

Amendments to Lettings Policy wording

This section details the changes to the wording required in the Lettings Policy to implement the proposals set out in this report. New wording is shown in ***bold italics***.

- (i) Remove existing paragraphs 1 and 2 at Section B on Registration and replace with new paragraphs below.

Section B Registration

1. How to access Council and Housing Association housing in Sheffield

Sheffield City Council operates an open housing register. Anyone over 16 can join our housing register, although we will not usually offer them a property until they are over 18. See section D paragraph 3a for exceptions to this rule.

You can register alone, or you can register jointly with your partner or another adult who you will be living with.

Some people will not be able to join the Housing Register because of their immigration status and these are:

- ***People subject to immigration control unless they are exempt because they are already a secure tenant or they come within a class prescribed in regulations made by the Secretary of State.***
- ***Other people from abroad who are ineligible, unless they are exempt because they are already a secure tenant. Regulations may provide for other descriptions of persons from abroad who, although not subject to immigration control, are to be treated as ineligible for an allocation of accommodation.***

Two or more adults who wish to live together will normally be registered as joint applicants, providing that each applicant is eligible in their own right.

You can only be on one Housing Register application unless you meet all of the following:

- ***You are aged between 16 – 25 years***
- ***You live in your parent/guardian's home***
- ***You have been continuously registered on your parent/guardian's application since before you were 16***

- ***You have never permanently left home or lived independently from your family***

If you meet all of the above four criteria you can be on two housing registrations as:

- ***A household member on your family's housing registration***
- ***The main applicant accruing waiting time on a registration until you are 25 years old***

When you decide to use your own housing registration you will be removed from your family registration. If are still on two housing registrations by the time you are 25 years old, you must decide which registration you wish to remain on as the other will be cancelled.

You can apply to join the Housing Register if you have not been re-housed into social housing within the last two years, unless there is a change in your circumstances which would lead to a priority award, or which would affect your bedroom eligibility.

Sheffield City Council works in partnership with the Housing Associations in the city, so if you join Sheffield City Council's housing register you can also be nominated for some Housing Association properties in the city. The Housing Service will make nominations within the rules set out in this policy. However, the Housing Associations' policies may differ and they will make the final decision on who they offer their properties to.

Not everyone can be nominated to all Housing Association properties. In light of this the Council may negotiate special nomination rights with a Housing Association.

In addition, each Housing Association keeps its own register and you can apply to join these individually.

2. How to join the Council's Housing Register

Complete ***an online housing registration***. You can get help in completing it from:

- Any Area Housing Office
- First Point, Howden House, Union St, SHEFFIELD S1 2SH
- Sheffield Property Shop, ***Howden House, Union St, SHEFFIELD S1 2SH***
- The Sheffield Property Shop website which is:
www.sheffieldpropertyshop.org.uk

We will only accept your housing registration once you have provided all the original documentation we have requested. You will be asked to produce original documentation at the point of registration and then again at the point of offer or if your circumstances have changed.

For everyone included on your housing registration we will need proof to substantiate the following (wherever applicable):

- ***Identity***

- **Immigration status**
- **Where you have lived for the past five years**
- **Any other information required to substantiate what you have told us on your application**

Your housing registration date will be the date that the completed housing registration was received with all the supporting documents and authorising signatures that we ask for.

If you need help with completing the registration form or applying for properties we will arrange to see you in one of our offices, or telephone or visit you at home.

Owner-occupiers can join the housing register in the same way as other applicants. However, if they accept a Council property they must agree to take all reasonable steps to sell or dispose of their property within 6 months of the date they take the tenancy. This does not include renting it out to a tenant.

Note – If you are an employee of Sheffield City Council, a Council JNC Officer, or a Member of Sheffield City Council your application must include a statement of this fact. You must also complete a declaration of interest in respect of Housing Services and return this to the Council Housing Service.

In addition, a Unit Manager or more senior officer must approve the offer of any property.

- (ii) Add new points s. and t. to 3 at Section D on Letting Criteria

Section D Letting Criteria

3. What kind of rules are included in the Letting Criteria?

- s. Children who are looked after or in foster care – This applies if your children are in foster care or looked after. When assessing bedroom entitlement we will only take in to account children who are currently in foster care, or being looked after by the City Council provided that Social Services confirm that your children will be returned to you when you are re-housed in accommodation of a suitable size.**
- t. Applicants who are fostering or adopting – When assessing bedroom entitlement we will take into account any increase in a prospective household for approved foster carers and adopters when we have received confirmation from Social Services. This will not, however, result in any priority being given for overcrowding.**

- (iii) Add additional text at Section G Cancelled and used registrations, at end of paragraph 1

Section G Cancelled and used registrations

1. When is a registration used?

Your registration is used when:

- You accept a Council tenancy as a sole or joint tenant unless the property is in the first come first served letting band;
- You become a joint tenant with an existing tenant;
- You are assigned a tenancy;
- You are granted a new secure tenancy on the death of a successor or when no-one is eligible to succeed to a tenancy;
- You accept a Housing Association property for which the Council nominated you*;
- You buy a property in a build for sale or shared ownership scheme as a result of a Housing nomination;
- You buy a property under the Home for Home, Homesteading or any similar scheme;
- You buy a property from Sheffield City Council under the 'Right to Buy' scheme.

If your registration has been cancelled and you want to re-join the Housing register, you will receive a new registration and effective date. If you are rehoused via the Housing Register into a council or social landlord tenancy you will not be able to re-register for 2 years unless there is a change in your circumstances which would lead to a priority award, or which would affect your bedroom eligibility.

2. When will the Council cancel a registration?

The Council will cancel your registration in the following circumstances:

- a If it is used (see 1 above)
- b If you ask us to do so.
- c If you do not respond to a review letter or other correspondence.
- d If you move and do not tell the Housing Service of your new address.
- e If you leave the country and are subsequently prevented from being registered because of the restrictions within the Asylum and Immigration Act.
- f If we find that you have supplied false or incomplete information connected with your registration.