

Appendix 2

Arundel Community Land Trust Local Lettings Social Rent Allocation Policy

Introduction

- 1.1 It is the intention of the signatories to this Social Rent Allocation Policy (the Policy) that the Affordable homes acquired by Arundel Community Land Trust (Arundel CLT) are allocated and occupied in accordance with the Policy. The Policy has been prepared and agreed by the signatories to ensure that the objects of the Arundel CLT are met, and the Arundel Neighbourhood Plan is delivered, by the occupation of the Affordable homes being in conformity with the Policy at all times.
- 1.2 The Policy relates to the development off Ford Road, Arundel which will provide 20 homes for Social Rents acquired by Arundel CLT in partnership with Aster 3 Limited, a Registered Provider of Affordable Housing.
- 1.3 A separate Policy applies to the seven Shared Ownership homes acquired by Aster 3 Limited..
- 1.4 It is not the intention to have any other Social Rented Units on this development. In the event this arises, the principles of the Policy should be adapted to apply to those homes as well.
- 1.5 The Policy forms Appendix 7 of the Agreement pursuant to Section 106 of the Town and Country Planning Act 1990 relating to Land at Ford Road, Arundel Planning ref: AB/135/20/OUT and should be read in conjunction with Appendix 6 ACLT Social Rent Nomination Agreement.
- 1.6 The signatories to the Scheme are:
- (i) Arundel CLT
 - (ii) ASTER 3 Limited
 - (iii) Arun District Council
- 1.7 The Arundel CLT will review the Policy annually and agree with Arun District Council and Aster 3 of any changes required to ensure the Social Rented Units continue to meet local housing needs.

Definitions

For the purposes of the Policy the following definitions shall apply:

Adjacent Parishes	The civil parishes of Burpham; Houghton; Lyminster & Crossbush; Madehurst; Poling; South Stoke; and, Warningcamp
Advertisement Period	New rental properties will be advertised through the Choice Based Letting Scheme at least 6 weeks prior to practical completion. Relets will be advertised within 10 working days of the notice of termination of tenancy being received.

Applicant	A person who has applied for an Arundel CLT rented home.
Family Member	A person who is the spouse, civil partner, partner, mother, father, sister, brother, daughter, son, grandparent or grandchild over 18. Partner – means spouse, civil partner or a partner who has resided with a resident of the parishes without being legally married to that person for a period of at least 10 years.
Financial Criteria	As specified in Section 3 of this Policy.
Gross Household Income	The total gross income before taxes received within a 12-month period by all members of a household above age 15. It includes, but is not limited to, wage, salary, self-employment earnings, Social Security pension and other retirement income, investment income; welfare payments; and income from other sources.
Housing Need	In need of suitable permanent housing and unable to afford to pay market rents or the open market price for reasonably suitable permanent housing for outright sale or a minimum 25% of a shared ownership property within Arundel.
Local Connection	As specified in Section 3 of this Policy.
Local Housing Allowance	An allowance which is assessed from time to time as being the maximum amount of housing benefit which can be awarded in respect of a relevant property relevant to the housing area in which the property is situated.
Qualifying Criteria	The Financial Criteria and the Local Connection criteria as set out in Sections 3 and Section 4 of this Policy.
Register	The list of Applicants for Social Rented Units on the development off Ford Road to which this Policy relates.
Registered Provider	A Registered Provider of Social Housing as defined in section 80(2) of the Housing and Regeneration Act 2008.
Shared Ownership / Shared Equity	Homes that enable the Applicant to own a financial stake in the property aimed at those on incomes below £80,000.
Social Rent	low cost rent which is no higher than the rent set by the Regulator of Social Housing and which is set having regard to the Government's policy on rents for social housing from April 2020 as varied from time to time and which is calculated taking into account average rent, relative property values, relative earnings for the locality and the size of the properties or such other form of low cost social housing rent which replaces social rent for local communities if applicable
Social Rented Units	means the 20 affordable housing homes being constructed in the development off Ford Road Arundel to be provided at Social Rents and in respect of which this Policy relates

ACLT Social Rent Nominations Agreement	Appendix 6 of the Agreement pursuant to Section 106 of the Town and Country Planning Act 1990 relating to Land at Ford Road, Arundel Planning ref: AB/135/20/OUT as modified or varied from time to time
Nominations Procedure	The nomination procedure which forms Annex 1 in the ACLT Social Rent Nominations Agreement
Working	Working in employment or self-employment for at least 24 hours per week.

The Policy

- 2.1 All Applicants wishing to be considered for one of the Social Rented Units should fill out the complete the Arun District Council e-form which will indicate their eligibility for an Arundel CLT property. To be included on the Register Applicants will need to satisfy the Qualifying Criteria.
- 2.2 The e-form will be as approved between the parties to this Policy The information uploaded by an Applicant when filling out the e-form will be assessed to establish whether or not the Applicant meets the Qualifying Criteria and if they do, the Applicant will be included on the Register.
- 2.3 Arun District Council will hold the information of those who the e-form assesses as satisfying the Qualifying Criteria for Social Rented units.

Financial Criteria

- 3.1 To qualify for the Social Rented Units, the Applicant(s) must be unable to afford to rent privately or purchase a property on the open market within Arundel and the Applicants' Gross Household Income is below:
- £38,000 for 1 bed*
- £45,000 for 2 bed*
- £59,000 for 3 bed*Calculated as no less than four times Local Housing Allowance levels as at April 2024 and subject to annual review on 1 April each year
- 3.2 The Applicant has savings of no more than £25,000.

Local Connection

- 4.1 Priority 1 Local connection with Arundel through residency or work
- (a) Applicant currently lives in the Civil Parish of Arundel and has done so throughout the previous 5 years; or
- (b) Applicant works in the Civil Parish of Arundel or work is primarily carried out in the parish, having done so for a continuous period of at least 2 years, or
- (c) Applicant has lived the Civil Parish of Arundel for a period of 5 years in the past 10 years;

4.2 Priority 2 Other local connection with Arundel

Applicant has a strong local connection with Arundel such as

- (a) Applicant has a Family Member living in the Civil Parish of Arundel, who has done so for a continuous period of at least 5 years
- (b) at least 5 years of their upbringing took place in the Civil Parish of Arundel
- (c) an eligible household member is at school in the Civil Parish of Arundel and has been so for a continuous period of at least 18 months

4.3 Priority 3 Local connection with defined adjacent parish through residency or work

- (a) Applicant currently lives in one of the Adjacent Parishes and has done so throughout the previous 5 years; or
- (b) Applicant works in one of the Adjacent Parishes or their work is primarily carried out in one of these parishes, having done so for a continuous period of at least 2 years
- (c) Applicant has lived in one of the Adjacent Parishes for a period of 5 years in the past 10 years

4.4 Priority 4 Other local connection with Adjacent Parish

Applicant has strong local connection with one of the Adjacent Parishes such as

- (a) Applicant has a Family Member living in an Adjacent Parishes, who has done so for a continuous period of at least 5 years.
- (b) at least 5 years of their upbringing took place in an Adjacent Parishes

4.5 Priority 5 Arun DC Housing Allocations Policy

Local connection in accordance with paragraph 5.6 Arundel District Council Housing Allocations Policy, 24 June 2024 or current policy prevailing at the time of letting

<https://www.arun.gov.uk/download.cfm?doc=docm93jjm4n20878.pdf&ver=26741>

Application of Qualifying Criteria for Social Rented Homes

- 5.1 To be considered for a vacancy, Applicants need to be registered on the Register.
- 5.2 Applicants shall be required to demonstrate to the reasonable satisfaction of the Arundel Community Land Trust' nominee, Aster 3 Limited, that, they satisfy the Housing Need criteria, the Financial Criteria, the Local Connection criteria, Aster's letting policy criteria and any other information relevant to assess their eligibility and priority within this Scheme
- 5.3 Homes will be allocated on a cascade basis. Offers will be made to **Priority 1** Applicants first, followed by **Priority 2** then **Priority 3**, then **Priority 4**, then **Priority 5**.

- 5.4 Where there are two or more Applicants who can demonstrate that they are in Housing Need, within the same Priority, the deciding factor will be their assessed level of Housing Need in relation to the banding conditions of the prevailing Arun District Council's Allocations Scheme, (Shown in **Appendix One**) with the highest level of need taking priority.
- 5.5 If the assessed level of Housing Need is equal, the property will be allocated to the Applicant who has been on the Register longest. There shall be no aggregation of separate periods and only an unbroken single period of registration shall be taken into account.

Supplemental

- 6.1 For the avoidance of doubt, no person shall be permitted to occupy, use or let a Social Rented Unit as a second home, or as short let holiday accommodation.
- 6.2 Nothing in this Policy shall prevent the occupier of a Social Rented Unit from permitting any person to occupy a room in that dwelling as a guest, or as a lodger.
- 6.3 For the avoidance of doubt, Aster 3 Limited has discretion to refuse Applicants that are nominated but do not meet Aster's Letting's policy and procedure requirements (for example, but not limited to; affordability checks and anti-social behaviour history within the past two years).

Advertising Vacancies

- 7.1 When the Social Rented Units on the development first become available, Arundel CLT will hold at least one public meeting before the expected completion date of the properties to provide information and advice, and advertise through all Arundel Town Council usual channels e.g., local Notice Boards and Arundel Town Council website.
- 7.2 Arundel CLT and Aster 3 Limited will work with Arun District Council to obtain nominations from the Register in accordance with **Priorities 1, 2, 3, 4 and 5** as set out above.
- 7.3 When notified of vacancies the Arundel CLT will use local communications to ensure as many local people as possible know about the vacancy and how to apply. The vacancies will also be advertised through the Choice Based lettings system operated by Arun District Council.

The Offer Process

- 8.1 Aster 3 Limited will be responsible for lettings on behalf of Arundel CLT.
- 8.2 Where an Applicant meets the Qualifying Criteria, under-occupation may be allowed in exceptional circumstances where there is significant justification to do so e.g. occasional respite care / joint child custody arrangements, provided that the relevant implications (if any) for receipt of state benefits are first discussed by the letting agent with the Applicant.
- 8.3 Before making an offer of a tenancy– and with the consent of the Applicant – Aster 3 Limited will check to ensure that there are no questions about whether the Applicant meets the Qualifying Criteria, and that the Applicant can sustain the tenancy.

Lettings Information

9.1 Upon written request, [Aster 3 Limited agrees to provide Arundel CLT and Arun District Council with the anonymised details of all successful Applicants on 1 April annually, including information to monitor the application of the financial and local connection criteria so this effectiveness of this Policy can be reviewed.

Disputes Procedure

10.1 Arundel CLT and Aster 3 Limited to undertake to use their reasonable endeavours to resolve any issues, complaints or disputes in respect of the operation of the Policy or any other matter pertaining to the Policy amicably, through discussion and co-operation.

10.2 Arundel CLT agree that any complaints or matter of dispute from an Applicant or third party regarding the performance or non-performance of obligations under this Policy or any other matter pertaining to this Policy should usually be addressed or referred to Aster 3 Limited. Aster 3 Limited will liaise as necessary with Arundel CLT.

Legal Succession

11. Where a signatory to this Scheme changes its name or legal identity but otherwise retains the same function and purpose through succession, all duties and obligations under this Scheme will automatically transfer to the successor. Save in the case of succession, no signatory may transfer or assign its interest in this Scheme without the prior written agreement of Arundel CLT.

Variation

12. The Scheme and its provisions shall only be capable of amendment by a document in writing executed by Arundel CLT.

Arundel CLT

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Director

Date:

.....
Director

Date:

Aster 3 Limited

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Authorised Signatory

Date:

Arun District Council

.....
Authorised Signatory

Date:

Appendix One

Bandings set out in paragraph 11 of Arun District Council Housing Allocations Policy dated 24 June 2024 or the bandings set out in the current policy prevailing at the time of letting.