

From: [Foi Enquiries](#)
To: [REDACTED]
Subject: FOI-17-1010 - Summary Warrants
Date: 10 August 2017 14:58:38
Attachments: [Further Information - Right to Review & Appeal.pdf](#)
[FOI-17-1010 - Housing Allocation Policy.pdf](#)

Dear [REDACTED]

Thank you for your information request of 25 July 2017. Aberdeen City Council (ACC) has completed the necessary search for the information requested.

1. Please provide the total number of Summary Warrants issued and the total amount billed for the financial years:

Year	Lists	Summary Warrants issued total?*	Total £ billed for
2002/03	n/a	Not available	£72.514m
2003/04	13	28,645	£75.197m
2004/05	16	27,614	£81.657m
2005/06	21	28,677	£88.166m
2006/07	21	29,321	£92.363m
2007/08	21	30,779	£96.924m
2008/09	40	30,215	£98.117m
2009/10	39	29,993	£98.385m
2010/11	45	33,165	£98.636m
2011/12	35	30,192	£99.501m
2012/13	24	24,492	£101.199m
2013/14	37	29,780	£103,150m
2014/15	37	29,604	£105.377m
2015/16	33	24,713	£106.050m
2016/17	32	25,484	£106.190m

It should be noted that the total number of Summary Warrants, indicate all liable person(s) names pertaining to the account as one entry i.e. husband and wife who are jointly liable will appear once on the list pertaining to the financial year.

However, there can also be separate entries on the lists for more than one financial years' outstanding Council Tax which should also be taken into account in the figures.

2. A 10% surcharge is immediately added once a summary warrant is granted. Please provide the total amount added for each summary warrant issued for the financial years.

Year	10% added surcharge total cost
2002/03	Not available
2003/04	£1,127,406
2004/05	£1,486,889
2005/06	£1,383,862
2006/07	£1,157,945
2007/08	£1,537,768
2008/09	£1,647,910

2009/10	£1,573,309
2010/11	£1,699,153
2011/12	£1,601,741
2012/13	£1,358,839
2013/14	£1,553,349
2014/15	£1,673,590
2015/16	£1,495,387
2016/17	£1,711,850

3. When someone goes through the legal sequestrations process, ACC do not get involved whatsoever, no direct contact is attempted or support offered.

a) Is there a company policy for this instance, a “duty of care”?

b) Also, is there a policy after you have been successful with sequestration, what happens to these folk?

c) Is there specific policy to re-house people who have lost their property?

We do have a Financial Inclusion Team which can assist tenants and others who find themselves in financial hardship. In terms of re-housing we have a duty to assess households who are homeless or threatened with homelessness, through this period the Council has a duty to provide temporary accommodation. If a household is assessed as unintentionally homeless we may then have a duty to find them permanent rehousing. People can also apply for housing through our normal housing lists and we only take certain debts into account, see attached our current allocation policy.

When someone goes through the legal sequestrations process, the court appoints an approved Insolvency Practitioner. Thereafter all circumstances of the debtor including finances and assets are considered. If Aberdeen City council petitioned for the sequestration, they are treated in the same way as any other creditor who may be due money in that a claim is submitted for outstanding debts to the Insolvency Practitioner.

Therefore in answer to (a), (b) and (c), further information should be obtained from an Insolvency Practitioner.

4. When an application by ACC is made for summary warrant to the court, does the court see any evidence or statements made by the alleged debtor disputing the debt?

The court does not see any correspondence from a debtor, however if at the time of the Summary Warrant application we have a process in place in that where there are outstanding items of correspondence for debtors that these debts are excluded from the lists.

5. When an oath by creditor is signed by an authorised person acting on behalf of ACC, are they shown or made aware of any evidence or statements made by the alleged debtor disputing the debt?

No, however as stated in answer to question 4, if at the time of the Summary Warrant application we have a process in place in that where there are outstanding items of correspondence for debtors that these debts are excluded from the lists.

6. How many times has a trustee been appointed after ACC have lodged for sequestration?

This should be per financial year.

Year

2002/03

2003/04

2004/05

2005/06

2006/07

2007/08

2008/09

2009/10

2010/11

2011/12

2012/13

2013/14

2014/15

2015/16

2016/17

Not held as a Trustee can only be appointed by the Court once sequestration has been granted.

ACC is unable to provide you with information on **How many times has a trustee been appointed after ACC have lodged for sequestration** as it is not held by ACC. In order to comply with its obligations under the terms of Section 17 of the FOISA, ACC hereby gives notice that this information is not held by it.

7. When a trustee is appointed in sequestration, are they shown or made aware of any evidence or statements made by the alleged debtor disputing the debt?

Not by Aberdeen City Council.

8. ACC have previously responded to a previous FOI request and stated ACC is not registered on Companies House. However, after a quick search myself I was able to quite easily provide information which contradicts this.

Can you please review and respond accordingly?

This is still the case, Aberdeen City Council are not registered on Companies House as a separate legal entity. Aberdeen City Council is constituted by statute. The relevant sections of legislation is Section 1 of the Local Government etc (Scotland) Act 1994.

The information you provided from Companies House was where Aberdeen City Council were in partnership with someone for a specific project i.e. land to build on, new road, etc.

9. Please provide the full number of properties rented to ACC for the refugee settlement program. This should be per financial year:

Year	No of properties rented by ACC for refugees.
2002/03	0
2003/04	0

2004/05	0
2005/06	0
2006/07	0
2007/08	0
2008/09	0
2009/10	0
2010/11	0
2011/12	0
2012/13	0
2013/14	0
2014/15	0
2015/16	9
2016/17	9

We hope this helps with your request.

Yours sincerely,

Grant Webster
Information Compliance Officer

INFORMATION ABOUT THE HANDLING OF YOUR REQUEST

ACC handled your request for information in accordance with the provisions of the Freedom of Information (Scotland) Act 2002. Please refer to the attached PDF for more information about your rights under FOISA.

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*03000 numbers are free to call if you have 'free minutes' included in your mobile call plan.
Calls from BT landlines will be charged at the local call rate of 10.24p per minute (the same as 01224s).

www.aberdeencity.gov.uk

Housing Allocation Policy

ABERDEEN CITY COUNCIL



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1. Introduction

Aberdeen City Council currently owns and manages around 22,500 properties of various sizes and types such as cottages, flats, multi-storey blocks and sheltered complexes. Approximately 1,600 of these tenancies are terminated each year and the Council needs to allocate these properties to new tenants efficiently and effectively.

At any one time, the total number of applicants wishing to be housed by the Council is around 4,388 with a further 1,633 current tenants wishing to be rehoused. The Council processes around 500 new housing applications each month. In most areas of the city there is a mismatch between the demand for council houses and the number of applicants requesting the type and size of council houses available.

Over the last five years the Council has experienced a dramatic reduction in the amount of properties available for let but the number of applicants has remained the same. Given the difference between the supply of and demand for Council houses this Allocation Policy has been developed to take account of the different circumstances and housing needs of our applicants and to prioritise according to these needs. We aim to give priority to those in greatest need and to achieve this we have developed a system comprising of four waiting lists and award of points to reflect need.



This policy was developed to comply with current legislation, using guidance and best practice from the Scottish Government and the Chartered Institute of Housing and incorporating the outcomes of stakeholder consultation with staff, service users and elected members.

2. Aims and Objectives

- To be consistent, fair and non-discriminatory
- To be transparent and accountable
- To promote social inclusion and equal opportunities
- To house those in greatest need
- To recognise a variety of housing circumstances and the existence of housing need factors such as overcrowding, homelessness and medical needs
- To be more customer focused
- To meet standards of good practice
- To meet the requirements set out in all relevant legislation
- To provide meaningful advice and information to our service users

3. How it Works

Once an applicant has completed a Housing Application Form (HAF) it is processed by the Housing Access Team in Marischal College.

The processing includes carrying out checks on current and previous Council or Housing Association tenancies and applicant's rent accounts. Once application checks are completed the application is placed on the appropriate list. If there are issues with the application the Housing Access Team will contact the applicant to clarify any issues. If an applicant states in

the application form that they are having difficulty accessing their home because of health or support issues, the application will be assessed by our Assessment Advice Team to establish if any additional priority should be applied to the application.

The information on the application form is input into the allocation computer system including details of areas of choice and house types selected. The application is then awarded points in line with this policy.

An application's place on the lists is determined by the applicant's points or assessment priority and date of priority award. The applicant must then wait for an offer of accommodation. A booklet on the Council's website called 'Area Housing Information' provides details on the Council's housing stock and relets. The Housing Access Team also provide information on other social housing providers and housing options.

4. Who can apply?

Prospective applicants can only apply online www.aberdeencity.gov.uk/onlinehousingapplication.

Couples, partners and people who are cohabiting will be treated as joint applicants.

To be eligible for admission to the Council's lists applicants must be 16 years of age or over. Sole or joint applicants who are subject to immigration control in terms of section 118 of the Immigration and Asylum Act 1999 are not eligible for admission to the Council waiting lists. European Economic Area nationals are only eligible for admission to the lists if they have the right to reside in the UK. Admission onto the Council lists does not mean applicants have the right to be housed by the Council.



Transfer and Waiting list applicants

- Transfer List applicants are current tenants of Aberdeen City Council or a Registered Social Landlord within Aberdeen.
- Waiting List applicants are those who are not tenants of Aberdeen City Council or a Registered Social Landlord within Aberdeen.

5. Members of the applicant's household

For the purposes of this policy, and reflecting the Housing (Scotland) Acts 1987 and 2001, the following are considered to be members of an applicant's household - the applicant's;

- (a) spouse or civil partner (or a person living with the applicant as husband and wife or in a relationship which has the characteristics of the relationship between husband and wife except that the persons are of the same sex)
- (b) parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew or niece.

For the purposes of (b) above:

- A relationship by marriage or by virtue of civil partnership shall be treated as a relationship by blood;
- A relationship of half blood shall be treated as a relationship by blood;
- The stepchild of a person shall be treated as his/her child;
- A child shall be treated as such whether or not his/her parents are married;
- A child brought up or treated by another person as his or her child is to be treated as that person's child.

Aberdeen City Council, at its discretion, may also consider the following to be members of an applicant's household:

- Live-in carers (confirmation of this arrangement will be required);
- Couples who are in a relationship but do not live together;
- Engaged couples;
- Cousins;
- Permanent foster children who are included on an application provided that verification has been provided by Children's Services that the applicants are the children's registered/permanent foster carers. (All applications from people who are temporary or prospective foster carers would be considered under delegated powers).
- Friends (but only flatted accommodation would be offered)
- A child or children from a former relationship cannot be treated as permanent members of the applicant's household unless they live with the applicant for at least half of the week. If they live with the applicant for less than half of the week, the applicant will only be eligible for one additional bedroom in flatted accommodation only, irrespective of the number of such children.
- Where the household comprises of a mixture of children who are resident with the applicant for more and less than 50% of the time, if the inclusion of the children who are resident less than 50% of the time increases the size of accommodation required, the application will be restricted to 1 additional bedroom for the children living there for less than 50% of the time irrespective of the number of such children. The application will also be restricted to flatted accommodation only.
- Where the household comprises of a mixture of children who are resident with the applicant for more and less than 50% of the time, if the inclusion of the children who are resident for less than 50% of the time does not increase the size of accommodation required, the application can be considered for all types of accommodation.

Aberdeen City Council will not normally accept as part of the applicant's household for the purposes of the housing application any member of the household (other than a partner):

- Who is a hospital patient and is unlikely in the opinion of the Senior Medical Officer of the hospital to be discharged;
- Who indicates in writing that she/he does not want to be regarded as a member of the household;
- Who has applied for separate accommodation in his/her own right;
- Who is an adult and is resident with the applicant less than 50% of the time, with the exception of students and persons in the armed forces.

6. Checks carried out on an Application

All applicants and anyone included on an application aged 16 years or over are required to provide details of any Council, Housing Association or Housing Co-operative tenancy they have held during the previous five years, or since their 16th birthday if more recent. Any current or former tenancies will be checked to determine whether they were conducted in a satisfactory manner and that there are no outstanding debts related to the tenancy.

7. Unsatisfactory Tenancy Conduct and Anti-Social Behaviour

Where evidence is obtained of an applicant's history of anti-social behaviour or unsatisfactory conduct of a current or former tenancy, Aberdeen City Council will take into account the causes and impact of such behaviour or conduct when considering applicants for the allocation of housing. Where evidence indicates concern about the future conduct of any applicant or member of their household the matter will be referred to the tenancy support panel. Until a decision is made by the panel, applications for housing will be suspended. This panel consists of senior officers from Housing Services and will determine any restrictions, conditions or support required relating to any future tenancy to be offered by Aberdeen City Council.

This will include any applicants who have had an eviction order made against them for anti-social

behaviour within the last three years, or instances where the applicant or a member of their household is subject to an Antisocial Behaviour Order granted after 30 September 2002.

Consideration will be given to:

- Offering a Scottish Secure Tenancy;
- Offering a Short Scottish Secure Tenancy (where statutory grounds exist)
- Rehousing an existing tenant of Aberdeen City Council to accommodation of a similar or smaller size and type, in a letting area of similar or lower demand, where their Scottish Secure Tenancy is proving unsatisfactory and the tenant is prepared to accept a Short Scottish Secure Tenancy and associated housing support;
- Granting tenants who currently have a Short Scottish Secure Tenancy another Short Scottish Secure Tenancy, either of the same property or another property elsewhere;
- Offering non-secure flatted accommodation managed by the Aberdeen Families Project. The Families Project is an initiative run jointly by Aberdeen City Council and the charity Action for Children to offer support to families with a history of problems living in the wider community. At the end of the placement an assessment is made as to whether a Scottish Secure Tenancy or a Short Scottish Secure Tenancy should be granted.

Applicants have the right to appeal any decision of this panel (see section 28).

8. Keeping an Application Up To Date

Applicants are required to advise the Housing Accommodation and Advice Service of any change in their circumstances as soon as possible so that their application can be reviewed. A change of address may require a new application form to be completed. In all cases applicants should contact the Housing Access Team for advice.

9. Policy on False Information

If an applicant knowingly gives false information on a housing application, the application will be cancelled from the list. Any tenancy that has been granted on the basis of false information or where the applicant has withheld important information may be subject to legal proceedings for repossession and the tenants may be reported to Police Scotland should any criminal activity be suspected.



10. Re-registering an Application

Applicants who have not been in contact regarding their housing application within the last 6 months (for applicants with no separate home of their own) or 12 months (for all other applicants) will be contacted and asked to confirm their application details and whether they still wish to remain on the housing list. If they do not respond to this letter, it is assumed that they no longer wish to be considered for housing and their housing application will be cancelled.

11. Tenancy Types

Listed below are the types of tenancy agreements which Aberdeen City Council may offer:-

11.1 Scottish Secure Tenancy (SST)

This is by far the most common tenancy granted by councils in Scotland. Unless a tenant abandons the tenancy or the council obtains a court order to end the tenancy, a SST will usually continue for as long as the tenant wishes.

11.2 Short Scottish Secure Tenancy (SSST)

This is a tenancy granted in specific circumstances for a minimum term of 6 months. At the end of the term of the SSST the landlord can:

- Offer a full SST (some types of SSST automatically convert to SSTs after 12 months);
- Offer a further SSST;
- Seek repossession.

In some types of Short SST the landlord must provide, or ensure the provision of, housing support services. If a prospective tenant is unwilling to cooperate with this support, the tenancy offer may be withdrawn.

12. Determining the Number of Bedrooms Required by a Household

Detailed below are the number of bedrooms for which various household types will qualify:-

- One bedroom is required for a single adult;
- One bedroom is required for an applicant and partner;
- One bedroom is required for two single related adults of the same sex, for example, two sisters, two brothers, where there is not 10 years or more difference between their ages;
- One bedroom is required for two elderly people of the same sex who choose to share a bedroom, who would not normally be expected to share a bedroom, for example, a mother and daughter;

- One bedroom is required for up to two children under eight years of age, regardless of the sexes of the children;
- One bedroom is required for up to two members of the householder's family eight years of age or over of the same sex, where there is not 10 years or more difference between their ages;
- One bedroom each is required for a child under eight years of age and a child over eight years of age of different sexes, where they cannot share with any other child of the family;
- One bedroom each is required for the youngest and the next eldest child in the family of the same sex, where there is 10 years or more difference between their ages and they cannot share with any other child of the family;
- One bedroom is required for a member of the family where the Housing Need Assessment Team determines they should have their own bedroom.

Other factors that are taken into account when determining the number of bedrooms required:

- The maximum number of people who would be expected to share a bedroom would be two;
- An expected child will be included in the calculation of the number of bedrooms required;
- The age at which children of different sexes qualify to be in separate bedrooms is eight. For example, a child under eight years of age and a child over eight years of age of different sexes would be assessed as requiring separate bedrooms.

Exceptions to the bedroom requirement rules.

Applicants who have indicated a preference may be offered accommodation of a different size (larger or smaller) than they would normally qualify for in the following circumstances:

1. When no suitable applicants are identified requiring two bedroom accommodation, applicants requiring one bedroom accommodation will be considered. When no suitable applicants are identified requiring three bedroom accommodation, applicants requiring two bedroom accommodation will be considered followed by applicants requiring one bedroom.
2. Applicants who are currently in two bedroom accommodation or smaller and who require four bedrooms may be considered for three bedroom accommodation if they have stated that option.

13. Areas of Choice

This policy allows applicant's unlimited choice from the 62 letting areas in the city; applicants can choose appropriate house types in these areas. Applicants will be considered for housing in accordance with these choices, provided the appropriate size of property is available in their chosen letting areas. Applicants can alter their choices of areas and house types at any time.

13.1 House Types of Choice

Applicants can choose house types from the general needs housing stock. These properties are generally not designed for applicants with specific needs, such as those requiring support or special design features.

Properties such as Amenity, Sheltered and Very Sheltered are generally for applicants of pensionable age.

Applicants who choose Amenity, Sheltered or Very Sheltered Housing will be assessed by the Housing Need Assessment Team who will take into account housing need and support requirements.

This assessment of need will identify the most appropriate house type for the applicant (i.e. Amenity, Sheltered or Very Sheltered) and that applicant will be placed on the relevant list.

14. Types of Households

14.1 Homeless People or People Threatened with Homelessness

Homeless people or people threatened with homelessness should seek the advice of the Homelessness Service, Housing and Environment, Marischal College, Aberdeen. The Service will assess applicants to determine whether they qualify for assistance in accordance with the Housing (Scotland) Act 1987 Part II as amended. If an applicant is assessed as priority homeless they will be placed on the Urgent Housing list in order of the date of their assessment and given one offer of accommodation anywhere in the city, unless there is an extreme reason why the applicant cannot be considered for certain letting areas. If the offer of accommodation is refused the council has discharged its duty.

14.2 Applicants Applying For Temporary Accommodation from a Designated Housing Renewal Area

The City Council may designate certain areas as Housing Renewal Areas, in order to improve the dwellings within the area to meet the legal requirements of the Housing (Scotland) Act 2006. To enable the upgrading of these dwellings to proceed, the City Council may assist landlords, owner occupiers and Aberdeen City Council tenants as detailed below.

14.2.1 Private Tenants

Where private landlords are unable to provide their tenants with alternative accommodation they may apply to the Council for temporary flatted accommodation either in the same area or areas of similar letting demand for the duration of the works.

14.2.2 Owner Occupiers

Owner occupiers within a Housing Renewal Area may be provided with temporary flatted accommodation either in the same area or areas of similar letting demand for the duration of works.

14.2.3 Aberdeen City Council Tenants

Where Aberdeen City Council tenants have to vacate a dwelling within a Housing Renewal Area they will be provided with temporary accommodation for the duration of the works. Such applicants will be placed on the Urgent Housing list. For all applicants in this category only temporary accommodation of a similar type and size within the same letting area will be offered if available. If this is not available a suitable alternative will be offered.

14.3 Applicants Applying For Temporary Accommodation Where a Work Notice Has Been Served By Aberdeen City Council

Where a Work Notice has been served by the City Council using powers under the Housing (Scotland) Act 2006, owners or part owners may be considered for temporary accommodation for the duration of the works. Such applications are placed on the Urgent Housing List. Temporary flatted accommodation of a similar size within the same letting area will be offered if available. If this is not available a suitable alternative will be offered.

4.4 Aberdeen City Council Tenants Who Are Being Given Temporary Accommodation While Essential Repairs or Improvements Are Carried Out

Aberdeen City Council will transfer its own tenants to another property on a temporary basis while essential repairs or improvements are being carried out, where it would be unreasonable to expect the tenants to continue to reside in their tenancy. Such applicants are placed on the Urgent Housing List. If a similar size and type of accommodation within the same letting area is available it will be offered. Otherwise accommodation of the same type and size in an area of similar letting demand will be offered.

14.5 Application from Two Households Wishing To Be Housed Together

Where an application is received from two separate households wishing to be housed together in a larger or more suitable house, the application will be assessed as though both households were already living together. Any housing points will be awarded based on the accommodation currently occupied that best meets their housing need.

15. Next Stage Housing Applicants

Aberdeen City Council participates in the Next Stage Housing Group which meets quarterly to consider the housing needs of current housing applicants who require a planned move from supported housing. Referred applicants from relevant agencies, if accepted, are placed on the Urgent Housing List and awarded priority status for up to two offers of suitable housing. They may indicate in which of the Council's housing areas they wish offers to be made. If both offers are refused priority status will be lost.

16. Looked after Children

Young people over the age of 16 who require permanent housing and who are looked after by Aberdeen City Council will have their accommodation needs jointly assessed by the Social Care and Wellbeing and Housing and Environment services to ensure the appropriate supports are in place and realistic housing choices have been made. The assessment will be then be jointly agreed by the respective section Heads of Service. If accepted, applicants are placed on the urgent housing list and awarded priority status for up to two offers of suitable housing. They may indicate in which of the council's housing areas they wish offers to be made. If both offers are refused priority status will be lost.

17. Support Needs

Applications for rehousing from a single person or a couple requiring support to remain in their own homes will be assessed by the Assessment and Advice Team in conjunction with Social Care and Wellbeing and other professionals to determine the best option for the applicant(s).

If the assessment finds that the applicant requires to be rehoused then the appropriate level of priority will be awarded for housing in the letting area nearest the supportive relative or other letting areas as determined the Assessment and Advice Team.

If the applicants' housing is suitable but support is required the Assessment and Advice Team will refer the case to Social Care and Wellbeing who will assess the level of support and who should provide such support.

If it is determined by the Assessment and Advice Team in conjunction with Social Care and Wellbeing that a supportive relative is best placed to deliver this support, the supportive relative will be offered appropriate housing in the letting area where the applicant lives when the applicant's application qualifies for an offer. If the supportive relative's required house size and type is not available in the area in which the applicant's lives then an adjoining area will be substituted.

If the applicant's supportive relative is not a current tenant of Aberdeen City Council, the case will be referred to the Allocations Team Leader to determine whether the application is acceptable under this policy. The supportive relative will be offered flatted accommodation of an appropriate size in the letting area where the applicant lives when the applicant qualifies for an offer. If flatted accommodation of the appropriate size is not available in that letting area then an adjoining letting area will be substituted.

18. Housing Lists and Points

The four main lists are as follows:

- Urgent Housing Need - Priority by Assessment
- Housing with Support (Amenity/Sheltered/Very Sheltered/High Support) - Priority by Assessment
- Transfers - Priority by Points
- Waiting - Priority by Points

Applicants on the Urgent Housing Need list are prioritised by way of an assessment process and ranked in order of the date of their priority award.

The Housing with Support list is also prioritised by an assessment process and applicants are placed in one of the following categories and are further prioritised by the date of their priority award.

- High
- Moderate
- Low

Applicants on the Transfer and Waiting lists are prioritised by awarding points, based on the current housing circumstances. Applicants who have the same number of points will be further prioritised by the date of registration on the list. Full details of the point's award can be found in section 19.4.

19. Housing Lists and Offers Process

Vacancies are allocated between the three mainstream lists using a quota system. The current quota is 60% to the Urgent Rehousing List, 20% to the Waiting List and 20% to the Transfer List. Quotas are subject to review and can change over time.

19.1 Urgent Housing Need List

Applicants on this list are awarded either Top priority, High priority or Medium priority depending on their circumstances as detailed below. Applicants will be placed on this list if they are:

Emergency Homeless: Applications from persons who are assessed as emergency homeless through fire, flood or other natural disaster. Such applicants will be awarded a High priority on this list.

Statutory Homeless: Determined by a Homeless Assessment carried out in accordance with the terms of Part II of the Housing (Scotland) Act 1987 as amended. Such applicants will be awarded a Medium priority on this list.

Young People Looked After by Aberdeen City Council: applications which are accepted for priority rehousing from such applicants will be awarded a High priority on this list.

Next Stage Housing Applicants: applications which are accepted for priority rehousing from such applicants will be awarded a Medium priority on this list.

Statutory Notice Applicants: Applicants requiring permanent accommodation because of a Closing Order, Demolition Order or a Compulsory Purchase Order are placed on this list. A maximum of two offers of accommodation will be made. Such applicants will be awarded a Medium priority on this list. These statutory notices would be served on the owners of properties by the City Council. Affected tenants/owners would then be interviewed by a member of staff from the Housing and Community Safety to confirm requirements for rehousing. Applicants would be considered for accommodation of the same size and type (as currently occupied) within the same letting area if readily available, otherwise, in a suitable alternative letting area as determined by the Director of Housing and Environment.

Committee and Discretionary cases:

- Applicants awarded priority by the Housing Cases Review Sub-Committee will be awarded a Medium priority on this list.
- Applicants awarded priority through powers delegated to the Head of Service may be awarded a High or a Medium priority on this list depending on their circumstances.
- Applicants who are accepted under the Downsizing Scheme may be awarded Top, High or Medium priority on this list depending on their circumstances as detailed below:
 - 1 Applicants accepted under the Downsizing Scheme who are receiving housing benefit and of working age and who are underoccupying their current property by 2 bedrooms or more will be awarded a Top priority.
 - 2 Applicants accepted under the Downsizing Scheme who are receiving housing benefit and of working age and underoccupying their current property by 1 bedroom will be awarded a High priority.

- 3 Applicants whose property will be demolished due to the Haudagain bypass and who do not fit the above criteria will be awarded a medium priority but will have increased priority over applicants in section 4 below.
- 4 Applicants who are accepted for the Downsizing Scheme, who are not subject to the welfare reform, will be awarded a Medium priority.

Extreme Medical Need: Determined after an assessment has been carried out by the Assessment and Advice Team. Such applicants will be awarded a Medium priority on this list. Examples of when this priority may be awarded are given below:-

- The household cannot access their current accommodation due to extreme health issues and it is not practical to adapt their present home to meet their needs and where a move will significantly improve their quality of life, or
- To allow discharge from Hospital where their current accommodation is totally unsuitable due to extreme health issues and it is not practical to adapt their present home to meet their needs and where a move will significantly improve their quality of life, or
- Where the current accommodation coupled with the applicant's extreme health issues make a move imperative in order to reduce significantly the risk of injury to the applicant, or
- Where the applicants present home makes essential activities of daily living impossible and it is not practical to adapt their home to meet their needs.

Application will normally be placed on the list according to the date their priority was awarded but may be given additional priority in exceptional situations.

19.2 Housing with Support List - Amenity, Sheltered, Very Sheltered and High Support

AMENITY HOUSING

Generally available to applicants of a particular age group generally 55+, who have been assessed as having health problems which are adversely affected by their current living circumstances. Amenity can have similar facilities to those in sheltered housing, but is not in a purpose-built complex and does not generally have common areas for tenants to gather, or a senior carer service.

Important Information for Sheltered, Very Sheltered and High Support applicants

The housing support service which is the core service provided in sheltered, very sheltered and high support housing is a chargeable service. The maximum weekly charge is currently £19.70 for sheltered and £29.26 for very sheltered and high support housing, an individual's contribution towards the cost of service provision is calculated following the completion of a financial assessment, which considers the individual's income, including capital. The calculation of an individual's contribution will also consider an individual's allowable expenditure (contribution towards housing costs) and a personal allowance based on their circumstances. If you require further information please contact the Supporting People team on 523791 or email gbrown@aberdeencity.gov.uk

SHELTERED HOUSING

Sheltered properties have special facilities to make life more comfortable and safer for tenants, including a carer service. They are intended for people of pensionable age who have been assessed as having significant health issues and adverse social circumstances which would be significantly improved by living in this type of housing.

VERY SHELTERED HOUSING

Very Sheltered housing provides tenants with special facilities over and above those provided by sheltered housing in order to make life more comfortable and safer for the most vulnerable tenants, these including a carer service and the provision of a midday meal. This type of supported housing is intended for people of pensionable age who have been assessed as having severe health issues and adverse social circumstances which would be significantly improved by living in this type of housing.

HIGH SUPPORT HOUSING

High Support Housing provides tenants with special facilities over and above those provided by sheltered housing in order to make life more comfortable and safer for the most vulnerable tenants, these include a carer service and the provision of a midday meal. This type of supported housing is intended for people of any age group who have been assessed as having severe health issues and adverse social circumstances which would be significantly improved by living in this type of housing.

Applicants placed on this list will have been assessed by the Assessment and Advice Team and placed in one of the following priority categories for the appropriate house type.

- High
- Moderate
- Low

All applicants placed on this list will then be queued in order of the date of their priority award within that category. If an applicant is re-assessed and is awarded a higher or lower priority then they will be queued on the appropriate list by the date of that new award.

Applicants will be assessed as follows:-

High

- Produce an extreme improvement in the individual's quality of life
- Substantially reduce the risk of physical injury
- Where the applicants present home makes essential activities of daily living impossible and it is not practical to adapt their home to meet their needs

Medium

- Produce a significant improvement in the individual's quality of life.
- Reduce the risk of physical injury
- Where the applicants present home makes essential activities of daily living very difficult and it is not practical to adapt their home to meet their needs

Low

- Produce an improvement in the individual's quality of life.
- Reduce the risk of physical injury
- Where the applicants present home makes essential activities of daily living difficult and it is not practical to adapt their home to meet their needs

19.3 Transfer list

Applicants will be placed on this list if they are;

- A tenant of Aberdeen City Council; or
- A tenant of a Registered Social Landlord living in Aberdeen

Applications where joint tenants wish to be rehoused separately are assessed in accordance with the Waiting List criteria. In these circumstances housing need is assessed on the basis that the people requesting to be rehoused are considered to be occupying half the number of rooms in the property. Should both joint tenants wish to be rehoused, one of the tenants is assessed under

Waiting List criteria and the other under Transfer List criteria. It is the responsibility of the joint tenants to decide who will be considered under which list. Applicants on the Transfer list may be considered for all types of accommodation with the exception of Amenity, Sheltered and Very Sheltered Housing. Applicants are prioritised by the number of points they have been awarded. Applicants who have the same number of points will be further prioritised by the date of registration on the list.



19.3.1 Points available under the transfer list

Description

Under Occupation:

For 1 Bedroom surrendered

For 2 Bedrooms surrendered

For 3 Bedrooms surrendered

Room Deficiency:

For every room by which the applicant's accommodation falls short of the required number of bedrooms.

For every room which is more than 4.45 square metres (48 sq. ft.) and less than 8.00 square metres (86 sq. ft.) in area, if occupied by two people or by a single applicant.

If the room is more than 4.45 square metres (48 sq. ft.) and less than 8.00 square metres (86sq. ft.) in area and is occupied by one person who is not the applicant, then no points are awarded for room deficiency.

Any rooms under 4.45 square metres (48 square feet) in area or without natural lighting will not count as a room and are disregarded under this policy.

Any room used for cooking and washing purposes is disregarded and the largest of the remaining rooms is regarded as a living room except in properties where open plan rooms are a design feature, for example, in studio flats.

Mixing of Sexes:

Where the existing accommodation requires the sharing of a bedroom by people, who form part of the application aged eight years and over of opposite sexes (other than partners).

Size of Family

Where bedroom deficiency exists and the application requires two bedrooms, family points are awarded as follows.

Where the second bedroom would be occupied by one person

Where the second bedroom would be occupied by two people.

Where bedroom deficiency exists and the application requires three bedrooms or more, family points are awarded as follows:

Where the final two bedrooms would be occupied by a total of two people;

Where the final two bedrooms would be occupied by a total of three people;

Where the final two bedrooms would be occupied by a total of four people

Points

4 Points

7 Points

10 Points

10 Points

5 Points

0 Points

4 Points

0 Points

4 Points

0 Points

4 Points

6 Points

19.4 Waiting list

Applicants will be placed on this list if they are;

- Tenants of other local authorities or of Registered Social Landlords (living outside the Aberdeen area)
- Sub tenants or lodgers
- Households living care of relatives, friends or of no fixed address
- Owner occupiers
- Households living in houses in multiple occupation (for example, hostels)
- Members of H.M. Forces
- Tied tenants who are not either (i) employed by Aberdeen City Council, or

(ii) employed by a Registered Social Landlord with the tenancy property being in Aberdeen
- Occupy a property through Shared Ownership

We will assess applicants on the basis of the points categories outlined below. Applicants will be placed on the waiting list in order of the applicant with the highest combined points total (most need). Applicants who have the same number of points will be further prioritised by the date of registration on the list.

Applications from persons who are not either tenants of Aberdeen City Council or tenants of a Registered Social Landlord who live in Aberdeen will be placed on this list.

An applicant living with a partner who is a joint tenant or has occupancy rights to their current property will be pointed as if occupying half their current accommodation if applying for housing on their own.

Applicants occupying a separate home but threatened with homelessness within the next 56 days will be referred to the Homeless Prevention team.

Applicants on this list may be considered for all types of accommodation with the exception of Amenity, Sheltered and Very Sheltered housing.

Applications from single people or a couple will not be awarded room deficiency points under the waiting list where they do not have a secure tenancy.

Applications from a joint tenant of a Local Authority or another Registered Social Landlord who no longer reside at the tenancy address will have their application deferred until such time as the joint tenancy has been resolved.

19.4.1 Points available under the Waiting List

Description	Points
Room Deficiency:	
For every room by which the applicant's accommodation falls short of the required number of bedrooms.	10 Points
For every room which is more than 4.45 square metres (48 sq. ft.) and less than 8.00 square metres (86 sq. ft.) in area, if occupied by two people or by a single applicant.	5 Points
If the room is more than 4.45 square metres (48 sq. ft.) and less than 8.00 square metres (86sq. ft.) in area and is occupied by one person who is not the applicant, then no points are awarded for room deficiency.	0 Points
Any rooms less than 4.45 square metres (48 square feet) in area or without natural lighting will not count as a room and are disregarded under this policy.	
Any room used for cooking and washing purposes is disregarded and the largest of the remaining rooms is regarded as a living room except in properties where open plan rooms are a design feature, for example, in studio flats.	
Room deficiency points do not apply to single applicants or couples who do not occupy their own separate home.	
Mixing of Sexes	
Where the existing accommodation requires the sharing of a bedroom by people, who form part of the application aged eight years and over and of opposite sexes (other than partners).	4 Points
Size of Family	
Where bedroom deficiency exists and the application requires two bedrooms, family points are awarded as follows.	
Where the second bedroom would be occupied by one person	0 Points
Where the second bedroom would be occupied by two people.	4 Points
Where bedroom deficiency exists and the application requires three bedrooms or more, family points are awarded as follows:	
Where the final two bedrooms would be occupied by two people;	0 Points
Where the final two bedrooms would be occupied by three people;	0 Points
Where the final two bedrooms would be occupied by four people	6 Points

Lack of facilities:

In addition points are awarded where:

- There is no piped hot water supply within the house;
- There is no fixed bath/shower within the house;
- There is a toilet outside the dwelling but within the building;
- The water supply is outside the dwelling but within the building;
- The toilet is outside the building;
- The water supply is outside the building.

1 Points
 1 Points
 2 Points
 2 Points
 5 Points
 4 Points

Non security of Tenure:

Single persons, couples or families living care of, in the parental home or of no fixed abode

10 Points

Caravans:

Applicants who live in a static caravan.

10 Points

20. Downsizing Incentive Scheme

The Council operates an incentive scheme aimed at assisting Aberdeen City Council tenants who are under occupying their current home to move to smaller accommodation. Applications will be accepted from tenants who are occupying properties with more bedrooms than their household needs. The Council offers a grant of £1,000 for tenants to move to smaller accommodation in an area within Aberdeen City Council Housing Stock, of similar



letting demand to the one in which they currently live. Amenity, Sheltered and Very Sheltered Housing are not included as a re-housing option from mainstream Housing. Ground floor accommodation will only be allocated if the applicant has a ground floor recommendation or there is no demand for that house type. Please see section 19.1 of the allocation policy for details regarding priority status. If you are interested in applying under this Scheme, please contact your Housing Officer who will help you complete the Downsizing application form and answer any questions you may have. Downsizing applicants are awarded two offers of accommodation.

21. Other Housing Options

Mutual Exchange

A mutual exchange is where a tenant of Aberdeen City Council wants to swap houses with another tenant of this Council or a tenant of a Registered Social Landlord or Housing Cooperative or a tenant of another Council. By exchanging homes applicants may be able to find the home that best suits their family's needs without having to wait on the Council housing lists.



Note:

- i. Tenants wishing to exchange must complete mutual exchange forms.
 - ii. Flatted accommodation is defined as tenement flats, multi-storey flats, split level flats and maisonettes (i.e. flats with internal stairs).
- Aberdeen City Council's House Exchange website has been designed to bring tenants who live in Aberdeen City and are looking to exchange their homes together. Applicants who are considering moving away from Aberdeen City can also search for tenants who live in other parts of the country.
 - Applicants can register on the housingexchange.org.uk website by clicking on the 'register' button which can be found on the left hand menu. It is easy to register and free for Aberdeen City Council tenants.
 - Applicants have a live housing application and have indicated their interest in considering a mutual exchange, they can also request a list of tenants whose properties match their requirements, and who have indicated that they would be interested in exchanging to the type and size of property they currently occupy.
- Note that an applicant will need to be a Scottish Secure Tenant or Short Scottish Secure Tenant if their mutual exchange request is to be considered.**
- Can also advertise in the local paper or alternatively place an advert in them local supermarket or shops.
 - Is possible for more than two households to exchange with each other where, appropriate.

Some exceptions:

- Will not be approved involving owner/occupiers or tenants of a private sector landlord.
- Wishing to exchange must satisfy themselves that the property to which they wish to exchange meets any medical requirements they may have. However, where the property has been adapted to meet a particular medical, the proposed exchange may be referred to the Assessment and Advice Team. If it is considered that the proposed exchange does not make the best use of the adapted property the exchange may not be permitted. Applicants who, for medical reasons, require adaptations to the property to which they wish to exchange, must contact the Assessment and Advice Team for approval prior to applying for the mutual exchange.

- The sizes of the properties proposing to be exchanged must comply with this policy's bedroom requirements as detailed in section 12. However, people wanting to exchange from a three bedroom property to another three bedroom property would be allowed even if they require a four bedroom property.
- May be allowed to exchange to accommodation larger than they require subject to Council approval: We will allow any tenant to exchange to one bedroom more than they require regardless of the type of accommodation.
- Council may refuse an exchange if, for example, unauthorised alterations have been made to the property.

When an applicant finds someone to exchange with, they should

- Them and make arrangements to visit each others home.
- The other person's house carefully and make sure they are happy with the condition of it.
The Council will not be responsible for any decoration needed or for carrying out any repairs which are the tenants' responsibility.
- All parties decide, after viewing, that they wish to proceed with the exchange then they must both complete a Mutual Exchange application form. These can be obtained from local housing offices or by downloading a Mutual Exchange form from the Council website.

Aberdeen City Council will:

- Both properties are inspected to see that they are in good condition
- The size of the houses to make sure that there will be no overcrowding issues or excessive under occupation.
- Housing related debts must comply with the policy set out in 25.1.
- To ensure that all tenancies have been conducted in a satisfactory manner and that there are no breaches of the tenancy agreement which may prohibit the exchange.
- Law Aberdeen City Council must give the applicants a decision within twenty eight days of the applications being received from all the parties.
- Consenting to the exchange, all parties will be required to sign new tenancy agreements for their new houses.

Applicants must not move until they have signed their new tenancy agreement.

- Refuse consent to exchange without reasonable grounds.
- Agree to the exchange unless the house which the applicants want to move to is suitable for the whole household.
- Applicants that, if they do not agree with the Council's refusal, they can appeal in writing to the Allocations Team Leader. The Allocations Team Leader will advise them of the decision on the appeal, within ten working days.
- There has been a change in the circumstances of any applicant prior to tenancy agreements being signed, consider whether consent to exchange should be withdrawn.

Aberdeen City Council's housing is not the only option which may be available to provide for your housing needs. If you would like to find out more please contact the Housing Access Team and ask for 'Housing Options Advice' or click on the link to visit our online *Options* pages.

22. Nominations

Aberdeen City Council has agreements with some of the housing associations in the city to allocate 50% of their vacant properties to applicants from the Council's housing lists. These allocations are known as 'nominations'. These agreements are monitored and reviewed annually. Applicants wishing to be considered for nomination to these housing associations must indicate so by completing the appropriate section of the application form.

23. Offer Restrictions

Notwithstanding the order of priority, certain restrictions will apply when selecting applicants for a vacancy as follows: Properties on the ground floor that have five or less access steps will be offered to applicants who have a recommendation for ground floor accommodation as determined by the Assessment and Advice Team. Where a property has been adapted or can be adapted to suit applicants with special needs, wheelchair users, priority is given to applicants who have a need for this type of accommodation. Any prospective offer would be subject to assessment by an Occupational Therapist.

Applicants will only be considered for one offer at a time. Applicants whose applications are deferred will not be considered for an offer of accommodation until the deferment has expired.

Applicants should note that in some accommodation cats and dogs are banned, with the exception of guide dogs and hearing dogs therefore applicants who have a cat or dog will not be considered for these pet ban properties. A leaflet is available providing details of properties where dogs and cats are not permitted.

24. Delegated Powers

Aberdeen City Council recognises that very occasionally an applicant may have exceptional housing circumstances which fall outwith the points scheme. In these rare situations applicants may be offered re-housing through powers delegated to senior officers within the Housing Service. The delegated powers are listed in appendix 1 or can be obtained from the local housing office.

25. Applicants with Housing Related Debts

At the time of applying for an Aberdeen City Council home all applicants will be advised by the Housing Access Team of any housing related debts that may affect their entitlement to housing and the action they should take to address the debts. Applications will be deferred until the applicant provides evidence that the identified debts have been satisfactorily addressed. Further checks on housing related debt will be carried out should an applicant subsequently qualify for an offer of housing. Applicants will be advised whether these checks affect their entitlement to housing.

25.1 All applicants who have housing related debts are treated equally

See table below which shows our policy on debt for all applicants for housing.

	Current Tenant Arrears	Current Tenant Legal Charges	Current Tenant Recharges	Former Tenant Arrears	Former Tenant Legal Charges	Former Tenant Recharges
1. All applicants for housing will be subject to the same debt criteria.	No more than current months rent outstanding.	If the debt is greater than 1 month's rent then an arrangement needs to be in place to clear the debt. The arrangement must be continuous and have been in place for at least 3 consecutive months.	If the debt is greater than 1 month's rent then an arrangement needs to be in place to clear the debt. The arrangement must be continuous and have been in place for at least 3 consecutive months.	If the debt is greater than 1 month's rent then an arrangement needs to be in place to clear the debt. The arrangement must be continuous and have been in place for at least 3 consecutive months.	If the debt is greater than 1 month's rent then an arrangement needs to be in place to clear the debt. The arrangement must be continuous and have been in place for at least 3 consecutive months.	If the debt is greater than 1 month's rent then an arrangement needs to be in place to clear the debt. The arrangement must be continuous and have been in place for at least 3 consecutive months.

At the time of offer, and for an offer to proceed, the current tenancy must be deemed to have been conducted in a satisfactory manner and must adhere to the debt policy highlighted above.

25.3 Private Tenants

An offer of accommodation may be withheld if the applicant is a tenant of a private landlord and cannot provide proof of maintenance of satisfactory rent payments.

If the applicant is the tenant of a private landlord and cannot provide proof of maintenance of satisfactory rent payments, their application will be deferred for a specified period.

26. Checks Made at Offer

Applications selected for an Aberdeen City Council tenancy will be checked for accuracy at the time of offer. If there has been a change to the information held that affects the application any offer of housing may be withheld. In addition, the applicant's current accommodation may be inspected where appropriate.

An offer may be withheld if the applicant(s):

- Threatening or aggressive behaviour towards Aberdeen City Council staff;
- Been the subject of verified complaints of antisocial behaviour;
- Evidence of substance abuse;
- Subject to immigration control or no longer has the right to reside in the UK.

The applicant will be notified in writing of the reasons and any action they are required to take. On expiry of the deferment staff will carry out a follow-up visit to confirm the applicant's suitability for further offers of housing.

27. Deferment for refusals of offers of accommodation

If an applicant refuses an offer of accommodation from the waiting list, the transfer list, or the support list their housing application will be deferred for a period of 12 months. All refusal reasons count towards this deferment. Any exceptional circumstances which are presented at the time of refusal will be considered on a case-by-case basis.

28. Access to Personal Information and Files

Applicants have the right to view the information that Aberdeen City Council holds in relation to their housing application. Applicants wishing to view their housing application file are required to complete a Council Access to Information form and pay an administrative fee (currently £10). Please contact:

Information Management Liaison Officer
Housing and Environment, Aberdeen City Council, Business Hub 11, Second Floor,
Marischal College, Broad Street, Aberdeen AB10 1AB
Telephone: 01224 523737

29. Appeals Procedure

All applicants have the right to appeal a decision made in connection with their housing application. Appeals against the processing of an application or an offer of accommodation from the general lists should be addressed to the Housing Access Team within 14 days of the decision. The Housing Access Team will aim to respond within 14 days of receipt.

Appeals against a homelessness decision or a homelessness offer should go to the Homelessness Team.

30. Monitoring

Monitoring the impact of the policy is carried out by the Council via the Reporting Framework for Housing Services. Statutory, key and local performance indicators have been established covering the following measures:

- Average time from presentation as homeless to completion of homeless duty;
- Length of stay in temporary homeless accommodation;
- Average time to relet empty properties (referred to as voids);
- Net voids as a percentage (%) of stock;
- Of applications on Waiting, Transfer and Housing with Support lists.
- Time to process Housing Applications;
- (%) of offers of accommodation accepted;
- Opportunities.

Aberdeen City Council regularly reviews its policy to take account of changing legislation, changes in the supply of and demand for housing and any other factors that have an impact on the way housing need is determined or properties are allocated.

Appendix 1

Delegated Powers

Aberdeen City Council recognises that very occasionally an applicant may have exceptional housing circumstances which fall outwith the points scheme. In these rare situations applicants may be offered re-housing through powers given to Senior Officers within the Housing Service. Applicants in this section are awarded two offers of accommodation. The delegated powers are as outlined below:

1. The provision of temporary accommodation during of the matrimonial home.

To provide temporary flatted accommodation on a non secure basis to a person who is pursuing a court action for the transfer of the tenancy of the matrimonial home.

2. Transfer of an application to other family member.

Where an applicant has left the family home, to transfer the benefit of any priority relative to a current application for housing to a remaining member of the family.

3. Two related persons of the same sex, applying for Sheltered or Amenity housing wishing to share a bedroom.

To accept an application for transfer to Amenity, Sheltered or Very Sheltered housing from two related persons of the same sex who agree to share the same bedroom, and who give an undertaking that it is not their intention to make an application for separate or larger accommodation unless there is a change of circumstances approved by the Director of Housing and Environment.

4. Break in a joint tenancy.

Applications from partners living within the matrimonial home and wishing to be rehoused separately from other partners will be dealt with in accordance with the Waiting list of the Allocation Policy, having been pointed on the basis of the applicant occupying half the accommodation available, unless otherwise decided by the Director of Housing and Environment.

5. Better use of Amenity, Sheltered/Very Sheltered, or Disabled Adapted Accommodation.

Where a transfer request is received from an applicant occupying a sheltered house, or a house which has been designed or adapted for occupation by a person with special needs, and there is no longer a person with such needs occupying the dwelling house, to offer a transfer to the most appropriate suitable alternative accommodation of appropriate size, as determined by the Director of Housing and Environment.

6. Better use of ground floor accommodation.

Where a transfer request is received from an applicant occupying a ground floor flat which is found to be suitable for an applicant within the medical priority on the Urgent Housing List, to offer the ground floor tenant a transfer to the most appropriate suitable alternative accommodation of appropriate size, as determined by the Director of Housing and Environment.

7. The Care and Support Transfer Scheme.

This is where an applicant is in urgent need of care and support from family who live in an other part of the City, to move the applicant nearer to the supportive family and in certain circumstances, to move the supportive family nearer to the applicant.

Where the supportive family, are to be moved nearer the applicant, they will only be considered for the same size and similar type of accommodation to that which they currently occupy.

8. Transfer within the same sheltered housing development.

To transfer sheltered housing tenants within the same sheltered housing development, where the tenants' circumstances have changed since originally allocated sheltered housing, and where the current accommodation is now considered to be no longer suitable.

9. Moves within a tenement block.

Where a vacancy arises within a tenement block (with the exception of any ground floor flat which is required for letting on medical grounds), to grant a request for transfer to accommodation of the same size from a tenant whose spouse or partner has recently died and who is a current transfer applicant within that block, and who expresses an interest in the particular vacancy. In the event of more than one tenant expressing such an interest, we will offer the vacancy to the tenant with the longest period of residence within the particular block.

10. Moves within a multi-storey block.

Where a vacancy arises within a multi-storey block comprising two bedroom and one bedroom flats or flats of the same size, to grant a request for transfer from a tenant whose spouse or partner has recently died and who is a current transfer applicant within that block, and who expresses an interest in the particular vacancy, regardless of the size of accommodation. In the event of more than one tenant expressing such an interest, we will offer the vacancy to the tenant with the longest period of residence within the particular block.

11. Hard to let houses.

To define individual houses as hard to let and subsequently to allocate such houses outwith priority in the interests of good housing management.

12. Applications with rent arrears or outstanding debt due to the Council.

To accede, in appropriate circumstances, to requests for housing/rehousing from applicants who are in rent arrears or have any other outstanding debt due to the council, on the basis that a satisfactory arrangement has been made in relation to the outstanding debt. Thereafter, the application would be considered on normal turn of point's priority.

13. Termination of tenancy on admittance to hospital or residential care Establishment.

Where a tenant has been admitted to hospital or a residential care establishment on a long term basis, to accept the voluntary termination of the tenancy on the understanding that accommodation of the same size and type in the same letting area if readily available, otherwise in an area of similar letting demand, will be offered on discharge, provided the tenancy has been considered to have been conducted satisfactorily and that a satisfactory arrangement has been made, at the termination of the tenancy, to pay any outstanding debt.

14. Termination of tenancy by a tenant sentenced to a term of imprisonment exceeding 26 weeks.

Where a single tenant sentenced to a term of imprisonment which will lead to an absence from home for a period exceeding 26 weeks has terminated the tenancy (on the basis that the tenant shall be responsible for the removal, storage of any furniture and personal effects), to offer accommodation of a suitable size and similar type within the same letting area if readily available, otherwise in an area of similar letting demand, on release from prison, provided the tenancy has been conducted satisfactorily and that a satisfactory arrangement has been made, at the termination of the tenancy, to pay any outstanding debt.

The following delegated powers cover requests for transfer of tenancy:

15. In relation to requests for transfers of tenancies.

To accede in appropriate circumstances to requests by a member or members of a tenant's family, over 16 years of age, arising from the tenant's intention to leave the house (for example to marry), even if the accommodation is in excess of the applicant's requirements; and in the event of the declinature of such a request, to offer, in appropriate circumstances, suitable alternative flatted accommodation.

16. In relation to requests for transfers of tenancies.

To accede in appropriate circumstances to requests by sole tenants to transfer the tenancy to a partner.

The following delegated powers cover requests for succession to a tenancy:

17. In relation to a first or second succession to a tenancy from a qualified person.

To grant the succession and thereafter offer a transfer should the person so wish and if it is in the interests of the Council. This should be to flatted accommodation of appropriate size within the same area or areas of similar letting demand.

18. In relation to requests for succession to a tenancy from a non-qualified person.

Where the nonqualified person has been in the property for up to 10 years, consideration should be given to the size, type and letting demand of the property. Thereafter, if deemed appropriate, the applicant should be granted the succession or alternatively offered suitable alternative accommodation. This should be of flatted accommodation of appropriate size and may be in any area, as determined by the Director of Housing and Environment.

19. In relation to requests for succession to a tenancy from a qualified or non-qualified person.

Where they have been in the property for more than 10 years, the applicant should be granted the succession and thereafter offered a transfer should they so wish. This should be to flatted accommodation of appropriate size within the same area or areas of similar letting demand.

20. In relation to a request for a third succession to a tenancy from a qualified or non-qualified person.

Where the qualified or non-qualified person has been in the property for up to 10 years, consideration should be given to the size, type and letting demand of the property. Thereafter, if deemed appropriate, the applicant should be granted the succession or alternatively offered suitable alternative accommodation. This should be of flatted accommodation of appropriate size and may be in any area, as determined by the Director of Housing and Environment.

21. Acceptance of offer of accommodation where one partner dies or goes into a residential home or institution before the lease is signed.

Where an offer of accommodation has been accepted but one partner dies or goes into a residential home or institution, prior to the lease being signed, to permit the remaining partner to occupy the accommodation provided that the accommodation is of a size suitable to their needs.

22. Transfer a tenant who is unwilling to maintain the garden.

Where a tenant is unwilling to maintain their garden in a tidy condition and the tenant is willing to move of their own accord, to arrange to re-house the tenant in flatted accommodation without a garden.

23. Tenants occupying non-state aided accommodation which is below tolerable standard.

To re-house tenants involved in circumstances where no more than two tenants remain in occupation of a Council owned non-state aided block which is below tolerable standard.

The following delegated powers cover circumstances in which accommodation may be provided while essential repairs or improvements are being carried out to a property:

24. To transfer tenants, on a temporary basis to same size and similar type accommodation.

Within the same letting area, if readily available, otherwise in an area of similar letting demand, where transfer is considered by the Director of Housing and Environment to be necessary to enable essential repairs or improvements to be carried out.

25. To transfer tenants, on a permanent basis to same size and similar type accommodation.

Within the same letting area, if readily available, otherwise in an area of similar letting demand, where transfer is considered by the Director of Housing and Environment to be necessary to enable essential repairs or improvements to be carried out.

flatted accommodation.

Of a suitable size within the same letting area, if readily available, otherwise suitable alternative letting areas, for owner occupiers on the grounds of social or medical needs where improvement work is being carried out with the aid of an improvement grant but outwith a Housing Action Area/Housing Renewal Areas.

27. To arrange for the provision of temporary flatted accommodation.

Of a suitable size within the same letting area, if readily available, otherwise suitable alternative letting areas, to tenants of private sector accommodation which is the subject of a Repairs Notice under Section 108 of the Housing (Scotland) Act 1987 in cases where a landlord is unable to secure alternative accommodation.

The objective of the following delegated powers is to rehouse tenants to similar type accommodation within the same letting area, subject to availability of suitable accommodation and the safety of the individual tenant.

Where re-housing outwith the area is recommended, it will be to an area of similar letting demand.

Re-housing is normally to the same size of accommodation. Smaller accommodation may be considered only where the supply and/or demand warrants this or where exceptional circumstances apply.

28. To re-house a tenant to accommodation of a similar size (or smaller) than currently occupied and similar type in cases of violence, intimidation, fear of victimisation or other harassment by neighbours or any party where no other suitable remedy exists.

29. To re-house a tenant to accommodation of a similar size (or smaller) than currently occupied and similar type in cases of bereavement where death was due to violent or traumatic circumstances.

- 30. To re-house a tenant to accommodation of a similar size (or smaller) than currently occupied and similar type** in cases where a former partner or close relative of a former partner have moved into or are living in accommodation situated in close proximity to the tenant.
- 31. To re-house a tenant to accommodation of a similar size (or smaller) than currently occupied** and similar type in cases where the tenant is suffering harassment by a partner, ex-partner or relative of ex-partner, following a decision of the Court regarding the tenancy of the matrimonial home.
- 32. To re-house a tenant to accommodation of a similar size (or smaller) than currently occupied** and similar type in cases where the tenant is suffering harassment by a partner, ex-partner, or relative of ex-partner, where the Director of Housing and Environment is satisfied that an attempt to continue living in the current accommodation would likely be met with violence or threats of violence.
- 33. To re-house a tenant to accommodation of a similar size (or smaller) than currently occupied** and similar type in cases where the natural parent(s) of an adopted or fostered child move into accommodation situated in close proximity to the tenant.
- 34. To re-house a tenant to accommodation of a similar size (or smaller) than currently occupied** and similar type in cases where there have been repeated break-in incidents directed at the tenant, subject to corroboration by the Police.
- 35. To re-house a tenant to accommodation of a similar size (or smaller) than currently occupied** and similar type in cases where a tenancy has recently been created (normally within 12 months) is proving unsatisfactory and the tenant concerned is prepared to move.
- 36. Where there has been an irreconcilable dispute between two non compatible neighbours** to offer accommodation of similar size (or smaller) than currently occupied and similar type to either or both parties.
- 37. To re-house a tenant to accommodation of a similar size (or smaller)** and type in an area of similar letting demand in cases where the tenant or their family are considered, to the satisfaction of the Director of Housing and Environment, to be the victim of racial harassment or live in fear of such harassment.
- 38. To permit a tenant of Aberdeen City Council to be re-housed to accommodation of a similar or smaller size** and type and letting area where a Scottish Secure Tenancy proves to be unsatisfactory, and the tenant is prepared to be re-housed and to accept a Short Scottish Secure Tenancy, together with appropriate housing support.

39. In the case of an applicant included by Police Scotland in the witness protection programme to grant that applicant priority rehousing to the same size and type of accommodation as currently occupied, in an area of the City deemed to be appropriate (as advised by Police Scotland). The priority to be of a similar level to emergency homeless applicants where those applicants are placed at the top of the list. Where accommodation of the type and size requested is not available, then, due to the urgency of these types of cases, power to deal with the case as appropriate and submit a report to the first available Committee for information.

40. Grants in the first instance to the Director of Housing and Environment and subsequently the Head of Service for Housing and Community Safety delegated powers to provide tenants whose homes are required for the Haudagain Improvement Scheme an appropriate level of priority within the housing lists and flexibility in terms of areas of choice, house sizes and number of offers.

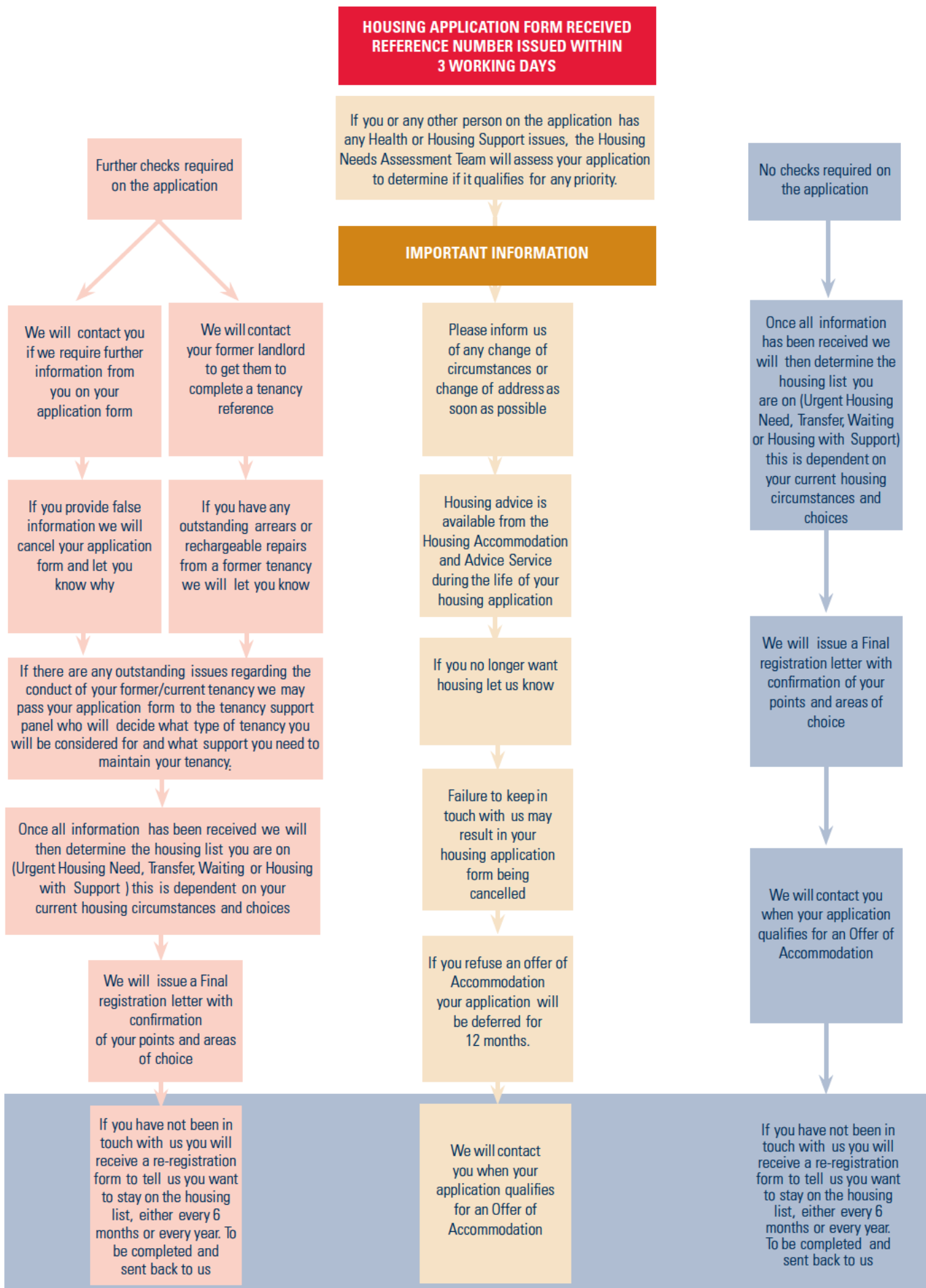
41. Powers be delegated to the Head of Housing and Communities to give priority, in exceptional circumstances, to a household who are Aberdeen City Council tenants living in family accommodation for which there is demand to downsize to appropriate amenity or sheltered housing where they have been assessed as needing such accommodation

42. To grant delegated powers to the Director of Housing and Environment to assess individual kinship carer applications on a case by case basis and grant increased priority where the need for alternative accommodation is of an urgent nature.

Appendix 2

The application process at a glance

Getting a Aberdeen City Council home - at a glance diagram



Appendix 3

Housing Office Contact Information

Marischal College Customer Service Centre

Marischal College
Ground Floor
Broad Street
Aberdeen
AB10 1AB

Kincorth Customer Access Point

Provost Watt Drive
Kincorth Aberdeen AB12 5NA
Telephone: 01224 872572
Email: CAPKincorth@aberdeencity.gov.uk

Mastrick Customer Access Point

Spey Road Aberdeen AB16 6SH
Telephone: 01224 788503

Woodside Fountain Centre

Marquis Road Aberdeen AB24 2QY
Telephone: 01224 524920
Email: woodsideCAP@aberdeencity.gov.uk

Homeless Service

Homeless Service
Housing and Environment
Marischal College Broad Street Aberdeen
AB10 1AB

Tillydrone Area Housing Office

Formartine Road
Aberdeen
AB24 2RW
Telephone: 01224 489500

Online applications

www.aberdeencity.gov.uk/onlinehousingapplication

Mutual Exchange

If you are interested in taking part in a mutual exchange please visit www.houseexchange.org.uk

Homeless Service

Homeless Service Housing and Environment
Marischal College
Broad Street Aberdeen AB10 1AB

Tillydrone Area Housing Office

Formartine Road
Aberdeen
AB24 2RW
Telephone: 01224 489500

Amendment	Date	Reason	Location	End
Haudagain (Demolition Re-Housing)	August 2014	H & E Committee	Link	
Smithfield Court (Key Workers)	March 2015	CH & I Committee	Link	
Low Demand Initiative (Sheltered)	March 2015	CH & I Committee	Link	
Minimum Criteria (Sheltered)	October 2015	CH & I Committee	Link	
Haudagain (Triangle site) Re Housing	August 2016	CH & I Committee	Link	
Delegated Power	March 2017	CH & I Committee	Link	

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formats and languages
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الأشرطة الصوتية المدمجة أو كنت تود ترجمتها الى لغة أخرى
فالرجاء الاتصال بنا على الهاتف أدناه.

আপনি যদি এই দলিলটি ব্রেইলে, বড় ছাপার অক্ষরে বা শোনার
জন্য সিডি, অথবা দলিলটি অন্য কোন ভাষায় অনূদিত চান
তবে অনুগ্রহ করে নীচের টেলিফোন নম্বরে ফোন করে আমাদের
সাথে যোগাযোগ করুন।

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www.aberdeencity.gov.uk

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Aberdeen City Council
Business Hub 3, Ground Floor South
Marischal College Broad Street
Aberdeen AB10 1AB



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CITY COUNCIL

DSA0890/09/03/2017