

**NEW ORFORD TOWN TRUST  
REGISTERED CHARITY 1053729**

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## **HOUSING ALLOCATION POLICY**

New Orford Town Trust (NOTT) is a registered Charity, whose area of benefit is the parishes of Orford and Gedgrave ('the Parishes').

NOTT recognises that private rental prices for property in Orford and Gedgrave are beyond the means of many people, and research carried out by NOTT shows that there is a need for affordable rented accommodation within the Parishes, to enable those with local connections to live close by.

NOTT owns and manages a number of properties within Orford which it lets out to suitable applicants. This policy sets out the criteria that NOTT will use to assess applications for tenancies of those properties.

### **Criteria for assessing applications for housing**

In compiling a list of nominees who need accommodation in Orford and Gedgrave, NOTT shall apply the following criteria:

**1. Criteria which must be met in all cases:**

**1.1 Housing need**

NOTT will consider the Applicants' financial situation regarding suitable accommodation on the private rental market within Orford and Gedgrave.

In order to assess this, NOTT will consider the applicant's general circumstances, and whether the applicant can afford other accommodation or find other accommodation at an affordable rent.

**1.2 Applicants must be able to pay the rent that NOTT will charge**

NOTT will require evidence of household income and expenditure, capital and liabilities, in order to satisfy themselves that if the applicant is granted a tenancy, he, she or they will be able to afford to pay the rent.

**1.3 Suitability of accommodation**

The property available to let must be suited to the applicants' and family's needs in terms of size, accessibility and facilities

Where all of the above criteria have been met, NOTT will go on to consider applicants meet the criteria set out below. If there is more than one applicant, they will assess the applications upon the basis of which applicant or applicants best meet the criteria .

**2. Local Connection**

Preference will be given to applicants who are able to establish and prove a strong local connection with the Parishes.

An applicant shall be taken to have a strong local connection if he or she satisfies one or more of the following:

- 2.1 He or she was ordinarily resident in the Parishes at the date of allocation
- 2.2 He or she was previously ordinarily resident in the Parishes prior to the date of allocation and has family who ordinarily reside there. (see note 1).
- 2.3 He or she has a demonstrable need to reside in the Parishes by reason of:
  - a) Current employment in the Parishes or the immediate vicinity
  - b) Taking up employment in the Parishes or the immediate vicinity
- 2.4 He or she has a demonstrable need to reside in the Parishes either to support or be supported by another member of his/her family who ordinarily resides in the Parishes at the date of allocation (see note 3)

### **3 Current Accommodation**

Account will be taken of:

- The suitability/unsuitability of the applicant's current accommodation
- State of repair of current accommodation

#### Notes

##### **1. Family**

A person shall be taken to be a member of another's family if he or she is the spouse, civil partner, mother, father, sister, brother, daughter, son, parent or grandparent of that other person or if he or she ordinarily resides with that other person without being legally married to or in a civil partnership with that person. Family also includes adopted and step relatives.

##### **2. Advertisement of properties**

Any properties available to let will be advertised at the earliest opportunity in the monthly newsletter Village Voice, as well as on the notice board at Orford Town Hall. In addition, the Clerk will write to anyone currently on NOTT's list of people interested in housing in Orford and Gedgrave. Any advertisement will clearly state that there is an allocations policy in place and that copies of it may be obtained from the Town Hall office. There will be a clear deadline by which applications must be received.

##### **3. Allocation process**

Applicants will need to complete an application form. Application forms will be available from the Trust Clerk at the Town Hall office.

Once the application deadline has passed, the New Orford Town Trust will assess applications and put together a shortlist. Candidates who are shortlisted will be asked to provide more financial information and an interview may be required. Applicants will be notified of the Trustee's decision as soon as is practicable, and the Trustee's decision is final.

Any successful applicant's circumstances will be reassessed on a regular basis to ensure that they still meet the criteria set out above.

NOTT is committed to providing equality of opportunity to all who apply for housing through the Trust. Allocations will be made on the basis of financial situation and no one will be discriminated against on grounds of gender, ethnic origin, religion, sexual orientation, disability or any other factor that is strictly prohibited by law.

***All personal information supplied will be treated in strict confidence and in accordance with the Trust's Privacy Policy.***

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