

These guidelines make reference and relate to the Haddenham CLT Allocations Policy. Please also note that all references to Haddenham include the hamlets of Aldreth and Hill Row ie the whole parish of Haddenham and Aldreth.

All applications for CLT housing should be completed using the Haddenham CLT Application Form and with information which is valid as of the date of completion.

Applicant(s) may be sole or joint applicants.

Affordability

Haddenham CLT will consider the applicant's financial circumstances, including their disposable income and savings, and how that compares with average income levels in the area. The CLT will also consider whether the applicant could reasonably afford and find other suitable accommodation of an appropriate size and in the area at an affordable price or rent.

Applicants would normally be expected to have a household income (earnings and benefits) of between £20,000 and £60,000 and capital assets and savings not exceeding £25,000.

Applicants for shared-ownership properties should have sufficient funds to cover any deposit and purchase / mortgage arrangement fees, most usually a minimum of £5,000.

Ability to afford a Trust home

The CLT will require proof of employment (including self employment) and all income streams (including benefits) as appropriate and of all financial commitments. This evidence will usually be required at a time when a CLT property may be offered (ie not with the initial application).

Future housing costs should not exceed 60% of net household income.

Connection to Haddenham

Consideration will be given to the following, **with preference given to applicants who are able to establish and prove a strong local connection with the Parish.** Note that joint applicants should give details for both - the best points total for the combined will be taken.

- Currently or in last 7 years reside in Haddenham – that is the applicant and / or partner having a registered address within the parish. Please provide the address and indicate the period. Note that periods served in the armed service may count as current residence if a Haddenham address is the registered home address.
- Close family currently reside in Haddenham – that is parents or guardians, grandparents, siblings, children, grandchildren including step- or foster- related but not cousins, aunts, uncles, or more distant. Please indicate the address, the relationships and the time period there (maximum 7 years). Do not double count periods of time when the applicant(s) were also living at the same address.
- If either of the applicants are living in a neighbouring parish to Haddenham for how long have they resided there? Please state which applicant and provide an address and time periods.

The neighbouring villages are regarded as:

Cottenham
 Coveney
 Earith
 Little Thetford
 Mepal
 Stretham
 Sutton
 Wentworth
 Wicken
 Wilburton
 Witcham
 Witchford

- Were any of the applicant(s) born in Haddenham – that is their first registered address at or after birth (i.e. the address to which the mother and baby returned after maternity hospital if relevant)?

Sustainability

- Please indicate how many of the applicants’ children are already attending the Robert Arkenstall Primary School, Haddenham or meet the published admissions criteria and have applied for Reception (starting School) or In Year Transfer (moving schools), or plan to apply to county admissions for a place at the school in the current academic year. Please indicate the children’s ages at application date.
- Please indicate if the applicant(s) are already employed or contracted from a future date to be employed in Haddenham for a minimum of 20 hours per week. Please state the employer and show the related dates.
- Applicants who are self-employed should provide evidence of active business and be already providing some services to Haddenham or its residents.
- Please indicate if any of the applicants are recognized as ‘Key Workers’ – that is an employee who provides a vital service and as defined for the ‘Home Buy Service’. If so, provide further information of the role and the location of that employment. It is not essential that the applicant work as a key worker in Haddenham.
- The Home Buy Service lists Key Worker roles as:
 - NHS - All Clinical staff except doctors and dentists
 - Education - Teachers at Nurseries, LEA schools, 6th form colleges, Lecturers at FE colleges, LEA Child social workers
 - Police - including Civil Nuclear Constabulary, British Transport police
 - Prison Service Officers
 - Probation Service Officers
 - Local authority - Social workers and certain other roles
 - Fire fighters
 - Ministry of Defence - certain roles - Police, Defence Fire and other uniformed
 - Environmental Health Officers
 - Traffic Officers - certain safety roles

Housing Need

For the purposes of the CLT the rules to be used are as follows:

- That households will be assessed based on the members of that household using the property as their main and principal home. This can include those living temporarily away from home such as students, members of the armed forces or those whose work take them away for extended periods and those volunteering for work overseas.
- Carers may be considered as part of the household if they are required to 'live-in' and sleep overnight at the property.
- Partners / spouses are expected to share one bedroom. Children of different sexes may share a bedroom until the eldest reaches 10 years of age. Children of the same sex may share indefinitely or until the eldest reaches 18 years. Single bedrooms may only be suitable for one person regardless of age.
- For parents who have custody of children for part of the time only children who sleep at the property for 50% or more time will be counted in the bedroom allocation.
- Households may be awarded an extra bedroom where there is written medical evidence to support.
 - Sharing with others means where the applicant(s) are currently sharing with others who would not be moving into the CLT home with the applicant(s).
 - Too big – means where the existing accommodation includes more bedrooms than the CLT recognize as being required (and potentially too expensive as a consequence).
 - Too small means overcrowding where the number of bedrooms available is less than the CLT recognizes as being required.
 - Unsuitable - physical/ environmental/ health – means that a public or medical body will provide written statements that for stated reasons the existing residence of the applicant(s) is unsuitable and that the applicant(s) are advised to move within a stated period of time. The body should also state that a CLT property would be suitable for the applicant.
 - Imminent Changes – means that the applicant(s) are expecting to either lose their current home or their circumstances will imminently change in such a way as to make current homes unsuitable.

In all cases applicants are asked to indicate their situation with respect to the questions above and evidence to support will be required.

Trustee Discretion

The CLT recognizes that it is not possible to define all applicant circumstances which they may be asked to consider – hence there is a small opportunity for the Trustees to exercise discretion according to the information presented.

This could include, but not limited to, for example:

- Special arrangements for care of dependent relatives
- Existing CLT tenants seeking to transfer to another property (either bigger or smaller - but meeting the rules mentioned above).
- Requests from the Local Authority, housing association, or other public body including the police.
- Applicants who play a key role in a Haddenham social, sports or charitable activity.