
Section 106 Lettings Policy- Y Wenallt, Dolgellau



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1. REVISION/REVIEW SHEET

Issue	Brief Description of Reason for Change	Document Owner	Date Issued
Issue 0	New policy – Section 106 Lettings Policy – Y Wenallt, Dolgellau	Mari Pritchard	07/2016

2. PURPOSE

- 2.1. This policy details how Cartrefi Cymunedol Gwynedd (CCG) will implement the Section 106 agreement (Town and Country Planning Act 1990) for the allocation of 12 new build units at Y Wenallt, Dolgellau.
- 2.2. The units covered in this policy are 8 x 2 bedroom houses and 4 x 3 bedroom properties in the new build development at Y Wenallt subject to the Section 106 agreement.

3. SCOPE

- 3.1. This policy applies to applicants for accommodation on the Gwynedd Common Housing Register who are regarded as being Qualifying Persons (subject to the provisions within the Section 106 agreement – contained within paragraph 4 of the schedule) (Copy available from CCG)
- 3.2. This policy applies to the allocation of 12 new build development units at Y Wenallt, Dolgellau.
- 3.3. This policy applies to the first allocation and all subsequent allocations.

4. RESPONSIBILITIES

- 4.1. It is the responsibility of the Director of Customer and Communities to ensure that this policy is applied effectively and that staff are trained appropriately in the procedures associated with this policy.

5. POLICY DETAIL

5.1. Application / Allocation Process

- 5.2. The Gwynedd Common Housing Allocations Policy outlines the applicable criteria for joining the housing register.
- 5.3. Applications and shortlists for the site will be administered through the Gwynedd Common Housing Register in accordance with the criteria of both the Common Housing Allocation Policy and the Section 106 – Lettings Policy.
- 5.4. Applicants will be advised that a Section 106 – Lettings Policy applies to the site and applicants will be required to satisfy the criteria specified below to be considered for an allocation.
- 5.5. **Allocation Priorities** - Applicants will be considered in the following order of priority:
- 5.6. **Priority 1** – Applicants who have lived or worked in full time employment for a minimum and any continuous period of five years within **Area 1** - former administrative boundary of Meirionnydd District Council or any community council area immediately adjoining. Where any relevant community council straddles the Snowdonia National Park (SNP) boundary, then that part of the community council outside the SNP falls within Area 1. Applicants must demonstrate that they are

unable to afford housing on the open market and who also satisfy one or more 'needs' criteria as set out in Appendix 1

In accordance with the terms of the Section 106 agreement Letting Procedure, if no person satisfying the criteria of Priority 1 is found within a period of 2 months from the date upon which CCG first asks the Housing Options Team for a list of suitable applicants, the property may be offered to a person satisfying the criteria of Priority 2.

- 5.7. **Priority 2** – Applicants who have lived or worked in full time employment for a minimum and any continuous period of five years within **Area 2** – the boundaries of the Snowdonia National or area of any community council immediately adjoining that area. Applicants must demonstrate that they are unable to afford housing on the open market and who also satisfy one or more 'needs' criteria as set out in Appendix 1

In accordance with the terms of the Section 106 agreement Letting Procedure, if no person satisfying the criteria of Priority 2 is found within a period of 2 months from the date upon which CCG first asks the Housing Options Team for a list of suitable applicants, the property may be offered to a person satisfying the criteria of Priority 3.

- 5.8. **Priority 3** – Applicants who have lived or worked in full time employment for a minimum and any continuous period of five years within **Area 3** – within the boundaries of the Snowdonia National Park together with the remaining area of the counties of Conwy and Gwynedd and the area of any community council immediately adjoining the boundaries of the SNP falling within the counties of Powys, Ceredigion or Denbigh. Applicants must demonstrate that they are unable to afford housing on the open market and who also satisfy one or more 'needs' criteria as set out in Appendix 1

In accordance with the terms of the Section 106 agreement Letting Procedure, if no person satisfying the criteria of Priority 3 is found within a period of 2 months from the date upon which CCG first asks the Housing Options Team for a list of suitable applicants, the property may be offered to any person on the Gwynedd Common Housing Register.

- 5.9. One of the 8 x 2 bedroom houses should be allocated in accordance with the condition of the Smaller Properties Funding requirement, to a person who is under occupying and who is affected by the bedroom tax and need to move to a smaller property.
- 5.10. If there are two or more applicants in each category, the allocation will be made to the applicant with the highest points on the Gwynedd Common Register. In instances where two or more applicants have the same amount of points on the Gwynedd Common Housing Register, priority will be given by date order of receiving the applications.

6. RISK FACTOR

- 6.1. The risk that CCG fails to promote good housing management and fails to make good use of CCG housing stock resulting in failure to create balanced and sustainable community when a new development is introduced.
- 6.2. The risk of CCG not meeting the conditions of the planning permission for the development by not letting the properties in accordance with the Section 106 agreement.

7. EQUALITY AND DIVERSITY

- 7.1. CCG Cyf. recognises the needs of a diverse population and always acts within the scope of its own Equality and Diversity Policy.
- 7.2. CCG will ensure that the individual needs of applicants in accordance with this policy, regardless of age, gender, race, class, culture, sexuality or disability are considered when assessing applications for accommodation.
- 7.3. CCG will ensure that an assessment is made to ensure the suitability and sustainability of the tenancy and support will be provided where necessary.

8. DEFINITIONS AND ACRONYMS

9. REFERENCES

- 9.1. Gwynedd Common Housing Allocation Policy
- 9.2. Housing Act 1996
- 9.3. Homelessness Act 2002
- 9.4. Housing (WALES) Act 2014
- 9.5. Section 106 agreement 24 March 2016 made between Snowdonia National Park and Cartrefi Cymunedol Gwynedd in accordance with planning permission- NP5/57/1096

10. RECORDS

11. REVIEW

- 11.1. This procedure will be reviewed every 3 years, or in response to changes in legislation, regulatory guidance, good practice or changes in other relevant CCG Cyf. Policy.

Appendix 1 – Need Criteria

The Qualifying Person must either be or have been (as the case may be):

- homeless at the date of this Deed
- establishing a new household for the first time
- living in rented accommodation for a period of at least three years
- in the Authority's reasonable opinion living in such sub-standard condition and it can be demonstrated to the Authority's reasonable satisfaction that the same cannot be converted or upgraded to a satisfactory standard
- living in accommodation that is too small for that person's family and it can be demonstrated to the Authority's reasonable satisfaction that the present home cannot be converted or upgraded to a satisfactory standard
- in the Authority's reasonable opinion in need of living close to another person who has a minimum of 5 years permanent and continuous residence in the Community Council Area such essential need arising from demonstrable age or medical reasons
- in special need relating to age or disability that cannot be met by the existing accommodation
- providing Key Work or Service and has a full time permanent job offer in the Community Council Area
- leaving tied housing on retirement
- wishing to stay within the local community for economic or cultural reasons and in the Authority's reasonable opinion there being no other suitable accommodation available in the locality