

Appendix A: List of amendments to be made

Please refer to the Housing Allocations Policy 2022 (Appendix B) whilst reading this document.



Initial wording contradiction that needs to be corrected:

The disqualification criteria under 2.4 (iv) of the Housing Allocations Policy was updated to reflect the removal of applicants from the housing register who have deliberately worsened their housing circumstances for a period of 5 years.

2.12 of the policy will need to be removed as it currently states applicants will be demoted to a band D instead of removed. The subsequent paragraphs under section 2 from 2.13 to 2.17 will then need to be amended by one less number and all references to these paragraphs will need to be updated throughout the Housing Allocations Policy.

Appendix 1, under Band D, points 2, 3 and 6 will need to be removed to reflect the updated disqualification wording under 2.4 (iv). These types of applicants will not be demoted (as per the old policy) and would instead be removed (as per the new policy).

Other amendments to be made:

| Point to be amended | Location | Page Number |
|--|-------------------------|-------------|
| Typo 'user guide' to be amended to 'help guide'. | Title Page | 1 |
| | 3.2 | 16 |
| | 4.1 | 19 |
| Point of clarification to be added at the bottom of the title page as follows: 'Any reference to 'the Council' throughout this policy, is specifically referring to Spelthorne Borough Council.' | Title Page | 1 |
| Typo 'Accessing' to be amended to 'Assessing' | Contents page – 2.14 | 2 |
| Typo 'sis' to be amended to 'is'. | Contents page - 2.16 | 2 |
| Amend formatting. Remove underlining from headings. | Contents page - 9.1-9.3 | 3 |
| Amend punctuation. Swap the full stop after the word 'tenancy' for a comma and make the subsequent capital 'A' lower case. | 2.3 i) | 6 |

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| Amend punctuation. Full stop needed at the end of the sentence 'This ground is meant for exceptional and unique circumstances only'. | 2.3 ii) | 6 |
| Add clarity to existing wording on income thresholds for joint applicants. Amend the sentence 'applicants joint household income MUST NOT be greater than £60,000 a year net.' to 'for joint applicants, the total household income MUST NOT be greater than £60,000 a year net'. | 2.3 | 7 |
| Amend punctuation. Add a comma after the amount '£30,000' and capitalise F on the word 'forces'. | 2.3 v) | 7 |
| Add clarity to the existing sentence by adding in additional wording as indicated by the brackets: 'It is the applicant's responsibility to satisfy the Council with appropriate information and evidence [in a timely manner] to demonstrate that they meet the qualification and eligibility criteria'. | 2.3.1 i) | 7 |
| Typo x 2, remove hyphen from the word 'on-going'. | 2.3.1 ii) | 7 |
| Punctuation. Add a full stop at the end of the sentence. | 2.3.2 ii) d) | 8 |
| Typo 'be not' to be amended to 'not be'. | 2.4 | 9 |
| Remove the wording 'all applications including transfer cases' as no longer relevant and add a full stop after the word 'move'. | 2.9 – Band C1 | 11 |
| Add a full stop after the word 'connection'. | 2.9 – Band C2 | |
| Amend wording for clarification purposes to state 'assessments must be carried out by relevant professionals within Spelthorne Borough Council's Environmental Health Team' | 2.14 | 13 |
| Formatting – heading should be underlined. | 3 | 16 |
| Typo - missing the word 'for' at the end of the following sentence 'Most applicants will be able to choose the type of accommodation that they wish to be considered'. | 3.1 | 16 |
| Punctuation – full stop needed at the end of the 2 nd paragraph. | | |
| It would be better practice to replace the sentence 'a sheltered housing flat would be restricted to elderly applicants only' with 'a | 3.2 | 16 |

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| sheltered housing flat would be restricted to applicants over a specified age (generally aged 55 and over)'. Punctuation – full stop needed at the end of the final paragraph. | | |
| Punctuation – full stop needed at the end of the sentence. | 3.2.1 | 16 |
| For clarity, add an additional sentence following the existing wording to say 'See 2.3.1, it is the applicant's responsibility to provide supporting evidence within a timely manner.' | 5.2 h) | 20 |
| Typo 'need to bypass' amended to 'need to be bypassed'. Punctuation – space to be removed from 'by passed'. Punctuation – full stop to be added at the end of the sentence. | 5.2 n) 5.2 o) 5.5 | 21 |
| All bullet points / paragraphs to have a full stop at the end of the last sentence as there is currently a mixture with and without. | Appendix 1 | 25 - 30 |
| For clarity, amend wording to state 'An applicant has been assessed by Spelthorne Borough Council's Environmental Health team as statutorily overcrowded within the meaning of Part 10 of the Housing Act 1985 (but only where the applicant has not worsened their housing situation without good reason)'. | Appendix 1 – Band A, point 6 | 25 |
| Remove wording 'lower demand' as it's no longer relevant, all downsizers are awarded a band A regardless of the size of the property due to the high demand for all property sizes. | Appendix 1 – Band A, point 8 | 25 |
| For clarity, amend wording to state 'An applicant's accommodation has been assessed by Spelthorne Borough Council's Environmental Health team under the Housing Health & Safety Rating System (Category 1) as not reasonably suitable for occupation and cannot be rectified by the owner / landlord at a reasonable cost or timescale.' | Appendix 1 – Band B, point 6 | 26 |
| Remove the brackets (this banding will NOT apply to transfer cases) as it's no longer relevant. Under the old Allocations policy, transfer cases (i.e. existing social housing tenants) were awarded a different banding as the banding was split into two, band B1 and B2. This is no longer the case as the bands have now been amalgamated. | Appendix 1 – Band B, point 8 | 26 |

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| For clarity, amend wording to state 'An applicant's accommodation has been assessed by Spelthorne Borough Council's Environmental Health team under the Housing Health & Safety Rating System (Category 2) as not reasonably suitable for occupation and cannot be rectified by the owner / landlord at a reasonable cost or timescale.' | Appendix 1 – Band C1, point 3 | 28 |
| Typo 'aboard' to be amended to 'abroad. | Appendix 1 – Band D, point 8 | 30 |
| Update job title from 'Housing Options Team Assistant' to 'Housing Register Officer'. | 'Removing an Application from the Housing Register' | 31 |
| There are several references to 'he or she', it would be more inclusive to amend this wording to 'they' or 'the applicant'. | Appendix 3 | 33 & 37 |