshire.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.Due to the design and size of the apartments, they are designed to be allocated to single, couples and small families.***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 applicants 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 and sustain a successful tenancy. We believe that this would be the essence of an established and stable neighbourhood. ***Demand & Intelligence***Data source: PPP April 2022 – November 2023)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 that in Halton there are 566 applicants within Band D waiting for accommodation (17% of total PPP register), to which 452 of these in Band D require 1- and 2-bedroom properties. In addition, Band D customers wait an average of 104 weeks to secure alternative accommodation based on allocations information from 2022/2023. (fig1)When we decipher the data for the Halton Road, Old Town and Boston Avenue areas of Runcorn, where the Sewell Street Development is located, the average waiting time for Band D is 226 weeks.  (Fig1)

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| **Band**  | **Sub Band** | **1** | **2** | **3** | **4** | **5** | **6** | **Grand Total** |
| Band A | A- Health/Welfare (Urgent) | 10 | 8 | 5 |  |  |  | 23 |
|  | A- Homeless (owed main duty) | 48 | 32 | 5 | 2 |  |  | 87 |
|  | A- Homeless Relief in Priority Need | 34 | 20 | 9 | 1 |  |  | 64 |
|  | A- Overcrowded (2 or more bedrooms) | 13 | 28 | 3 | 12 | 3 | 1 | 60 |
|  | A- Regeneration | 1 |  |  |  |  |  | 1 |
| Band A Total |   | 106 | 88 | 22 | 15 | 3 | 1 | 235 |
| Band B | B- Disrepair |  | 4 |  |  |  |  | 4 |
|  | B- Health/Welfare (High) | 275 | 134 | 67 | 21 |  |  | 497 |
|  | B- Overcrowded (1 bedroom) | 87 | 113 | 119 | 73 | 3 |  | 395 |
|  | B- Under occupation | 170 | 72 | 13 | 1 |  |  | 256 |
| Band B Total |   | 532 | 323 | 199 | 95 | 3 |   | 1152 |
| Band C | C- Health/Welfare (Medium) | 164 | 57 | 19 | 6 |  |  | 246 |
|  | C- Homeless (intentional with priority need) |  | 1 | 1 |  |  |  | 2 |
|  | C- Homeless / Prevention (no priority need) | 17 | 1 |  |  |  |  | 18 |
|  | C- Living with family and friends | 442 | 135 | 11 |  |  |  | 588 |
| Band C Total |   | 623 | 194 | 31 | 6 |   |   | 854 |
| Band D | D- No assessed need and in employment | 225 | 227 | 107 | 7 |  |  | 566 |
| Band E | E- No assessed need | 300 | 178 | 91 | 9 |   |   | 578 |
| Band F | F- Reduced priority | 15 | 6 | 9 | 2 | 2 |  | 34 |
| Grand Total |   | 1801 | 1016 | 459 | 134 | 8 | 1 | 3419 |
|  |  | 53% | 30% | 13% | 4% | 0% | 0% | 100% |

Fig2

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| Average Waiting time by Band for Boston Avenue, Old Town, Runcorn and Halton Road, Runcorn |
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| **Band** | **Avg Wait in weeks** |
| Band A | 31 Weeks |
| Band B | 77 Weeks |
| Band C | 83 Weeks |
| Band D | 226 Weeks |

***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 section 4.27 of the “Allocations Code of Guidance” ([Allocation of accommodation: guidance for local housing authorities in England (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/60df2d0de90e0771784b991f/Current_allocation_of_accommodation_guidance.pdf) more flexibility is determined to “give priority to working households, who wouldn’t normally be in the reasonable preference categories’ 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 allocation of all the adapted GF apartments that have level access shower bathrooms will be prioritise to those applicants who have been medically assessed by Halton Housing’s Gateway Team, as requiring that type of accommodation.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 Halton Housing 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 “Pre-Tenancy Interview” (PTI) which will incorporate an affordability assessment. The aim of the PTI and assessment is to reduce any potential risks due to affordability and to ensure tenant sustainability.Halton Housing does reserve the right to allocate where necessary any units as a Direct Let outside of PPP using their own lettings policy, whilst still meeting our obligation to provide at least 50% of its nominations through PPP. ***List of******Documentary Evidence**** Halton Housing Local Lettings Framework Procedural document.
* Plans of the Sewell Street Site
* Property Pool Plus Banding breakdown
* Halton Housing’s Local Lettings Policy.
* Good Neighbourhood Agreement
* Pre tenancy interview assessment template

\*\*all the above documents are available upon request.  |

| **LOCAL LETTINGS PLAN****Picow Farm Road** |
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| This Local Lettings Plan applies to all Affordable Rent plots ***Conditions Applied*** 1. 33 of the homes will be let at Affordable Rent.
2. The Local Lettings Plan at Sewell Street, will give priority to 50% of applicants who are working, seeking work and/or who currently make a contribution to the community, and 50% will be allocated to general needs.
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 all new customers.
2. All customers will be required to sign a ‘Good Neighbour Agreement’
3. All customers must provide a satisfactory landlord reference if held a tenancy within the last 5 years.
4. There is a right to a appeal within the PPP policy for any individual allocation decision.
5. This plan will be effective from 22nd January 2024 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 Sewell Street New Build Scheme,1. Property handover is received from builder (due 22/01/2024)
2. Properties will be advertised on the PPP system and will outline the Local Lettings Plan (Copies of LLP will be upload onto PPP for applicants to access)
3. The Neighbourhood Allocations 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 Sewell Street 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. Any offer maybe subsequently refused as per the Property Pool Policy, if any anomalies are identified at application verification stage.
6. Only once all checks have been undertaken the customer can proceed to viewing a property and sign up

***Responsibility for LLP***The Director of Customer experience and the Neighbourhood Allocations Manager will be responsible for the implementation of this plan. ***Associated Documents***• Halton Housing Local Lettings Framework• Property Pool Plus Policy |