

**Local Lettings Plan**  
**Lettings Plan**  
**between**  
**LiveWest**  
**and**  
**East Devon Council & Exeter Council**  
**Gallops Court, Cranbrook**  
**October 2018**

**1. Purpose of the Local Lettings Plan**

This Local Lettings Plan has been prepared to assist in the initial lettings of 14 flats for rent at Gallops Court, Cranbrook.

The contents of this document will be used to prepare the advert for promoting the development under the Devon Homechoice scheme and will assist with the final selection of successful applicants.

It will ensure the properties are let to applicants who meet the relevant criteria, minimise future housing management issues and provide a safe and sustainable community.

LiveWest will own the building consisting of 14 one and two bedroom residential units situated on the first floor of the new development. The ground floor units are leased for commercial purposes and will include a convenience store and a fish and chip shop.

The properties will be managed from our Exeter office. They are all affordable rent for general needs housing. They are not suitable for letting to families with young children or bidders who would not be able to afford the rent as a result of changes in Welfare Reform. Due to the stepped access to the properties they will not be suitable for those with mobility problems; there is no lift at this development.

**2. Objectives of the Local Lettings Plan**

The objectives of this Plan are to:

- i) create a balanced sustainable community that reflects the community's present and future needs;
- ii) ensure the needs of the local and wider community are reflected within the property;
- iii) minimise future housing management issues
- iv) make best use of the housing stock.

Allocations will be made by band and band date by bidders who meet the terms of the LLP.

LiveWest will only consider those who have not been involved in incidents of anti-social behaviour, nuisance or drug misuse; within the last 5 years; and must therefore meet the “good behaviour” criteria as set out below.

### **Defining anti social behaviour, serious harassment, nuisance and drugs misuse**

For the purpose of the Local lettings Plan, the following definitions support the existing policies of the LiveWest and set out the type of applicant who will **not** be rehoused in Gallops Court flats.

#### **• Anti Social Behaviour**

Is where a householder has been **cautioned** for violent crimes against other people or properties or under any parts of the anti social behaviour legislation within the last 12 months.

Is where a householder has been **prosecuted** for violent crimes against other people or properties or under any parts of the anti social behaviour legislation within the last 5 years.

#### **• Harassment**

Is where a householder has been **cautioned** for crimes of harassment against others within the last 12 months.

Is where the householder has been **prosecuted** for crimes of harassment against others within the last 5 years.

#### **• Nuisance**

Is where a householder has caused persistent low level ASB or a nuisance that has resulted in **legal action** by the Association or another social housing landlord within the last 5 years. This includes actions against a tenancy through environmental health or planning legislation.

#### **• Drug misuse**

Is where a householder has been **cautioned** for the possession or supply of a controlled drug within the last 24 months.

Is where a householder has been **prosecuted** for the possession or supply of a controlled drug within the last 5 years.

These criteria will be checked at verification stage. Should an applicant be refused on the above they will have a right of appeal which must be submitted in writing within 7 days to the Lettings Team Leader at LiveWest, Kenwyn Street, Truro, TR1 3BA. The review of the decision will be completed within 14 days and the applicant advised of the decision in writing.

## **Overall Preference for Good Behaviour**

All applicants including homeless applicants will **have** to pass the test of not being cautioned or prosecuted or had any legal action taken against their tenancy for **anti social behaviour, serious harassment, nuisance and drug misuse**. The fact that the property is subject to a Local Lettings Plan will be identified in the advert and this will be verified as part of the allocation/verification process. An application will be refused or offer withdrawn if evidence comes to light that an applicant fails to meet the criteria within the Local Lettings Plan.

### **3. Breakdown of Property Types**

There are currently a total of 14 units.  
10 x 2 bedroom flats. 4 x 1 bed flats.

### **4. Local Connection and Qualifying Criteria**

There is no section 106 local connection criteria attached to these units. Properties will be allocated by band and band date.

### **5. Terms of Tenancy**

The terms of the tenancy will be as per LiveWest standard tenancy conditions. Applicants will normally be offered a starter tenancy for a period of one year. Following this if the tenancy has been conducted in a satisfactory manner, the tenancy will become a six year Assured short hold Tenancy.

### **6. Household Type**

One and two bedroom flats on the first floor.

### **7. Household size**

In the interests of creating a safe and sustainable community and to minimise future management issues it is proposed that initial lettings will be as follows:

4 x 1 bed properties max occupancy 2 persons, no children under 10 years.  
10 x 2 bed properties max occupancy 3 persons, no children under 10 years.

For the initial adverts, the two bed properties will be opened up to under occupation subject to a personal affordability check, but preference to full occupation.

### **8. Equality & Diversity**

This lettings plan is intended to work alongside the Equality and Diversity policies of Exeter CC, East Devon Council and LiveWest. It should ensure that the assessment and nomination process does not discriminate against households and enables applicants with diverse needs to access accommodation on this scheme. The aim is that the residents of Gallops Court as a whole will reflect the diversity of the community.

## **9. Future Lettings**

All future vacancies on this development will be let to the highest banded applicant who meets all criteria for the vacancy, in accordance with the Council's allocations policy and LiveWest's general lettings policy.

This Local Letting Plan will be reviewed and managed annually by LiveWest.