

## Appendix D – Bypass Reasons

Bypass Reason	Circumstances
Adapted property	An adapted property will be offered to the highest ranked applicant on the shortlist who requires the adaptations.
Administrative reasons	An offer will be made to the applicant who has held the highest priority for the longest time or since their date of registration should the shortlist not generate the correct order. This may also be used at the pre-offer stage prior to a formal offer being made.
Area specific	<p>This may be used to bypass an applicant in order to make a sensitive letting. Examples include:</p> <ul style="list-style-type: none"> <li>• where a customer who has previously experienced anti-social behaviour or harassment is at the top of a shortlist for a property or area where the previous tenant moved due to harassment</li> <li>• where an applicant needs to avoid living in a particular locality, for example, if an applicant has completed a drug treatment programme and there is evidence that other drug users or dealers are in the area</li> <li>• if an applicant is prevented from entering an area due to bail conditions, injunctions or other legal restrictions apply</li> <li>• an applicant that is offered a property would result in a known perpetrator of domestic violence, racial abuse, other hate crimes or serious offences being rehoused within the vicinity of the victim of the violence or other potentially vulnerable residents or an applicant that has perpetrated anti-social behaviour or criminal offences being rehoused in the same area as the behaviour took place, even if the applicant now meets the qualification criteria to be rehoused. This also includes consideration of other members of the applicant's household.</li> </ul>
Best use of stock	This enables the offer of a property to be made to an applicant with primary care of dependent children (other than households with a disabled household member where the property would meet their assessed needs in term of their medical housing recommendation). This reason does not apply to applicants that are using part time access to additional children.
Change in customer's circumstances	If there has been a change in the applicant's circumstances that affects their position on the shortlist.
Good tenancy record / home visit	Applicants may be bypassed if they are not able to demonstrate a good tenancy record, for example, if the tenancy agreement has not been adhered to or if their property has not been kept in an acceptable condition.
Incorrect bedroom calculation	Applicants may be bypassed if they would under occupy or over occupy the property.

Ineligible for Part 6 allocation	If an applicant has applied for rehousing but is unable to hold a council tenancy due to their immigration status or if they have failed the habitual residency test.
Local connection not established	Used to bypass an applicant that is unable to demonstrate a local connection.
Local Lettings Policy	Used to bypass an applicant if they are not given preference under an approved local lettings policy
Medical recommendation	Used to bypass an applicant where the property that they will be offered does not meet the recommendations made in a medical assessment. Exceptions to this are if there is a prior formal approval that adaptations can and will be made to the property.
Multi Agency Public Protection	Used to bypass high risk offenders (sexual offenders, violent offenders and other offenders likely to pose a risk of serious harm or exploitation) if they are to be rehoused near their victims or their known associates or if they are rehoused in an area or property type considered to be unsuitable by the Multi Agency Public Protection Panel, the National Probation Service or Police. This would also apply if the letting would breach the applicant's bail or licence conditions.
Offer pending from Registered Provider	If a Registered Provider has already made an offer of accommodation to the applicant and the offer is pending the applicant will be bypassed to ensure that they only have one offer of accommodation at any time.
Proofs not provided in timescale	Where an applicant has failed to provide proof, for example, of their eligibility or local connection within the deadline given they will be bypassed.
Reduced preference	Used to bypass an applicant with reduced preference due to their behaviour.
Refused offer	Where an applicant has refused an offer of the property but their name has remained on the shortlist.
Related to reasons for priority award	Used to bypass an applicant who has been awarded priority and the property they are to be offered does not meet the requirements of the awarded priority, for example, if an applicant needs to live in a specific area of the city to give or receive support but the property they are to be offered is not in that area.
Sensitive let	Used where the property has been advertised as a sensitive let and the applicant does not meet the Council's criteria.
Support package	Used to bypass an applicant the Council believes that they require a support package to manage their tenancy but one cannot be obtained by the date the tenancy is anticipated to begin.
Suspected fraudulent application under investigation	If there is reasonable belief that the application may be fraudulent and it is under current investigation.
Unable to contact applicant	Used to bypass an applicant if the Council or Registered Provider are unable to contact the applicant within 24 hours
Unable to take up offer	Used where an applicant is unable to take up an offer of accommodation within a reasonable time period or if the applicant is unable to afford the full rent or if the property is not considered by the Council to be affordable.