

## **LOCAL LETTINGS/ESTATE PLAN**

**Lettings Plan**  
**between**  
**Livewest Homes Ltd**  
**and**  
**Plymouth City Council**

**Foxfield Close, Norfolk Road, Norfolk Close and Federation Road, Plymouth**

**December 2018**

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

This Local Lettings Plan has been prepared to assist in the lettings of 271 Properties for rent at Foxfield Close, Norfolk Road, Norfolk Close and Federation Road consisting of houses, flats and maisonettes.

The estate is owned by Livewest Homes Ltd. The contents of this document will be used to prepare the advert for promoting the estate under the Devon Homechoice scheme and will assist with the final selection of successful applicants. The plan has been created to minimise future housing management issues and provide a safe and sustainable community.

### **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;
- iv) make best use of the housing stock – tackle issues of overcrowding and under occupation.

This Local Lettings Plan will give overall preference to, and only consider those applicants who have not been involved in incidents of anti-social behaviour, nuisance or drug misuse; within the last 2 years as outlined 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 Homes Ltd and sets out the type of applicant who will **not** be re-housed at Foxfield Close. Each household will be assessed under its own merit against the following criteria and in exceptional circumstances the landlord retains the right to allocate at its own discretion.

- **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 2 years.

Is where a householder has been **prosecuted or convicted** for violent crimes against other people or properties or under any parts of the anti social behaviour legislation within the last 2 years.

- **Harassment**

Is where a householder has been **cautioned** for crimes of harassment against others within the last 2 years.

Is where the householder has been **prosecuted or convicted** for crimes of harassment against others within the last 2 years.

- **Nuisance**

Is where a householder has caused a nuisance that has resulted in **legal action** by the Association or another social housing landlord within the last 2 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 2 years.

Is where a householder has been **prosecuted or convicted** for the possession or supply of a controlled drug within the last 2 years.

**(Please note that the above does not include spent convictions)**

### **Right to Appeal**

The above 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 a Lettings Team Leader of Livewest Ltd, 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.

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 allocation 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. Local Connection and Qualifying Criteria**

There is no local connection or qualifying criteria for this scheme and do not wish for any to be applied.

### **4. Terms of Tenancy**

The terms of the tenancy will be as per Livewest Homes Ltd standard tenancy conditions. Applicants will normally be offered a introductory 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 shorthold Tenancy.

### **5. Household Type**

Maisonettes  
Houses  
Flats

### **6. Equality & Diversity**

This lettings plan is intended to work alongside the Equality and Diversity policies of both Plymouth City Council and Livewest Homes Ltd. 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 Foxfield Close as a whole will reflect the diversity of the community.

### **7. Future Lettings**

The Local Estate Plan will commence in December 2018 and run until November 2018. A review will take place in October 2019 and annually thereafter. The plan will be reviewed in on the impact on empty properties, the Homechoice Register and on the sustainability of the community.

## **Appendix A**

Reasons for implementation of the plan:

- Noise disturbance
- Substance misuse
- Intimidation of residents and visitors
- Threatening behaviour
- Police attendance
- High crime
- Historic major anti-social behaviour

