



**Dalmuir Park Housing Association**  
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# A Guide to our Allocations Policy

**Version 1.3 October 2010**

We are committed to equality and diversity, valuing people's differences and aim to provide a service to all of our customers. We are happy to make any of our information available in other formats and languages. If you need this information in Braille, on audio tape, in large print or in a different language, please let us know. We will also be happy to arrange a sign or language interpreter on request. If you need any more help or advice, our staff will be happy to help.



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Housing Association



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**Introduction**

This is a brief guide to the Association’s allocations Policy. It has been prepared to provide information on how your application will be assessed and by its nature only covers the main issues relating to the way we allocate houses. A full copy of the Allocations Policy is available on request.

**Background**

Dalmuir Park Housing Association operates solely within the West Dunbartonshire Council area. We own approximately 700 properties mainly situated in the west of Clydebank.

The Allocation Policy is primarily a Points System, which together with a range of quotas, is designed to be a fair method of allocating housing to those people who are in greatest housing need.

The Information contained in the Housing Application Form will be assessed, pointed and recorded on a computer that will place all applications on the appropriate list. Those with the greatest points level on each list will be eligible for an offer of the next available property suitable to their needs subject to the further conditions contained in this policy.

Applicants will be matched to houses depending on their family circumstances and requirements.

**Access**

The Association operates an open waiting list. Any person aged 16 or over may apply and be assessed for housing at any time. There are no residential restrictions on the eligibility of applicants for housing

The Association has a formal Nominations Agreement with West Dunbartonshire Council and agrees to let 50% of its available properties to nominations including Homeless nominations after satisfying internal transfers.

**Equal Opportunities**

The Association believes that all persons shall have the same opportunity to apply for and be granted housing. We will not discriminate unfairly on the grounds of race, culture, colour, nationality, sex, disability, religion, age, sexual orientation or health when operating the Allocations Policy.

**Tenancy Agreements**

All applicants will be offered the Scottish Secure Tenancy Agreement. The details of these documents will be explained to you if you accept an offer with a copy provided for you to retain. A summary will be provided prior to signing.

**Variation of Allocations Policy**

The Association’s Management Committee reserves the right to vary or review the Allocation Policy at any time.

**Appeals Comments and Complaints**

Any applicant who has a complaint about how the application has been assessed or has comments about the operation of the Policy should write in the first instance to the Housing Services Manager.

**Consultation**

The Association will consult with our tenants concerning any significant changes to this Policy.

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The award of points will be confirmed only after a house visit and where appropriate a submission of a medical certificate.

**Quota System**

In order to meet its objectives the Association operates a quota system. Annually the Association will endeavour to ensure that allocations will be made in the following proportions:-

DPHA Transfer List	10%
DPHA Waiting List	45%
WDC Nominations	45%

The Nominations from West Dunbartonshire Council will include nominations from their Homeless Department.

**Additional Rules**

**Custody**

A child will be regarded as part of the family composition normally only where the parent has full custody or a legal ruling giving joint custody. If you have access rights the Association may still consider your application.

**Mutual Exchanges**

An Association Tenant may apply for an exchange with another DPHA, Council, Scottish Homes or other approved Landlord. The Association will not refuse the exchange unless: -

- the exchange will result in over-crowding or under-occupation
- either tenant has been in arrears during the six months prior to application
- either tenant is given an adverse tenancy report from their Landlord

**Referrals**

The Association has an agreement with WDC Social Work Department about the procedure for accepting referrals. Please discuss this with your social worker.

**Furnished Accommodation**

The Association will consider providing furnished accommodation or provide a furniture package to certain groups of applicants. (Including but not exclusively to such as young single persons on low incomes or homeless families).

**Points Categories**

A points system is a method of allocating houses which assigns a range of points to applicants with specifically defined personal and property circumstances.

**Overcrowding**

A house is considered to be overcrowded when the number of bedrooms required is more than that available to the applicant's household. For this purpose the number of bedrooms required by the applicant's household is calculated as follows: -

One bedroom for each husband and wife, or persons living together as such;

- + One bedroom for each pair of children up to the age of 12 of the same sex;
- + One bedroom for each child over the age of 6 where of different sex;
- + One bedroom for each remaining member of household.

- Where a separate bedroom is required for medical reasons, medical evidence must be provided.

**Under-Occupation**

Points will be awarded to tenants of under-occupied public sector housing. The number of bedrooms required compared to those available in the present accommodation are calculated as for overcrowding.

The following table shows the points awarded for overcrowding and under-occupation.

		Apartments Required				
		1	2	3	4	5
Apartments In Present House	1	0	50	100	150	200
	2	50	0	50	100	150
	3	100	50	0	50	100
	4	150	100	50	0	50
	5	200	150	100	50	0

We will also award 5 points for each child in an overcrowded family.

**Lacking Facilities**

This category concerns any applicants who completely lack the following facilities at their present address: -

- \* No internal toilet. 25 points
- \* No bath/shower 25 points
- \* No separate kitchen 25 points
- \* No hot water supply 25 points
- \* No central heating 10 points

**Sharing Facilities**

This category concerns any applicant who shares the following facilities:

- \* Shared bathroom or toilet. 15 points
- \* Shared kitchen 15 points

**Relative in Need**

Points will be awarded to applicants who require to move to DPHA property in order to give or receive support to/from relatives in need in the Dalmuir letting area (as defined by West Dunbartonshire Council) where no support is currently available. Evidence must be provided. 10 points

**Medical Priority Points**

Points will be awarded as follows: -

- a) Where the accommodation occupied is causing extreme distress to the applicant’s medical condition. 100 points
- b) Where the accommodation occupied is causing serious distress to the applicant’s medical condition. 50 points
- c) Where the accommodation occupied is causing significant discomfort to the applicant’s medical condition. 25 points

The applicant should complete a Self-Certification Pro Forma. Only in exceptional circumstances will an applicant be considered for housing other than on the ground floor.

**Homelessness**

The Association has an agreement with West Dunbartonshire Council to accept Homeless nominations.

**Insecure Accommodation**

People in insecure accommodation can be awarded extra points. Please discuss your situation with the Housing Officer.

**Separated Households**

A couple or family whose circumstances are preventing them from living together will be awarded. 5 points

**Travel to Work**

Points can be awarded where an applicant resides at a distance of over 20 miles and has difficulty in travelling to a full time job located within the Dalmuir area and has other housing need factors. 5 points

**Unsuitable Accommodation**

Where an applicant lives above the second floor and there is no lift, and has a child/children aged 3 or below. 5 Points

**Physical Condition of Property**

Points can be awarded where an applicant’s residence is suffering from rising or penetrating dampness or defect that is injurious to health 10 points