

Scheme Summary and Areas for Review

Criteria	Relevant Legislation or Guidance	Current Position	Review
Eligibility	Eligibility is set within legislation and generally relates to the status of the person with restrictions for people not habitually resident or not eligible for public funds.	Conforms to legislation	No changes anticipated
Qualification Local Connection	<p>The Localism Act 2011 amended Part 6 of the Housing Act 1996 to enable housing authorities to better manage their housing waiting list by giving them the power to determine which applicants do or do not qualify for an allocation of social housing. Authorities will be able to operate a more focused list which better reflects local circumstances and can be understood more readily by local people. It will also be easier for authorities to manage unrealistic expectations by excluding people who have little or no prospect of being allocated accommodation.</p> <p>There are exceptions to any locally applied qualifying criteria for members of the Armed Forces and Reserve Forces and social tenants required to move for work reasons, care leavers placed out of the borough</p>	<p>a) Residence Those where any <u>permanent</u> member of the applicant's household has a local connection with the Borough of Runnymede because s/he has lived in the Borough for the last <u>three years consecutively</u> In calculating 3 years, the Council may disregard any period or periods together not exceeding 3 months in total at the date of application if it has reasonable grounds for believing that such period or periods of absence were forced upon the applicant through no fault or choice of their own.</p> <p>b) Working Those where any <u>permanent</u> adult member of the applicant's household is working or making some other significant community contribution, such as unpaid or voluntary work equivalent in terms of hours to paid work (as defined below), or being a recognised carer for an elderly or disabled adult or child, in the Runnymede Borough, which means that s/he:</p>	<p>Proposal to amend this to 3 years out of the last 5. Residents of Runnymede living in the private sector or experiencing a change of circumstances such as relationship breakdown can find it hard to secure affordable accommodation in the borough or other circumstances such as employment may lead to them leave the borough for a period but they will be very unlikely to establish a local connection elsewhere.</p> <p>This can result in decades spent within the borough and a loss of local connection for a short period elsewhere.</p>

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		<p>i) has been and is in continuous employment for more than three years (although not necessarily with the same employer), or ii) has been and is in continuous self-employment for more than 3 years Employment and self-employment mean in paid full-time or part-time employment for 16 hours per week or more. Where working hours fluctuate, an average will be taken over the last 12-month period. The main place of employment and activity must be within the Borough of Runnymede. It is not sufficient, for example, for only the head office to be based in Runnymede.</p> <p>c) Unique health or welfare need Where any permanent member of the applicant's household has a connection with the Borough of Runnymede because they have a current and ongoing unique welfare and/or health reason for living in the Borough which can be evidenced by professionals supporting the household currently. Unique means that the care/support is unique to specific health services in the Borough of Runnymede, and cannot be provided anywhere else, including where the applicant currently lives. Support from friends or relatives living in the Borough is not a ground for exceptional need if support is already, or can be, achieved where the applicant currently resides, whether through professional/statutory services, or informal support which may involve travelling.</p>	

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		<p>Exceptional and specific health care will have to be evidenced by health professionals currently engaged with the applicant and may be assessed by an Independent Medical Advisor. This ground is meant for exceptional and unique circumstances only.</p>	
<p>Qualification Financial Resources</p>	<p>Legislation permits Local Authorities to give less priority according to resources available</p>	<p>Current financial limits</p> <p>Single or couple households with a household net income of £30,000 or more per year</p> <p>Family households with a household net income of £50,000 or more per year</p> <p>Assets / capital / savings</p> <p>4.9 All applicants regardless of tenure, with capital / savings / investments in excess of £16,000. This is in line with DWP criteria for eligibility for Housing Benefit. An exception will be made for transferring social tenants downsizing their current accommodation in circumstances where such accommodation would become available to the Council for reletting.</p> <p>4.10 Separate procedures apply for applicants seeking Independent Retirement Living who are over 60 years of age. Applicants who are over</p>	<p>Members may want to consider that with current market house prices and rents within the borough that these levels could be raised.</p> <p>The current IT system does not capture the details and incomes of applicants who are rejected due to their income level at the initial stage so data is not currently available on this.</p> <p>The current rise in private sector rents may indicate that more working people will struggle to afford this even with an income over £50,000.</p> <p>Traditionally the guide for housing costs is one third of total income. The link to the Local Housing Allowance for a 3 bedroom home in most of Runnymede is here</p> <p>The 3 bedroom rate equates to £1,346 but there are very few properties advertised currently for</p>

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		<p>60 years of age are able to have assets of up to £55,000.</p> <p>Those applying for extra care housing are exempt from the £16,000 assets threshold as they can have up to £23,250 in savings. An applicant with this amount in savings or less is eligible to receive financial support towards their care.</p>	<p>under £1800 and many 3 bedroom need households are being served notice by landlords either of a large increase in rent or to terminate the tenancy.</p> <p>A rent of £1800 would indicate a need for income higher than £50,000.</p> <p>It might be appropriate to have a different level of income for bedroom need rather than a flat rate for childless households or families.</p> <p>These income thresholds impact mainly on households with two full time lower income workers and incentivise denial of a partner with income.</p>
Reasonable Preference	<p>In accordance with S.166A (3) to (8) Housing Act 1996, the Council must give 'Reasonable Preference' to people with high levels of assessed housing need.</p> <p>The scheme has been developed with regards to these provisions, as well as the following statutory regulations:</p> <p>Housing Act 1996 as amended by the Homelessness Act 2002, Housing and Regeneration Act 2008, Homelessness</p>	<p>(a)people who are homeless (within the meaning of Part 7);</p> <p>(b)people who are owed a duty by any local housing authority under section 190(2), 193(2) or 195(2) (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any such authority under section 192(3);</p> <p>(c)people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions;</p>	No changes anticipated

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	<p>Reduction Act 2017, and other relevant legislation.</p> <p>Allocation of Housing (Procedure) Regulations 1997</p> <p>Allocation of Housing (England) Regulations 2002</p> <p>Children’s Act 2004, sections 10 and 11</p> <p>Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006</p> <p>Housing Allocations – Members of the Armed forces 2009</p> <p>Allocation of Housing (Qualification Criteria for Armed Forces) (England) Regulations 2012</p> <p>Housing Act 1996 (Additional Preference for Armed Forces) (England) Regulations 2012</p> <p>The Allocation of Housing (Qualification Criteria for Right to Move) (England) Regulations 2015</p> <p>Improving access to social housing for victims of domestic abuse in refuges or other types of temporary accommodation statutory guidance on social housing allocations for local authorities in England, 2018</p> <p>Improving access to social housing for members of the Armed Forces Statutory Guidance 2020</p> <p>The Immigration and Social Security Coordination (EU Withdrawal) Act 2020</p> <p>Domestic Abuse Act 2021</p>	<p>(d)people who need to move on medical or welfare grounds (including any grounds relating to a disability); and</p> <p>(e)people who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or to others).</p>	

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Additional Preference	<p>This term is used within the Housing Act 1999 to define groups of people who must be given “additional preference” within the scheme</p>	<p>The scheme must be framed so as to give additional preference to a person with urgent housing needs who falls within one or more of paragraphs (a) to (e) above (reasonable preference groups) and who –</p> <p>(i) is serving in the regular forces and is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person’s service,</p> <p>(ii) formerly served in the regular forces,</p> <p>(iii) has recently ceased, or will cease to be entitled, to reside in accommodation provided by the Ministry of Defence following the death of that person’s spouse or civil partner who has served in the regular forces and whose death was attributable (wholly or partly) to that service, or</p> <p>(iv) is serving or has served in the reserve forces and is suffering from a serious injury, illness or disability which is attributable (wholly or partly) to the person’s service.</p>	No changes Anticipated
Transfer Applicants Housing Related Debt	<p>Government Guidance on Allocation Schemes</p> <p>1.7 Authorities should consider the importance of giving social tenants who underoccupy their accommodation appropriate priority for a transfer. This will be important in light of the measure in the</p>	<p>Housing Related Debt</p> <p>Applicants who have a housing-related debt of over £100, whether under a social housing or private tenure. A non-exhaustive list of debt includes:</p> <p>i. any outstanding rent owed to a current or former landlord</p>	<p>Consideration to be given to raising this amount where the applicant is subject to a SSSC benefit reduction for unused bedrooms, the rent is currently in payment with an arrears arrangement and they are not bidding on smaller properties if</p>

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	<p>Welfare Reform Act 2012 which reduces Housing Benefit entitlement for working age social sector tenants who under-occupy their property (measured in accordance with the Local Housing Allowance size criteria) 2. Authorities should also consider whether there are other provisions that might make it more difficult for under-occupiers to move, such as a prohibition against tenants with minor rent arrears transferring, and the scope for removing or revising these in relation to underoccupiers.</p>	<p>ii. any sundry debt owed to Runnymede Council, for example rechargeable repairs or funds issued to applicants for former rent bond deposits and rent in advance iii. any debts owed due to an overpayment of Housing Benefit iv. any arrears of Council Tax owed to any Local Authority Applicants will be disqualified until the debt is satisfied, except in the most exceptional circumstances that can be evidenced and will only be approved by a senior officer.</p>	<p>available, or have refused a suitable offer of a smaller property.</p> <p>Whilst actively bidding applicants will be supported to apply for Discretionary Housing Payments.</p>
<p>Anti-Social behaviour</p>	<p>1996 Housing Act S167</p> <p>Allows the Allocation Scheme to have disqualification for:</p> <p>This subsection applies to a person if the authority are satisfied that—</p> <p>(a)he, or a member of his household, has been guilty of unacceptable behaviour serious enough to make him unsuitable to be a tenant of the authority; and</p> <p>(b)in the circumstances at the time his case is considered, he deserves by reason of that behaviour not to be treated as a member of a group of people who are to be given preference by virtue of subsection (2).</p>	<p>Applicants, including members of their household, who are engaging in anti-social behaviour (ASB) or criminal activity or where there is evidenced ASB or criminal activity in the last 12 months from the date of application and where improvement cannot be evidenced by professionals engaged with the applicant or applicant's household. There is no time limit for disqualification on ASB grounds and the Council will seek evidence of continuing behaviour improvement before considering a new application.</p> <p>Applicants who have an unspent conviction (under the Rehabilitation of Offenders Act 1974) where the Council assesses that the nature of an ex-offender's conviction may make them unsuitable to be a tenant. The Offender Manager will be required to provide</p>	<p>No changes anticipated however it should be noted that there are an increasing number of applicants with complex needs for whom there are no housing options other than social housing even where there is a history of involvement with the criminal justice system and anti-social behaviour.</p>

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		<p>information, including offence details and engagement with probation services, so that an assessment can be made. All applications will be assessed on a case-by-case basis. Where the Council assesses that an applicant is unsuitable to be a tenant, the applicant will be disqualified from the Housing Register until their conviction is spent.</p> <p>Applicants who have been served a formal warning or a notice due to breaching the terms of a tenancy, whether social housing or private rented, within the past five years. Evidence from previous landlords / agencies will be considered. Applicants will be disqualified from the Housing Register for five years from the date of the breach.</p> <p>Applicants, including members of their household, who have engaged in unacceptable housing related conduct that makes the applicant unsuitable to be a tenant. The following is a non-exhaustive list of examples:</p> <ul style="list-style-type: none"> a. Anti-social behaviour b. Illegal or immoral behaviour, including involvement in substance misuse c. Threats of and / or use of violence d. Racial abuse / violence e. Domestic abuse / violence 	

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		<p>f. Hate crime</p> <p>Applicants who have been served a formal warning or a notice due to breaching the</p> <p>Applicants who have been served a formal warning or a notice due to breaching the terms of a tenancy, whether social housing or private rented, within the past five years. Evidence from previous landlords / agencies will be considered. Applicants will be disqualified from the Housing Register for five years from the date of the breach</p>									
<p>Bedroom Entitlement</p>	<p>In the current Allocation of Accommodation: Guidance for Local Authorities the Secretary of State takes the view that the bedroom standard is an appropriate measure of overcrowding for allocation purposes and recommends that all housing authorities should adopt this as a minimum. The bedroom standard allocates a separate bedroom to each:</p> <ul style="list-style-type: none"> • married or cohabiting couple • adult aged 21 years or more • pair of adolescents aged 10-20 years of the same sex. • pair of children aged under 10 years regardless of sex. 	<table border="1"> <thead> <tr> <th data-bbox="922 770 1189 855">Size of Household</th> <th data-bbox="1189 770 1473 855">Bedroom Need Requirement</th> </tr> </thead> <tbody> <tr> <td data-bbox="922 855 1189 995">Single applicant over 18 years of age, including those who are pregnant</td> <td data-bbox="1189 855 1473 995">Studio or one bedroom</td> </tr> <tr> <td data-bbox="922 995 1189 1193">Couple (including those who are pregnant) with no children as permanent members of the household</td> <td data-bbox="1189 995 1473 1193">One bedroom</td> </tr> <tr> <td data-bbox="922 1193 1189 1383">Every other adult couple included as part of the household, including those who are married, in a civil partnership or cohabiting</td> <td data-bbox="1189 1193 1473 1383">One bedroom</td> </tr> </tbody> </table>	Size of Household	Bedroom Need Requirement	Single applicant over 18 years of age, including those who are pregnant	Studio or one bedroom	Couple (including those who are pregnant) with no children as permanent members of the household	One bedroom	Every other adult couple included as part of the household, including those who are married, in a civil partnership or cohabiting	One bedroom	<p>This is generous compared to neighbouring authorities. There is increasing pressure on larger family homes as the incidence of applicants requesting separate rooms for children (from 3 years of age) due to disabilities including extreme behaviours.</p> <p>The majority of new social housing in the borough is developed through planning obligations and is predominantly 2 bedroom flats. It could be beneficial for both applicants and the Council in its statutory duties if those could be allocated to households with older children of the same sex.</p>
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Every other adult couple included as part of the household, including those who are married, in a civil partnership or cohabiting	One bedroom										

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		Any other person aged 16 years and over, who is a permanent member of the household	One bedroom	It could reduce the time significantly for households in the private sector to access social housing.
		Any two children of the same sex aged under 16 years (both permanent members of the household).	One bedroom	
		Any two children of the opposite sex aged under 10 years (both permanent members of the household)	One bedroom	
		Carers who do not live with the applicant but provide overnight care to a permanent member of the household (Section 9.10)	One bedroom	
Choice	<p>1996 Housing Act S166A</p> <p>The scheme must include a statement of the authority's policy on offering people who are to be allocated housing accommodation—</p> <p>(a) a choice of housing accommodation; or</p>	<p>The Council operates a Choice Based lettings Schemes which enables applicants to bid for properties for which they meet the requirements.</p> <p>Where an applicant refuses offers their priority will be reduced.</p> <p>a) Applicants who have refused to accept two reasonable offers of accommodation within the last 12 months. This also applies to</p>		No change anticipated.

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	(b)the opportunity to express preferences about the housing accommodation to be allocated to them.	<p>those who fail to view a property without a reasonable cause. The Allocations Team will decide if an offer is reasonable.</p> <p>b) Applicants moving on from care placements or supported housing who have refused their one, suitable offer of accommodation.</p>	

Banding	Criteria	Housing Need – Full description
Band A: Emergency need to move	Emergency medical or disability	<p>a) Where an applicant’s medical condition is expected to be terminal within a period of twelve months and re-housing is required to provide a basis for the provision of suitable care.</p> <p>b) The applicant’s health is so severely affected by the accommodation that it is likely to become life threatening.</p> <p>c) The applicant is unable to access their accommodation due to reasons relating to the medical or disability needs of the applicant and requires re-housing into accommodation suitable for their use.</p> <p>d) The applicant’s accommodation is directly contributing to the serious deterioration of the applicant’s health and the condition of the property cannot be brought up to a required standard within a reasonable period – usually 6 months.</p>
	Statutory Overcrowding	The applicant has been assessed by the Council’s Environmental Health Team as statutorily overcrowded (as defined by the Housing Act 1985), provided that any overcrowding is not a result of deliberate actions or failure to adhere to housing advice.
	Welfare & Hardship	<p>a) Emergency need to move determined by the Council and authorised by a Senior Officer.</p> <p>b) Applicants who need to move due to domestic abuse / actual violence or threats of violence / extreme harassment / intimidation / hate crime. This may include where a move is necessary to protect a witness to criminal acts and would normally be recommended by the Police and must be authorised by a Senior Officer.</p> <p>c) Exceptional circumstances due to significant problems associated with an applicant’s occupation of a dwelling, and there is a high risk to them or their household’s safety if they remain in the dwelling / area.</p>
Band A: Emergency need to move	Statutory succession	Where an applicant has succeeded to a Runnymede Borough Council tenancy but is required to move to a smaller property.
	Release of an adapted property	Where a Runnymede Council tenant or other social housing tenant will release an adapted property where the tenant does not require adaptations and is willing to move to a suitable non-adapted property. The released adapted property will then be available for re-letting by the Council or through a nomination, to an applicant in need of this accommodation.
	Private rented sector properties unfit or unsanitary	<p>a) Applicants in the private rented sector living in dwellings where all three of the following criteria are met:</p> <ol style="list-style-type: none"> i. The Council has determined that the property poses a Category 1 Hazard under the Housing Health and Safety Rating System, and ii. The Council is satisfied that the problem cannot be resolved by the landlord within six months, and

Band A: Emergency need to move		<p>iii. as a result, continuing to occupy the accommodation will pose a considerable risk to the applicant's health.</p> <p>b) Applicants in the private rented sector living in dwellings where a statutory notice has been issued by the Council's Environmental Health Department that the property is unfit and is to be demolished under the provisions of the Housing Act 2004.</p> <ul style="list-style-type: none"> • This assessment does not include mobile homes unless there is a composite need on medical and / or welfare grounds and is evidenced by health professionals. • The Council operates a procedure for assessing the applications of mobile home owners whereby an inspection is required by the Council's Environmental Health team followed by a full housing options appraisal of the applicant's financial circumstances including their ability to buy or rent in the private market. This must happen before consideration is given to qualify to join the Housing Register. If there is a financial capability to buy or rent an applicant will not qualify for the Housing Register as the financial qualification criteria will apply.
	Major works or demolition	<p>a) Where a Council tenant must move permanently, because of major works to their current property, or where their property is due for demolition or Compulsory Purchase Order for refurbishment or redevelopment.</p> <ul style="list-style-type: none"> • These applicants are referred to as 'decants' and the Council has a separate Decant Policy • Applicants will be offered rehousing options suitable for their housing needs under this Scheme and this may be different in size to their current property. This will be based on their current and permanent household and will not include lodgers or any other non-permanent members of the household.
	Emergency Management Transfers	<p>Where an emergency transfer is approved for a Council tenant, where approval has been agreed by the Housing Solutions Manager or Homelessness, Housing Advice & Allocations Manager.</p> <ul style="list-style-type: none"> • Full details of why a transfer is needed must be provided by the Housing & Neighbourhood Services Team and authorised by the Housing Services Manager in the first instance. • Applicants will be offered rehousing options suitable for their housing needs under this Scheme and this may be different in size to their current property. This will be based on their current and permanent household (see Section 9) and will not include lodgers or any other non-permanent members of the household.

		<ul style="list-style-type: none"> The applicant will be made one suitable offer of accommodation, and refusal will result in a reassessment to their original band if there was an existing live transfer application at the time of the management transfer request. New applications would be assessed and banded or removed in accordance with this Allocations Scheme.
Band B: Urgent need to move	Overcrowding	Where a household is lacking two bedrooms in their home and the overcrowding is not deemed to be deliberate. The bedroom calculation (under para 9.8) will be used to determine if bedrooms are lacking.
	Applicants living in unsatisfactory housing lacking basic facilities	<p>a) Applicants without access at all to any of the following facilities:</p> <ul style="list-style-type: none"> Kitchen Bathroom Inside WC Hot or cold water supplies <p>b) Applicants who occupy a private rented property which is in disrepair or unfit for occupation and is subject to a Prohibition Order. In addition, recovery of the premises is required to comply with the Order as defined by s. 33 of the Housing Act 2004.</p>

Band B: Urgent need to move		c) Where an authorised officer from the Council has determined that a private rented property contains one or more serious Category 1 hazards as defined by the Housing Health & Safety Rating System and there is no prospect of the issues being remedied in a period of time that the Council considers reasonable
	Urgent medical or disability	<p>Where an applicant's housing is unsuitable for urgent, but not life threatening, medical reasons, or due to their disability, who do not qualify for Band A assessment, but whose housing conditions directly contribute to causing serious ill health. Section 8.12 – 8.16.</p> <ul style="list-style-type: none"> • This needs to be exceptional whereby the health care is unique to a specific health service in the Borough of Runnymede and cannot be provided anywhere else including in the area where the applicant currently lives. • Support from friends or relatives living in the Borough is not a ground for welfare if support is already or can be achieved in the current Borough the applicant resides in, whether through professional services or informal support which may involve travelling. • Exceptional and specific health care will have to be evidenced by health professionals currently engaged with the applicant and will be assessed by the Council's Independent Medical Advisor. • This ground is meant for exceptional and unique circumstances only.
	Welfare & Hardship	<p>Where an applicant's current accommodation is causing hardship and an urgent move is required to receive care or support.</p> <ul style="list-style-type: none"> • This needs to be exceptional whereby the health care is unique to a specific health service in the Borough of Runnymede and cannot be provided anywhere else including in the area where the applicant currently lives. • Support from friends or relatives living in the Borough is not a ground for welfare if support is already or can be achieved in the current Borough the applicant resides in, whether through professional services or informal support which may involve travelling. • Exceptional and specific health care will have to be evidenced by health professionals currently engaged with the applicant and will be assessed by the Council's Independent Medical Advisor. • This ground is meant for exceptional and unique circumstances only.
	Under occupation	Where a Runnymede Council tenant or other social housing tenant, living in the Borough of Runnymede is under-occupying their home and by moving will release a family home for re-letting.

		The Registered Provider landlord will need to agree that the vacated property will be offered to the Council for nomination by the Council, outside of established Nominations Agreements. This is a discretionary process for non-Runnymede Council tenants and will be authorised by a Senior Officer.
	Qualification under the Homelessness Reduction Act	Applicants where it has been determined that they qualify for a Section 195 Prevention Duty or a Section 189B Relief Duty, in accordance with the Part VII, Housing Act 1996, as amended by the Homelessness Reduction Act 2017. Applicants will only remain in this band for the duration of the duty owed and if they are fully engaged with their personalised housing plan to explore all avenues to resolve their housing difficulty.
	Non-successor with a priority need	Where a person is living in an RBC property as a non-successor and is in priority need (Section 189) as defined by Part VII of the Housing Act 1996 (as amended). This is a decision for the Housing Solutions Team to make and the applicant is expected to fully engage with the Housing Advice Team to explore all housing options to move.
Band C: Medium priority to move	Homeless households	Homeless households owed the main homeless duty by Runnymede Borough Council under section 193(2), will not be able to bid and one suitable direct offer of accommodation will be made.
	Armed forces	Serving Armed Forces Personnel occupying Service Living Accommodation, who: i. has already engaged with the Council's Housing Advice team, and ii. have been served with a Certificate of Cessation of Entitlement to Occupy Service Living Accommodation (usually six months prior to discharge), and iii. have failed to secure alternative accommodation and face potential homelessness within 56 days.
	Rough Sleepers	Applicants where it has been verified by the Council that they are sleeping rough in Runnymede and meet the local connection rules for homeless purposes (Section 4.25).
	Parental eviction – at home for over 12 months	A priority need household as defined by Part VII of the Housing Act, as amended (section 189) who was at threat of homelessness but has been able to remain in the parental home for over 12 months since the initial threat of homelessness. This will need to be approved by the Housing Advice Team. Applicants will need to complete a Change Circumstances Form to highlight this which will trigger the assessment.
	Move on from Care (Surrey County Council)	A care leaver (LAC) is ready and prepared to move to independent settled housing, which may be in the social or private rented sector, and both of the following criteria apply: i. The care leaver possesses the life skills to sustain a tenancy including managing a rent account, and

Band C: Medium priority to move		<p>ii. The care leaver has been assessed for a support package, and one is in place.</p> <p>It is the responsibility of Surrey County Council (SCC) to ensure that a Housing Register application has been completed by the care leaver. SCC will need to obtain the agreement with the Council regarding move on at least six months before a move is needed, to allow time for the application to be assessed. SCC will also need to ensure that the relevant information, including up to date pathway plans are submitted to the Council for assessment. This will prevent a homeless approach by a LAC to whom SCC have a continuing duty towards and to ensure the best opportunities for rehousing options are available within set timescales. SCC are also required to adhere to the current SCC Young Person (YP) Protocol.</p>
	Move on from supported accommodation	<p>Applicants from supported accommodation, under contracted arrangements, who are ready to move-on following a satisfactory move-on report being submitted by the care provider / landlord.</p> <p>The report will need to satisfy the Council that the applicant is ready to move onto general needs housing and sustain a tenancy independently. If the Council is not satisfied that the applicant is ready to move to independent general needs housing, then further supported housing must be considered. If the applicant is not ready to move on, the application will remain in Band E, and no offers of accommodation will be made.</p>
	Medium medical or disability or welfare need	<p>Where an applicant or a permanent member of an applicant's household (currently residing with the applicant) is assessed as having an identified reason to move on the basis of their health or welfare need to move or grounds relating to a disability. Their housing is considered unsuitable for non-urgent medical reasons, or due to their disability, and is directly contributing to causing ill health (Section 8.12 – 8.16).</p>
	Hardship	<p>The applicant has some other compelling (but not urgent) need to live in Runnymede which, if not met, will cause on-going hardship.</p> <ul style="list-style-type: none"> • Supporting evidence will be required from relevant and qualified health professionals and is the responsibility of the applicant to provide. It must be current, relevant, and specific to an applicant or a member of their permanent household's condition, who is currently living with them. The Council will not request or pay for any supporting evidence. • The Council will consider all recommendations from health professionals but will make the final decision as to the assessment of an application. • Supporting evidence must be less than 6 months old at the time of any request submitted.

	Overcrowding	Where a household lacking one bedroom in their home and the overcrowding is not deemed to be deliberate. The bedroom calculation set out in para 9.8 will be used to determine if a bedroom is lacking.
	Reasonable preference – no local connection, exceptional need	Applicants without a Local Connection to the Borough, but who have been assessed as having an exceptional or emergency need to move, as authorised by a Senior Officer (4.32 – 4.35).
Band D: Identified priority to move	No priority need and/or intentionally homeless	a) Applicants who are intentionally homeless, within the meaning of Part VII of the Housing Act 1996 (as amended) following the negative decision issued by the Runnymede Housing Advice Team. b) Applicants who have been assessed as homeless but not in priority need within the meaning of Part VII of the Housing Act 1996, as amended
	Adult children / siblings sharing family home	Adult children (aged 16 years and over who are no longer dependent on a parent/guardian) living with parents / guardians / family members, or adult siblings living together, in overcrowded accommodation or where there is inadequate space. Consideration will not be given to how a family chooses to use the space within a property.
	Shared facilities – unique welfare need	An applicant is living in accommodation where the facilities are shared with non-relatives, and there is a unique and/or exceptional welfare need which renders this unsuitable. This does not include adult children living in family homes or adult siblings living in a family home or shared home. (Note - sharing facilities does not count as a factor in deciding if an application should be moved to a higher band).
	Low medical or disability need or welfare	Where it is identified that there is a need to move on the grounds of health, welfare needs or due to a disability. This need is deemed to be low, meaning that although the housing situation could certainly be improved, the accommodation is still considered to be suitable (8.12 – 8.16).
	RBC Non-successor with no priority need	Where a person is living in an RBC property as a non-successor and is not considered to be in priority need as defined by Part VII of the Housing Act 1996 (as amended). The applicants should seek housing assistance from the Housing Advice Team to explore all available housing options, which will include the private rented sector.

Band E: Low priority to move	Adult children seeking to leave the family home	<p>Adult children (aged 16 years and over who are no longer dependent on a parent/guardian) living with parents / guardians / family members, or adult siblings living together, without any statutory overcrowding or welfare issues, other than a desire to access independent accommodation.</p> <p>Consideration will not be given to how a family chooses to use the space within a property.</p>
	Move on from Care	<p>Applicants who are Looked After Children (LAC) currently in a residential, foster placement or other supported placement, whereby Surrey County Council has the statutory duty towards and where no agreement is in place with the Council to plan move-on accommodation.</p> <p>The originating area can only be Surrey for the purposes of rehousing.</p> <p>Offers of accommodation in the private rented sector will be offered as move-on accommodation where available.</p> <p>Once agreement is in place for move-on accommodation, which should be at least six months before, an application will be reassessed to a Band C.</p> <p>It is the responsibility of Surrey County Council to provide up to date information for the purposes of applications and move-on accommodation for those young people in their care.</p> <p>Applicants will not be able to bid whilst in this band</p>
	Armed forces	<p>a) Serving Armed Forces personnel who are not due to be discharged for the foreseeable future. These applicants will not need a Local Connection to the Borough.</p> <p>b) Bereaved spouses or civil partners of those serving in the Armed Forces, where the bereaved spouse or civil partner will shortly no longer be entitled to reside or is no longer entitled to reside in Ministry of Defence accommodation following the death of their service spouse or partner</p> <p>c) Separated spouses of Serving Armed Forces personnel who have or have not been asked to leave Military of Defence accommodation</p>
Band E: Low priority to move	Move on from supported accommodation	<p>Applicants from supported accommodation, under contracted arrangements, where the Council has not received a satisfactory move-on report by the care provider / landlord.</p> <p>Applicants, who have been placed in supported housing outside of the Borough of Runnymede, will retain their Local Connection in order to assist them with 'move-on' rehousing options (4.25 – 4.26).</p> <p>The applicant must have been referred to the supported placement outside of the Borough by the Housing Advice Team at Runnymede Borough Council.</p>

		Applicants will be unable to place bids on properties. If the Council is satisfied that the applicant can live independently, the applicant will be placed in Band C and one direct offer of accommodation will be made.
	Refusal of offers / failure to view	<p>a) Applicants who have refused to accept two reasonable offers of accommodation within the last 12 months. This also applies to those who fail to view a property without a reasonable cause. The Allocations Team will decide if an offer is reasonable (13.17 – 13.23).</p> <p>b) Applicants moving on from care placements or supported housing who have refused their one, suitable offer of accommodation.</p>
	Right to move	Applicants applying under the Government's Right to Move initiative, assessed on a case-by-case basis following authorisation from a Senior Officer (4.15 – 4.20).
	Independent Retirement Living	Applicants aged 55 years and over without a Local Connection, who have a family member currently residing in the Borough of Runnymede and has done so for the last three years. This only applies to applicants wishing to access independent retirement living only (4.11 – 4.14).
	Private Rented Sector	Applicants living in private rented sector accommodation, as a lodger, or on an Assured Shorthold Tenancy or similar, and is adequately and suitably housed.
	Reasonable preference – no local connection	Applicants assessed as falling into one of the Reasonable Preference groups but without a Local Connection to the borough of Runnymede (as defined in this Scheme, Section 3). In addition, there is either no housing need or they are statutorily homeless and have been provided with suitable temporary accommodation (4.32 – 4.35).