

What happens if my circumstances change?

You must tell SIC Housing and Hjaltland in writing as soon as possible of any change of circumstance as this may affect the number of points you are allocated when you apply for Housing. If you have not told us about a change of circumstance, your application could be deferred or you may not receive an offer of accommodation to which you are entitled.

How long will my name stay on the Housing Register?

You will be sent a letter asking whether you still want to remain on SIC's Housing Register twice each year. You must fill in the form accompanying the letter and return it to SIC Housing. If this form is not returned we will assume that you no longer wish to remain on the SIC Housing Register, and your application will be cancelled with SIC. Hjaltland operate a similar policy in this instance. It is important that you return the forms to stay on both SIC's and Hjaltland's Housing Registers.

Allocation of Properties

SIC Housing operate a lettings plan that allocates vacant properties to one of three quota groups in line with agreed targets set by the Council. The targets are detailed below:-

	Percentage of lets
Homeless applicants	60%
Waiting list applicants	25%
Transfer applicants	15%

You will receive up to a maximum of **two reasonable offers** of accommodation. We consider a **reasonable offer of accommodation** to be accommodation that meets your household's needs, based on the information held in relation to your application by us at the time of allocation. If you refuse both offers, you will be deferred from the waiting list for 3 months.

False Information

Your application form may be suspended from SIC's Housing Register for a period of up to 6 months if you deliberately give us false information or withhold any information that is relevant to your application. If we make you an offer of accommodation based on false information, or due to your failure to advise us of a change of circumstances which affects the level of points that you have been allocated, we will withdraw our offer of accommodation. You may also be subject to legal action and a fine.

Please ask for assistance

If you are unclear about any aspect of the application form, the SIC Allocation Policy or need any assistance, please contact us at SIC Housing on 01595 744360 and we will do our best to help you.

Information can on request be made available in Braille, on tape, in large print and in different languages. For further information please contact either SIC Housing or Hjaltland.

Shetland Islands Council Department of Education and Social Care Housing



Allocation Policy

Shetland Islands Council (SIC) Housing is responsible for allocating Council houses in Shetland. When you fill in your form you will also be applying to be housed by Hjaltland Housing Association, unless you decide to opt out. Hjaltland have their own Letting Policy which you can view on request, as well as the full version of SIC's Allocation Policy, which is available on the internet. By signing the declaration on the Application Form, you are giving SIC Housing permission to contact third parties (i.e. Education and Social Care and your landlord) in relation to your application.

How to apply for a house

If you want to join SIC's Housing Register, you should complete an application form which you may obtain from either SIC Housing, Fort Road, Lerwick, Shetland ZE1 0LW (telephone 01595 744360 or e-mail: housing@shetland.gov.uk), or Hjaltland Housing Association, 2 Harbour Street, Lerwick ZE1 0LR (telephone 01595 694986 or e-mail: mail@hjaltdland.org).

Please contact us if you need help to complete your application form.

You can be accepted on to our Housing Register if you are aged 16 years old or above.

Allocation of General Needs Properties

Vacant properties will usually be allocated to the first applicant on the housing register in one of three quota groups, for the size of the property in the area. If you are a transfer or waiting list applicant your position on the register will depend on the number of points you have. If you are homeless, a special case or an incoming worker your application will not be pointed. Instead, your position on the register will depend on the date of your application.

If you are, or have ever been a local authority or registered social landlord tenant, and have any outstanding debt to do with your tenancy, you will not be made an offer of accommodation until:

- The amount you owe is less than the equivalent of one months rent of the tenancy; or
- You have agreed with your landlord an arrangement for paying the debt; and
- You have made the agreed payments for at least 3 months; and
- You are continuing to make such payments.

If you are a local authority or registered social landlord tenant, and are in breach of any of your tenancy conditions you will not be made an offer of accommodation until satisfactory arrangements have been made to resolve this.

In considering if you can be allocated a property we will not take into account:

- The length of time you have lived in Shetland
- Any housing related debt which built up while you were not a tenant
- Any housing related debt which is no longer outstanding
- Any outstanding debt which is less than 1 month's rent or for which you have made satisfactory arrangements and are paying as detailed above
- Any debt you or a member of your household owes to a Local Authority or Registered Social Landlord which is not related to the tenancy of a house e.g. Council Tax
- Your age, so long as you are at least 16
- You or your family's income
- Whether you or your family own a property.

If you are not currently resident in Shetland you will not be made an offer of accommodation unless you:

- Are employed, or have been offered employment in Shetland
- Wish to move to Shetland to seek employment
- Wish to move to Shetland to be near a relative or carer
- Have special social or medical reasons for requiring to be housed in Shetland
- Are subject to harassment in another area and wish to move to Shetland
- Run the risk of domestic violence in another area and wish to move to Shetland

Appropriate checks will be carried out before any allocation is made.

Existing Tenants

If you are a tenant of the Shetland Islands Council or Hjalmland Housing Association you may apply for a transfer of property and be accepted on to the Housing Register.

Your application will be assessed under the rules set out in the Allocation Policy, but you will not be made an offer of a transfer until we or Hjalmland Housing Association are satisfied about the standard of internal decoration of your current home, until you have completed any outstanding tenant repairs and you have made satisfactory payments towards any rent arrears.

If you are in breach of your tenancy conditions (including rent arrears greater than one month) or legal action is being taken to terminate your tenancy, or you apply to buy your council tenancy, you will not be considered for allocation unless we consider there are exceptional circumstances, which warrant relaxation of the rules.

Priority and Points Scheme

Your application will be assessed and pointed based on the information you provide. Further information about these points is available at the SIC Housing Office at Fort Road, where you can obtain other leaflets on particular points categories, have access to the full Allocation Policy or arrange an appointment to discuss your housing application with a member of staff. The following points on the next page can be awarded: -

Category	Points Level	
Access to Children	20	
Bedsit	40	
Fostering and Adoption	40	
Harassment	40	
Insecurity of Tenure/No Fixed Abode	100	
<i>Lack of Amenities</i>	No inside WC No fixed bath or shower No piped cold water system No piped hot water Severe dampness Severe structural problems Other degrees of unfitness	30 15 50 15 20 20 10
Local connection	20	
<i>Medical points</i>	Unsuitable home—low need Serious Severe Urgent	20 50 75 100
Mobile homes	20	
<i>Overcrowding</i>	For each single bedroom lacking For each double bedroom lacking	25 35
Service tenancies/Tied accommodation	40	
Sharing amenities	40	
<i>Social Care points</i>	Moderate need Serious need Severe need Urgent need	20 50 75 100
<i>Support Points</i> (moving to another area)	30	
Travel to work (moving to nearer area)	15	
<i>Under occupation</i>	For each additional single bedroom For each additional double bedroom	20 25
Unreasonable to remain	35	
<i>Waiting time points</i>	Applicants residing in mobile homes Other applicants	10 3