

Local Lettings Plan

Lettings Plan
between
LiveWest
and
Exeter City Council

Blakelees Drive, Exeter

February 2019

1. Purpose of the Local Lettings Plan

This Local Lettings Plan has been prepared to assist in the initial lettings of 20 flats for rent at Blakelees Drive, Exeter.

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 minimise future housing management issues and provide a safe and sustainable community.

LiveWest Group will own the building consisting of 20 one and two bedroom residential units. The properties are managed from our Exeter office and they are a mix of social and affordable homes for general needs housing. Please be aware 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.

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 Ltd, Tolvaddon House, Tolvaddon Business Park, Tolvaddon, Camborne, TR14 0HZ. 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

2 x 1B2P GF flats
2 x 2B3P GF flats
2 x 1B2P FF flats
6 x 2B3P FF flats
2 x 1B2P SF flats
6 x 2B3P SF flats

4. 50% of allocation to working applicants

This Local Lettings Plan will give 50% preference to applicants who work within the 'community' (The administrative district of Exeter), for a continuous period of 6 months prior to advert.

This is to ensure the scheme is a balanced reflection of the local community.

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 over 3 floors.

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:

12 x 2 bed properties over the FF and SF; max occupancy 2 persons, no children under 10 years.

Should we be unable to fully occupy the 2 bed properties, we will consider advertising to under occupation subject to a personal affordability check.

8. Equality & Diversity

This lettings plan is intended to work alongside the Equality and Diversity policies of Exeter City 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 Blakelees Drive 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 the local connection 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.