HOUSING ALLOCATION SCHEME SUMMARY

AUGUST 2025



Basildon Borough Council

INTRODUCTION

This document summarises Basildon Councils Allocations Scheme which commenced 2014, revised in April 2017 with amendments effective from February 2018, December 2021 with amendments effective from 27th September 2022 and 10th September 2024 with amendments effective from 7th August 2025.

Applicants and their advisors/support workers are encouraged to use the Basildon Choice website http://www.basildonchoice.org.uk/ to find out more about the scheme and consider which housing options will suit them best.

HOW TO APPLY FOR HOUSING

To apply for either a council or a social registered provider property (also known as a housing association), applicants must be accepted onto the Council's Homeseeker register, however, not everyone will be accepted. Evidence of eligibility and qualification will be required to complete registrations.

Applicants will be required to complete an online application form which includes a pre-assessment process. If the applicant appears to meet the qualification criteria, they will be able to continue to compete the more detailed Homeseekers application form.

When an applicant has passed the pre-assessment stage and completed the online Homeseeker application, we will then contact them to provide evidence to support the application. Any documentation required must be presented to the Council within the requested timescale or the application will be cancelled.

The applicant will then be notified to whether they have been accepted onto the Homeseeker Register or will be given the reasons if they have not. Where accepted, they will be informed of:

- The housing needs band in which their application has been placed
- Their effective date in band
- The number of bedrooms that they are registered for and any other particular property requirements or restrictions e.g., floor level, bathing facilities etc

ELIGIBILITY AND QUALIFICATION

Homeseeker applications are assessed in 2 stages:

Eligibility
Some categories of people are not eligible to join the Homeseeker Register because they are specifically excluded from doing so by rules set by the UK government.

Qualification
If the applicant meets the eligibility rules the Council will then assess whether the applicant meets all the following qualifying criteria to be included on the Homeseeker Register:

- Meet the age criteria
- Have a housing need as defined in the Scheme

- Pass the financial limits qualification

AGE

Applicant/s must be:

- 18 years of age or over
  or
- Aged 16 or over and either accepted as statutory homeless by Basildon Borough Council, referred through Section 27 of the Children's Act 1989, an eligible child, relevant child or former relevant child, or residing in one of Basildon Councils partner supported housing schemes within the borough

FINANCIAL LIMITS

Applicants who, in the opinion of the council, are deemed to be able to meet their own housing need through other housing options including the private rented sector will not normally qualify for inclusion on the Housing Register.
Applicants will not normally qualify to join the register if they:

- Own or part-own a residential property, in Basildon or elsewhere
- Have savings over £16,000
- Have an annual income sufficient to be able to purchase a suitable property (including low-cost home ownership) or afford private rented housing in the Borough. We currently define this by the applicants assessed housing need as below: -
-

Property Size Need	Household Gross Income Level
Studio/1 Bed	£37,000
2 Bed	£50,000
3 Bed	£60,000
4 Bed	£75,000

Income and Savings will not be taken into account for existing social tenants with secure/assured tenancies who have been accepted by the Council as transferring tenants however property ownership will be taken into account.

Applicants aged 55 and over (any partners must be at least 50) who want to move into sheltered housing will qualify to join the register if any property they own (or part own) and/or savings, are worth £286,000 or less.

Some exceptions apply - see the full scheme for details.

LOCAL RESIDENCE CONNECTION (Section 9 in full policy)

The demand for social housing in Basildon Borough far exceeds the supply of suitable properties. The Council believes that priority should be given to those applicants who have a real and

enduring commitment to the Borough and that this will also help build a stronger local community. The Council believes that having a local residence connection will help achieve those aims.

9.2 Subject to paragraphs 9.3 and 9.4, all applicants must be able to prove that they are ordinarily resident in Basildon Borough and have been so resident for a continuous period of at least 7 years immediately preceding the date of their application, and that such residence is of their own choice. In calculating 7 years, the Council may disregard anu period or periods together not exceeding 6 months in total at the date of application if it has reasonable grounds for believing that such period or periods of absence were forced upon the applicant through no fault or choice of their own.

9.3 **This paragraph applies to any of the following applicants who do not meet the requirements of paragraph 9.2:**

9.3.1 Armed Forces:

- Those who are currently serving or who have served in the Regular Armed Forces*.
- Divorced or separated spouses or civil partners of Service personnel who need to move out of accommodation provided by the Ministry of Defence.
- Bereaved spouses or civil partners of those serving in the Regular Forces where (i) the bereaved spouse or civil partner has recently ceased, or will cease, to be entitled to reside in Ministry of Defence accommodation following the death of their Service spouse or civil partner, and (ii) the death was wholly or partly attributable to their service.
- Serving or former members of the Reserve Armed Forces** who are suffering from a serious injury, illness or disability which is wholly or partly attributable to their service.

* Means the Royal Navy, the Royal Marines, the Regular Army or the Royal Air Force.

** means the Royal Fleet Reserve, the Royal Naval Reserve, the Royal Marines Reserve, the Army Reserve, the Territorial Army, the Royal Air Force Reserve or the Royal Auxiliary Air Force.

These provisions recognise the special position of members of the Armed Forces whose employment requires them to be mobile and who are likely therefore to be particularly disadvantaged by local connection requirements. The provisions extend to bereaved spouses and civil partners of Service personnel recognising that they are likely to experience similar issues. Reservists are included, recognising, for example, that those who have been seriously injured as a result of their service may need to move to another local authority district in order to access treatment, care or support.

9.3.2 The applicant is an eligible child, or a former relevant child.
In this regulation:
"Eligible child" has the meaning given by paragraph 19B of Schedule 2 to the Children Act 1989 (3)
"Relevant child" has the meaning given by section 23A (2) of the Act (4)
"Former relevant child" means a person aged under 25 who falls within the meaning given by section 23C (1) of the Act5 (5)

9.3.3 Victims of domestic abuse who have not been accepted as statutorily homeless by another Local Authority. If the applicant is aged under 18, the application will be referred to the Housing Options Team

9.3.4 Applicants currently placed outside of Basildon Borough (e.g., special residential education, hospital, or prison) but would have passed the local residence test at the time they were placed outside the Borough

9.3.5 Applicants currently residing in one of the supported schemes within the Borough (Essex NEST (Nacro), foyer, Dundee Court, MIND, Dovecott (Parent & Child), Nevendon Place, Peabody property scheme & Barleylands Rough Sleeper initiative scheme) and can provide documentation to show residency within the Borough continuously for one year **at time** of moving into the scheme

9.3.6 Current tenants with an assured, secure, introductory, fixed term or flexible tenancy transferring from Basildon Council or Partner Registered Provider property in the Borough

The partner registered provider will be expected to make the resulting void available to the Council in addition to the formal nomination agreement in place. The registered provider will also be expected to actively be addressing the housing need of their tenant from their own stock and/or assist them in assessing alternative housing options e.g., mutual exchange, shared ownership etc)

9.3.7 Applicants who meet the Right to Move criteria – See Appendix 3 in full policy

9.3.8 Applicants in respect of who the Housing Applications & Allocations Manager or above *(i.e., Heads of Service & Assistant Director within the Housing Directorate)* has awarded a discretionary uplift, under paragraph 9.5

9.3.9 Applicants falling within the paragraph 9.3, are to be treated, for banding purposes, as though they meet the local connection requirements in paragraph 9.2

Reasonable Preference

9.4 This paragraph (9.4) applies to applicants owed a reasonable preference, (S2.3) including statutorily homeless applicants, who do not meet the local connection requirements of either paragraphs 9.2 or 9.3

9.4.1 Subject to paragraph 9.5, applicants falling within this paragraph are to be assigned to a band being one band lower than the band they would have been placed in had they satisfied the requirements of paragraph 9.2 & 9.3

9.5 The Housing Applications & Allocations Manager or above *(i.e., Heads of Service & Assistant Director within the Housing Directorate)* has the power, to be exercised on a case-by case basis, to award a discretionary uplift by which an applicant falling within paragraph 9.4 is to be treated, for banding purposes, as though she or he falls within paragraph 9.3. this power may only be exercised:

a) Where the Housing Applications & Allocations Manager or above *(i.e., Heads of Service & Assistant Director within the Housing Directorate)* is satisfied that it is in the Councils financial or other strategic interests to award a discretionary uplift or
b) Otherwise in exceptional circumstances.

Exceptionality is to be judged for these purposes by comparison with the circumstances of others applying to the Council for rehousing, but may also include consideration of the length of time the applicant has in fact lived in the Basildon Borough (though falling short of 7 years); any particular reason why they have not been able to build up a qualifying local connection and/or any particular contribution they have made to the local community in that time, such as voluntary or charitable work or other activity beneficial to local people. The maximum uplift available under this power is one band.

9.6 If at any point after successful application to the Homeseeker Register, the applicant loses their local residence connection, for example because they move outside of the Borough, their application will be reassessed and any accrued local residence will cease to apply unless the Housing Applications & Allocations Manager or above *(i.e., Heads of Service & Assistant Director within the Housing Directorate)* is satisfied that there are exceptional circumstances for continuing to apply it, exceptionality for these purposes to be judged on the same criteria as under paragraph 9.5.

9.7 The Council may request proof of the full period of local residence at the point of application and proof of continuous residency in the Borough from that date prior to an offer of a property. The onus is on the applicant to prove that they meet the residence qualification, and the Council may use its own records, and those of other public bodies, to assess applications.

9.8 Applicants placed in Basildon by another organisation into supported housing, probation approved premises or placed in the private sector by another local authority discharging its homelessness duty, are not considered to be 'by choice' and will not qualify for local residence. However, when the duty has expired, residence connection will begin to accrue from that date.

9.9 Eligible applicants aged 55 or over (any partners must be at least 50), who want to move into sheltered housing (including extra care schemes); who do not have a local residence connection, and who do not have a reasonable preference as defined in Section 2.3 of the full scheme will be allowed to join the Homeseeker Register where they will be placed in Band E and registered for sheltered accommodation only.

ASSESSING HOUSING NEEDS: PRIORITY FOR REHOUSING

This Scheme is a banding scheme. Qualifying applicants are placed in one of five bands ranging from A (high) to E (low) which reflects their housing need and the Council's priorities for housing allocation.

If the applicants' circumstances meet more than one award criterion, the application will be placed in the highest band applicable, as defined in the table below:

Band A	
All Applicants	• Exceptional circumstances • National Witness Protection Scheme • MAPPA • Approved management transfers from outside the borough (Reciprocal Agreements – S12.4.9)
Transfer Tenants (Basildon Council/Registered Provider /Sempra Homes)	• Management Transfers • Decants – in a home due for demolition or major repairs • Underoccupancy–tenants downsizing to non-family accommodation.
Basildon Council Tenants	• Eligible under the Transfer Plus Scheme • Standard Allocation Exceptions • Successions – required to move to a smaller property.

	• Tenants in upper sheltered accommodation (no lift) with a medical need for ground floor and wish to remain in the same sheltered scheme
Band B	
Applicants **with** a Local Residence Connection	• Medical/Welfare Level 1 award • Lacking two or more bedrooms • Living in housing which is insanitary or in serious disrepair presenting an immediate or imminent threat to life or serious bodily injury. • Homeless applicants in temporary accommodation provided by Basildon Council after 6 months. • Homeless applicants accepted by Basildon Council, in supported accommodation ready to move on • Homeless at Home applicants (a full homelessness duty accepted by Basildon Council) • Approved Child leaving care nominations. • Applicants in partner provided supported accommodation ready to move on • Applicants who meet the armed forces residence criteria with urgent housing needs
Transfer Tenants (Basildon Council/Registered Provider)	• Held a secure/assured/fixed term/introductory tenancy in Brooke House for **more** than 12 months – subject to criteria – see Appendix 6
Transfer Tenants (Basildon Council/Registered Provider/Sempra Homes)	• Statutory overcrowding • Residing in a bungalow with enclosed garden or a home with specialist adaptations no longer needed • Downsizing from a 4-bed property or above to a 2-bed property
Basildon Council Tenants	• Non statutory Successions – subject to approval • Band A Downsizer/Transfer Plus scheme (refusal of first offer)
Band C	
Applicants **with** a Local Residence connection	• Medical/Welfare Level 2 award • Lacking one bedroom • Living in housing which is insanitary or in serious disrepair not addressed within a reasonable timescale • Hardship applicants • Homeless applicants in temporary accommodation (less than 6 months**)** • Homeless applicants in supported accommodation not ready to move on
Applicants **without** a Local Residence Connection	• Medical/Welfare Level 1 award • Lacking two or more bedrooms • Living in housing which is insanitary or in serious disrepair presenting an immediate or imminent threat to life or serious bodily injury • Homeless applicants in temporary accommodation provided by Basildon Council after 6 months. • Homeless applicants accepted by Basildon Council, in supported accommodation ready to move on

	• Homeless at Home applicants (a full homelessness duty accepted by Basildon Council)
Transfer Tenants (Basildon Council/Registered Provider / Sempra Homes)	• Underoccupancy – Tenants downsizing to family sized accommodation
Band D	
Applicants **with** a Local Residence Connection	• Sharing kitchen or bathroom facilities with persons not considered as part of the housing application • Qualifying applicants moving to sheltered (including moving to another sheltered scheme) • Non-priority homeless/other homelessness/under notice
Applicants **without** a Local Residence Connection	• Hardship applicants • Medical/Welfare Level 2 award • Lacking one bedroom • Homeless applicants in temporary accommodation provided by Basildon Council less than 6 months • Living in housing which is insanitary or in serious disrepair not addressed within a reasonable timescale. • Homeless applicants in supported accommodation not ready to move on • Approved under the Right to Move – appendix 3
Band E	
Applicants **with** a Local Residence Connection	• Sheltered housing with local residence connection but fail the financial limits test • In Basildon Council partner provided supported housing, including Child in Care nominations not ready to move on into independent living accommodation. • Homeless applicants placed in interim accommodation by Basildon Council
Applicants **without** a Local Residence Connection	• Non-priority homeless/other homelessness/under notice • Sheltered housing who fail the local residence connection and/or financial limits test
All applicants	• Extra care scheme only • Unacceptable Behaviour

See the full scheme for detailed definitions of each category.

BEDROOM ENTITLEMENT

The number of bedrooms needed is based on the number, age and gender of people who form their household. The bedroom requirement is calculated in line with the table below.

HOUSEHOLD MEMBER	BEDROOM ENTITLEMENT
Any adult couple	1 bedroom
Person aged over 16 years	1 bedroom
Any two children under 16 years – same sex	1 bedroom

Any two children under 10 years – regardless of sex	1 bedroom
Any other child	1 bedroom
Provision for additional bedrooms	
Accepted by the Council as needing an additional bedroom on medical or welfare grounds	1 additional bedroom
A carer who provides permanent 24 our 'live in' care – confirmation is required from social services (see section 3.2.5)	1 additional bedroom
Specific provisions for permanent decant tenants due to demolition of their home	1 additional bedroom
Basildon Council/RP/Sempra Homes tenants occupying a 4-bed property and above, with an assessed housing need for one bedroom and receiving S12.9 priority	1 additional bedroom

There may be occasional exceptions to the above guidelines, see full scheme for details.

EFFECTIVE DATE IN BAND

All applicants accepted onto the Homeseeker register will be awarded an effective date dependent on their application type and whether they meet the criteria for additional priority.

- **General Needs and Sheltered Applications**
  Date the housing application was received for assessment unless backdated priority applies

- **Homeless applicants accepted under Part VII of the Housing Act 1996, as amended by the Homelessness Act 2002**
  The date the formal homeless application was made to Basildon Council unless backdated priority applies

- **Applicants in short term supported housing**
  The date the applicant moved into the scheme. Proof of this will be provided by the accommodation provider and will require verification by a Housing Officer within the Councils housing department

- **Homeless applicants placed in short term supported housing, including Women's Refuge**
  The earliest date of either:
  - The date the applicant moved into the scheme
  - The date the formal homelessness application was made to Basildon Council

  Proof of this will be provided by the accommodation provider and will require verification by a Housing Officer within the Councils housing department

- **Child leaving care nominations**
  The effective date will be the date the housing application was received or the date of their 18th birthday whichever is the earliest

- **Permanent Decants**
  The date the current tenancy commenced will be used as the effective date for tenants who are required to move due to their current home being demolished

Band change due to a change in circumstances

Moving up into a higher band – the effective date will be the date the application is eligible for the higher band

Moving down to a lower band – the effective date will be the original application date

BACKDATE AWARDS

In addition, the following 1-year effective date backdate awards may also apply if applicants meet specific backdate award criteria:

- **Sheltered Housing**
- **Working Household**
- **Born in Basildon**
- **Community contribution**

A maximum of one year backdate applies regardless of whether the applicant meets more than one of the above criteria.

Armed Forces backdate

In addition, applicants who qualify for an Armed Forces backdate may have their effective date backdated by the length of their period of service (at time of application) in addition to any award above.

See full scheme for specific eligibility details of all award criteria.

Additional effective band date priority does not apply to applicants who are residing in temporary accommodation provided by Basildon Council or applicants residing in supported accommodation entitled to a move on nomination.

CHANGE OF CIRCUMSTANCES

Applicants must inform the Council of any change of circumstances that may affect their Homeseeker Register application by updating their application form.

BASILDON CHOICE – OUR CHOICE BASED LETTINGS SCHEME

Basildon Council operates a choice-based lettings scheme covering the areas below and is committed to advertising as many vacant properties as possible through the Basildon Choice system.

The six main areas of choice for general needs and sheltered housing are detailed below. (Sub areas are shown for information only and cannot be individually selected)

Main areas	**Sub areas**			
Central-includes:	Fryerns & Craylands	Ghyllgrove	Lee Chapel North	Lee Chapel South

Laindon-includes:	Laindon West	Noak Bridge	Laindon & Five Links	Langdon Hills
Pitsea-includes:	Felmores	Chalvedon	Pitsea	Northlands/Trenham
Vange-includes:	Barstable	Kingswood	Vange North & Central	Vange South
Wickford:	No sub areas			
Billericay:	No sub areas			

Properties will be advertised on a weekly basis opening at 12.01 am on every Friday morning and closing at 11.59pm on every Monday evening on the Basildon Choice Website www.basildonchoice.org.uk

Applicants accepted onto the Homeseeker Register whose application is 'Active' can bid on up to 3 properties each week property. Potentially vulnerable applicants can be assisted with bidding if required - see full scheme for information.

Basildon Council is committed to advertising as many vacant properties as possible through the Basildon Choice system, however in some circumstances it is necessary to offer properties directly to an applicant without being advertised through the bidding process.

Applicants registered for direct offers will be notified in their assessment letter that they will not be able to place bids through Basildon Choice.

RIGHT TO REVIEW

Applicants have a right to request a review of Homeseeker decisions. Review requests, along with any supporting information, must be made in writing to the Review Officer, Housing Choice department, within 21 days of the decision.

The applicant may enlist the support of an advocate or advice agency to assist with a review. The reviewing officer will notify the applicant of the outcome within 56 days of receipt of the request in writing and will give clear grounds for the decision.

Please refer to the full Housing Allocation Scheme document for more detailed clarification of any topics contained within this Summary.

A full copy is available via the Basildon Choice website homepage or by clicking this link www.basildonchoice.org.uk/content/AllocationPolicy