

## APPENDIX A

### Definitions

The definitions section sets out the meaning of words used in the lettings policy.

**Allocation** – the letting of a property to a customer on the housing register within Part 6 Housing Act 1996.

**Anti-social behaviour** – Behaviour or conduct causing or likely to cause nuisance, annoyance, harassment, alarm or distress to another person.

**Bypass reasons** – Circumstances where the ‘top ranked’ or higher placed customer on the shortlist will not be offered the home.

**Choice based lettings scheme (CBL)** – CBL is a way of giving customers greater choice about where they wish to be rehoused, by enabling them to make expressions of interest in available properties. The CBL scheme is called ‘Lincs Homefinder’.

**The Council** – City of Lincoln Council; also includes officers of the Council and agents or contractors acting on the Council’s behalf.

**Date of registration** – the date at which an application and all supporting evidence has been received.

**Direct lettings** – properties let by making a direct offer without being advertised through Lincs Homefinder.

**Eligibility** – The government prescribes who is ‘eligible’ to be allocated a council property for example, someone who is not subject to immigration control.

**Expression of interest** – when a customer registers an interest in a particular property advertised through Lincs Homefinder.

**Family member** – The definition of family member is that set out in the Housing Act 1985.

**Household** – the applicant’s family and any other people living with them.

**Introductory tenancy** – An introductory tenancy is a periodic weekly tenancy granted under the Housing Act 1996 which usually lasts for 12 months.

**Joint tenancy** – where two or more people are tenants of the same property.

**Lincs Homefinder** – a register of housing applications reflecting the needs of customers in the Lincoln area who need accommodation.

**Lettings criteria** – which groups of customers can be considered for a particular property, for example, according to bedroom requirements and property type.

**Local connection** – as defined in s199 Housing Act 1996

**Local lettings policies (LLPs)** – where a property is let with specific preference criteria for example, giving preference to current tenants for some properties.

**Locality** – For the purposes of locality this would be within the City or within a 3 miles radius of the City boundary

**Joint applicant** – where someone applies for rehousing as a joint customer.

**Main applicant** – where someone applies for rehousing as a sole customer.

**Multi Agency Public Protection Agreement (MAPPA)** – the statutory framework managing potentially dangerous offenders.

**Mutual exchange** – an exchange of properties between social housing tenants with the consent of their landlord.

**Nomination** – the rehousing by a Registered Provider of a customer in Gold or Silver Band of Lincs Homefinder, or a customer eligible for a direct letting.

**Offer bypass** – where the top ranked customer is not offered a property, for example, if a customer has been assessed as requiring ground floor accommodation, they will not be offered a house with stairs.

**Qualification criteria** – the council will consider whether a customer (or a member of his/her household) has been guilty of unacceptable behaviour which is serious enough to make them non-qualifying to be a tenant at that time.

**Reasonable preference** – the Housing Act 1996 (as amended) requires that a local authority gives reasonable preference for categories of customers due to property conditions, medical, social or hardship reasons.

**Reduced preference** – where the degree of preference given to a customer is reduced based on their behaviour such as rent arrears or anti-social behaviour.

**Registered Providers** – a term used to describe housing associations.

**Right to review** – customers can request a review of a decision made on their housing application.

**Secure tenancy** – A secure periodic weekly tenancy granted under the Housing Act 1985.

**Senior Manager** – An officer of Service Manager level or above employed by the City of Lincoln Council.

**Succession** – where a tenancy is passed on someone else living at the property, such as a spouse or family member, following the death of the tenant.

**Tenant transfer quota** – where a proportion of lettings are made giving preference to City of Lincoln Council tenants above other applicants

**Transfers** – customers who are currently tenants of a social landlord wanting to be rehoused into another property of that landlord.