

SUMMARY LEAFLET

(A full copy of our Allocations Policy is available on request)

How to apply for a Clyde Valley Housing Association House

On request the Association will provide translations of our documents, policies and procedures in various languages and in other formats such as computer disk, tape, large print, Braille etc.

WHO CAN APPLY?

Anyone aged 16 years or over has a legal right to apply for housing with the Association and to be accepted on to our Housing or Transfer List. There is no need to live in the local area and applications from those who rent and those who own are assessed on an equal footing i.e. via the needs based points system.

WHICH AREAS CAN I APPLY FOR?

A list of our properties and locations is contained in your pack.

The Association has properties in a number of estates across Lanarkshire. Our staff will advise you, when you apply, of the areas where there is housing to suit your needs. There is no limit to the number of areas you can apply for. Some areas have a low turnover and few properties ever become available for let. Staff can provide information on these areas.

WHAT TYPE OF HOUSE CAN I APPLY FOR?

When completing your application form, you can indicate what type of property you would like and specify any particular requirements you may have. We will endeavour to meet these requirements.

WHAT SIZE OF HOUSE CAN I APPLY FOR?

The size of house you can apply for depends on the number of people living with you.

We believe that you need:

- One bedroom for each single adult;
- One bedroom for each couple;
- One bedroom for each child of 16 or over;
- One bedroom for two children the same sex up to 15;
- One bedroom for two children under 9 and different sexes;
- One bedroom for any remaining child.

You can apply for a house which is one bedroom bigger than you need. You can change your choice of house size at any time, if your circumstances change. However, because of demand for our properties there may be limited opportunities.

HOW MANY OFFERS WILL I GET?

If you are on the housing or transfer lists, we will make you three offers at the most. If you refuse them we will suspend your application for a year.

HOW WE GIVE OUT OUR HOUSES

We use a points system to decide who gets one of our houses and which house they get. Your position on the list will depend on how many points you get. Clyde Valley Housing Association operates a needs based policy which is determined through categories of identified need, and points are awarded for different degrees of need. Those in greatest need will achieve the highest level of points. Houses are allocated starting with the highest points.

We are committed to ensuring there is no discrimination on the grounds of sex, religion, creed, race, sexual orientation, disability, marital status or applicants who are HIV positive.

NOMINATIONS AND REFERRALS

Clyde Valley Housing Association consults with the relevant Local Authorities when nominations for void properties are required. A 50% nomination agreement exists with both North and South Lanarkshire Councils.

In circumstances where properties prove to be difficult to let and the Local Authority has failed to supply appropriate nominations, Clyde Valley Housing Association can initiate 100% nomination rights. Any alteration to mainstream policy of this nature is made by the Board in consultation with the relevant Local Authority.

TRANSFERS

Separate transfer lists are held by Clyde Valley Housing Association and every alternate vacant property is offered in the first instance to a transfer applicant, in order to address the mismatch within the Housing Stock. The resulting void will be allocated from the direct housing list (in order to minimise void periods).

A transfer will be dependent on your house being of a good standard of repair and decoration. You must not be in breach of your tenancy agreement.

ALLOCATIONS – POINTS SYSTEM

Points will be awarded to transfer applicants for the categories, medical, overcrowded or underoccupied in the same way as for external applicants.

i) **MEDICAL**

All applications must be supported by a letter from a Doctor/Specialist/Social Worker/Health Worker which will be assessed by an Independent Medical Assessor and points awarded as follows:-

Low	5
Medium	10
High	20

Medical points are awarded where both of the following apply to either the applicant(s) or a member of the household to be rehoused:

- A medical condition exists which is exacerbated by the current accommodation or where the quality of life is adversely affected by the current accommodation

AND

- The intended offer of re-housing will result in the condition being alleviated.

An example of a high priority case would be an applicant residing in an upstairs flat, where a member of the household is housebound due to being unable to negotiate the stairs.

ii) **SUB-TOLERABLE ACCOMMODATION/LACK OF STANDARD AMENITIES**

The Technical Inspector will visit in cases of structural defect if requested and will provide a report for a fee, otherwise the applicant will require to provide their own proof of a structural defect

External w.c. within building	20
External w.c. outwith building.....	25
No w.c.	30
No bath or shower facility.....	15
Unfit for habitation due to severe structural defects.....	30
Structural defect causing danger	30
Sharing kitchen	10
Sharing bathroom.....	10
No hot water.....	10

iii) APPLICANTS WILL BE AWARDED POINTS AS FOLLOWS AND ALSO REFERRED TO THE APPROPRIATE LOCAL AUTHORITY HOMELESS DEPARTMENT

You are currently in homeless accommodation	50
You are a married couple and have no accommodation to live together or you and your partner have no accommodation to live together (must have already lived together)	30
Living c/o parents	15
Living c/o relatives or friends excluding parents	20
Living in Bed and Breakfast accommodation (not placed by Homeless Dept)	20
You have a short term tenancy	18
You live in tied accommodation and your post is terminating	30
You are an owner occupier facing repossession due to genuine hardship	30
You are living with your partner or spouse but your relationship has broken down (no sharing points, refer to Homeless Department)	20

iv) OVERCROWDING

For the purpose of this policy an adult will be defined as any person over the age of 15 years.

Male and female children sharing between 5 and 9 years	5
Male and female children sharing between 10-14 years	12
Adult and child sharing (excluding parent and child)	15
Parent and child sharing between the ages of birth and five years	5
(If Bed sit Accommodation or sleeping in room other than bedroom)	12
Parent and child sharing between the ages of 6-14 years	15
(if living in Bedsit Accommodation or sleeping in room other than bedroom)	22
Children of the same sex sharing, for each child over 5 overcrowding a bedroom (3 or more)	8
For each additional adult sharing accommodation	12

Please note. If you have moved into someone's home, or back into your parents home, and have deliberately caused an overcrowded situation, you will not be given additional points.

v) UNDER OCCUPATION

Your house is too large for your needs for each bedroom not occupied
(this category only applies if applicant is tenant).....8

vi) SOCIAL PRIORITY

Where your present living accommodation, environmental conditions or current
locality causes hardship for a particular reason.

You are in imminent danger in present house30

Your health is being affected by harassment 15

You will be required where possible to provide evidence from an appropriate
body or agency to support the application i.e. Social Work Department,
Police, present landlord.

You have a relative/friend who requires or provides a high level of intensive
care and support (this must be supported by a Doctors/Specialist/letter and
Attendance Allowance or Disability Living Allowance Care Component
must be in payment).....30

You have a relative who requires or provides a low level of care
and support (this must be supported by Doctors/Specialists letter) 10

You work in the Association's area of operation and are experiencing
travelling difficulties (Applicant must live at least 15 miles away from
workplace, or over a 1 hour journey by public transport) 7

vii) OTHER CATEGORIES

If you are an applicant leaving the Armed Forces having served 3 years
or more you will be awarded30
(proof and date of discharge to be provided by applicant. This category
applies for 1 year after discharge)

Caravan Dwellers.....30

Clyde Valley tenants who have lived in a flat for more than
5 years and wish to move to a house..... 10

Clyde Valley Housing Association

Motherwell Office

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Motherwell ML1 1LY

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Fax: 01698 266271

Opening Times

Monday - Thursday 9.00 am to 12.30 pm and 1.30 pm to 5.00 pm

Friday 9.00 am to 12.30 pm and 1.30 pm to 4.30 pm

Hamilton Office

16 Gateside Street

Hamilton

ML3 7JG

Telephone: 01698 428426

Fax: 01698 428289

Opening Times

Monday - Friday 9.00 am to 12.30 pm and 1.30 pm to 4.30 pm

Coatbridge Office

1 Islay Way

Coatbridge

ML5 5DX

Telephone: 01236 425589

Fax: 01236 430349

Opening times

Monday, Wednesday and Friday 9.30 am to 12.30 pm

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