Caerphilly County Borough Council

Appendices to Common Allocation Policy for Caerphilly County Borough

November 2015

Document Version 1.2

Mae'r ddogfen hon ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.
This document is available in Welsh, and in other languages and formats on request.

Document Version Control

Document Control Information			
Author:	M Jennings	**Status:**	Approved
Version:	1.1	**Date:**	29/11/2016
Approved by:	S Couzens	**Approved date:**	29/11/2016

Document Review			
Version	**Amendment**	**By**	**Date**
1.1	• Insertion of signatory's sheet at Appendix 1.	M Jennings	29/11/2016

Document Control Information			
Author:	M Jennings	**Status:**	Approved
Version:	1.2	**Date:**	06/02/2017
Approved by:	S Couzens	**Approved date:**	31/03/2017

Document Review			
Version	**Amendment**	**By**	**Date**
1.2	• Amendment of minor typographical error in Appendix 7; and • Minor amendment to paragraph 2.5.	M Jennings	31/03/2017

Table of Contents

Appendix 1: Signatories to the Common Allocation Policy 1
Appendix 2: Summary of the Banding Scheme 2
Appendix 3: Bypassing Criteria 12
Appendix 4: Social Size Criteria – Bedroom Count 15
Appendix 5: Household Size Criteria 17
Appendix 6: Minimum Age Related Criteria For Retirement Housing 21
Appendix 7: Categories of Disability 22
Appendix 8: Accessible Housing Classifications 23
Appendix 9: Best Match Shortlisting Criteria 24
Appendix 10: Contact Details 25

Appendix 1: Signatories to the Common Allocation Policy

Couzens, Shaun, Chief Housing Officer
Caerphilly County Borough Council

.....

Martin Hughes, Housing Manager
Aelwyd Housing Association

.....

Sarah Evans, Housing Manager
Cadwyn Housing Association

.....

Andrew Frame, Sustainable Communities Manager
Charter Housing (Pobl)

.....

Ailsa Yeoman-Evans, Housing Manager
Derwen (Pobl)

.....

Carol Price, Housing Manager
Linc Cymru Housing Association

.....

Elaine Elkington, Director of Housing & Communities
United Welsh Housing Association

.....

Chris Walton, Housing Manager
Wales & West Housing Association

.....

Appendix 2: Summary of the Banding Scheme

Band 1: Urgent need to move due to reasonable preference PLUS additional preference	**Examples of Qualifying Circumstances / Summary of Criteria**
Medical & Welfare Grounds: hospital discharge. Reasonable Preference category s167(2)(iv)	Additional preference may be awarded to those people who have: (i) somewhere to live on leaving hospital but it is unsuitable for their needs and cannot be made suitable through adaptations due to cost, structural difficulties or the property cannot be adapted within a reasonable amount of time. (ii) nowhere at all to live when they leave hospital may qualify for Band 1 if the need to move is urgent, as assessed by the Council, and all other reasonable housing options have been explored. For points (i) and (ii) above, the occupational therapist (Housing) and/or Gofal will carry out an assessment of the need to move and, where applicable, make a recommendation on the type and size of accommodation required.
Medical & Welfare Grounds: emergency medical or disability. Reasonable Preference category s167(2)(iv)	Additional preference will be awarded where, upon assessment, the Council is satisfied that either the applicant or member of their prospective household: (i) is currently receiving palliative care and urgently requires rehousing to facilitate the on-going provision of this care; (ii) has a life limiting condition and their current accommodation is affecting their ability to retain independence or enable adequate care; (iii) health is so severely affected by the accommodation that it is likely to become life threatening, e.g. applicant has severe mental health problems that are significantly exacerbated by their accommodation; (iv) is disabled and, as a direct result of the limitations posed by the current property, are unable to carry out day-to-day activities or have difficulty in accessing facilities inside or outside their home. The award of additional preference will not be

	made where it has been assessed by the Council that rehousing would not facilitate a reduction in the limitations identified; or (v) overcrowding in their current property leaves them at risk of infection, e.g. is suffering from late-stage or advanced HIV infection. For points (i)-(v) above, the Council will undertake an assessment of an applicant's or a member of their prospective household's need to move and the type of accommodation required. Such assessments will take into consideration all supporting information and will be carried out in accordance with paragraphs 7.6-7.13.
Medical & Welfare Grounds: release of adapted property. Reasonable Preference category s167(2)(iv)	Additional preference may be awarded where: (i) a social housing tenant living in the county borough no longer requires the adaptations in their current home and by moving will free up an adapted property which is capable of meeting the needs of a disabled person waiting for accommodation or, without significant expense, could be adapted to meet the needs of a disabled person. This award may still be valid if the applicant requires adaptations, provided that the adaptations required are substantially different from those in their current home, as assessed by the Council.
Medical & Welfare Grounds: domestic abuse, violence or harassment. Reasonable Preference category s167(2)(iv)	Additional preference will be awarded by the Council, where upon consultation with the relevant agencies, it is satisfied that the applicant or member of their prospective household is: (i) a high-risk victim of domestic abuse, who is subject to a MARAC (Multi Agency Risk Assessment Conference), as part of an agreed safety plan for high-risk victims; or (ii) suffering extreme violence, harassment or discrimination, whether a hate crime or otherwise, and that it is not safe for them to remain in their present home/locality. Prior to the award being made, the Council will liaise with the relevant agencies to ensure that the threat of domestic abuse, violence or harassment would be

	significantly reduced via rehousing.
Armed Forces: former members, serious injury or loss of military accommodation	An award of additional preference will be made to the following categories of people who: (i) left the British Armed Forces or British Reserve Forces within the last 5 years. In extenuating circumstance the Council may consider extending the 5 year period. In such instances a report would be presented to the Housing Assessment Panel for consideration; (ii) are serving members of the British Armed Forces or British Reserve Forces who need to move because of a serious injury, medical condition or disability sustained as a result of service; or (iii) are bereaved spouses and civil partners of members of the British Armed Forces leaving services family accommodation following the death of their spouse or partner.
Insanitary Housing Conditions: unsatisfactory housing conditions in the private sector Reasonable Preference category s167(2)(iii)	Additional preference will be awarded to applicants: (i) that currently occupy a property where there is a statutory requirement to vacate due to a Demolition Order, Prohibition Order or clearance area (either by agreement or via compulsory purchase). (ii) whose living conditions pose an immediate threat to life or serious injury, as determined by an environmental health officer of the Council, and where there is no prospect of the issues being remedied in a period of time that the Council considers reasonable. However, if the issues are remedied before the applicant is re-housed, and the environmental health officer determines that no threats remain, the award will be rescinded.
Medical & Welfare Grounds: serious threat to a child. Reasonable Preference category s167(2)(iv)	Additional preference will be awarded to an applicant where: (i) it has been established by the Council that a serious threat to the well-being of a child exists and that their accommodation is a contributory factor to the risk. These are cases where the Council can confirm that there is an urgent need to move to mitigate the risk to the child.

	The award will only be made upon production of a satisfactory report from child's social worker supporting the requirement to move. The report will need to be countersigned by relevant the Social Services service manager.
Statutory Homeless Grounds: Homeless with a duty to secure or owed a duty as a result of violence.	Additional preference will be awarded to an applicant who is deemed by the Council to be: (i) in priority need and are owed a s.75 duty under the Housing (Wales) Act 2014. (ii) owed a homelessness duty as a result of violence or threats of violence likely to be carried out and who as a result require urgent rehousing, including: • victims of domestic or other abuse; • victims of hate incidents; and • witnesses of crime, or victims of crime, who would be at risk of intimidation amounting to violence or threats of violence if they remained in their current homes. Applicants awarded additional preference under the criteria set out in paragraph 3.13 will be given one suitable offer of accommodation, as defined by s.59 of the Housing (Wales) Act 2014. If the offer is refused the homelessness duty will be ended and the reasonable preference award will be removed (s.84 of the Housing (Wales) Act 2014).
Medical or Welfare Grounds: move on from supported accommodation. Reasonable Preference category s167(2)(iv)	Additional preference will be awarded to an applicant who is determined by the Council to be ready for independent living: (i) on the recommendation of a support worker, is ready to move on from supported living in the county borough to independent housing and due to the nature and extent of their vulnerability, accommodation in the private rented sector would, through its short-term nature, have a detrimental effect on their well-being. Before the award is made, ongoing support needs will need to have been assessed and, where appropriate, a support plan put in place to increase the chances of the tenancy succeeding. If an application for housing is made before it has been determined by the Council that the individual is

	ready for independent living, taking into account information from the applicant's support worker and other agencies, the application will be placed in Band 1 and immediately suspended. The applicant will be able to request a review of the suspension via the criteria set out in paragraphs 7.41-7.44.
Exceptional Circumstances – Management Discretion	An award of additional preference will be made where: (i) due to highly exceptional and significant circumstances, an applicant needs to move urgently and the only way to expedite a move is through the use of management discretion (paragraphs. 4.7-4.11). In such circumstances, the Council will prepare a report for consideration by the Housing Assessment Panel. Should the Panel be satisfied that highly exceptional and significant circumstances exist and the need to move is urgent and could not be facilitated through normal means, then the applicant will be awarded reasonable preference with additional preference and placed at the top of Band 1, irrespective of waiting time.
Extreme Financial Hardship – Welfare Reform	An award of additional preference will be made where the applicant is: (i) under-occupying a social rented property and is suffering extreme financial hardship, as a direct result of welfare reform, and is prepared to downsize to a more suitable property with fewer bedrooms. The responsibility for undertaking a financial assessment lies with the relevant landlord, who will liaise directly with the Council. The decision to award additional preference lies solely with the Council and will be considered on a case-by-case basis. The award will only be made where the applicant is prepared to move to a more suitable property with fewer bedrooms, which thereby contributes to the alleviation of the financial hardship.

Band 2: Need to Move – Reasonable Preference	**Examples of Qualifying Circumstances / Summary of Criteria**
Homeless or Threatened With Homelessness	Reasonable preference will be awarded to an applicant who is deemed by the Council to be:

	(i) homeless within the meaning of Part 7 of the Housing Act 1996 or Part 2 of the Housing (Wales) Act 2014; (ii) owed a duty by a local authority under sections 66 and 73 of the Housing (Wales) Act 2014 or (iii) owed a duty by a local authority under section 190(2), 193 (2) or 195(2) of Part VII of the Housing Act 1996 or who are occupying accommodation secured by any local authority under section 192(3). Applicants awarded reasonable preference under the criteria set out in paragraph 3.23 will be given one suitable offer of accommodation, as defined by s.59 of the Housing (Wales) Act 2014. If the offer is refused the homelessness duty will be ended and the reasonable preference award will be removed (s.84 of the Housing (Wales) Act 2014).
Insanitary Housing Conditions: unsatisfactory housing conditions in the private sector where there is one or more Category 1 hazards (excluding overcrowding). Reasonable Preference category s167(2)(iii)	Reasonable preference is awarded to an applicant: (i) where an environmental health officer from the Council has determined that a private sector property (owner-occupied or tenanted) contains one or more serious Category 1 hazards, as defined by the Housing Health & Safety Rating System. The awarded is made in respect of a significant risk to the health and well-being of the occupant(s), and where there is no prospect of the issues being remedied in a period of time that the Council considers reasonable for that situation; or (ii) who lives in a House in Multiple Occupation, where a Suspended Prohibition Order is operative due to the lack of facilities and amenities for the number of occupants. With regards to points (i)-(ii) above, if the Council is subsequently satisfied that all serious Category 1 hazards have been remedied the reasonable preference award will be rescinded.
Under-Occupancy Grounds: under-occupying a social rented property	Reasonable preference will be awarded to an applicant: (i) where they are under-occupying a social rented

Reasonable Preference category s167(2)(iii)	property in the county borough, are suffering financial hardship, as a direct result of welfare reform, and are prepared to downsize to a more suitable property with fewer bedrooms. In cases of extreme financial hardship, following assessment, an applicant may be awarded additional preference (band 1). The responsibility for undertaking a financial assessment lies with the relevant landlord, who will liaise directly with the Council. The decision to award additional preference lies solely with the Council and will be considered on a case-by-case basis. (ii) who is regarded by the Council as an older person who is living in a social rented property in the county borough and wishes to downsize from 2, 3, 4 or 5 bed family accommodation to retirement housing, where there is an identified need for the accommodation they will be vacating. By older person we mean 60 years plus for those applicants requesting Caerphilly Homes or Wales & West housing association accommodation only, and 55 years plus for those people requesting accommodation with the other landlords, unless age dispensation is applied (see paragraphs 5.25-5.27). Applicants requesting rehousing with both types of landlord will need to meet the specific age criteria with the relevant landlord to be eligible for the award.
Acute Overcrowding: as defined by the bedroom standard. Reasonable Preference category s167(2)(iii)	Reasonable preference will be awarded to an applicant who: (i) the Council is satisfied is overcrowding their current accommodation by 2 or more bedrooms. For the purpose of this policy, overcrowding is defined by Department for Work & Pensions 'bedroom standard' (see Appendix 3). The assessment of overcrowding will be undertaken by the Council. Reasonable preference will not be awarded to facilitate a move on a like for like basis. Applicants who are determined by the Council to have either caused or exacerbated overcrowding by allowing family member(s) or other(s) to move into their property, after taking into consideration any cultural requirements, will not be awarded reasonable

	preference under this category – see paragraphs 6.34-6.37.
Medical Grounds: where housing conditions exacerbates a serious medical condition or disability. Reasonable Preference category s167(2)(iv)	Reasonable preference will be awarded for an applicant or member of their prospective household requiring accessible or adapted housing where upon assessment by the Council is it identified that: (i) the current accommodation directly exacerbates a recognised medical condition, is the direct cause of a medical condition or impacts on the ease of use of the facilities within their home for a disabled person. The award of reasonable preference will only be made where it has been assessed by the Council that rehousing would facilitate an improvement in wellbeing, taking into consideration all relevant supporting information.
Medical & Welfare Grounds: child protection. Reasonable Preference category s167(2)(iv)	Reasonable preference will be awarded where: (i) there are children that are part of the application, who need to move and their accommodation has been assessed by the Council as being a contributory factor to the risk to the child. The award will only be made where: (i) there is a child protection plan in place; and (ii) a report from the child's social worker supports the need to move, with rehousing being an important factor to the ongoing welfare of the child. The report will need to be countersigned by the relevant Social Services team manager.
Medical & Welfare Grounds: domestic abuse, violence or harassment. Reasonable Preference category s167(2)(iv)	Reasonable preference will be awarded to an applicant who: (i) needs to move due to domestic abuse, violence or harassment, where it has been assessed by the relevant agencies they are not in any immediate danger. An assessment of an applicant's need to move will be made by the Council, who will liaise with the relevant organisations.
Medical & Welfare Grounds: hardship grounds.	Reasonable preference will be awarded where an applicant:

Reasonable Preference category s167(2)(iv)	(i) needs to move to a particular locality within the county borough, where failure to meet that need would cause hardship (to themselves or to others). The Council will only award priority on hardship grounds in exceptional circumstances. It will be for the applicant to reasonably demonstrate to the Council's satisfaction that hardship would occur if they were not to be awarded priority. For the purpose of this award, hardship relates to the need to move: (i) to take up or continue an employment opportunity not available elsewhere in the borough. Applicants will only be considered for this award where they do not live within a reasonable commuting distance of their place of current or prospective employment, taking into consideration their ability to use and the availability of public/private transport. The applicant will be required to provide the Council with confirmation of employment details from their employer; (ii) to be near relatives to give or receive support. The level and nature of the support will need to be substantial and ongoing, and must be related to a disability, severe mental health or medical condition or welfare issue. Additionally, it will need to be proven why the support cannot be provided using either public or private transport; or (iii) to gain access to healthcare and/or social services care. An award will be made where the applicant is able to demonstrate that they need to move to access healthcare and/or social services care, and cannot be reasonably be expected to use or there is no access to public or private transport, including provision put in place by the healthcare facility or social services.
Medical or Welfare Grounds: move on from a residential care setting. Reasonable Preference category s167(2)(iv)	Reasonable preference will be awarded to an applicant: (i) needing to move on from a residential care setting in the county borough and is regarded by social services as being vulnerable with a high level of housing need. To be eligible for this award they must be a former "Relevant Child", as defined by the Children (Leaving Care) Act 2000, and be a young person at risk.

	If an application for housing is made before it has been determined by the Council that the individual is ready for independent living, taking into account information from the applicant's support worker and/or other agencies, the application will be placed in Band 3, unless they satisfy any of the other additional or reasonable preference criteria. When it has been determined that the individual is ready to move on, an awarded of Band 2 will be made by the Council.

Band 3: Wants to Move – No Reasonable or Additional Preference, or Reasonable or Additional Preference & No Local Connection	**Examples of Qualifying Circumstances / Summary of Criteria**
All other categories of applicant not covered in Bands 1 or 2.	All other categories of applicant not covered in Bands 1 or 2 will be placed in Band 3, this will include: (i) applicants who do not qualify for Reasonable Preference or Additional Preference but who would like to move to alternative accommodation, irrespective of whether or not they have a local connection; (ii) applicants who qualify for Reasonable Preference or Additional Preference but are regarded by the Council as not having a local connection (see paragraphs 2.35-2.36); and (iii) all other applicants as specified by this policy.

Appendix 3: Bypassing Criteria

2.1 This appendix to the common allocation policy sets out the circumstances where any of the landlords party to this policy may bypass an applicant who is next in line to be made an offer of accommodation.

2.2 All landlords agree that:

(i) blanket bans should not be used; and

(ii) bypassing an applicant who would be next in line for an offer of accommodation will only be taken according to the criteria agreed and set out in this policy.

2.3 Although landlords may wish to retain:

(i) exception rules that do not form part of the common allocation policy, e.g. rules relating to the size of accommodation to be offered; and

(ii) exemption rules in relation to domestic household pets.

2.3 All parties have agreed, as far as possible, to abide by a common set of rules and to keep exceptions to a minimum but all recognise the need for each organisation to manage their dwellings appropriately.

2.4 To support the efficient operation of this policy, the Housing Assessment Panel will meet monthly, or more frequently if parties agree, to review cases due an offer of housing, where their circumstances may lead to the applicant being bypassed or where there are exceptional circumstances that do not fit the examples listed in paragraph 2.5 but may still lead to the possibility of an applicant being bypassed. The Panel is therefore able to anticipate problem cases and agree an action plan under which an offer may or may not proceed.

2.5 The following is a list of examples that landlords may use of bypass an applicant due an offer of accommodation. They include but are not limited to:

(i) Incomplete information;
(ii) Not eligible for property type
(iii) No response to offer within predefined timescales;
(iv) A sensitive letting;
(v) A restriction placed on rehousing; and
(vi) Non adherence to a debt repayment plan.

2.6 Other instances where a landlord may need to bypass an applicant due an offer of accommodation include where:

(i) the applicant may be vulnerable and considered not yet ready to sustain a tenancy; or

(ii) it is considered there may be a risk to the applicant or others and a sensitive let may need to be planned.

2.7 It is not possible to describe every situation where an applicant may be bypassed. Individual cases that fall outside the criteria will need to be discussed by the Housing Assessment Panel. However, it is important that vulnerable applicants do not end up being bypassed because of a lack of pre offer planning resulting in an offer not being made because of a lack of information or of an appropriate support package.

2.8 Where there are applicants who are extremely vulnerable or considered to pose a risk to themselves or others the case should be submitted to the Housing Assessment Panel meeting to decide whether they are ready to sustain a tenancy and what support package is required so that an offer of accommodation can be made.

2.9 The type of information to be considered by the Housing Assessment Panel may include:

(i) details of any long-term illness, health problem, or disability that requires specific or specialist housing, care or support;

(ii) details of other care and support needs, for example because of vulnerability due to learning difficulties;

(iii) details of proposed, existing and previous packages of care provision provided by statutory or other bodies where known;

(iv) relevant and reasonable information with regard to previous history of anti-social behaviour that might impact on the safety of the community; or

(v) type of accommodation moving from and any additional available accommodation history.

2.10 The reasons that applicants are bypassed will be recorded on the common housing register IT system and monitored to ensure compliance with the by-passing criteria.

2.11 Unless paragraph 2.12 applies, the landlord will be required to inform an applicant by telephone, email or letter of the reasons why they have been by-passed. This is to allow the applicant to address the reasons why they have been by-passed and to prevent this from happening again in the future, e.g. non-compliance with a debt repayment plan.

The landlord will refer the applicant to the common housing register team to receive advice and assistance on preventing them from being by-passed.

2.12 The landlord will not be required to inform the applicant when the by-pass is undertaken because the applicant does not meet the required property related criteria, i.e. for sensitive lets, non pet access etc.

2.13 Any dispute arising from the refusal by a landlord to make an offer of accommodation to an applicant where any partner believes this is contrary to the agreed policy shall be resolved in accordance with the following procedure:

(i) Within 2 days of a concern being raised, the Council's nominated officer shall meet with a nominated officer from the landlord where the claim is that an offer has not been made for a reason not covered in the policy and all parties shall use all reasonable endeavours to settle the dispute amicably, in good faith.

(ii) If the dispute cannot be resolved through (i) above it will be referred to the Council's senior officer with overall responsibility for the common housing register and, depending on the organisations involved, the Council's Chief Housing Officer or Chief Executive of the housing association, who shall use best endeavours to discuss the matter within 2 days of the dispute being referred to them and shall use all reasonable endeavours to settle the dispute amicably and in good faith.

Appendix 4: Social Size Criteria – Bedroom Count

The rules allow 1 bedroom for:

- every adult couple (married or unmarried);
- any other adult aged 16 or over;
- any 2 children of the same sex aged under 16;
- any 2 children aged under 10;
- any other child (other than a foster child or child whose main home is elsewhere);
- children who can't share because of a disability or medical condition; and
- a carer (or team of carers) providing overnight care.

One spare bedroom is allowed for:

- an approved foster carer who is between placements, but only for up to 52 weeks from the end of the last placement; and
- a newly approved foster carer for up to 52 weeks from the date of approval if no child is placed with them during that time.

Category	Social Size Criteria Bedroom Size
Adult aged 16 or over	1 bed
Adult aged 16 or over plus 1 child	2 bed
Adult aged 16 or over plus 2 children aged under 10	2 bed
Adult aged 16 or over plus 2 children of the same sex aged under 16	2 bed
Adult aged 16 or over plus 3 children	3 bed
Adult aged 16 or over plus 4 children (4 children aged under 10)	3 bed
Adult aged 16 or over plus 4 children (2 children of the same sex aged under 16 plus 2 other children of the same sex aged under 16)	3 bed
Adult aged 16 or over plus 4 children (2 children aged under 10 plus 2 children of the same sex aged under 16)	3 bed
Adult aged 16 or over plus 4 children (with a configuration other than listed above)	4 bed
Adult couple (married or unmarried)	1 bed
Adult couple plus 1 child (married or unmarried)	2 bed
Adult couple (married or unmarried) plus 2 children aged under 10	2 bed
Adult couple (married or unmarried) plus 2 children of the same sex aged under 16	2 bed
Adult couple (married or unmarried) plus 3 children	3 bed
Adult couple (married or unmarried) plus 4 children (4 children aged under 10)	3 bed
Adult couple (married or unmarried) plus 4 children (2	3 bed

children of the same sex aged under 16 plus 2 other children of the same sex aged under 16)	
Adult couple (married or unmarried) plus 4 children (2 children aged under 10 plus 2 children of the same sex aged under 16)	3 bed
Adult couple (married or unmarried) plus 4 children (with a configuration other than listed above)	4 bed

Appendix 5: Household Size Criteria

Category	Aelwyd	Cadwyn	Caerphilly CBC	Charter	Derwen Cymru	Linc Cymru	United Welsh	Wales & West
Adult aged 16 or over	1 bedroom flat/bedsit, 2 bedroom flat – 55+ years only	1 bedroom flat	1 bedroom flat/bedsit, 2 bedroom flat	1 bed flat/bedsit		1 bed flat/bedsit	1 bed flat/bedsit	1 bedroom flat/studio
Adult aged 16 or over plus 1 child	N/a	2 bedroom flat	2/3 bedroom house/flat/ maisonette	2 bedroom flat or house		2 bedroom flat/house	2 bedroom flat/house	2 bedroom
Adult aged 16 or over plus 2 children aged under 10	N/a	2 bedroom flat	2/3/4 bedroom house/flat/ maisonette	2/3 bedroom house		2 bedroom flat/house	2 bedroom flat/house or 3 Bed house	2 bedroom
Adult aged 16 or over plus 2 children of the same sex aged under 16	N/a	2 bedroom flat	2/3/4 bedroom house/flat/ maisonette dependent on local lettings	2/3 bedroom flat or house		2 bedroom flat/house	2 bedroom flat/house or 3 bedroom house	2 bedroom
Adult aged 16 or over plus 3 children	N/a	N/a	3/4 bedroom house/flat/ maisonette	3/4 bedroom house		3/4 bedroom house	3/4 bedroom house	3 bedroom
Adult aged 16 or over	N/a	N/a	3/4	3/4		3/4	3/4/5	3 bedroom

plus 4 children (4 children aged under 10)			bedroom house/flat	bedroom house		bedroom house	bedroom house	
Adult aged 16 or over plus 4 children (2 children of the same sex aged under 16 plus 2 other children of the same sex aged under 16)	N/a	N/a	3/4 bedroom house/flat	3/4 bedroom house		3/4 bedroom house	3/4/5 bedroom house	3 bedroom
Adult aged 16 or over plus 4 children (2 children aged under 10 plus 2 children of the same sex aged under 16)	N/a	N/a	3/4 bedroom house/flat/ maisonette	3/4 bedroom house		3/4 bedroom house	3/4/5 bedroom house	3 bedroom
Adult aged 16 or over plus 4 children (with a configuration other than listed above)	N/a	N/a	3/4 bedroom house/flat/ maisonette	4 bedroom house		4 bedroom house	3/4/5 bedroom house	4 bedroom
Adult couple (married or unmarried)	N/a	1 bedroom flat	1/2 bedroom flat/house/ maisonette	1/2 bedroom flat		1 bedroom flat/house	1 bed flat (2 bed house or flat if downsizing from a 3/4/5 bedroom house)	1 bedroom
Adult couple plus 1 child (married or unmarried)	N/a	2 bedroom flat	2/3 bedroom	2 bedroom flat or		2 bedroom flat or	2 bed flat or house	2 bedroom

			house/flat/ maisonette	house		house		
Adult couple (married or unmarried) plus 2 children aged under 10	N/a	2 bedroom flat	2/3 bedroom house/flat/ maisonette	2/3 bedroom house		2 bedroom house	2/3 bedroom flat/house	2 bedroom
Adult couple (married or unmarried) plus 2 children of the same sex aged under 16	N/a	2 bedroom flat	2, 3, 4 bedroom house/flat/ maisonette	2/3 bedroom house		2 bedroom house	2/3 bedroom flat/house	2 bedroom
Adult couple (married or unmarried) plus 3 children	N/a	N/a	3/4 bedroom house/flat	3/4 bedroom house		3 bedroom house	3/4 bedroom house	3 bedroom
Adult couple (married or unmarried) plus 4 children (4 children aged under 10)	N/a	N/a	3/4 bedroom house/flat	3/4 bedroom house		3/4 bedroom house	3/4/5 bedroom house	3 bedroom
Adult couple (married or unmarried) plus 4 children (2 children of the same sex aged under 16 plus 2 other children of the same sex aged under 16)	N/a	N/a	3/4 bedroom house/flat	3/4 bedroom house		3/4 bedroom house	3/4/5 bedroom house	3 bedroom
Adult couple (married or unmarried) plus 4 children (2 children aged under 10 plus 2 children of the same sex aged	N/a	N/a	3/4 bedroom house/flat	3/4 bedroom house		3/4 bedroom house	3/4/5 bedroom house	3 bedroom

under 16)								
Adult couple (married or unmarried) plus 4 children (with a configuration other than listed above)	N/a	N/a	4 bedroom house	4 bedroom house		4 bedroom house	4/ 5 bedroom house	4 bedroom

Appendix 6: Minimum Age Related Criteria For Retirement Housing

	Older People's Housing	Sheltered Housing
Aelwyd	55+	N/a
Cadwyn	N/a	N/a
Caerphilly CBC	60+	60+
Charter	N/a	N/a
Derwen Cymru	55+ (50+ with disability)	N/a
Linc Cymru	55+	55+
United Welsh	55+	55+
Wales & West	60+ (55+ with medical)	60+ (55+ with medical)

Appendix 7: Categories of Disability

The Council uses the criteria below to match disabled people to suitable housing which closely suits their needs:

Person Classification	Criteria
A1	Independent wheelchair user. Will require ground floor accommodation or vertical lift access to alternative floors. Access to property must be level or ramped to a maximum of 1:12. The accommodation will need to be entirely wheelchair accessible i.e. door widths to a minimum of 780mm.
A2	Dependant wheelchair user. Will require ground floor accommodation or vertical lift access to alternate floors. Access to the property must be level or ramped to a maximum of 1:12. Internally full access to the property may not be necessary but essential rooms will need to have minimum door widths of 780mm.
B1	Semi ambulant person who is unable to negotiate steps or stairs, or who is dependent on a wheelchair out of doors. The property will need to be ground floor or have either stair lift or vertical lift access to alternate floors. Access to the property will need to be level or ramped to a minimum of 1:12.
B 2	Semi ambulant person who is able to negotiate a limited number of steps. The property may be ground floor or have either stair lift or vertical lift access to alternate floors. Access to the property does not need to be level but should have a limited number of steps with handrail provision.
C	An ambulant person who is able to negotiate steps and stairs on a limited basis.

Appendix 8: Accessible Housing Classifications

The Council uses the criteria below to identify accessible housing and match disabled applicants with suitable accommodation based on their specific requirements:

Property Classification	Criteria
A1	A highly adapted or purpose built property, providing wheel chair access throughout. Access to alternative levels will need to be achieved by a stair lift or vertical lift and access to the property would need to be level or ramped to a maximum of 1:12 gradient. All doorways to be a minimum of 780mm clear opening.
A2	A property allowing wheelchair access to main facilities, i.e. bathing, living and sleeping facilities. Access to alternative floors will need to be achieved by a stair lift or vertical lift Access to the property will need to be level or ramped to a maximum gradient of 1:12.
B1	A ground floor property, first floor property with lift access or a two-storied property allowing either a stair lift or vertical lift access to the first floor. Access to the property should be level or ramped to a maximum gradient of 1:12.
B2	A ground floor property, first floor property with lift access or a two-storied property allowing stair lift access to the first floor. Access to the property should have a maximum of three steps.
C1	A first floor property so facilities are on one level. Lift access to first floor not essential. Access to the property should have a maximum of six steps.
C2	A two storied property with WC facilities on both levels. Lift access to first floor not essential. Access to the property should have a maximum of six steps.
C3	Ground floor property with maximum 6 steps.
D	A property not suitable for adaptation.

Appendix 9: Best Match Shortlisting Criteria

If an A1 property becomes void then the process will be:

Stage	Action
1.	Shortlist category A1 applicants in band 1. If no suitable applicants found then go to next stage.
2.	Shortlist A1 applicants in band 2. If no suitable applicants found then go to next stage.
3.	Shortlist A2 applicants in band 1. If no suitable applicants found then go to next stage.
4.	Shortlist A2 applicants in band 2. If no suitable applicants found then go to next stage.
5.	Consider A1 applicants in band 3. If no suitable applicants found then go to next stage.
6.	Consider A2 applicants in band 3. If no suitable applicants found then allocate from main list.

If an A2 property becomes void then the process will be:

Stage	Action
1.	Shortlist A2 applicants in band 1. If no suitable applicants found then go to next stage.
2.	Shortlist A2 applicants in band 2. If no suitable applicants found then go to next stage.
3.	Consider A2 applicants in band 3. If no suitable applicants found then allocate from main list.

If a B1 property becomes void then the process will be:

Stage	Action
1.	Shortlist category B1 applicants in band 1. If no suitable applicants found then go to next stage.
2.	Shortlist B1 applicants in band 2. If no suitable applicants found then go to next stage.
3.	Consider B1 applicants in band 3. If no suitable applicants found then allocate from main list.

If a property becomes void with usable adaptations (major) in situ, the process would be:

Stage	Action
1.	Shortlist category B1 applicants in band 1. If no suitable applicants found then go to next stage.
2.	Shortlist B1 applicants in band 2. If no suitable applicants found then go to next stage.
3.	Consider B1 applicants in band 3. If no suitable applicants found then allocate from main list.

Appendix 10: Contact Details

Copies of this policy will be made available to the public to view at the following locations:

Organisation	Contact Details			
	Address	Telephone	Email	Web Site
Aelwyd Housing Association	56-58 Richmond Road Cardiff CF24 3ET	02920 481203	enquiries@aelwyd.co.uk	www.aelwyd.co.uk
Cadwyn	197 Newport Road Cardiff CF24 1AJ	029 2049 8898	info@cadwyn.co.uk	www.cadwyn.co.uk
Caerphilly CBC	Penallta House Tredomen Park Ystrad Mynach Hengoed CF82 7PG	01443 815588	housing@caerphilly.gov.uk	www.caerphilly.gov.uk
	Housing Advice Section Gilfach Bargoed CF81 8ND	01443 873552		
Charter Housing	The Old Post Office Exchange House High Street NP20 1AA	01633 212375	lettings@charterhousing.co.uk	www.charterhousing.co.uk
Derwen Cymru	6th Floor Clarence House Clarence Place Newport NP19 7AA	01633 261990	info@derwencymru.co.uk	http://www.derwencymru.co.uk/
Linc Cymru Housing Association	387 Newport Road Cardiff CF24 1GG	0800 072 0966 or 02920 473767	contact.centre@linc-cymru.co.uk	www.linc-cymru.co.uk
United Welsh Group	Y Borth 13 Beddau Way Caerphilly CF83 2AX	0800 294 0195 029 2085 8100	tellmemore@unitedwelsh.com	www.unitedwelsh.com
Wales & West	3 Alexandra	0800 052	contactus@w	www.wwha.co

Housing	Gate Ffordd Pengam Tremorfa Cardiff CF24 2UD	2526 029 2041 5300 Minicom: 0800 052 2505	wha.co.uk	.uk