

Relets : Local Lettings Plan Request

Development Name: Cottsway Court

Landlord: Cottsway

Request made by: Liz Frost

Date to be reviewed: Review annually or upon either party requesting

Sensitive Let requirement: Yes (if yes please provide criteria in section below)

Date approved by Lettings Manager:

Date approved by SBC:

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1. Overview of Estate

Provide brief of estate i.e. number of properties, size of properties (plans), welfare adaptations (wheelchair, lifts, etc.), tenure and affordable rent:

This estate comprises of 26 x 2 bed flats. There are 9 ground floor, flats, 9 first floor flats, 6 second floor flats and 2 third floor flats. No.7 is wheelchair adapted with an adapted kitchen, bathroom and level access to the property on ground floor. This estate falls in the Swindon Borough Council (SBC) area. These are allocated as affordable housing.

Location of development.

Provide address and postcode of development (plans):

Cottsway Court, 26 Swindon Road, Stratton St Margaret, Swindon, SN3 4GQ



2. Objectives of the Lettings Plan

The lettings plan aims to:

- Help create a mixed housing area that meets the needs of applicants and the local community. Whilst Swindon Borough Council's Allocation Policy is the overarching policy against which allocations are made, this local lettings plan outlines how allocations will be made for future lettings for this development. We want to ensure that sustainable, settled and successful communities are formed and the document is aimed at achieving this.
- A local lettings plan allows allocation of particular homes to prospective tenants of particular descriptions to create a harmonious and sustainable community. We will ensure that overall, preferences for allocations is given to applicants in the reasonable preference categories, and that we do not unlawfully discriminate in the selection of tenants.
- **Due to ongoing ASB issues and vulnerabilities of current customers on the estate, we need to consider our future lets here to ensure a more stable and sustainable community.**

3. The Lettings Process

- Applicants will have a housing need in accordance with Swindon Borough Council's allocations policy and will be made up of all bandings.
- Nominated applicants will be subject to a Housing Application Assessment, including a rent affordability check. All applications will be assessed in accordance with Cottsway's lettings policy.
- This is a no pet scheme, so permission would not be given to house a pet. This will be noted on the advert request sent from Cottsway over to SBC
- Properties will be advertised and allocated using the criteria set out in section 4.
- Cottsway would like a sensitive let applied to this scheme for future lets, so applicants will be subject to enhanced housing checks, which may involve Police or other relevant professional agencies checks
- As Cottsway does not maintain its own waiting list and supports Swindon Borough Council's Common Housing Register, the Council will be asked to provide 100% of nominations for vacancies that arise.
- If after two rounds of advertisement there are no suitable applicants, Cottsway reserves the right, in appropriate cases, to consider its own current tenants for a transfer to the development. Such cases will be discussed in advance and only accepted with a written agreement from a SBC Senior Housing Letting Manager, ensuring that they meet the criteria laid out in the Allocation Scheme
- We require applicants to demonstrate an income that will cover rent and service charge for the homes it covers. All applicants must meet the relevant criteria under Cottsway current lettings policy. One month's rent in advance is required in most cases but flexibility will be shown to those in hardship.
- Cottsway will be aiming for a minimum of 50% of our homes that come up for readvertisement, to have at least one household member in employment or economically active. The definition of employment includes those participating in dedicated training

schemes, internships, managed volunteer work, back to work programmes or further and higher education courses. State Pension age applicants are treated as economically active. Any future allocations will only be allocated in this way where an appropriate review has been completed and it is deemed necessary to do so in order to meet the objectives of the lettings plan. Those unable to work due to a disability or long term health condition, will not be penalised and will be considered economically active

- Where applicable priority for ground floor units in the scheme will be given to those whose housing need means they need ground floor accommodation, including people with mild to moderate mobility issues or visual impairments. Any wheelchair adapted properties should only be allocated to those applicants who require this adaptation.
- Occupying a proportion of these homes across the scheme with households where a person has had experience of managing a home (not necessarily a tenancy) eg a third of the lettings.
- Occupying a proportion with households consisting of couples, a proportion who are economically active, a proportion with households including a physically disabled or sensorily impaired person (normally ground floor), a proportion of households where a person has had experience of managing a home (not necessarily a tenancy), proportions in particular age groups (eg 18-24 years, 25-34 years, 35 years+, and where a couple the age of the younger partner being the determining factor) and a proportion with households with support needs where those support needs are met.
- We will only consider a child/children from age 6 years old and upwards for any flats from first to third floors. Ground floor flats we will consider any age child/children
- Cottsway will take into account the overall needs profile of highly placed applicants when considering bids from people requiring high levels of support. Where a certain combination of residents is likely to be unsustainable either for the individuals concerned or for the community as a whole, their application will be rejected.
- We will not consider applicants with mental health and/or substance abuse problems which have in the past caused ASB/tenancy sustainment issues

4. How will this plan create a more sustainable community?

- Applicants will be assessed by the Neighbourhood Housing Officer using our Housing Application and Pre Tenancy Assessment and in line with the criteria set out in our Allocations Policy. This is to ensure that the allocation of the property to the applicant will help to build a balanced, cohesive and sustainable community.
- At the discretion of Cottsway, applicants may be asked supplementary interview and risk assessment questions that will be completed by a Neighbourhood Housing Officer and/or Tenancy Sustainment Officer as part of the allocation assessment process. The aim of this is to ensure that a balanced, cohesive, and sustainable community is built and to ensure tenancy sustainment and minimise turnover and reduce voids.

New tenants

All new applicants accepted onto the scheme will be given Starter Assured Shorthold Tenancies. The conduct of the tenancy will be reviewed during the initial 12-month period

and if no breaches of tenancies are identified then the tenancy will automatically be converted to a Full Assured Tenancy on its first anniversary.

If any breach of tenancy is identified during this initial 12-month period then a decision may be made to extend the period of the Starter Tenancy or to bring the tenancy to an end.

If a decision is taken to end the tenancy, the tenant has the right of appeal through the Cottsway Housing's complaints procedure.

Existing tenants of another Housing Association will be issued with an Assured Tenancy.

Local Connection

All applicants will be expected to meet the requirements of the local connection to Swindon and be able to prove that connection.

Cottsway will work in partnership with the Swindon Homebid Team on all verifications and any refusals that may result.

Exclusions

Applicants with any serious criminal convictions (violence, sexual offences, drug related, weapons) within the last 3 years will **not** be considered for accommodation within this scheme.

Applicants must not have been perpetrators of anti-social or unacceptable behaviour either as a tenant or within a household within the last 3 years.

Unacceptable behaviour is that which, if the applicant or household member were a Cottsway tenant, would entitle Cottsway to a notional possession order on any grounds in Schedule 2 of the Housing Act 1988 (other than Ground 8)

Unacceptable behaviour could also include:

- Conviction for illegal or immoral purposes
- Causing nuisance and annoyance to neighbours or visitors
- Committing criminal offences in or near the home and is still posing a threat to neighbours or the community
- Allowing the condition of the property to deteriorate or causing damage to the property
- Obtaining a tenancy by deception, for example by giving false information
- Being violent or threatening behaviour towards neighbours or visitors
- Being violent or threatening to members of staff or other professional representatives
- Being violent towards a partner or other family members
- Those that have not had a fixed term tenancy renewed by us or another social landlord

Nominations will not normally be considered from those who have a debt outstanding to this association or another landlord. This includes present rent arrears, former rent arrears or any sundry debt such as recharges within six years.

In all cases where an applicant owes rent/occupancy charge, mortgage or other housing debts and has defaulted on repayment we will communicate with previous landlords and lenders to request references regarding rental and mortgage accounts. This will form part of our pre-tenancy assessment to help us understand the reasons for the housing debt before we make our decision. A current or previous landlord's reference will also be required.

For existing social tenants, their present accommodation must be in good decorative order with no outstanding tenant repairs.

Rejecting a Nomination

Should Cottsway reject a nomination then it will advise Swindon BC within 1 working day of their decision, fully stating the reasons for rejecting.


Review

SBC and Cottsway will work in partnership to deliver the objectives of this LLP. Where allocations require review, this will be done by mutual agreement and permission will not be unreasonably withheld. Any review should be concluded within 2 weeks to avoid delays to the allocation process.

Signed on behalf of Cottsway

Name: Liz Frost

Position: Neighbourhood Housing Officer

Signature: 

Date: 23/04/2026

Signed on behalf of Swindon Borough Council

Name:

Position:

Signature

Date: