

Appendix 1 Copper Beech Avenue: Local lettings criteria definitions and verification

Preference group	Criteria	Verification	Definitions / equality issues
<p>APPLIES TO ALL LETTINGS</p> <p>People with a local connection to the area – this would including living or working in the area, or having close family living in the area</p>	<p>Residence in the area for 3 out of the last 5 years or 6 out of the last 12 months. (Not prison or hospital)</p>	<ul style="list-style-type: none"> • Orchard records of council tenancy • Leeds Homes Register – verified housing history • Tenancy agreement • Household bills • Electoral register • Council tax records • Letter from NASS 	<ul style="list-style-type: none"> • Areas covered – Bramley Ward area • Flexibility on length of time for customers who have difficulty establishing length of residence in one area, eg Armed Forces etc • If no connection to immediate Ward areas must have connection to Leeds.
	<p>Current employment or confirmed offer of employment. The employment can be part-time but not casual. Self-employment and people on zero hours contracts also counts</p>	<ul style="list-style-type: none"> • Letter from employer • Contract of employment • Written offer of employment • Wage slips • Proof of self-employed status and details of where the customer works 	<ul style="list-style-type: none"> • Equality considerations for people not able to work, eg carers, disabled customers, retired people, people in training not employment-ready etc
	<p>Close family associations (parents, brothers, sisters or children) that have been living in the area for 12 months.</p>	<ul style="list-style-type: none"> • Proof of address of relative AND letter from relative confirming relationship and supporting customer’s application. 	<ul style="list-style-type: none"> • Wider relatives can be included if a close relationship can be established, also make provision for recognised carers
	<p>Other special reason</p>	<ul style="list-style-type: none"> • Evidence of exceptional circumstances – case by case basis. 	<ul style="list-style-type: none"> • Equality considerations – the local connection criteria can be waived in exceptional circumstances, eg if it would be unsafe for a customer in urgent housing need to be rehoused in an area they do have a connection to.

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<p>APPLIES TO ALL LETTINGS Tenants and residents who have a good tenancy record or equivalent</p>	<p>Applies across all tenures; no rent arrears, untidy garden, caused antisocial behaviour</p>	<ul style="list-style-type: none"> • Orchard checks • Confirmation from Registered Provider or Private Landlord or other • Checks on Caseworks system • Home visit / interview may be carried out 	<ul style="list-style-type: none"> • May be difficult for some customers to obtain information eg experiencing domestic violence, children leaving home without formal tenancy record – consider alternatives • Apply to ongoing not historical issues – need proportionate timescales and level of ASB etc
<p>APPLIES TO A PROPORTION OF LETTINGS People in employment</p>		<ul style="list-style-type: none"> • Employment (as above) or undertaking recognised accredited vocational training for keyworker profession 	<p>Key worker occupations</p> <ul style="list-style-type: none"> • NHS: All clinical staff employed by the NHS except doctors and dentists • Education: Qualified teachers in LEA schools and sixth form colleges, lecturers in FE colleges, children’s social workers and qualified nursery nurses in LEA nursery schools only • Police: Police officers and community support officers • Prison Service: Prison officers and related grades, operational support grades, nursing staff • Probation Service: Probation officers, senior probation officers, probation service officers, trainee probation officers and other operational staff (except Assistant Chief Officers) who work directly with offenders • Local Authority: Local authority employed clinical staff, adult social workers, occupational therapists, educational psychologists, speech and language therapists, rehabilitation officers for the visually impaired and qualified nursery nurses. Local authority planners employed by the Local Planning Authority delivering statutory planning services • Connexions: Personal Advisors provided that

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			<p>they are employed by a local authority or a Connexions Partnership. Connexions Personal Advisors employed by private or voluntary sector organisations are not eligible</p> <ul style="list-style-type: none"> • Fire and Rescue: Fire Fighters Uniformed fire and rescue staff below principal level
<p>APPLIES TO A PROPORTION OF LETTINGS People who are living in overcrowded conditions</p>	Applies across all tenures	<ul style="list-style-type: none"> • Information on Orchard housing application verified by home visit / desktop assessment of size of property and household composition in line with lettings procedures 	<ul style="list-style-type: none"> • Allow moves which will reduce overcrowding, eg if some household members move out • Consider exclusions for avoidable overcrowding which is in breach of tenancy agreement, ie allowing other adults to move in (not overcrowding caused by natural growth of family) • Consider applications from other customers in urgent housing need, eg homeless customers etc
<p>APPLIES TO A PROPORTION OF LETTINGS People who are under occupying social housing</p>	Applies across all tenures	<ul style="list-style-type: none"> • Information on Orchard housing application verified by home visit / desktop assessment of size of property and household composition in line with lettings procedures 	
<p>APPLIES TO A PROPORTION OF LETTINGS Disabled people who need adapted properties to meet their needs</p>		<ul style="list-style-type: none"> • Information on Orchard housing application / AHV information verified by housing need assessment • Medical assessment OT referrals 	<ul style="list-style-type: none"> • Include scope to allow potential properties to be matched and offered through direct offer
<p>APPLIES TO A PROPORTION OF</p>	People currently serving or have served in the	<ul style="list-style-type: none"> • Documentation from MoD showing service, or 	<ul style="list-style-type: none"> • Include current and former Armed Forces members, family members (eg spouses etc)

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<p>LETTINGS Members and former members of HM Armed Forces</p>	<p>regular forces (Royal Navy, the Royal Marines, the regular army or the Royal Air Force) People who are currently serving or have served in the reserve forces (the Royal Fleet Reserve, the Royal Naval Reserve, the Royal Marines Reserve, the Army Reserve, the Territorial Army, the Royal Air Force Reserve or the Royal Auxiliary Air Force)</p>	<p>Certificate of Cessation of Entitlement to Occupy a Service Quarter and of Impending Homelessness.</p>	<ul style="list-style-type: none"> • People with connection to Leeds
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