

Sheffield City Council

Housing Service

Lettings Policy

Issue 5

EFFECTIVE FROM 30th April 2010

Section	Title	Pages
I	<u>Planned priorities – 26 week time limit</u> 23. Homeless or threatened with homelessness	49 49
J	Discretion and review arrangements	50-51
K	Succession and new secure tenancies on death of a tenant	52-54
L	Assignment	55-56
M	Mutual exchanges	57-58
N	Pre-tenancy exchanges	59
O	Build for sale and shared ownership	60
P	Quitings	60
Q	Joint tenancies	61
Appendix 1	Housing Association addresses	62-63
Appendix 2	Area Housing Office addresses	64-66
Appendix 3	Lettings to Park Hill	67-68
Appendix 4	Lettings to Scowerdons, Weakland and Newstead (SwaN) and related peripheral sites.	69-71

Section A

Aims and Overview

This is the Lettings Policy of Sheffield City Council. The policy is managed on behalf of Sheffield City Council by Sheffield Homes.

1 Aims

Through this lettings policy Sheffield City Council aims to:

- Ensure that we let Council properties fairly and fulfil our legal obligations
- Help fulfil the Council's responsibilities to people in need
- Contribute to sustainability, neighbourhood regeneration and social inclusion
- Give people as much choice and control as possible over where they live

2. Overview - How the policy works

Sheffield City Council's Lettings Policy is based on 5 key elements:

- a. Registration.** Anyone over 16 can join the housing register but they cannot usually be offered a property until they are at least 18. Registration is covered in detail at Section B. In some circumstances the Housing Service will suspend an applicant's registration. This means it will refuse to offer them a property. It will do this for example if they behave anti-socially or have a history of rent arrears or other debt to the Housing Service. Suspension of registrations is covered in detail at Section F.

If you accept a property your registration is used up. Section G covers the circumstances in which a registration is cancelled or used up.

- b. Advertising.** Vacant properties are advertised openly. Anyone who is registered can bid for an advertised property. Our advertising scheme is covered in detail at Section C.
- c. Letting Criteria.** These are the rules stating what sort of household will be considered for an available property. For example, letting criteria include rules on minimum and maximum household sizes, minimum age or restrictions on keeping pets. Each advert sets out the letting criteria for that property. Letting criteria are covered in detail at Section D.
- d. Letting Bands.** Each vacant property is advertised for letting from one of 4 letting bands. These are:
- **Housing register** – People with priority are considered first for properties in this band. Most properties will be in this band.
 - **Waiting time** – One in every four of each type and size of property on each estate can be set aside for the waiting time band. For these properties all applicants are considered in order of their waiting time on the housing register.

- **First Come First Served** – Where there has been no demand for a property it can be offered to the first applicant who meets the letting criteria. If no applicants meet the letting criteria then the criteria can be relaxed.
- **Demolition** – Some demolition schemes will include provision for a demolition band so that people with demolition priority from the same locality are considered first for vacant properties.

Letting bands are covered in detail at Section E.

- e. **Priorities.** Some applicants have an immediate, urgent and planned need to move because of their specific circumstances. Where this is the case we will give them priority over other people on the register. Immediate, urgent and planned housing needs are summarised at Section H and set out in detail at Section I.

Some people who may be vulnerable will not need priority but will be offered additional advice and assistance in joining the housing register and in making bids for advertised properties. Housing will work with the applicant, their advocates and our partner agencies to provide this advice and assistance.

Section B Registration

1. How to access Council and Housing Association Housing in Sheffield

Sheffield City Council operates an open housing register. Anyone over 16 can join our housing register, although we will not usually offer them a property until they are over 18. See section D paragraph 3a for exceptions to this rule.

You can register alone, or you can register jointly with your partner or another adult who you will be living with.

Sheffield City Council works in partnership with the Housing Associations in the city, so if you join Sheffield City Council's housing register you can also be nominated for some Housing Association properties in the city. The Housing Service will make nominations within the rules set out in this policy. However, the Housing Associations' policies may differ and they will make the final decision on who they offer their properties to.

Not everyone can be nominated to all Housing Association properties. In light of this the Council may negotiate special nomination rights with a Housing Association.

In addition, each Housing Association keeps its own register and you can apply to join these individually.

Exclusions - Anyone who is subject to immigration control within the meaning of the Asylum and Immigration Act 1996 is not a qualifying person and cannot be registered. The Secretary of State may prescribe other persons or classes of persons who are not qualifying persons.

2. How to join the Council's Housing Register

Complete a registration form and return it to the Housing Service. You can get a form and help in completing it from:

- Any Area Housing Office
- First Point, Howden House, Union St, SHEFFIELD S1 2SH
- Sheffield Property Shop, 18-20 Union St, SHEFFIELD S1 2JP
- The Sheffield Property Shop website { HYPERLINK "<http://www.sheffieldpropertyshop.org.uk>" }

We will register you from the date we receive your registration form. We will then send you a letter confirming your registration date and your registration number. We will also send you detailed advice on how to apply for properties advertised in the Sheffield Property Shop.

If you need help with completing the registration form or applying for properties we will arrange to see you in one of our offices, or telephone or visit you at home.

Owner-occupiers can join the housing register in the same way as other applicants. However, if they accept a Council property they must agree to take all reasonable steps to sell or dispose of their property within 6 months of the date they take the tenancy. This does not include renting it out to a tenant.

Note – If you are an employee of Sheffield City Council or Sheffield Homes, a Council JNC Officer, or a Member of Sheffield City Council your application must include a statement of this fact. You must also complete a declaration of interest in respect of Housing Services and return this to Sheffield Homes. In addition, a Unit Manager or more senior officer must approve the offer of any property.

Section C Advertising

1. How will I know what properties are available?

We advertise all available Council properties and some Housing Association properties weekly in:

- Local Admag or other press;
- The Sheffield Property Shop, 18-20 Union St, Sheffield S1 2JP;
- All Area Housing Offices
- Sheffield Property Shop website { HYPERLINK "http://www.sheffieldpropertyshop.org.uk" }

We also produce a weekly mailshot detailing all the available properties and this can be sent to you on request.

The advertisements explain:

- How to bid for a property
- The closing date for bids. This is 1 week after the date of the advert
- The details of each property including rent, number of bedrooms, special features
- The letting criteria for each property, that is the rules about what sort of household can be considered for the property. Letting criteria are explained in detail at section D.
- An indication of the demand for similar properties that have been let recently. This is to give you an idea whether you have a realistic chance of being offered this property.

You can only bid for a property if you have already joined the Housing Register.

2. How will I know whether my bid has been successful or not?

If your bid is successful we will contact you and arrange for you to view the property. We will not consider any further bids you make for another property until you decide whether you would like to accept the property you have been to view.

We will not contact you if your bid is unsuccessful. However, we will publish a Lettings Announcement in a future advert. This will give details of the number of bids received for the property and an indication of the successful applicant's registration date or priority date.

Section D Letting Criteria

1. What are Letting Criteria?

Letting criteria are the rules we use to decide who an available property is offered to. Every advert for a vacant property will state the letting criteria for that property.

2. What is the purpose of Letting Criteria?

The purpose of letting criteria is to:

- Enable the Council and its partner landlords to make the best use of the housing stock
- Assist applicants in making informed choices from the properties available
- Help fulfil the Council's responsibilities to people in need
- Contribute to sustainability, neighbourhood regeneration and social inclusion.

3. What kind of rules are included in the Letting Criteria?

a. Minimum age for any offer of a property

We will not offer a property to anyone under the age of 18 unless they:

- Have been given priority because they have been accepted as statutorily homeless; or
- They have been given priority because the Council has duties towards them under the Children Act 1989; or
- They are supported by a government or voluntary agency and the Council is satisfied with the level of support to be provided.

b. Minimum age for some flats and bungalows

All bungalows and each block of flats will be designated for one of three groups:

- people over 60 or with mobility needs;
- people over 40 or with mobility needs and with no children under 16;
- no minimum age limit.

Sheltered flats are all designated for people who are over 60 or have priority because of mobility or other health or disability needs.

c. What if no-one who bids meets the minimum age limit?

For properties with a minimum age limit we will make every attempt to offer the property to someone above the minimum age. Therefore, if there are no suitable applicants we will let it as first come first served without considering other applicants who have bid but do not meet the minimum age limit. If there is still no demand from people who meet the minimum age limit we will consider redesignating the bungalow or block of flats. Sheffield Homes has the authority to make such redesignations.

- d. **People with mobility priority** will be considered first for some ground floor flats, bungalows and adapted houses.
- e. **Four bedroom and larger properties** are in short supply in most areas of the city. For this reason households with a priority and who need a 4 bedroom or larger property to resolve their housing need will be considered first.
- f. **Family Aides Scheme** – In some parts of the city, Social Services provide a high level of support to families in groups of flats or bungalows. For vacant properties in these schemes, Housing will involve Social Services in setting the letting criteria and making the offer.
- g. **Extra Care Housing Schemes** – These schemes rely on having a balance of tenants needing varying levels of care and support. For vacant properties in these schemes Housing will involve Social Services in setting the letting criteria.
- h. **No pets** are allowed for most flats and maisonettes.
- i. **A child** is a person under 18 unless that person is the applicant or joint applicant.
- j. **A woman with a confirmed pregnancy** will be counted as a household with a child. If she already has one child, the unborn baby will be treated as if it were the same sex.
- k. **Lone parent families** are treated the same as 2 parent families.
- l. **Access** arrangements can only be applied to children under the age of 18.
- m. **When a member of an applicant's household is in prison**, this person may be included in the household for the purposes of the letting criteria 4 weeks before their confirmed release date from prison.

n. Size of household

The size and type of property you can choose depends upon the size and make up of your household. See the table on page 11 for details.

The minimum household size for a three bedroom property is a household with at least two children or a household with at least three individual adults i.e. not a married couple or civil partners or two people living together as a couple (cohabiting), and one other adult

If you have demolition/clearance priority and you are the tenant or owner occupier of a 2 or 3 bedroom house you can be offered another house with the same number of bedrooms as (or fewer bedrooms than) your current home, even if your household does not now meet the minimum household size rules in the table on page 11.

If you have demolition/clearance priority and are the tenant or owner occupier of a 4 bedroom or larger house you can be offered a 2 or 3 bedroom house even if your household does not now meet the minimum household size rules.

A single person with priority for releasing a high demand Council property with 3 or more bedrooms can be offered a 2-bedroom property.

We will not offer a property if it will be overcrowded as defined at Section I paragraph 12.

o. Lettings to Park Hill

See Appendix 3 for details.

p. A couple is two people of the same sex or opposite sex, who are married, in a civil partnership or living together as partners.

q. The term family includes where two people live together as civil partners.

r. A partner is a husband or wife or civil partner or one of two people living together as husband and wife or as civil partners.

s. Lettings to Scowerdons, Weakland and Newstead (SwaN) and related peripheral sites.

See Appendix 4 for details.

What type of home do I qualify for?

Mais = maisonette

Bung = bungalow

	Studio Flat	1 Bed Flat or House or Bung	2 Bed Flat or Mais	2 Bed House or Bung	3 Bed House or Bung	3 Bed Flat or Mais	4 Bed House	4 Bed Flat or Mais	5 Bed +
Single Person	√	√	√						
Single Person with overnight access to 1 or more children	√	√	√						
Single Person with overnight access to 2 or more children	√	√	√			√			
Couple or 2 Adults		√	√	√					
Household with 1 child			√	√					
Household with 2 children of same sex; or 3 individual adults			√	√	√	√			
Household with 2 children of opposite sex; or 3 or more children					√	√			
Household with 4 or more children; or household of at least 6 people in total					√	√	√	√	
Household with 5 or more children; or household of at least 8 people in total					√	√	√	√	√

Some flats and bungalows have age and other restrictions. Please check property adverts for details.

Section E Letting Bands

1. What are Letting Bands?

Each vacant property is designated for letting from one of 4 Letting Bands. These are:

- **Housing register** – people with priority are considered first for properties in this band. Most properties will be in this band.
- **Waiting time** – one in every four of each type and size of property on each estate can be set aside for the waiting time band. For these properties all applicants are considered in order of their waiting time on the housing register.
- **First Come First Served** – Where there has been no demand for a property it can be offered to the first applicant who meets the letting criteria. If no applicants meet the letting criteria then the criteria can be relaxed.
- **Demolition** – Some demolition schemes will include provision for a demolition band so that people with demolition priority from the same area are considered first for vacant properties.

All properties are in the Housing register band unless specifically designated within one of the other bands. The letting bands are set out in detail at points 3 to 6 in this section.

Whichever letting band a property is in offers will only be made after satisfactory checks on rent arrears history, condition of tenancy and history of anti-social behaviour. See Section F for details.

2. What is the purpose of Letting Bands?

Letting bands serve the following purposes:

- They help ensure that we meet the Council's statutory duties by giving preference to applicants in housing need for most vacant properties.
- In areas of high demand they allow us to let a percentage of properties on each estate on the basis of people's waiting time.
- They contribute to regeneration and sustainability in neighbourhoods by allowing us to prioritise applicants in demolition schemes so that they have more chance of staying within their estate if that is what they prefer.
- Where there is no demand for properties they allow us to let them quickly on a first come first served basis.

3. Housing Register Band

a. How are bids sorted for properties in the housing register band?

Bids that meet the letting criteria are sorted as follows:

- Applicants with a priority excluding priority under paragraph 23 at Section I on Detailed Policy on Priorities are considered first.
- Where there is more than one applicant with a priority the earliest priority date is first.
- Where there are two or more applicants with the same priority date the earliest registration date will be first. See also note below on demolition priorities.
- Where there are two or more applicants with the same demolition priority date, the applicant who has lived in their present home longest will be first.
- Where there are no suitable applicants with a priority excluding paragraph 23 at Section I on Detailed Policy on Priorities, applicants with a priority under paragraph 23 at Section I on Detailed Policy on Priorities will be considered.
- Where there are no suitable applicants with a priority the applicant with the earliest registration date is first.
- Where there are no suitable applicants at all, people who do not meet the letting criteria will be considered. For example if we advertise a 2 bedroom house and no couples or small families bid for it we will offer it to the single person with the longest priority or waiting time.
- If there are no applicants at all, the property will be advertised in the first come first served letting band.
- For properties with a minimum age limit we will make every attempt to offer the property to someone above the minimum age. Therefore, if there are no suitable applicants we will offer it as first come first served without considering other applicants who have bid but do not meet the minimum age limit.
-

b. How are properties designated within the Housing register band?

All properties are in the Housing register band unless specifically designated within one of the other bands.

4. Waiting Time Band

a. How are bids sorted for properties in the waiting time band?

Bids that meet the letting criteria are sorted as follows:

- Applicants are considered in order of their registration date. The suitable applicant with the earliest registration date is first.
- Where there are no suitable applicants at all, people who do not meet the letting criteria will be considered. For example if we advertise a 2 bedroom house and no couples or small families bid for it we will offer it to the single person with the longest waiting time.
- If there are no applicants at all, the property will be advertised in the first come first served letting band.

- For properties with a minimum age limit we will make every attempt to offer the property to someone above the minimum age. Therefore, if there are no suitable applicants we will advertise it as first come first served without considering other applicants who have bid but do not meet the minimum age limit.

b. How are properties designated within the waiting time band?

One in every four of each type and size of property on each estate will be designated in this band unless the property:

- Is the property of a Registered Social Landlord; or
- Has or will be designated within the Demolition Band; or
- Is a specialist property where demand from people in housing need exceeds supply citywide.

We will keep this ratio under review. The Director of Housing for Sheffield City Council in consultation with the Cabinet Member for Neighbourhoods and Community Care may change the ratio in light of supply and demand in relation to the number of people with a housing priority.

5. First Come First Served Band

a. How are bids sorted for properties in the first come first served band?

For properties in the First Come First Served Band the property will be offered to the first suitable person on the housing register who makes a bid, subject to satisfactory checks on their rent payment history, condition of tenancy and anti-social behaviour history.

We will also consider reviewing the letting criteria.

If someone accepts a first come first served property they will retain their waiting time on the housing register.

b. How are properties designated within the First Come First Served Band?

Properties will be designated in this band where:

- they have already been advertised and there were no suitable applicants; or
- similar properties have been advertised in the last 4 weeks and there were no suitable applicants for them.

6. Demolition Band

a. How are bids sorted for properties in the demolition band?

Bids that meet the letting criteria are sorted as follows:

- Applicants living in the designated estate and with demolition priority will be considered first.

- Where there is more than one such applicant, the one with the earliest demolition priority date will be first.
- Where there is more than one applicant with the same demolition priority date, the one who has lived in their current home longest will be first.
- Where there are no suitable applicants with demolition priority the property will be let in the normal way within the housing register band.

b. How are properties designated within the Demolition Band?

This will form part of the original Cabinet decision on demolition. In recommending a demolition band as part of a demolition scheme the following factors will be taken into account:

- Views of tenants and residents
- Timescale of demolition plans
- Availability of suitable properties in the area
- Impact on other priorities.

For existing demolition schemes at the start of this policy Sheffield Homes will make the decision on demolition banding based on the above considerations.

Section F

Suspension and Other Restrictions on Registrations

1. What is a suspended registration?

If your registration is suspended:

- The Council will not offer you a property
- It will not nominate you for a Housing Association property
- It will not offer a property to anyone with whom you have applied for or are eligible to apply for a joint tenancy.

If the Council suspends your registration or imposes some other restriction, it will write and explain this to you and you will have the right to request a review of this decision.

2. In what circumstances will the Council suspend a registration?

The Council may suspend your registration or impose other restrictions if you or anyone in your household or with whom you have applied to be rehoused:

- owe rent arrears or other money to the Housing Revenue Account;
- are a Council tenant and a Notice Seeking Possession has been served or there is a Court Order other than for rent arrears;
- behave violently, abusively or otherwise antisocially;
- have not kept your current or a former Council property in a satisfactory condition.

3. What other restrictions might the Council impose?

In some circumstances the Council will put limits on the sort of property or area you can apply for. It will do this if there are concerns about the risks you pose or which are posed to you in a specific location or property type. This decision may be part of a multi-agency risk assessment. It may also form part of a priority award.

4. Restrictions on rehousing people with rent arrears and other housing debt

We will suspend your registration and will not offer you a property if you owe rent arrears or another debt to the Housing Service from a current or former tenancy.

We will make an exception to this rule if:

- there is no valid court order; and
- your total debt is £250 or less (or will be after any decorating allowance or home loss payment has been deducted from the debt); and

- you have been keeping to a repayment agreement for at least the last 13 weeks; and
- you have not moved with rent arrears or other debt in the last 3 years.

If you do not meet the above criteria but feel that you have special and unusual circumstances that the Housing Service should take into account you can make a special debt application. You can apply in writing, in person or by telephone at your local Area Housing Office. If you are homeless or currently live outside Sheffield you can apply at Howden House or the Sheffield Property Shop.

You will have to explain:

- What your special circumstances are;
- What efforts you have made to pay the debt;
- What you intend to do to pay off the debt and to pay your rent in the future.

The Housing Service is unlikely to agree a special debt application unless you have made a repayment agreement and have started to comply with it. If you owe any money to the Housing Service and believe you may want to access Council or Housing Association housing now or in the future, you should contact Rent Services on 273 5437 to discuss the debt and make a repayment agreement.

Special debt decisions will be referred in the first instance to the appropriately authorised Managers in Sheffield Homes or the Housing Solutions Service in Sheffield City Council.

S/he may refuse your application. In which case s/he will write to you and explain that your registration will remain suspended. The letter will also explain:

- Any steps you can take that might lead the Council to reconsider its decision in the future
- That you have the right of review of this decision under Section J of the Council's Lettings policy and how to request a review. Review decisions will be made by more appropriately authorised senior Managers in Sheffield Homes.
- That whether or not you request a review of the decision now, you may apply for a review at the end of a year. If that review is unsuccessful you can apply again at intervals of one year. There is no further right of review on these annual review decisions.

Alternatively, your case may be recommended for approval in consultation with the appropriately authorised Manager in Rent Services.

You will then be sent a letter giving their decision and the reasons for it. If the decision is that your registration will remain suspended the letter will also explain:

- Any steps you can take that might lead the Council to reconsider its decision in the future
- That you have the right of review of this decision under Section J of the Council's Lettings policy and how to request a review. Review decisions will

be made by the appropriately authorised Managers in Sheffield Homes (or more senior officers in either case).

- That whether or not you request a review of the decision now, you may apply for a review at the end of a year. If that review is unsuccessful you can apply again at intervals of one year. There is no further right of review on these annual review decisions.

5. Restrictions On Rehousing The Perpetrators Of Anti Social Behaviour

We may suspend a registration or otherwise restrict it in terms of the type or location of property we will offer if the applicant or anyone who will be living with them:

- a. Has been guilty of conduct causing or likely to cause nuisance or annoyance to a person residing, visiting or otherwise engaging in a lawful activity in the locality, or connected with a Council tenancy; or
- b. Has been guilty of causing damage to a Council home; or
- c. Has been convicted of using their home or allowing it to be used for immoral or illegal purposes; or
- d. Has been convicted of an arrestable offence which affects the well being of the neighbourhood in the locality of their present or previous home, or in the locality for which they are applying; or
- e. Has a conviction which is not spent for a serious crime, and there could still be a significant risk to some members of a community in which they live.

This decision will be made by the appropriately authorised Managers in Sheffield Homes (or more senior officers in either case).

Once they have reached this decision they will write to you. The letter will explain:

- That your registration has been suspended or otherwise restricted and the reasons for this
- The initial length of time the suspension or other restriction will last (usually 1 year)
- Any steps you can take that might lead the Council to reconsider its decision in the future
- That you have the right of review of this decision under section J of the Council's Lettings Policy and how to request a review.
- That whether or not you request a review of the decision now, you may apply for a review at the end of a year. If that review is unsuccessful you can apply again at intervals of one year. There is no further right of review on these annual review decisions.

6 Restrictions on Rehousing people who have not kept their council property in a satisfactory condition

Your Council home must be in a satisfactory condition before we will offer you another property. If you have not kept your Council property in a satisfactory condition we may suspend your registration and not offer you another property.

This decision will be made by the appropriately authorised Manager in Sheffield Homes (or more senior officers in either case). S/he will write to you explaining:

- That your registration has been suspended and why
- Any steps you can take that might lead the Council to reconsider its decision in the future
- That you have the right of review of this decision under section J of the Council's Lettings Policy and how to request a review.

Section G

Cancelled and used registrations

1. When is a registration used?

Your registration is used when:

- You accept a Council tenancy as a sole or joint tenant unless the property is in the first come first served letting band;
- You become a joint tenant with an existing tenant;
- You are assigned a tenancy;
- You are granted a new secure tenancy on the death of a successor or when no-one is eligible to succeed to a tenancy;
- You accept a Housing Association property for which the Council nominated you;
- You buy a property in a build for sale or shared ownership scheme as a result of a Housing nomination;
- You buy a property under the Home for Home, Homesteading or any similar scheme;
- You buy a property from Sheffield City Council under the 'Right to Buy' scheme.

2. When will the Council cancel a registration?

The Council will cancel your registration in the following circumstances:

- a** If it is used (see 1 above)
- b** If you ask us to do so.
- c** If you do not respond to a review letter or other correspondence.
- d** If you move and do not tell the Housing Service of your new address.
- e** If you leave the country and are subsequently prevented from being registered because of the restrictions within the Asylum and Immigration Act.
- f** If we find that you have supplied false or incomplete information connected with your registration.

Section H

Applicants in Urgent and Immediate Need of Housing

1. Purpose of this section

This section and section I aim to:

- Recognise the needs of vulnerable applicants and the support they may need in making informed choices within the accommodation available.
- Ensure that the Council fulfils its statutory duties and strategic commitments as they relate to Housing.
- Summarise referral and assessment routes for applicants and their advocates, Housing staff and partner agencies including Registered Social Landlords, Social Services, Education, Health, the Police, Probation and the Voluntary Sector.
- Define the circumstances in which we will assess an applicant for priority and the time limits or other limitations on each priority. Where a priority can be awarded the assessment process is set out in detail at section I.
- Define the circumstance in which we will assess an applicant for an award of preference and the time limits or other considerations we will take into account for the award of preference. Where an award of preference can or cannot be awarded the assessment process is set out in detail at Section I.
- Outline some circumstances where we or a partner agency will offer additional advice and assistance as well as or instead of giving priority.
- Allow the Council to make best use of its stock in order to meet housing need.

2. In what circumstances is priority awarded?

Some applicants have an immediate, urgent or a planned need to move because of their specific circumstances. Where this is the case we will assess their housing need/s and give them priority over other applicants on the housing register.

Priority will only be made and priority awarded where:

- there is a recognized, immediate, urgent or a planned housing need that cannot be met (or cannot be met with sufficient urgency) through the main housing register; and
- the applicant lives in Sheffield. The exception to this is where the applicant has a local connection.

Many applicants will not be given priority but will be offered additional advice and assistance in joining the housing register and in making bids for advertised properties. We will work with the applicant, their advocates and our partner agencies to provide this advice and assistance.

The housing needs for which priority can be awarded are covered in detail at section I.

The applicant must be prepared to make bids within the scheme and to make appropriate choices in the context of the local availability of social housing and the urgency of their own situation. For our part, we will provide accessible information on available properties and appropriate advice and assistance with making choices.

3. Time limits on priorities

- 3.1 All priorities will be time limited. This acknowledges the urgency of the situation, both for the applicant and for the Council. The initial time limits are:
- (i) **Immediate** – A maximum of 4 weeks for homelessness, domestic abuse, harassment, anti social behaviour, dismissed service tenants and special case priorities.
An earlier offer may be made under the provisions below for a final offer;
 - (ii) **Urgent** - 6 weeks for supportive hostels, young people and the Children Act 1989, overcrowding and insanitary or unsatisfactory housing conditions, redesignation of older persons properties, retiring service tenants, release of high demand and disabled Council properties and vulnerable people aged 16 and 17 priorities, .
 - (iii) **Planned 13 weeks** - for mobility needs and service personnel, mental health, learning disability, long term health problems, community care or other health problems, support and hardship needs, demolition, development work in Council owned properties, permanent moves for Council tenants moved temporarily because of development works or anti-social behaviour and temporary and permanent moves for non-council households whose homes are being modernised or repaired with grant aid work priorities.
 - (iv) **Planned 26 weeks** – applicants within paragraph 23 of Section I on Detailed Policy on Priorities (homeless or threatened with homelessness).
- 3.2 Subject to any specific provision made at Section I Detailed Policy on Priorities, the following will apply:
We can make a bid on behalf of an applicant or:
- review; or
 - suspend; or
 - cancel
- a priority at any time.
- 3.3 All priorities will be monitored closely throughout their initial period. During this time we will expect applicants with a priority to bid for any suitable advertised properties. This means that applicants will sometimes need to compromise on their ideal choice of housing in order to achieve the urgent move they need. It will not always be possible to meet all their aspirations within the time available. We will offer support with making bids, including making bids on the applicant's behalf if they need this or if they are not making bids or are bidding unrealistically.

- 3.4** If the initial time limit is reached and the applicant has not been rehoused we will review the priority and may cancel it. In conducting the review we will take into consideration the following factors:
- Have there been any properties advertised that would have met the person's needs?
 - If so, have they bid for them? If so, why have they been unsuccessful? If not, why not?
 - Do they have a specific need for a property that has not been available in the time period and no other property will resolve their housing need, eg they have a disability and need a ground floor property in a specific area so they can get family support?
 - Have they received appropriate support and help in accessing the scheme?
 - Do the person's circumstances remain the same or has the need for the priority gone?
 - Is the applicant holding out for something that is unlikely to become available in a reasonable timescale, even though their need could be resolved by a more readily available property?

Having considered the above factors, we may:

- Cancel the priority; or
- Extend it for a further period; or
- For priorities (not falling within paragraph 23 at Section I on Detailed Policy on Priorities) make one offer (called a final offer) of an available property that we deem suitable before cancelling the priority. For priorities falling within paragraph 23 at Section I on Detailed Policy on Priorities one offer (called a final offer) of an available property will not routinely be made.

Examples of circumstances where we will make a final offer for priorities are:

- to bring to an end the Council's duty toward a homeless applicant who is acting unreasonably by refusing to make reasonable bids; or
- where it is felt that an applicant is at particular risk, for example they are suffering domestic abuse or harassment and are failing to make reasonable bids; or
- where someone is refusing to make reasonable bids and is holding up a demolition scheme; or
- to enable the Council to make best use of its available stock.

We will effect a final offer for priorities by making a bid or a nomination to a Housing Association on behalf of the applicant and, if successful, offering the property to them. If the applicant refuses this offer their priority will be cancelled.

4. Other limits on priorities

A priority will only be given for a property that will resolve the applicant's housing need within the necessary timescale. This may not always meet all the applicant's aspirations. Some examples of what this means in practice are:

- an applicant who has priority for a 3 bedroom property because they are homeless can apply for houses but they are expected to consider flats and maisonettes as well;
- An applicant with mobility needs for level accommodation will not be given priority to move from a house with stairs to another house.

5. How will I know what my priority is for?

Once you have been assessed we will write to you and explain whether you have been given priority.

If you are given priority the letter will explain what sort of properties you can bid for with the priority and when the priority will be reviewed. It will also tell you where to go to get help with making bids if you need assistance.

If you are not given priority the letter will explain why and will tell you whether you can request a review of the decision and how to go about this.

6. Management Lettings

In some very urgent circumstances the appropriately authorised Manager in Sheffield Homes (or more senior officers in either case) may remove a property from the normal letting pool to offer it as a management letting. For example:

- To provide a decant property or pool for development work or following a fire or flood
- To provide a decant property for someone suffering serious anti-social behaviour
- To provide emergency interim or temporary accommodation for a homeless person
- To provide for asylum seekers and other national priorities
- Emergency plan rehousing

Section I

Detailed Policy on Priorities

The priorities in this section are set out as follows:

- Paragraphs 1 to 6 - Immediate priorities with a maximum 4 week time limit
- Paragraph 7 to 14 – Urgent priorities with a time limit of 6 weeks
- Paragraphs 15 to 22 – Planned priorities with a time limit of 13 weeks
- Paragraph 23 – Planned priorities with a time limit of 26 weeks

Immediate priorities – maximum 4 week time limit

Paragraphs 1 to 6

1. Homelessness

1.1 Where an applicant presents as homeless or threatened with homelessness they will be offered advice and assistance in the first instance. Where they are assessed and found to be statutorily homeless, eligible for assistance but not falling within paragraph 23 of this Section I below; or in priority need and not intentionally homeless and the Council has a statutory duty to secure accommodation for them they will be awarded priority for one offer of accommodation that the Council deems to be suitable.

1.2 Referral and assessment

Assessments are made and priorities awarded by an officer in the Housing Solutions Service of Sheffield City Council or an designated officer in Sheffield Homes (or more senior officer in either case).

1.3 Time limit on priority – immediate

Priority will be given for a maximum of 4 weeks initially. If the applicant has not been offered a property before the end of this period the priority will be reviewed and a final offer will be made as soon as possible. If the applicant refuses this offer the priority will be cancelled and the council's statutory duty discharged.

2. Domestic abuse

2.1 An applicant can be assessed for priority if it is essential that they move because:

- a. they have been treated violently or threatened with violence by their partner or someone else who lives with them; or
- b. they have been treated violently or threatened with violence at or near the property by a former partner who does not live with them in the property.

2.2 The victim of domestic abuse is referred to throughout as she/her. This is for convenience and is because most victims of domestic abuse are women. However, the policy applies equally to men and women and to people in gay as well as heterosexual relationships. It also applies to applicants who are abused by household members other than spouses or partners. It applies equally to applicants in all tenures.

2.3 If the applicant is a Council tenant and the perpetrator is not a tenant (or eligible to be joint tenant) then the applicant must quit the property when they are rehoused. Anyone who remains in the property will be treated as an unauthorised occupier.

2.4 Referral and assessment

Assessments are made and priorities awarded by an officer in the Housing Solutions Service of Sheffield City Council or a designated officer in Sheffield Homes (or more senior officer in either case).

2.5 Time limit on priority - immediate

Priority will be given for a maximum of 4 weeks initially. If the applicant has not been offered a property before the end of this period the priority will be reviewed and a final offer will be made as soon as possible. If the applicant refuses this offer the priority will be cancelled.

3. Racial and other harassment of Council tenants

3.1 Harassment is defined as an interference with the peace and comfort of any person in relation to the enjoyment of their property.

3.2 This policy applies where the harassment is targeted at a Council tenant because of their race, sex, sexuality, mental health, physical disability, learning disability, religion, because they have HIV or Aids or because of they are a member of another specific vulnerable group not listed.

3.3 Where a Council tenant is the victim of such harassment, Housing's priority is to tackle the perpetrator and support the victim in remaining in their home wherever possible.

3.4 Priority can be given in the circumstances set out below. However, other measures will always be considered first, for example the provision of CCTV, use of professional witnesses or emergency injunctions. A tenant may be given priority if it is essential that they move urgently because:

- there is a threat of actual bodily harm or a threat to their physical safety which is likely to be carried out; or
- they have suffered severe mental trauma.

3.5 The Housing Service will arrange and pay for:

- their furniture and belongings to be moved; and
- for the disconnection and reconnection of the gas, electricity, telephone, cooker and washing machine.

3.6 Referral and assessment

Assessments are made and priorities awarded by a designated officer in Sheffield Homes (or more senior officer).

3.7 Time limit on priority - immediate

Priority will be given for a maximum of 4 weeks initially. If the applicant has not been offered a property at the end of this period the priority will be reviewed and a final offer will be made as soon as possible. If the applicant refuses this offer the priority may be cancelled.

4 Anti social behaviour – rehousing options for the victim

Where a Council tenant is the victim of anti-social behaviour, Housing's priority is to tackle the perpetrator and support the victim in remaining in their home.

Rehousing can be offered in the circumstances set out below. However, other measures will always be considered first, for example the provision of CCTV, use of professional witnesses or emergency injunctions.

4.1 Temporary moves for Council Tenants suffering anti-social behaviour

A Council tenant may be offered temporary accommodation in a decant property if they or their family:

- are the victim of anti-social behaviour; **or**
- have received threats of violence which are likely to be carried out; **and**
- the Council is pursuing court action to evict the perpetrator; **and**
- it is no longer reasonable for them to remain in their home; **and**
- measures to support them to remain in their home have been or are likely to prove ineffective.

The appropriately authorised Manager in Sheffield Homes (or more senior officer) will withdraw a property from the normal lettings pool and offer it as a Management Letting.

4.2 Council tenants who move to a temporary home which has a higher rent than their own will be charged the lower amount for the duration of their temporary tenancy. The Council will pay the removal costs for the disconnection and reconnection of the gas, electricity, telephone, and appliances such as cooker and washing machine. The Council will also pay for mail to be redirected and a payment towards the rental charge of the phone line.

4.3 If court action is taken to evict the perpetrator, the tenant must return to their permanent home once the court action is complete. If they refuse to do so, the Council may take legal action to repossess the temporary home, unless they are allowed to stay under the provisions of paragraph 4.5 below.

4.4 If a tenant has moved temporarily the temporary tenancy may be made permanent subject to the provisions at Section I, paragraph 21.

4.5 Permanent Moves for Council Tenants suffering anti-social behaviour

In rare situations it may be clear that it is necessary to rehouse a victim of anti-social behaviour permanently in order to protect them.

The tenant may be offered permanent rehousing if they or their family:

- are the victim of anti-social behaviour; **or**
- have received threats of violence which are likely to be carried out; **and**
- the Council is pursuing court action to evict the perpetrator; **and**
- it is no longer reasonable for them to remain in their home; **and**
- measures to support them to remain in their home have been or are likely to prove ineffective; **and**
- it is anticipated that this will be a permanent situation.

If it is felt that permanent rehousing is necessary this will be dealt with as a Special Case priority. See section I paragraph 6.

5 Council Service tenants who are dismissed

The provisions of paragraphs 11, 11.1 and 11.2 apply to Council Service tenants who are dismissed.

5.1 Time limit on priority - immediate

Priority will be given for a maximum of 4 weeks initially. If the applicant has not been offered a property at the end of this period the priority will be reviewed and a final offer will be made as soon as possible. If the applicant refuses this offer the priority may be cancelled.

Housing will advise the Human Resources Officer in the referring directorate that they should begin legal action to repossess the service tenancy.

If a service tenant does not move out when their job ends, they will be charged a sum equal to the weekly rent for use and occupation of the property, from the day after their job ends.

6. Special cases

6.1 An applicant may be considered for special case priority if they have:

- a. an urgent and immediate need for housing, the circumstances of which are unusual and are not covered by the letting policy; or
- b. cumulative or multiple needs that result in an urgent and immediate need for rehousing.

Priority will only be given if the housing need/s cannot be resolved, or cannot be resolved quickly enough through the main housing register

6.2 Referral and assessment

Referrals should be made to a Sheffield Homes Area Housing Office. A designated officer in Sheffield Homes will prepare a case. The decision is then made by the appropriately authorised Managers in Sheffield Homes (or more senior officer in either case).

Time limit on priority - immediate

Priority will be given for a maximum of 4 weeks initially. If the applicant has not been offered a property at the end of this period the priority will be reviewed and a final offer will be made as soon as possible. If the applicant refuses this offer the priority may be cancelled.

Urgent priorities – 6 week time limit Paragraphs 7 to 14

7. Supportive hostels

7.1 Applicants leaving some supportive hostels may be awarded priority if the Housing Service is satisfied that they are ready and able to live independently. Supportive Hostels include:

- a. Social Services, Sheffcare and Health Authority hostels, Community Action Halfway Homes and South Yorkshire Housing Association NETWORK projects (other than the Thursday Project)
- b. Housing Service's contracted out direct access hostel
- c. Other supportive hostels, generally those funded by Supporting People

7.2 Sheffield Homes manage the register of all accredited supportive hostels on behalf of Sheffield City Council. Sheffield Homes has authority to add and/or remove a hostel from the register.

7.3 Referral and assessment

Referrals accepted from hostel. Assessments made and priorities awarded by a designated officer from Sheffield Homes or the Housing Solutions Service of Sheffield City Council.

7.4 Time Limit on priority - urgent

Priority will be given for 6 weeks. If the applicant has not been rehoused by the end of that period the priority will be reviewed. In some instances the applicant may need a specific area or property type where no suitable properties have become available during the last 6 weeks. In these instances, the priority may be extended. Otherwise, a final offer will be made and the priority will be cancelled.

8. Young people and the Children Act 1989

8.1 Young people under the age of 21 who are, or were, in the care of the Local Authority on or after their 16th birthday may be given priority.

8.2 Care leavers will not be accepted without a rent guarantee from Social Services which lasts until they are 18.

8.3 16 and 17 year olds who have been assessed by or on behalf of Social Services as in need under the Children Act 1989, may be given priority. The Housing Solutions Service of Sheffield City Council must be satisfied that a satisfactory 'assessment of need has been made, the young person is able to live independently and that any necessary support will be given.

8.4 If a young person is not willing to accept an offer of a suitable property, they will not be given somewhere to stay temporarily.

8.5 Referral and assessment

Referrals accepted from Social Workers. Assessments are made and priorities awarded by an officer in the Housing Solutions Service of Sheffield City Council.

8.6 Time limit on priority - urgent

Priority will only be given for a property and area that will enable the necessary support to be provided.

Priority will be given for 6 weeks and will be reviewed at the end of this period if the applicant has not been rehoused by then.

In some instances the applicant may have specific needs for a property that has not become available during the last 6 weeks. In these instances, the priority will be extended. Otherwise, the priority may be cancelled.

9. Overcrowding and Insanitary or Unsatisfactory Housing Conditions

Applicants who are overcrowded or living in insanitary or unsatisfactory housing conditions may be assessed for priority as follows:

9.1 Statutory Overcrowding

9.1.1 There is statutory overcrowding if, either:

{SYMBOL 183 \f "Symbol" \s 12 \h} the number of people sleeping in the property is more than the permitted number; or

{SYMBOL 183 \f "Symbol" \s 12 \h} the number of people sleeping in the property means that two people of the opposite sex, who do not normally live together as husband and wife have to share a room and at least one of them is over ten years old.

9.1.2 The permitted number of people for a property is worked out from the number and sizes of the rooms in the property, and these two tables:

Table 1

Number of rooms	Number of persons
1	2
2	3
3	5
4	7.5
5	10
6 +	A further 2 persons for every room

Table 2

Floor area of room	Number of persons
Over 110 sq ft	2
90 to 110 sq ft	1.5
70 to 90 sq ft	1
50 to 70 sq ft	0.5
Less than 50 sq ft	0

9.1.3 Both tables are used. The lowest number reached is the permitted number for the property.

9.1.4 Other than babies born into the household, only people who have lived in the property as their permanent full time residence for at least 6 months can be considered within the overcrowding calculation.

9.1.5 If any member of the household has given up suitable housing they will not be included when an assessment of overcrowding is made.

9.1.6 All living and sleeping rooms are included when the permitted number is worked out. Bathrooms and toilets are not included. In Sheffield kitchens are not included when considering statutory overcrowding. Dining kitchens are included.

9.1.7 When working out the number of persons sleeping in the property, occupants are counted as follows:

- Over ten years old - 1 person
- One to nine - ½ a person
- Under one year - not counted

9.1.8 Referral and assessment

Assessments are made and priorities awarded by an officer in the Housing Solutions Service of Sheffield City Council (or more senior officer) or an officer in Sheffield Homes (or more senior officer).

9.1.9 Time Limit and other limits on priority

Priority will be given for 6 weeks and will be reviewed if the applicant has not been rehoused by the end of that period.

Because of the shortage of 2 bedroom and larger properties across the city the applicant is expected to consider any that become available, and to consider flats and maisonettes as well as houses.

However, if no suitable property has become available during the last 6 weeks, the priority may be extended. Otherwise, a final offer will be made and the priority will be cancelled.

9.2 Sheffield Overcrowding

9.2.1 A household is overcrowded if:

- the permanent residents exceed the limits set out in the Sheffield Overcrowding Table at paragraph 9.2.2. For this purpose all occupants count as 1 person, except a lone parent who counts as 2 people.
- {SYMBOL 183 \f "Symbol" \s 12 \h} the number of people sleeping in the property means that two people of the opposite sex, who do not normally live together as husband and wife have to share a room and at least one of them is over ten years old.;
- a bedsit should be treated as a one bed property

9.2.2 Sheffield Overcrowding Table:

Number of bedrooms	Number of people
1	2
2	4
3	7
4	10
5	12

9.2.3 Applicants who are overcrowded by the above standards, but who's overcrowding can be resolved by a household or a household within the household moving to a 1,2, or 3 bedroom property are expected to resolve their housing need by bidding for properties using their registration.

9.2.4 Other than babies born into the household, only people who have lived in the property as their permanent full time residence for at least 6 months can be considered within the overcrowding calculation.

9.2.5 If any member of the household has given up suitable housing they will not be included when an assessment of overcrowding is made.

9.2.6 Referral and assessment

Assessments are made and priorities awarded by an officer in the Housing Solutions Service of Sheffield City Council (or more senior officer) or an officer in Sheffield Homes (or more senior officer).

9.2.7 Time Limit and other limits on priority

Priority will be given for 6 weeks and will be reviewed if the applicant has not been rehoused by the end of that period.

Because of the shortage of 2 bedroom and larger properties across the city the applicant is expected to consider any that become available, and to consider flats and maisonettes as well as houses.

However, if no suitable property has become available during the last 6 weeks, the priority may be extended. Otherwise, a final offer will be made and the priority will be cancelled.

9.3. Insanitary or unsatisfactory housing conditions

9.3.1 Where an applicant is assessed and found to be living in insanitary or unsatisfactory housing conditions they will be awarded priority.

9.3.2 This might be the case if, for example the applicant's home:

- is in serious disrepair;
- is insanitary (no main drainage or sewage system);
- lacks basic washing and cooking facilities (ie hot or cold water, an inside toilet, a bath or a shower, a wash hand basin)
- has no electricity supply;

9.3.3 If the applicant is a tenant or a member of a tenant's household the landlord may have to supply these amenities. If so the Council will probably serve a notice on the landlord to make matters right. Once the applicant's home is in sanitary or satisfactory condition the priority will be cancelled.

9.3.4 Referral and assessment

Assessments are made by an officer in the Housing Solutions Service of Sheffield City Council (or more senior officer). Priorities are awarded by an officer in Sheffield Homes (or more senior officer).

9.3.5 Time limit on priority - planned

Priority will be given for 6 weeks and will be reviewed if the applicant has not been rehoused by the end of that period.

However, if no suitable property has become available during the last 6 weeks, the priority may be extended. Otherwise, a final offer will be made and the priority will be cancelled.

10. Redesignation of older persons properties

10.1 Council tenants aged 60 or over may be given priority if they currently live in a block of properties designated for people over 60 and the block is redesignated with no age restriction.

10.2 The priority can only be used to access a property designated for people who are over 40 or over 60.

10.3 Referral and assessment

Assessments made and priorities awarded by a designated officer in Sheffield Homes (or more senior officer).

10.4 Time Limit – urgent

Priority must be requested within 1 year of the redesignation and will be given for 6 weeks. After this period the priority will be reviewed and may be cancelled.

11. Council Service Tenants retiring or leaving employment

Service tenancies granted to council employees to allow them to carry out their duties, are not secure tenancies under the Housing Act 1985.

Council service tenants are treated as being on the housing register from the date they began that job. If they were already on the housing register before becoming a service tenant, they will keep that registration.

A service tenant who was employed by a school or college before it was given grant-maintained or independent status will still be treated as though they were a Council employee.

A service tenant appointed to a school or college after grant maintained or independent status has been granted will not be awarded priority for rehousing.

11.1 Circumstances when priority is given

Priority is given if a move is needed to release the service tenancy:

- For the new jobholder because the Council Service tenant retires, resigns, or is redeployed; or
- For the new jobholder because the service tenant has died and their partner must move; or
- For redevelopment, demolition or sale because the site is being disposed of.

If a service tenant's job ends and the property is not needed for the new employee, the former service tenant may be allowed to stay in their home if they wish to do so, provided:

- the property would form part of the Housing Service's general letting pool; and
- they meet the letting criteria for the property.

For service tenants who are dismissed see Section I, paragraph 5.

11.2 Referral and assessment

Referrals are made by the Human Resources Officer in the service tenant's directorate. Referrals are made to the appropriate Sheffield Homes Area Housing Office.

11.3 Time limit on priority - urgent

Priority will be given for 6 weeks. If the applicant has not been offered a property

at the end of this period the priority will be reviewed and a final offer will be made as soon as possible.

If the applicant refuses this offer the priority will be cancelled and Housing will advise the Human Resources Officer in the referring directorate that they should begin legal action to repossess the service tenancy.

If a service tenant does not move out when their job ends, they will be charged a sum equal to the weekly rent for use and occupation of the property, from the day after their job ends.

12.Moves that release a high demand Council property for reletting

12.1 Where a Council tenant is giving up a high demand property they can apply for priority for a transfer to a property with fewer bedrooms.

12.2 The definition of a high demand property is any property with 3 or more bedrooms or a bungalow with 2 or more bedrooms.

12.3 Priority will only be given where:

- a. The tenant complies with the policy on debt, anti-social behaviour and condition of current tenancy at section F;
- b. The tenant will be giving vacant possession of their current home;
- c. Their current home is not scheduled for demolition or sale.

12.4 Referral and assessment

Assessments are made and priorities awarded by a designated officer in Sheffield Homes (or more senior officer).

12.5 Time limit on priority - urgent

Priority will be given for 6 weeks initially. If the applicant has not been offered a property at the end of this period the priority will be reviewed and may be cancelled.

13.Release of disabled persons property

13.1 Priority may be awarded where:

- a household is living in a council property built or adapted specially for a person with a disability and that person no longer lives there or no longer needs it; or
- an applicant has succeeded to the tenancy of a property built or adapted specially for a person with special needs and they do not need that property.

13.2 The Housing Service will pay for their furniture and belongings to be moved and for the disconnection and reconnection of the gas, electricity, telephone, cooker and washing machine, as long as the removal takes place within 12 months from

the date the priority was awarded.

13.3 A single person giving up a disabled person's property can be offered a 2-bedroom house.

13.4 Referral and assessment

Assessments are made and priorities awarded by a designated officer in Sheffield Homes in consultation with an officer in the Housing Solutions Service of Sheffield City Council.

13.5 Time limit on priority - urgent

Priority will be given for 6 weeks. If the applicant has not been offered a property at the end of this period the priority will be reviewed.

If rehousing does not take place within 12 months, Sheffield Homes may take legal action to repossess the property.

14. Vulnerable young people aged 16 and 17

14.1 Subject to 14.2 vulnerable young people aged 16 and 17 who are not care leavers and claim to be or are threatened with homelessness will be given a priority.

14.2 An officer in the Housing Solutions Service of Sheffield City Council will carry out an assessment of need and must be satisfied that:

- a. the young person is able to live independently;
- b. able to sustain a tenancy; and
- c. has an identified package of support available to them.

14.3 If a young person is not willing to accept an offer of a suitable property, they will not be given somewhere to stay temporarily.

14.4 Referral and assessment

A young person aged 16 or 17 can request an assessment by contacting First Point at Howden House or a Sheffield Homes Area Housing Office who will refer on to the Housing Solutions Service of Sheffield City Council if appropriate.

Assessments are made and priorities awarded by an officer in the Housing Solutions Service of Sheffield City Council.

14.5 Time limit on priority - urgent

Priority will only be given for a property and area that will enable the necessary support to be provided.

Priority will be given for 6 weeks and will be reviewed at the end of this period if the applicant has not been rehoused by then.

In some instances the applicant may have specific needs for a property that has not become available during the last 6 weeks. In these instances, the priority will be extended. Otherwise, the priority may be cancelled.

Planned priorities – 13 week time limit Paragraphs 15 to 22

15. Mobility needs and Service Personnel

15.1 If an applicant thinks that their current home is unsuitable to their mobility needs they may ask to be assessed for mobility priority.

15.2 If the state of repair of the property is adding to these problems, where possible, the property should be repaired before rehousing can be considered.

15.3 Priority may be given where:

- a. they are being discharged from hospital and their home is totally unsuitable for their needs; or
- b. the design of their current home means they cannot reach essential facilities within their home without significant difficulty or help; or
- c. the design of their current home means they cannot get into or out of their home without significant difficulty or help; and
- d. a move to a different type of property would resolve these difficulties or alleviate them significantly; or
- e. they are Service Personnel who need to move to suitably adapted accommodation because of a serious injury, medical condition or disability which they have sustained as a result of service in the Armed Forces.

15.4 If an applicant with mobility needs lives with others in a property which is suitable for their medical or disability needs, they can ask to be assessed for priority so they can live independently. This policy covers people who are not tenants (or eligible to be joint tenants) or owner-occupiers.

15.5 Some applicants with mobility needs for a specialist or ground floor property may wish to move, although they are already suitably housed. If they are over 60 they will be advised to bid for ground floor flats and bungalows using their housing registration.

If they are under 60 they will not meet the letting criteria for some of the ground floor flats, bungalows and disabled persons properties. In these cases their registration will be amended to qualify them for these properties so that they can bid for them on equal terms with applicants who are over 60.

15.6 Referral and assessment

Applicants can request an assessment by contacting a Sheffield Homes Area Housing office who will refer on to the Housing Solutions Service of Sheffield City Council if appropriate. Health professionals and social workers may refer clients to the Housing Solutions Service.

Assessments are made and priorities awarded by an officer in the Housing Solutions Service of Sheffield City Council.

15.7 Time limit on priority - urgent

Priority will only be given for a property type that will resolve the housing need. For example, if an applicant is awarded priority for ground floor property because the stairs in their current home present a barrier, the priority will be limited to ground floor properties only. They cannot use it to bid for a house or maisonette.

Priority will be given for 13 weeks. The priority will be reviewed at the end of 13 weeks if the applicant has not been rehoused.

In some instances the applicant may have specific needs for a specialist property (for example, a 3 bedroom disabled persons property or adapted house) that has not become available during the last 13 weeks. In these instances, the priority will be extended. Otherwise, the priority may be cancelled.

16. Mental health, learning disability, long-term health problems, community care or other health problems

16.1 Applicants may be assessed for priority if they are ready to leave hospital or other institutional care and they have:

- spent a long time in hospital/institutional care; or
- had repeated stays in hospital/institutional care; **and**
- have no permanent accommodation to return to.

16.2 Applicants may also be assessed for priority if:

- a. They have been discharged into the care of their family but this accommodation is unsuitable for their needs; or
- b. They have been discharged into temporary accommodation other than a supportive hostel; or
- c. They have not been in hospital long term but require a full needs assessment and care package to enable them to live independently in permanent accommodation; or
- d. They have significant mental health or other health problems that are being caused or exacerbated by their housing situation and this can be resolved by urgent rehousing.

16.3 Referral and assessment

Referrals accepted from Social Workers and Mental Health Care Teams.

Assessments are made and priorities awarded by an officer in the Housing Solutions Service of Sheffield City Council.

In all cases, priority will only be awarded if

- a. the Housing Service is satisfied the applicant is capable of living independently; **and**
- b. any necessary support needed for the applicant to live independently has been identified and confirmed.

16.4 Time limit on priority - urgent

Priority will only be given for a property and area that will enable any necessary support to be provided.

Priority will be given for 13 weeks and will be reviewed at the end of this period if the applicant has not been rehoused.

In some instances the applicant may have specific needs for a property that has not become available during the last 13 weeks. In these instances, the priority will be extended. Otherwise, the priority may be cancelled.

17. Support and Hardship Needs

Applicants who need to move to be nearer to family or friends in order to give or receive a high level of essential support or need to move to a particular locality in Sheffield, where failure to meet that need would cause hardship (to themselves or others) may be assessed for priority as follows

17.1 Support Needs

17.1.1 Applicants may be assessed for support priority if they need to move to be nearer to family or friends in order to give or receive a high level of essential support.

17.1.2 Priority may only be given where a high level of support is both needed and can be given. The support may come from a variety of sources including family or friends, the community or government or voluntary agencies. Priority will only be given if:

- a.** there is evidence that a high level of support is needed and, without that support, the applicant would have serious problems in their daily life; **and**
- b.** the person giving the support confirms that they are already giving a high level of support or will give it if one of the parties moves nearer; **and**
- c.** a move will greatly cut or ease the travelling time needed to give or get support.

17.1.3 Priority will not usually be given where a primary carer already lives with or near to the applicant. However, this can be considered where a move is essential in order to support a primary carer who has other people for whom they are responsible. For example, where one partner needs a high level of care and the other partner provides this but there are also young children in the household

In this case, priority will only be awarded to enable one secondary carer's household to move. They cannot be awarded to more than one household.

17.1.4 If an applicant with a high level of support needs lives with others who provide that support, they can ask to be assessed for priority so they can live independently but remain within reach of supportive family and friends or of alternative agency support. This policy covers people who are not tenants (or eligible to be joint tenants) or owner-occupiers.

17.1.5 If the support is provided by an agency, the agency must confirm that the applicant needs a high level of support and will be given that support if they move. It must also be shown that the applicant cannot get this support where they live now.

17.1.6 An applicant cannot be awarded priority just so they can be near particular services or facilities.

17.1.7 Referral and assessment

Applicants can request an assessment by contacting a Sheffield Homes Area Housing office who will refer on to the Housing Solution Service of Sheffield City Council if appropriate. Health professionals and social workers may refer clients to the Housing Solutions Service.

Assessments are made and priorities awarded by an officer in the Housing Solutions Service of Sheffield City Council.

17.1.8 Time limit on priority - urgent

Priority will only be given for an area that will resolve the housing need. If an applicant is getting support from another council tenant, the priority will normally be awarded to the tenant who is likely to be able to move most quickly.

Priority will be given for 13 weeks. The priority will be reviewed at the end of 13 weeks if the applicant has not been rehoused.

In some instances the applicant may need an area or property type where no suitable properties have become available during the last 13 weeks. In these instances, the priority will be extended. Otherwise, the priority may be cancelled.

17.2 Hardship

17.2.1 Where an applicant is assessed and found to have a need to move to a particular locality in Sheffield, where failure to meet that need would cause hardship (to themselves or others) they will be awarded priority for one offer of accommodation that the Council deems to be suitable

This might be the case if, for example:

- you or someone in your household is studying at a special school in the area;
- you need to be able to access support networks in the area (for example, if you are leaving care and need to be close to people who can support you);

17.2.2 Referral and assessment

Applicants can request an assessment by contacting a Sheffield Homes Area Housing office who will refer on to the Housing Solution Service of Sheffield City Council if appropriate. Health professionals and social workers may refer clients to the Housing Solutions Service.

Assessments are made by an officer in the Housing Solutions Service of Sheffield City Council (or more senior officer). Priorities are awarded by an officer in Sheffield Homes (or more senior officer).

17.2.3 Time limit on priority - planned

Priority will only be given for an area that will resolve the housing need. If an applicant is getting support from another council tenant, the priority will normally be awarded to the tenant who is likely to be able to move most quickly.

Priority will be given for 13 weeks. The priority will be reviewed at the end of 13 weeks if the applicant has not been rehoused.

In some instances the applicant may need an area or property type where no suitable properties have become available during the last 13 weeks. In these instances, the priority will be extended. Otherwise, the priority may be cancelled.

18. Demolition/Clearance of council owned properties

The Council will declare a demolition or clearance phase and state the date from which priority will be awarded. The demolition decision may also include the decision to allow properties in the same locality as the demolition programme to be let through a demolition band. See Section E.

18.1 Circumstances when priority is given

Priority will be given to a household and/or a household living within a household (including a single person over 18 who wishes to be rehoused separately) at the time the demolition phase is declared.

Where a household within a household is given priority, they must be rehoused before the tenant of the property.

The Housing Service will pay for the tenant's furniture and belongings to be moved and for the disconnection and reconnection of the gas, electricity, telephone and appliances such as cooker and washing machine.

If you are given demolition priority and you are currently the tenant of a 2 or 3 bedroom house you can be offered another house with the same number of bedrooms as (or fewer bedrooms than) your current home, even if your household does not meet the minimum household size rules in the table at the end of section D. The tenant of a 4 bedroom or larger house can be offered a 2 or 3 bedroom house even if their household does not meet the minimum household size rules.

Where two or more applicants with the same demolition priority date bid for the same property, the applicant who has been tenant in their present home longest will be first.

18.2 Circumstances if applicants change their mind:

If demolition in a scheme is being carried out in phases, and an applicant has made a temporary move from their original property within a declared demolition/clearance phase to:

- a later but as yet undeclared phase within the same scheme; or
- a ring fenced estate attached to the same scheme; or
- by another temporary arrangement

then the applicant decides to make a permanent move they will be awarded a new priority award date which will be the day before the latest declared phase date for the scheme.

The Housing Service will not pay for the tenant's furniture and belongings to be moved, or for the disconnection and reconnection of the gas, electricity, telephone and appliances such as cooker and washing machine in respect of the second move, unless, in the case of a tenant who moved to a later phase of the demolition scheme, and then the phase to which they moved to has been declared.

18.3 Referral and assessment

Assessments are made and priorities awarded by a designated officer in Sheffield Homes (or more senior officer).

18.4 Time limit on priority - planned

Priority will be given for 13 weeks initially. If the applicant has not been offered a property at the end of this period the priority will be reviewed. If the demolition scheme is being delayed a final offer will be made as soon as possible.

If the applicant refuses this offer the priority may be cancelled and the Housing Service may take legal action to repossess the property.

19. Demolition/Clearance - Owner Occupied and Private Rented Sectors

Owner Occupied Sector

19.2 Purchase by Agreement

The Council will try and buy the properties affected at an agreed price. This is known as purchase by agreement.

In these cases priority will be given from the date the demolition or clearance is declared.

Once the applicant accepts an offer of a property the purchase can be completed and the tenancy granted. The tenancy cannot begin until the purchase is complete.

An owner-occupier who wishes to buy a vacant property under the Home for Home, Homesteading or other similar schemes cannot complete the purchase on the vacant property unless they have agreed the sale price of their own home. Once the sale price for their property is agreed, the completion date will be the same date that they buy the vacant property.

19.3 Compulsory Purchase Order

If a purchase by agreement cannot be achieved a Compulsory Purchase Order may be made.

In these cases the priority will be given from the date the demolition or clearance is declared.

If the Council makes a Compulsory Purchase Order one of four things can happen:

- a. If a sale of the property to the Council is subsequently agreed and the applicant accepts the offer of a property the purchase can be completed and the tenancy granted. The tenancy cannot begin until the purchase is complete.
- b. The Council may serve Notice of Entry.
- c. The Council may adopt the general vesting declaration procedure under the Vesting Declarations Act 1981 which transfers ownership to the City Council.
- d. The Council may execute a deed poll which has the effect of vesting the property in itself. This means that if the owner will not complete the sale the Council may execute a document which transfers ownership to the Council.

In cases a, c and d, if the applicant has not accepted an offer of permanent housing by the time the Council takes possession of the property they will be made one final offer. This will be an offer of permanent accommodation which is available and which the Council deems suitable.

19.4 Demolition/Clearance - Private Rented Sectors

The policy at 18 above also applies to tenants of private rented properties affected by a Demolition Order or by the declaration of a Clearance Area, or by demolition or redevelopment by the Council.

19.5 Purchase by Agreement

The Council will try and buy the properties affected at an agreed price. This is known as purchase by agreement.

In these cases priority will be given from the date the demolition or clearance is declared. Where the applicant is a tenant of a private rented property, two things may happen:

- a. If the owner agrees to sell the property with the sitting tenant, the priority award will be suspended until the tenant's landlord completes the sale to the Council. When that happens the tenant will become the tenant of the Council, the priority award will be made active and the tenant's priority for rehousing will be as set out in paragraph 18;

- b. If the owner decides to sell the property with vacant possession, priority will be suspended until the exchange of contracts. Once the applicant accepts an offer of a property the grant of the tenancy, the tenant's move and the completion of the purchase must take place on the same day. The landlord must agree to this, as otherwise the Council will not complete the purchase.

19.6 Compulsory Purchase Order

If a purchase by agreement cannot be achieved a Compulsory Purchase Order may be made.

In these cases the priority will be given from the date the demolition or clearance is declared.

If the Council makes a Compulsory Purchase Order one of four things can happen as described in paragraph 19.2 above. In all of these cases, unless the tenancy has been determined whether by the landlord or by the Council under the legislation relating to compulsory purchase, the tenant will become the Council's tenant on completion of the purchase or when the GVD comes into effect or when the vesting deed takes effect and the tenants priority for rehousing will be as set out in paragraph 18.

If the landlord has determined the tenancy the position will be as in 19.5 above. If the Council has ended the tenancy under the legislation relating to compulsory purchase, the exercise of the priority will be suspended until the ending of the tenancy and a tenancy may be granted as soon as the original tenancy has ended.

20. Development work in Council owned properties

20.1 Decant pools for council tenants affected by development work.

If a council tenant's home is having major improvement or repair work carried out they may be moved temporarily into a decant property.

The appropriately authorised Manager in Sheffield Homes (or more senior officer) will withdraw from letting one or more properties. These will be dealt with as Management Lettings. See Section H, paragraph 6.

Temporary homes will be offered on the same estate or as near as possible to the tenant's home. These temporary moves may be arranged if:

- a. a member of the household is a shift worker;
- b. there are strong medical reasons why the household cannot cope with the building works;
- c. a member of the household is under one year of age;
- d. the gas, electricity or water has to be cut off for a long period;
- e. the size of the household and age of the people in it would make it difficult for them to live in the home during the work; or
- f. the home is in a block of flats, and the household will be unreasonably disturbed by work in other flats.

20.2 Council tenants who move to a temporary home which has a higher rent than their own will be charged the lower amount for the time of their stay. The Housing Service will pay the removal costs for the disconnection and reconnection of the gas, electricity, telephone, cooker and washing machine. The Housing Service will also pay for mail to be redirected and a payment towards the rental charge of the phone line.

20.3 Once the work is finished, the tenant must return to their permanent home. If they refuse to do so, Sheffield Homes may take legal action to repossess the temporary home, unless they are allowed to stay within the provisions of paragraph 21 below.

21. Permanent moves for council tenants who have moved temporarily because of development works or anti-social behaviour

21.1 This policy applies only to Council tenants who have moved temporarily because of development works (see section I paragraph 20), or because they are the victims of anti-social behaviour (see section I paragraph 4). In these circumstances, council tenants who have moved temporarily are allowed to stay permanently if the temporary property is like for like. This is where:

- a. the size and type is the same as their original home (such as a three bedroom house to a three bedroom house or a two bedroom maisonette to a two bedroom maisonette); **or**
- b. the property is the same type as their current home and the move is from a larger to a smaller property and there would no overcrowding within the definition set out at section I paragraph 9; **or**
- c. the move is from a house to a flat or maisonette with the same number of or fewer bedrooms and there would no overcrowding within the definition set out at section I paragraph 9; **and**
- d. The tenant's household satisfies the letting criteria for the property; **and**
- e. based on lettings over the last 6 months, the tenant could have been offered the property with their registration or existing priority; **or**
- f. based on lettings over the last 6 months the demand for the tenant's permanent home is similar to the demand for the temporary home.

21.2 Where the temporary move is due to development works the temporary home will often be in the same development scheme as the tenant's permanent home. In these circumstances the tenant will only be allowed to stay permanently if the temporary property has already been improved or modernised, or if it is not due to be modernised for 2 years or more.

21.3 If a temporary tenant wants to move permanently into a temporary home, they will be treated like any other applicant on the housing register. This means:

- a. they must keep to the policy on money owed to the Housing service. See Section F, paragraph 4;
- b. the tenancy start date will be the date the tenant first moved into the temporary property;
- c. the rent charged will be the normal rent for the property they move to and the rules on paying the lower rent will not apply. This means that if the temporary tenancy has a higher rent than the original tenancy, the higher rent charge will be backdated to the date they first moved into the property;
- d. they will not be given a disturbance payment or have their removal costs paid. If these costs have been paid the tenant must repay them to the council. They can arrange to pay by instalments if necessary.

21.4 Subject to the provisions at paragraphs 21.1 to 21.3 above, the tenant can apply to have the move made permanent at the following stages:

- a. when they first accept the temporary home. They are given 5 working days to make the decision at this stage; or
- b. when they are given 2 weeks notice of the handover date of their permanent tenancy. They are given 5 working days to make the decision at this stage.

22. Temporary and permanent moves for non-council households whose homes are being modernised or repaired with grant aid work

22.1 If someone's home is being modernised or repaired with grant aid, the Housing Service may offer them a temporary move into a decant property. The normal rent will be charged for this.

The appropriately authorised Manager in Sheffield Homes (or more senior officer) will withdraw from letting one or more properties. These will be dealt with as Management Lettings. See Section H, paragraph 6.

These temporary moves may be arranged in the same circumstances set out at 21 above.

22.2 If the applicant is already on the housing register, their registration will not be affected by the temporary move.

22.3 The applicant can apply for the temporary tenancy to be made permanent in the following circumstances:

- a. If their household satisfies the letting criteria for the property; and
- b. based on lettings over the last 6 months, the applicant could have been offered the property with their registration or existing priority.

22.4 If the applicant wants to move permanently into their temporary home, they will be treated like any applicant on the housing register. This means:

- a. they must keep to the policy on money owed to the Housing Service. See Section F;
- b. the tenancy start date will be the date the tenant first moved into the temporary property;
- c. their registration will be used up from the date the temporary tenancy began.

22.5 Subject to the provisions at paragraphs 22.3 and 22.4 above, the tenant can apply to have the move made permanent at the following stages:

- when they first accept the temporary home. They are given 5 working days to make the decision at this stage; or
- when they are given 2 weeks notice of the handover date of their permanent tenancy. They are given 5 working days to make the decision at this stage.

Planned priorities – 26 week time limit Paragraph 23

23. Homeless or threatened with homelessness

23.1 Where an applicant is assessed and found to be:

- statutorily homeless and eligible for assistance but not falling within paragraph 1.1 of this Section I above; or
- threatened with homeless, eligible for assistance and having priority need but not to be threatened with homelessness intentionally;

they will be awarded priority for one offer of accommodation that the Council deems to be suitable.

23.2 Referral and assessment

Assessments are made by an officer in the Housing Solutions Service of Sheffield City Council (or more senior officer). Priorities are awarded by an officer in Sheffield Homes (or more senior officer).

23.3 Time limit on priority - planned

Priority will be given for a maximum of 26 weeks initially.

If the initial time limit is reached and the applicant has not been offered a property the priority will be reviewed. In conducting the review if during the initial time limit of 26 weeks:

- the applicant has been made an offer of a property that met their housing needs and the applicant refused the offer; or
- there have been properties advertised that would have met the applicants needs but the applicant did not place bids for them;

we will cancel the priority award.

- the applicant places bids for all properties advertised that would meet their housing needs and has not been made an offer of a property;

we will extend the priority award for a period of 13 weeks.

Section J

Discretion and review arrangements

1. Use of discretion to waive the lettings policy

1.1 The following discretionary decisions can be taken jointly by the appropriately authorised Managers in the Housing Solutions Service of Sheffield City Council and Sheffield Homes (or their more senior officer in each case):

- a.** To make an offer to an applicant other than the one whose bid is first;
- b.** Not to make an offer to an applicant if there are special circumstances;
- c.** To make decisions on rehousing and registrations if the applicant's circumstances are not covered by the Lettings Policy;
- d.** To award special case priority as set out at section I, paragraph 6;
- e.** To waive the lettings policy in exceptional circumstances
- f.** To suspend or otherwise restrict a registration because of anti-social behaviour as set out at section F.

1.2 Discretionary debt decisions can be made by the appropriately authorised Managers in Sheffield Homes (or their more senior officer in either case) as set out at section F.

1.3 Similarly discretionary decisions to suspend a rehousing application because of the condition of someone's tenancy can be made by the appropriately authorised Managers in Sheffield Homes (or their more senior officer in either case) as set out at Section F.

2 Statutory review

2.1 An applicant who is refused entry on the Housing Register or whose entry is removed has a statutory right of review. They must request a review within 21 days of notification of the original decision. A senior officer will then review the decision and will write to the applicant with the review decision. There is no further right to an internal review.

Reviews of decisions on homelessness will be made within the provisions of the Housing Act 1996 as amended by the Homelessness Act 2002.

3 Review of discretionary decisions

3.1 Decisions made under the following paragraphs constitute discretionary decisions for these purposes:

- a.** Priority awards as set out at section I;
- b.** Discretionary decisions listed at Section J, paragraph 1.

- 3.2** If an applicant is not satisfied with a discretionary decision they have the right to request that a senior officer review the decision. The request for a review must be made within 21 days of notification of the original decision. A senior officer will then review the decision. A written notification of the outcome of this 1st stage review will be sent to the applicant.
- 3.3** If an applicant remains dissatisfied with the 1st stage review decision they may request a 2nd stage review. The request must be made within 21 days of the notification of the 1st stage review decision. A more senior officer will then conduct this review. A written notification of the outcome of this 2nd stage review will be sent to the applicant.
- 3.4** Where the review concerns mobility, support or other health priority the senior officer will consult a health professional on the first stage review. For the second stage review the senior officer will consult a health professional who shall not be the same person as was consulted on the first stage review.

Section K

Succession and new secure tenancies on the death of a tenant

1. Succession

1.1 Sections 87-90 Housing Act 1985 set out the circumstances in which a person may have a right in law to succeed to the tenancy. This is a summary of the relevant parts of the Housing Act, 1985.

1.2 On the death of a secure tenant who was not a successor, the tenancy is transferred to the person eligible to succeed. A person is eligible to succeed if they lived in the home as their principal home at the time of the tenant's death. This person must be:

- the tenant's husband or wife or civil partner; or
- a member of the tenant's family, as set out in paragraph 1.4 below, who has lived with the tenant for the 12 months before the tenant's death.

1.3 The tenant's husband or wife or civil partner will be chosen over any other member of the tenant's family. If there is no agreement on which member of the family should succeed, Sheffield Homes will choose the person who has lived with the tenant as husband or wife or civil partner throughout the 12 months before the tenant's death. If the tenant did not have a spouse, civil partner or partner, another member of the tenant's family, who has lived with the tenant throughout the 12 months before the tenant's death, will be chosen. The member of the family who has lived in the home the longest will succeed to the tenancy. Joint tenancies will not be granted on succession.

1.4 Relatives who may succeed to a property are the tenant's husband or wife or civil partner, a partner who has lived with the tenant as husband or wife, parent, grandparents, child, grandchild, brother, sister, uncle, aunt, nephew or niece. A marriage relationship is to be treated as one by blood and one of half-blood is to be treated as one of full blood. A stepchild will be treated as a child and an illegitimate child will be treated as the legitimate child of the mother and the man accepted as being the father.

1.5 If someone succeeds to a property built or adapted for a person with special needs and they do not need that property, they will be given priority for a move. See section I, paragraph 13.

1.6 If someone succeeds to the tenancy of a high demand property and would prefer to move to a property with fewer bedrooms they can be given priority for release of a high demand property. See Section I, paragraph 12.

2. New secure tenancy when no-one is eligible to succeed

- 2.1** In some circumstances a new secure tenancy can be granted when a tenant has died and no-one is eligible to succeed in law. These provisions cannot override the legal rights summarised at paragraph 1 above.
- 2.2** If there is no-one who is eligible to succeed to a tenancy, a new secure tenancy may be granted to a person who has lived with a tenant for the last ten years of the tenant's life. This does not apply if the person has been paying money to the tenant as rent.
- 2.3** If a new secure tenancy is granted, the provisions at 1.6 above also apply.
- 2.4** If an applicant does not meet the requirements to become a new secure tenant they will be advised on their options through the housing register. If they do not leave the property, legal action may be taken to recover possession of the property.
- 2.5** A new secure tenancy will not be granted unless the applicant meets the requirements on debt to the Housing Service as set out at Section F.

3. New secure tenancy on the death of a successor

- 3.1** Lettings Policy allows a new secure tenancy to be granted in certain circumstances on the death of a successor.
- 3.2** When a successor dies the following people may be granted a new secure tenancy of that property:
- a.** a partner or relative, as set out in Section K, paragraph 1.4, who lived in that property with the tenant for the last two years of the tenant's life; or
 - b.** a person who had been looking after the tenant and lived with them in that property for the last year of the tenant's life.
 - c.** a person who has accepted responsibility for the tenant's dependants.
 - d.** a person who lived with the tenant for the last ten years of the tenant's life. This does not apply if the person has been paying money to the tenant as rent.
- 3.3** A new secure tenancy will not be granted unless the applicant meets the requirements on debt to the Housing Service as set out at Section F.
- 3.4** If a new secure tenancy is granted, the provisions at 1.6 above also apply.
- 3.5** If an applicant does not meet the requirements to become a new secure tenant they will be advised on their options through the housing register. If they do not leave the property, legal action may be taken to recover possession of the property.

4. Properties set aside for older people or people with mobility needs

4.1 A new secure tenancy will not be granted if the property is set aside for people over 60 or over 40, or people with mobility needs, unless the person asking for the tenancy would meet these letting criteria.

4.2 Where a new secure tenancy would otherwise be granted, the applicant may be given priority as if they are giving up a redesignated property or a high demand disabled person's property. If they refuse rehousing, a final offer will be made before legal action is taken to repossess the property.

Section L Assignment

1. Sections 91 and 92 of the Housing Act 1985 set out the circumstances in which a tenant may be able to assign their tenancy. Under Sheffield City Council's tenancy conditions a tenant must not sub-let all of the property or part with possession of all of the property.
2. If a tenant is leaving their tenancy permanently and they have not succeeded to that tenancy they may apply to assign it to a member of their family as set out in Section K, paragraph 1.4. That person must have lived with them for the past 12 months. The appropriately authorised Manager in Sheffield Homes must give agreement in writing before someone can assign their tenancy. Agreement will only be given to a tenant to assign the tenancy of their home if the tenant is:
 - a. transferring for medical or disability reasons and the new home is not large enough;
 - b. moving to somewhere they will be cared for, such as a residential home;
 - c. going to live with a new partner and neither the tenant's home nor their partner's is large enough for the potential assignee to live with them; or
 - d. moving to a different part of the country and the potential assignee has strong links with Sheffield, for example they work or study here.
3. A tenant will not be given permission to assign their tenancy if the property is set aside for people over 60 or over 40, or people with mobility needs, unless the person asking for the tenancy would meet these letting criteria.
4. Where permission to assign would otherwise be granted, the applicant may be given priority as if they are giving up a redesignated property or a high demand disabled person's property. If they refuse rehousing, a final offer will be made before legal action is taken to repossess the property.
5. A tenant will not be allowed to assign the tenancy of their home if it means it would be greatly underoccupied. This table shows the smallest household size allowed to be assigned the tenancy.

Property type	Smallest household size allowed
Bedsitter	Single person
One bedroomed house, flat or maisonette	Single person
Two bedroomed house, flat or maisonette	Single person
Three bedroomed house, flat or maisonette	Family with one child
Four bedroomed house or maisonette	Family with three children or household of five people
Five bedroomed house or maisonette	Family with five children or household of seven people

6. A tenant will not be allowed to assign the tenancy of their home unless both they and the potential assignee meet the requirements on debt, anti-social behaviour and condition of the home as set out at Section F.

Section M

Mutual exchanges

1. Exchanges between secure Sheffield City Council tenants and other secure or assured tenants may be made as long as the landlord(s) agree, in writing.
2. An exchange will normally be allowed. The following is a summary of Schedule 3 of the Housing Act 1985 which sets out the grounds when an exchange will be refused:
 - a. the tenant, or the proposed assignee has to give up the tenancy under a court order. (Note, in law an applicant in a mutual exchange is called a proposed assignee);
 - b. possession proceedings are being taken to regain the property;
 - c. the property is larger than the assignee and their family need;
 - d. the property is too small for the needs of the assignee and their family and would result in overcrowding or would break the normal letting criteria;
 - e. the property has been let as a service tenancy;
 - f. the property has been adapted for a person with a physical disability and is very different from an ordinary property, and if the exchange were to go ahead, a disabled person would no longer live in the property;
 - g. the property has a city-wide alarm fitted and would normally be let to people over 60 or with mobility needs and if the exchange were to go ahead, such a person would no longer live in the property;
 - h. the property is one of a group near to Social Services or a special facility, and if the exchange were to go ahead someone needing those services or facilities would no longer be living in the property. This includes sheltered housing, family aides schemes and properties normally offered to people with mobility needs; or
 - i. the property is the subject of a management agreement with a Housing Association, and, at least half the tenants of the properties within the agreement are members, and the assignee is not willing to become a member.
3. If the exchange is not allowed the tenant must be given the reason for the refusal in writing within 42 days of the application.
4. Conditional consent may be granted where a tenant is breaking the tenancy conditions but would be allowed to exchange if they put the matter right.
5. The property must be in a satisfactory condition before the exchange will be allowed.
6. The tenant must have a clear current rent account before the exchange will be allowed.
7. A tenant who has moved by an exchange can remain on Sheffield's housing register.

8. Sheffield City Council tenants can exchange like for like (that is, the same size of property or the same number of people living there). There must be no overcrowding at any of the properties because of the exchange.
9. This table will be used to decide whether a property is larger than the assignee and their family need.

Property Type	Smallest household size allowed
Bedsit	Single person
One bedroom property	Single person
Two bedroom property	Single person
Three bedroom flat/maisonette	Single person with access to a child, couple or two adults sharing
Three bedroom house	Family with one child, couple or two adults sharing
Four bedroom flat/maisonette	Family with two children or household of four people
Four bedroom house	Family with three children or household of five people
Five bedroom house/maisonette	Family with five children or household of seven people

Section N

Pre-tenancy Exchanges

1. A pre-tenancy exchange may be arranged when an applicant wants to move into someone else's property and they transfer their priority or registration to the tenant of that property. There is no limit to the number of people who may take part in a pre-tenancy exchange chain. Secure or assured tenants may take part subject to the agreement of their landlords.
2. Applicants may only take part in one exchange at a time and may only be made one offer.
3. All participants must comply with the policy on condition of Council property, anti-social behaviour and debt to the Housing Service as set out at section F before an exchange will be agreed.
4. Normal letting criteria apply to a pre-tenancy exchange. Each household must meet the criteria for the property they want to move into. If the arrangement fails and they no longer meet the criteria for the property, the offer will be withdrawn.
5. If one of the participants has a priority the exchange will only be allowed if it resolves their housing need and will not delay rehousing for the person with the priority.
6. Applicants who have demolition/clearance priority may take part in pre-tenancy exchanges. The demolition tenant must satisfy the letting criteria that apply to demolition. The other party must satisfy the normal letting criteria. An exchange will not be agreed if it is likely to delay the demolition scheme.
7. The time limit attached to any priority will not be extended in order to allow for an exchange.
8. Once an exchange is agreed, all tenants should have the same tenancy start date.

Section O

Build for Sale and Shared Ownership Schemes

1. The council sometimes has nomination rights for properties that are for sale.
2. These schemes have their own letting criteria, although ground floor flats and bungalows schemes are usually set aside for people over 60 or with mobility needs.
3. Nominations to these schemes are made under the lettings policy.
4. You will not be nominated to a scheme if you owe any money to the Housing Service.
5. Your registration is used up if you buy a property as a result of a nomination under these schemes.

Section P

Quittings

1. A tenant must give four weeks notice in writing when they give up their tenancy unless they die or transfer to another council tenancy, or move into a residential care home or move into another tenure because their home is in a demolition/clearance scheme. In these cases the Council will accept a shorter notice.
2. When the tenant moves out they must ensure that vacant possession of the property is given to the council, and that rent is paid up to date, that the keys are handed in and that the property is left in a satisfactory condition.
3. If a council tenant moves out leaving the property in an unsatisfactory condition, they will be charged for the repairs needed as a result of damage they have caused. They will also be charged the rent the council has lost for the time it takes to carry out the work needed before the property can be relet. This will constitute a debt to the Housing Service and may result in their registration being suspended. See Section F. If they do not repay the money legal action may be taken against them to recover the debt.

Section Q

Joint tenancies

1. Joint tenancies will be granted if:
 - a. Applicants are married or civil partners. A married couple or civil partners should always be granted a joint tenancy.
 - b. Applicants are living together as a couple (cohabiting). Cohabitees should always be granted a joint tenancy.
 - c. Two or more people have originally joined the housing register together. If both or all applicants are moving into the property, they should be granted a joint tenancy.
 - d. A person originally made their own application but now wants a joint tenancy with someone who has also made an application
2. If an applicant is granted a tenancy or becomes a joint tenant their registration is used up.

3. Joint tenancies and money owed to the Housing Revenue Account

Joint tenancies should be granted where two or more people who have a right to be joint tenants are moving into a property together.

For a joint tenancy to be granted, both parties must keep within the policy on condition of Council tenancy, anti-social behaviour and money owed to the Housing Service. See Section F.

If one party does not meet these requirements no offer will be made to the other party until all prospective joint tenants meet the rules set out at Section F.

4. Sole to joint tenancies

A sole tenant can ask for a joint tenancy to be granted if both parties comply with the rules set out at 3 above and the other person:

- a. is their husband or wife or civil partner,; or
 - b. has lived with them as though they were a couple (cohabited) for the last 12 months; or
 - c. would be likely to be offered that property on their registration.
5. If a joint tenancy is granted the new joint tenant's registration is used up.

Housing Association Addresses

Appendix 1

<p>Acis Housing Association The Quadrant 99 Parkway Drive Parkway Business Centre Sheffield S9 4WG Tel: 08000 272 057</p>	<p>Anchor Housing Trust Milestone Place, 100 Bolton Road, Bradford BD1 4DH Tel: 0845 775 8595</p>
<p>Arches Housing Ltd. 122 Burngreave Road, Sheffield S3 9DE Tel: 0114 228 8100</p>	<p>Chevin Housing Association 2 Carbrook Street, Sheffield S9 2JE Tel: 0845 270 1088</p>
<p>English Churches Housing Group 3 Bede Island Road, Leicester LE2 7EA Tel: 08450 707 074</p>	<p>Foundry Housing Association c/o SYHA, 43 - 47 Wellington Street, Sheffield S1 4HF Tel: 0114 290 0200</p>
<p>Housing 21 1 Staithgate Lane, Odsal, Bradford BD6 1YA Tel: 01274 744 190</p>	<p>Johnnie Johnson Housing Trust Astra House, Spinners Lane, Poynton, Cheshire SK12 1GA Tel: 0845 604 1095</p>
<p>North Cheshire Housing Association Equity Housing Group, Armitt House, Monmouth Rd, Cheadle Hulme, Stockport SK8 7EF Tel: 0800 733 233</p>	<p>Northern Counties Housing Association 2 Castle Court, St John's Road, Sheffield S2 5JX Tel: 0845 605 9000</p>
<p>Northern Counties Housing Association 20 Westfield Terrace, Sheffield S1 4GH Tel: 0845 605 9000</p>	<p>Padley Housing Association Narrow Estate Agents, 5 Paradise Square, Sheffield S1 2DE Tel: 0114 272 0218</p>

<p>Parkway Housing Great Places Housing Group The Quadrant 99 Parkway Avenue Sheffield S9 4WG Tel : 0800 803 0848</p>	<p>Pennine Housing 2000 Sheffield Housing Office Blades Enterprise Centre Brammall Lane Sheffield S2 4SU</p> <p>Tel: 0114 2922313 Fax: 0114 2922317</p> <p><u>No public access,, phone, fax and post contact only</u></p>
<p>Places for People Homes North British Housing Association The Old County Court House, Bank Street, Sheffield S1 2DS Tel: 0800 432 0002</p>	<p>Refugee Housing Association 14 – 18 West Bar Green Sheffield S1 2DA Tel: 0114 273 0132</p>
<p>Sanctuary Housing Association The Neighbourhood Centre Westnall Road Shiregreen Sheffield S5 0AA Tel: 0800 781 0401</p>	<p>Sheffield Jewish Housing Association 22 Kingfield Road Sheffield S11 9AS Tel: 0114 255 4318</p>
<p>South Yorkshire Housing Association 43-47 Wellington Street, Sheffield S1 4HF Tel: 0114 290 0200</p>	<p>William Sutton Housing Association Holme House, Manor Lane Holmes Chapel CW4 8AF Tel: 01477 539250</p>
<p>Yorkshire Metropolitan Housing Assoc. 24 Cumberland Street, Sheffield S1 4PT Tel: 0114 276 5030</p>	

Sheffield Homes local housing offices

Appendix 2

{ **HYPERLINK** "<http://www.sheffieldhomes.org.uk/your-area/east-sheffield/burngreave>" \o "Burngreave Area Office page" }

177 Spital Hill
S4 7LF

Tel: 0114 293 0000

(Phone lines are open Mon to Fri 8.00am – 5.30pm)

{ **HYPERLINK** "<http://www.sheffieldhomes.org.uk/your-area/central/central>" \o "Central Area Office page" }

Howden House
1 Union St
S1 2SH

Tel: 0114 205 3333

(Phone lines are open Mon to Fri 8.00am - 5.30pm)

{ **HYPERLINK** "<http://www.sheffieldhomes.org.uk/your-area/south-east/crystal-peaks-local-first-point>" \o "Crystal Peaks First Point page" }

1-3 Peaks Square
S20 7PH

Tel: 0114 205 3333

(Phone lines are open Mon to Fri 8.00am - 5.30pm)

{ **HYPERLINK** "<http://www.sheffieldhomes.org.uk/your-area/east-sheffield/darnall>" \o "Darnall Area Office page" }

Station Rd
S9 4JT

Tel: 0114 293 0000

(Phone lines are open Mon to Fri 8.00am – 5.30pm)

{ **HYPERLINK** "<http://www.sheffieldhomes.org.uk/your-area/east-sheffield/about-the-area/firth-park>" \o "Firth Park Area Office Page" }

443 Firth Park Road
Sheffield
S5 6QQ

Mon 10.00am - 5.15pm

Tues 9.30am - 5.15pm

Wed 9.30am - 5.15pm

Thurs Closed

Fri 9.30am - 5.00pm

{ **HYPERLINK** "<http://www.sheffieldhomes.org.uk/your-area/north-sheffield/chapeltown-inc-local-first-point>" \o "First Point at Chapeltown page" }

Chambers Court
1b Station Road
Chapeltown

S35 2XE

Tel: 0114 293 0000

(Phone lines are open Mon to Fri 8.00am – 5.30pm)

{ **HYPERLINK "http://www.sheffieldhomes.org.uk/your-area/north-west/first-point-at-hillsborough" \o "First Point at Hillsborough page" }**

(Personal callers and mail)

Unit 7

Hillsborough Barracks

Shopping Mall

Langsett Road

S6 2LR

{ **HYPERLINK "http://www.sheffieldhomes.org.uk/your-area/central/first-point--manor-library" \o "First Point at Manor Library page" }**

Ridgeway Road

Sheffield

S12 2SS

(Open 10am - 4.00pm, Mon, Tues, Wed, Fri)

{ **HYPERLINK "http://www.sheffieldhomes.org.uk/your-area/north-west/first-point-at-hillsborough" \o "First Point at Hillsborough page" }**

(Telephone enquiries only)

Tel: 0114 293 0000

(Phone lines are open Mon to Fri 8.00am - 5.30pm)

{ **HYPERLINK "http://www.sheffieldhomes.org.uk/your-area/south-west/jordanthorpe" \o "Jordanthorpe Area Housing Office page" }**

17 Jordanthorpe Centre

S8 8DX

Tel: 0114 205 3333

(Phone lines are open Mon - Fri 8.00am - 5.30pm)

{ **HYPERLINK "http://www.sheffieldhomes.org.uk/your-area/south-west/lowedges" \o "Lowedges Area Housing Office page" }**

88 Gervase Rd,

S8 7PS

Tel: 0114 205 3333

(Phone lines are open Mon- Fri 8.00am - 5.30pm)

{ **HYPERLINK "http://www.sheffieldhomes.org.uk/your-area/south-west/newfield-green" \o "Newfield Green Area Housing Office page" }**

607 Gleadless Rd

S2 2BT

Tel: 0114 205 3333

(Phone lines are open Mon-Fri 8.00am - 5.30pm)

{ **HYPERLINK "http://www.sheffieldhomes.org.uk/your-area/sheltered-housing" \o "Sheltered Housing page" }**

(Telephone enquiries and mail only)

Staniforth Road Depot

Staniforth Road

S9 3GZ

Tel: 0114 293 0000

(Phone lines are open Mon to Fri 8.00am – 5.30pm)

{ **HYPERLINK "http://www.sheffieldpropertyshop.org.uk/" \o "Sheffield Property Shop website" \t "_blank" }**

18-20 Union Street

S1 2JP

Tel: 0114 293 0000 - North, East and North West Sheffield plus sheltered housing

Tel: 0114 205 3333 - Central, South East and South West Sheffield

(Phone lines are open Mon-Fri 8.00am-5.30pm. Reception is open 9am-5pm Monday, Wednesday, Thursday, Friday and 9am-4pm on Tuesdays)

{ **HYPERLINK "http://www.sheffieldhomes.org.uk/your-area/north-west/stocksbridge" \o "Stocksbridge Area Housing Office page" }**

516 Manchester Road,
Stocksbridge

S36 2DU

Tel: 0114 293 0000

(Phone lines are open Mon to Fri 8.00am - 5.30pm)

{ **HYPERLINK "http://www.sheffieldhomes.org.uk/your-area/south-east/woodhouse" \o "Woodhouse Area Office page" }**

5 Chapel St

Woodhouse

S13 7JL

Tel: 0114 205 3333

(Phone lines are open Mon-Fri 8.00am - 5.30pm)

{ **HYPERLINK "http://www.sheffieldhomes.org.uk/your-area/north-sheffield/wordsworth-avenue" \o "Wordsworth Avenue Area Housing Office page" }**

333 Wordsworth Avenue

S5 8NH

Tel: 0114 293 0000

(Phone lines are open Mon to Fri 8.00am - 5.30pm)

Lettings to Park Hill

The Park Hill estate is undergoing a regeneration programme that will last for a number of years. All existing tenants will have to move from their current properties, using a clearance priority. Once the regeneration is complete there will be at least 200 properties for rent.

a) First lets

100% of first lets will be ring fenced for nominations from the Council of existing or former tenants displaced by the clearance of Park Hill (including tenants granted early priority to move because of the closure of Park Hill School).

Tenants will be eligible to move as set out in the criteria below:

- Tenants who have not yet moved from Park Hill will be eligible to move into a refurbished flat using their existing clearance priority;
- Tenants who have already moved away and wish to move back to refurbished flats will be awarded a further clearance priority the date to be determined by the City Council's Director Of Housing;
- Tenants who moved into one of the refurbished phases as a first let, but who at the time of signing the tenancy agreement for the refurbished flat stated that they would prefer a different phase, will have their clearance priority reinstated from the date determined by the Director of Housing pursuant to the previous bullet point.

Manchester Methodist Housing Association will make lettings to Council nominees according to the following principles in order of priority:

1. Clearance Priority date;
2. Start date of the tenants first consecutive tenancy on Park Hill;
3. Clearance eligibility rules;
4. All other conditions set out in the Lettings Policy.

b) Relets for next 2 years in a phase

Any relets within a phase for 2 years from the first let of a dwelling in that phase will be ringfenced for nominations from the Council of existing or former tenants displaced by the clearance of Park Hill (including tenants granted early priority to move because of the closure of Park Hill School) or a tenant who moved into an earlier phase under the priority conferred by sub paragraph a) above . The priority date will be the same date as for the first lets of that phase. If no former or existing tenants of Park Hill bid for a dwelling during the 2 year period it will be let in accordance with the Lettings Policy.

Subsequent lettings

After the 2 year period has expired fifty per cent of the dwellings which become available for letting will be let to Council nominees in accordance with the Council's Lettings Policy.

The remaining fifty per cent will be let in accordance with the Park Hill local Lettings Policy of Manchester Methodist Housing Association.

Lettings to Scowerdons, Weakland and Newstead (SWaN) and related peripheral sites.

The three estates at SWaN are undergoing a rolling programme of demolition and redevelopment. Home Group Limited (Housing Association) will manage all the new rented homes and properties will initially be let in accordance with the priorities set out below. The lettings criteria in this Appendix 4 will also apply to sites at Alport Drive and Birley Moor Crescent developed by Home Group.

1. Nominations to rented properties until the Residents' Charter is fulfilled

- 1.1 Until the commitments made in the Residents' Charter have been fulfilled, all properties will be ring fenced for former or existing SWaN residents who expressed a desire to return to the estates when they left their original home and have a current demolition priority in accordance with the Council's Lettings Policy.
- 1.2 This ring fence does not apply to residents who did not express a desire to return, moved permanently from the former Scowerdons, Weakland or Newstead estates but later decide to return; such residents may register again and apply later under normal rules once the commitments made by the Residents' Charter has been fulfilled.
- 1.3 Properties will initially be offered to residents who originally lived on the particular estate within SWaN. If none of them accept the offer, properties will be offered to an applicant who lived on a different estate within SWaN. For example, a resident from demolition Phase 1 Scowerdons may prefer a property on Phase 2 Newstead. They would only be offered the property on redevelopment Phase 2 Newstead if that property has been refused by all other existing Phase 1 and Phase 2 Newstead residents. This paragraph does not apply to nominations made to properties at Alport Drive and Birley Moor Crescent developed by Home Group – in such cases, paragraphs 1.6 and 1.4 will apply in the first instance.
- 1.4 If an applicant has a priority, other than demolition, for a particular property type they can be offered it regardless of which estate it is on.
- 1.5 The Council will consider nominating applicants to homes which are near other applicants, when both have expressed in writing a preference to be rehoused near to each other.

- 1.6** Applicants will be nominated according to their earliest demolition priority. For example, applicants in demolition Phase 1 will be nominated before applicants in demolition Phase 2. The exception to this is if an applicant has a priority other than for clearance, for a particular type of property.
- 1.7** If two or more applicants with the same demolition priority date bid for the same property, the property will be allocated to the applicant who has the earliest Start Date as defined at paragraph 1.9.
- 1.8** If the tenancies of two or more applicants have the same Start Date then preference will be given to the applicant who has been in temporary accommodation for the longest period.
- 1.9** Start Dates are determined as follows:
- 1.9.1** For tenants (Council or private), the Start Date is the date on which the tenancy from which the tenant was first displaced by demolition on SWaN began;
- 1.9.2** For tenants who have succeeded to a Council dwelling from which they were first displaced by demolition on SWaN, the Start Date shall be the date on which they succeeded to the dwelling. If they can prove to the satisfaction of the Council that they have lived there continuously from an earlier date the Council will amend the date;
- 1.9.3** For owner-occupiers, the Start Date shall be the date on which they completed the purchase of the dwelling from which they were displaced by demolition on SWaN. If they can prove to the satisfaction of the Council that they have lived there continuously from an earlier date the Council will amend the date;
- 1.9.4** For 'households within a household', the Start Date shall be the date of their rehousing registration. If they can prove to the satisfaction of the Council that they have lived there continuously from an earlier date the Council will amend the date;
- 1.10** Former or existing SWaN residents (except "Households within a Household") are eligible for the same number of bedrooms in their new home on the estates that they had in the dwelling from which they were first displaced by demolition on SWaN. Lettings to former or existing SWaN residents eligible under Section D of the Lettings Policy for a dwelling with more bedrooms than the dwelling from which they were displaced and "Households within a Household" shall be for a dwelling of the maximum size for which they are eligible under Section D.

2. Nominations to Shared Equity / Ownership properties until the Residents' Charter is fulfilled

2.1 Shared equity / ownership applicants will be nominated according to their earliest demolition priority. Within that demolition priority, nominations will be made in the following status order:

2.1.1 applicants who are or were formerly owner-occupiers of dwellings on the estates and who were displaced by demolition;

2.1.2 tenants;

2.1.3 "households within a household".

2.2 If two or more applicants with the same status above (e.g. two owner-occupiers) choose the same property, the property will be allocated to the applicant who has the earliest Start Date as set out at paragraph 1.9.

2.3 Applicants will not be constrained by the eligibility criteria in the Council's Lettings Policy in terms of property type / size. However, a financial qualification determined by Home Group will determine the property type / size available to the applicant (i.e. the amount the applicant can afford to pay).

2.4 Affordable for sale properties made available on peripheral sites may be provided on a shared ownership basis with rent payable on the proportion retained by Home Group Limited in accordance with terms and conditions at that time.

3. Nominations to both shared equity / ownership and rented properties once the Residents' Charter has been fulfilled.

After satisfaction of the Residents' Charter, nominations to properties will be carried out in accordance with the Council's Lettings Policy in force from time to time.

Filename: Lettings Policy Issue 5 Effective 30 04 10.doc
Directory: C:\Documents and Settings\LM93633\Local
Settings\Temporary Internet Files\OLK3D6
Template: H:\Application
Data\Microsoft\Templates\Normal.dot
Title: Sheffield City Council
Subject:
Author: Sharron Dyett
Keywords:
Comments:
Creation Date: 16/04/2010 09:44:00
Change Number: 2
Last Saved On: 16/04/2010 09:44:00
Last Saved By: SCC
Total Editing Time: 1 Minute
Last Printed On: 16/04/2010 14:30:00
As of Last Complete Printing
Number of Pages: 73
Number of Words: 19,726 (approx.)
Number of Characters: 112,439 (approx.)