

AREA HOUSING OFFICES

KILMARNOCK NORTH AREA

Housing Office (North West)

54-56 Western Road, KILMARNOCK. Tel: 01563 555670

Areas Covered: Ahanhill, Dunlop, Fenwick, Kilmours, Knockinlaw, Longpark, Lugton, Onthank, Stewarton, Waterside

Housing Office (Central)

Council Offices, John Dickie Street, KILMARNOCK. Tel: 01563 576619 & 576620

Areas Covered: Bonnyton, Crosshouse, Gatehead, Knockentiber, London Road, Longpark, New Farm Loch, Scott Road, Town Centre, Woodstock

KILMARNOCK SOUTH AREA

Housing Office (Kilmarnock South)

64/66 Caprington Avenue, KILMARNOCK. Tel: 01563 554103 & 554106

Areas Covered: Ballfield, Riccarton East, Riccarton West, Shortlees

Housing Office (Irvine Valley)

51 Academy Street, HURLFORD. Tel: 01563 534355

Areas Covered: Crookedholm, Darvel, Galston, Hurlford, Moscov, Newmills, Priestland

CUMNOCK AND DOON VALLEY AREA

Housing Office (Cumnock)

25 Ayr Road, CUMNOCK. Tel: 01563 555440 & 555441

Areas Covered: Auchinleck, Cathine, Cumnock, Logan, Mauchline, Murkirk, New Cumnock, Skares, Sorn

Housing Office (Doon Valley)

25 Ayr Road, CUMNOCK. Tel: 01563 555440 & 555441

Areas Covered: Dalmeilington, Dalrymple, Drongan, Drummudden, Hayhill, Hollybush, Ochiltree, Patna, Rankinston



A GUIDE FOR APPLICANTS



INTRODUCTION

The East Ayrshire Allocation Policy

This Allocations Policy replaces the policies operated by the former District Councils. The policy reflects the changes that have occurred in the recent past.

The Council has fewer homes of its own to let and has become more involved in partnership with other housing providers in ensuring the housing that is built in the community is of the type that is needed by the community.

These changes have produced a policy that focuses on need, is easily understood and fair.

Who can apply

- anyone living in East Ayrshire or
- anyone who works in East Ayrshire or
- anyone who has been offered employment in East Ayrshire or
- anyone who can show to The Council's satisfaction that they are trying to get employment in East Ayrshire.

Applications from those who can satisfy the Council that they have a special need to be housed in East Ayrshire may also be accepted. You can not be considered for housing on more than one application.

CONDITIONS OF APPLICATION

When your application form is received, a number of checks will be made. Your application will be rejected if:

- 1) You owe any debt to the Council, or you owe rent to a previous landlord. If you owe a debt to the Council, you can make an arrangement to clear it by contacting your local Housing Office.
- 2) You terminated a secure tenancy within the last 12 months.
- 3) You are registered on another housing application.
- 4) You falsely declare your circumstances or deliberately withhold relevant information.
- 5) You have been evicted from a previous Council Tenancy within the last 5 years.

On acceptance onto the waiting list, you will only be made an offer of accommodation if:

- 1) You have a clear rent account.
- 2) You do not owe any other Council debts.
- 3) You have maintained your tenancy in a satisfactory manner.
- 4) The condition of your home is satisfactory.

Where a resident in non-Council property is being rehoused due to a closing or demolition order only one offer of accommodation will be made on priority basis. In the event of the offer being refused without a satisfactory reason, the person concerned will be required to submit a standard application and will be treated without priority. They will have to make their own arrangements with regard to housing until an offer is made in the normal manner.

WHAT SIZE OF HOUSE CAN I APPLY FOR?

Household	Size of Property
A single person	Bed-sit, 1 or 2 Bedroom
A couple	1 or 2 Bedrooms.
A family with one child	2 Bedrooms.
A family with three children	3 or 4 Bedrooms (depending on age)
A family with four or more children	4 Bedrooms.
A family with two children (under 10)	2 Bedrooms.
A family with two children, either of whom is over 10	3 Bedrooms.

In certain circumstances, it may be possible to vary the size of house applicants can have. Contact your local Housing office for details.

Anyone accepting a tenancy larger or smaller than they need will not be awarded points for under-occupation or overcrowding if they make a subsequent application for re-housing.

APPEAL

Applicants who feel that they have not been placed on the right group, have been given the wrong points or wish advice on their application should contact their local Area Housing team. Applicants who feel unfairly treated should make their complaint in writing to the Head of Homes, Council Offices, John Dickie Street, Kilsnack, KA1 1BX.

MUTUAL EXCHANGES

- Council tenants may apply to mutually exchange with other tenants, either Council or Scottish Homes or Housing Association.
- Enquiries should be made to your local Council Office.
- Approval will be subject to satisfactory tenancy references.
- Permission for a mutual exchange will not be granted if either party will worsen their housing conditions as a result of the exchange.
- Successful applicants should remain in their new tenancy for at least 12 months, following the exchange. The Council may seek recovery of the remaining tenancy if this requirement is not met.

H.O.M.E.S. / HOMESWAP

- H.O.M.E.S. allows people to move from one local authority area to another, in certain circumstances.
- Homewap is a national register of people wishing to move from one local authority to another.
- Enquiries should be made to your local Council Office.

PENALTIES

Any applicant who worsens their housing conditions to gain extra points, such as by giving up a tenancy or other form of occupation, will have their application suspended. They will not be considered for rehousing for 1 year dating from the date the previous tenancy or occupation was given up. No points will be awarded during this time. The suspension may be lifted if the applicant can show good reason.

In the event of an applicant refusing two offers of suitable accommodation within a period of six months their application will be suspended for twelve months. The penalty will commence from the date of the refusal of the second offer. The applicant will not get any extra points during this time. This suspension may be lifted if the applicant can show good reason for this.

If an applicant fails to respond to the offer of a tenancy within three working days, the property may be re-offered to the next applicant on the appropriate list. A failure to contact without good reason will be counted as a refusal; if this is a second refusal then a penalty may apply as above.

After 3 refusals have been recorded against a particular vacant property, the Head of Homes may depart from the general terms of the Allocation Policy. The property will be offered to the first person on an appropriate list for that area who is willing to accept it on a permanent basis. All applicants who previously refused the tenancy will have the refusal removed from their records.

GROUPS

The policy is a "Groups plus points" policy. It divides applicants into groups and gives different points to different groups.

The policy focuses on housing need and the two main groups are those who have a home - HOUSEHOLDERS - and those who do not have a home - NON-HOUSEHOLDERS.

Any of the above applicants with Medical points awarded by a Health Board Assessor will be placed on the MEDICAL group.

The Council has a legal obligation to those people who, by no fault of their own, have lost their home by fire, flood or domestic breakdown. It recognises its responsibilities to those leaving children's homes and to those fleeing their home country for political asylum. Households in this category accepted by the Council will be placed on the HOMELESS group. Applicants within this group will be given one reasonable offer of housing.

Homeless Applicants will not be awarded points but will be dealt with in date order.

The final group is the MISCELLANEOUS group.

This will include those who are accepted as Key Workers filling specialist jobs that can not be filled locally.

MISCELLANEOUS will also include those who are Tied Workers accepted by the Council as having to give up their homes within three months, through no fault of their own.

This group will also include those being housed under H.O.M.E.S. (National Mobility Scheme).

Miscellaneous Applicants will not be awarded points but will be dealt with in date order.

SELECTION OF APPLICATIONS

Houses will be let on an agreed quota basis to applicants on these groups. The quotas are based on historic letting patterns and the following quota levels, for each category will apply:

Medical	- 15%
Householders	- 30%
Non-householders	- 40%
Homeless/Children's Act	- 12%
Miscellaneous	- 3%

POINTS - NON-HOUSEHOLDERS

Points awarded under this policy concentrate on need.

The following points will be awarded to applicants in the Non-Householder group:

Overcrowding:	for each room that is lacking	15 points
Waiting points:	for each year waiting to be housed	2 points (up to a max of 20)
Sharing/	for sharing/lacking an inside WC	2 points
Lacking amenity:	for sharing/lacking a bathroom/ shower	2 points
	for sharing/lacking cooking facilities	2 points

In exceptional circumstances, additional points may be awarded at the discretion of the Head of Homes.

POINTS - HOUSEHOLDERS

The following points will be awarded to applicants on the Householder group:

Overcrowding:	for each room that is lacking	15 points
Under occupying:	for each room that is surplus	15 points (up to a max of 45)
Waiting points:	for each year waiting to be housed	2 points (up to a max of 20)
Below tolerable Standard:	where the property fails to meet the minimum standards set out in legislation	15 points

In exceptional circumstances, additional points may be awarded at the discretion of the Head of Homes.

MEDICAL

Applicants to the MEDICAL group will be assessed by the Health Board and accorded priority within a points system. Those awarded zero points will not be admitted to the group.

The assessment may recommend a specific house type and this will be taken into account at the time of allocation.

There are no other points awarded for those on the MEDICAL group. Applicants who have been awarded a low medical points award should seek advice from Allocations staff. Where more than one applicant has the same number of points, allocations will be to the applicant with the earlier date of medical award.

SHELTERED HOUSING

All applicants for Sheltered Housing will be assessed for suitability for this type of accommodation.

The assessment will also be used to identify any community care needs applicants may have so that those who are housed receive appropriate support services.

PERMANENTLY ADAPTED PROPERTIES

These properties will be identified as a specific property type and will include those purpose built for the disabled as well as those which have been significantly adapted. Persons who have indicated the requirement for an adapted property will be cross-checked against requests for adaptations assessed by Occupational Therapists. Where appropriate, referral for assessment will be made in order that the specific requirements of individuals may be established.

Due to the limited availability of resources to carry out adaptations it is considered good practice that, wherever possible, persons requiring adapted properties are directed to vacancies already suitably equipped to meet their needs should they become available. The Council will not normally remove any fixed adaptations within a house.

DESIGNATED BLOCKS

Blocks of properties may be designated for a specific age group. The assessment will explore whether the applicant's housing need could be better addressed by, for example, adopting their current house.

SUCCESSION TO TENANCY

- On the death of a tenant, the tenancy may be transferred to a family member, if they have lived with the tenant as part of the household for at least 12 months prior to the death of the tenant, and that the house applied for has been their principal home for the duration of that period.
- Enquiries should be made to your local Council Office.

TRANSFER OF TENANCY

- Approval may be given to transfer the tenancy from one household member to another, in certain circumstances.
- Enquiries should be made to your local Council Office.