

1. The Allocation Policy

1.1 Haddenham Community Land Trust (HCLT) will assess applications for the letting or shared ownership of their affordable homes under the terms of this policy. This paper covers the main principles; accompanying current guidelines will provide further detail. All references to Haddenham relate to the whole parish including Aldreth and Hill Row.

2. Eligibility

2.1 Applicants will be assessed in line with the principles of the CLT, according to 3 criteria and priority ranked based upon a points system. The criteria are:

- Affordability – there must be an inability to afford open market rents or the purchase of suitable housing.
- Local connectivity and sustainability – a family, or an employment connection, to Haddenham or neighbouring parishes.
- A recognised housing need.

3. Affordability

3.1 Applicants will need to meet minimum and maximum income limits showing that they have sufficient available household income to sustain the letting or shared ownership of an HCLT affordable property, but insufficient to purchase a suitable property on the open market or to sustain an open market tenancy.

3.2 Only once this criteria is fulfilled will applicants' priority be assessed using the the Haddenham CLT Allocations Policy.

4 Local and Sustainability Connections

4.1 Applicants will need to show a local or sustainable connection to Haddenham in-line with the following guidelines. Points are awarded for each condition, or combination of conditions (see table in guidelines).

- Currently reside in Haddenham or have done so during the last 7 years.
- Have close relatives who currently reside in Haddenham and have done so for a period of time.
- Currently resides in a parish neighbouring Haddenham and have done so for a period of time.
- Was born in Haddenham.
- Have employment, or verified offer of employment, in Haddenham, or have verified self-employment already serving Haddenham.
- Have a child or children who do already, or will attend Robert Arkenstall Primary School, Haddenham from the time of take-up of an offered property.
- Have a 'Key Worker' designation serving Haddenham and or the wider community.

5 Housing Need

5.1 Applicants must be able to show a housing need which would normally include one or more of the following conditions (points are awarded for each – see table).

- Sharing with parents, or children, or others (ie more than one household).
- In a home which is too small, or too big, or unaffordable.
- In a home which is physically unsuitable or poses a health risk.
- Under a threat of homelessness, (except for reasons of ineligibility – see below).
- Have imminent life changes – eg new births, care needs, family/partnership breakdown.

6 Other Criteria

6.1 Trustees may also take account of other relevant factors and have some limited discretion to award points for some situations; for example, taking care of dependent relatives.

6.2 Trustees may also take account of mitigating circumstances to be considered over the non-eligibility criteria below.

7 Transfers / Staircasing / Sales

7.1 Current HCLT tenants wishing to move from one HCLT home to another will be considered on an equal basis to new applicants and as further specified in the Tenancy Agreement.

7.2 Current HCLT tenants wishing to move to a shared-ownership arrangement will be considered by the Trustee in line with the shared-ownership criteria and in accordance with the supply of eligible shared-ownership leasehold properties.

7.3 Current HCLT shared-ownership tenants may seek changes to their ownership share or seek to sell their properties in-line with the Shared Ownership Lease Agreement.

8 Non-eligible

8.1 Applicants (including anyone intending to live with the applicant) will not normally be eligible if any of the following apply:

- They have rent arrears at either date of application or date of letting - until paid, or a payment plan agreed and in place
- They have a recent history (last 3 years) of proven antisocial behaviour.
- A previous owned home has been repossessed by their mortgagor, unless the mortgage is fully redeemed, or a payment plan in place.
- They have been declared bankrupt within the last 6 years.

9 Application Process, Offers of Tenancy or Shared Ownership and Review

- 9.1 HCLT will receive expressions of interest for potential property which may become available in the future and it will maintain a waiting list of potential applicants.
- 9.2 Fully completed applications with proof of evidence will be required when Trustees have property to offer. The Trustees will assess applications and assign points, those applicants with the highest number of points being first to receive offers. Where applicants have equal points then length of time on the waiting list will be used to prioritise.
- 9.3 HCLT Trustees recognise that every applicant's situation is different and individual circumstances will be taken into account as allowed by this policy.
- 9.4 Because of high demand successful applicants may only be offered property suitable for their immediate need eg a two-bedroomed house for an applicant with one child.
- 9.5 Tenancies may normally be offered for an initial five-year period and then renew on a rolling two-year basis. Trustees reserve the right to review tenancy agreements at times of renewal. Tenants who no longer meet all the criteria of needing an affordable property could be encouraged to move on within an agreed period in-order to release the property for other qualifying applicants.
- 9.6 Shared ownership offers will be covered by a Shared Ownership Lease Agreement. Ownership by the successful applicants will be capped at a maximum 80%.

10 Decision Making

- 10.1 The Trustees will take the final decision regarding offers of lettings to be made in line with this policy.
- 10.2 Applicants may have a right to appeal any decision under the 'Appeals Policy' guidelines.

11 Changes

- 11.1 Trustees have the right to make changes to this policy by agreement at a formal meeting of the Trustee.

Points Table for Applications for Haddenham CLT Property Offers

Criteria	Condition		Points/unit	Points Scored	TOTAL
Connectivity	Applicant currently lives in Haddenham or has done so in last 7yrs	Yrs	50/yr		
	Close family living in Haddenham for last ? years (max 7)	Yrs	25/yr		
	Applicant living in neighbouring village for last ? years (max 7)	Yrs	25/yr		
	Born in Haddenham	Y/N	100		
			Max 350	Total	≤350
Sustainability	Children at Robert Arkenstall Primary School, Haddenham	No.	50/child		
	Employment in Haddenham	Y/N	150	≤150	
	Self-employed in Haddenham	Y/N	150		
	Key worker	Y/N	100		
			Max 250	Total	≤250
Housing need	Sharing, too small, too big, too expensive	Y/N	150		
	Unsuitable – physical/ environmental/health	Y/N	150		
	Imminent change – loss/ births etc	Y/N	50		
			Max 300	Total	≤300
Trustee	Discretion		Max 100	Total	≤100
				Application Total	≤1000

Note – for joint applications – the highest scoring element for either applicant and for each line above will be taken.

Applicants may score points for more than one line per category but each category is subject to a maximum no. of points as indicated.