



# CHOICE BASED LETTINGS

How to apply for housing  
in North East  
Derbyshire

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# CONTENTS

Who can apply?	Page 3
What property are you eligible for?	Page 3
A summary of bands that your application could go into	Page 4-5
Medical Needs	Page 5
Community Connection	Page 6
Owner Occupiers	Page 7
How will properties be advertised?	Page 7
How can I bid for a property?	Page 8
What happens if my bid for a property is successful?	Page 8
Can offers be refused?	Page 9
What if you are not happy with a decision of Rykneld Homes?	Page 9
Other Housing Options	Page 10
HomeSwapper	Page 10
Right Move	Page 10
Contacts	Page 11

## INTRODUCTION

This guide explains how to apply for housing through North East Derbyshire District Council's Housing Register (waiting list). The Council's Allocation Policy covers Council and Rykneld Homes properties. Rykneld Homes manages the allocation process on behalf of the Council.

It also gives some advice about other housing options that are available that you may wish to consider, including housing association properties.



## WHO CAN APPLY?

The Council operates an open housing register so anyone can apply. This includes current Council tenants who are looking to move home.

On submitting your application, checks and references will be made to verify your details. Once your housing application has been registered you will be sent a letter confirming the band your application has been awarded based on your current circumstances. See 'A Summary of Bands' on page 4. The letter will also detail how you can access the website to view all current empty homes and how to place bids on properties.

There are certain circumstances when you may not be eligible or suspended from joining the housing register, for example:

- Cases of unacceptable behaviour or rent arrears
- NEDDC tenants who have an introductory tenancy
- Applicants who have equity/assets or savings (excluding NEDDC tenants or Extra Care Specialist housing applicants) and are able to find appropriate alternative housing to meet their housing need.

## WHAT PROPERTY ARE YOU ELIGIBLE FOR?

Your situation will be assessed to determine what size and type of property will meet your needs. You will also be assessed to ensure the property is affordable for you.

If you are able to afford the rent and associated costs you will not be restricted and will be able to bid on properties in accordance with the policy.



# A SUMMARY OF BANDS THAT YOUR APPLICATION COULD GO INTO:

## Priority Band 1 – Emergency/Very Urgent Need (local connection with the district required)

- Homeless applicants assessed by the Council's Housing Options team
- Homeless applicants in temporary accommodation provided by the Council.
- Statutory Overcrowding for private rented tenants
- Domestic abuse
- Critical and/or crisis medical needs
- Adaptation Transfer - Tenants Incentive Scheme
- Special cases which require an urgent and immediate need for housing
- Hate crime cases where re-housing of the victim is appropriate
- Multiple band 2 needs.



## Priority Band 2 – Urgent Need (local connection with the district required)

- General medical needs
- Applicants with support needs
- Applicants providing support
- Anti-Social behaviour where re housing a victim is appropriate
- People living in temporary accommodation pending enquiries
- Young people and the Children Act 1989 to include Care Leavers, vulnerable homeless young people
- Vulnerable Young people aged 16 and 17
- Families being supported by social care due to specific needs
- Lacking in basic amenities
- People whose home is a property tied to their job, who are retiring or leaving employment
- Council Tenants affected by development work to Council owned homes,
- Prevention of Homelessness Measures following investigations by the Councils Housing Options Team
- People leaving temporary supported accommodation
- Armed Forces including relationship breakdowns where ex-partners/spouses have to move from MOD property
- Moves that release an under occupied property
- People who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or to others)
- Non-Statutory Overcrowding by 2 or more bedrooms – Definition Used by the Council
- Multiple Band 3 Needs

## A SUMMARY OF BANDS THAT YOUR APPLICATION COULD GO INTO:

### Band 3 – Moderate Need

- Private sector tenants with an assured shorthold tenancy
- Applicants without any district connection but would otherwise meet the criteria of Band 1 and 2
- Priority homeless but no district connection as assessed by the Councils Housing Options Team
- Homeless Applicants found to be intentionally homeless.
- Shared Amenities after a 6-month period
- Special circumstances
- No Fixed Abode/Sofa Surfing following investigation by the Councils Housing Options Team
- Non-Statutory Overcrowding by 1 bedroom – Definition used by the Council
- Children aged 5 and under living in upper floor flats/maisonettes
- Applicants who are deemed not to have made best use of their priority banding after a review.

### Band 4 - General Need

- No Specific Housing Needs
- Homeless but no local connection AND no priority
- No local connection
- Applicants with equity, savings and/or assets who can secure accommodation in the private sector which meets their needs.



## MEDICAL NEEDS

If you feel that your current home is unsuitable for your medical or mobility needs, you can ask to be assessed for consideration to be placed in a higher band by completing a Medical Needs Assessment form, this will need to be supported by a Patient Summary provided by your GP Practice. If the need to move is related to mental health, then there is a separate medical needs form to complete and will need to be supported by a letter from your GP/ Support Worker.

Applicants must apply to go on the housing register, and in the first instance the application will initially be awarded banding without the medical assessment.

Rykneild Homes will undertake an assessment of your circumstances and recommend a property type that would resolve your housing need.

# COMMUNITY CONNECTION

This is a system of preference if you wish to live in the community/parish where you have a connection and you will be awarded an extra 12 months waiting time when you make bids for the locality where you have a connection.

Connection is decided if you meet the following criteria:

- Have been living for the last 12 months; or 3 out of the last 5 years
- Have a close family member for example; child, parent/guardian, brother or sister, who has lived in the community for at least the last 5 years
- Give or receive care/support from someone living in the community
- Receive specialist medical treatment
- Need to move to or from supported housing which is near family
- 'Right to Move' applicants
- Applicants not qualifying under Right to Move regulations but who need to move for employment purposes (assessments will be based on the 'Right to Move' criteria)
- Employment purposes qualifying through homeless legislation as referred by the Council's Housing Options Team
- Education/training purposes (starting from children in Secondary school year 10 and above)
- People who need to move to the community, where failure to meet their need would cause hardship (to themselves or other family members)
- Care Leavers aged 16 – 21, or up to the age of 25 if still receiving support from a Personal Advisor.

All the above criteria require supporting documentary evidence.



# OWNER OCCUPIERS, EQUITY, SAVINGS AND ASSETS

The Council is committed to offering the greatest choice possible in the allocation of social housing within the district but must ensure that homes go to those in greatest need.

As part of the application process owner occupiers and customers with assets/savings will be assessed. If the assessment shows that you can buy a suitable property you will normally not be eligible to register, if however you are found to have equity, assets or savings to help secure/afford alternative accommodation in the private rented sector you will normally only be awarded Band 4.

In some circumstances where funds cannot be accessed then you may be able to register.

If you are an owner occupier and are rehoused, you must place your property on the open market immediately and provide evidence that demonstrates you are pursuing its sale, you may not let your property or make any financial gain whilst waiting to sell.



## HOW WILL PROPERTIES BE ADVERTISED?

All available Council and housing association properties are advertised weekly. A property list will be available:

- Via the website - [www.rykneldhomes.org.uk](http://www.rykneldhomes.org.uk)

All available properties will be advertised on a weekly basis on the Choice Move website, starting at midnight Tuesday to the following Tuesday at midnight via [www.rykneldhomes.org.uk/your-home/find-a-home](http://www.rykneldhomes.org.uk/your-home/find-a-home).

## HOW CAN I BID FOR A PROPERTY?

You will be able to place up to 6 bids (expression of interest) every week. And you can do this:



Via the website  
**[www.rykneldhomes.org.uk](http://www.rykneldhomes.org.uk)**



By telephone  
**01246 217670**

## WHAT HAPPENS IF MY BID FOR A PROPERTY IS SUCCESSFUL?

Housing applications will be checked to ensure that all the information has been provided, the details are correct and up-to-date, and that the application has been awarded the correct band and waiting time.

Once verified the successful applicant will be contacted after the shortlisting has taken place. When the property is ready to let we will contact you to arrange to view the property.

Each successful applicant will receive one offer only per advertising cycle. This means that if you are successful you will not be able to bid on any other properties whilst waiting to view the property you have been offered.





## **CAN OFFERS BE REFUSED?**

Offers can be refused, however, reasons must be given. If three refusals are made your application will be re-assessed and housing advice given about considering appropriate property type and location.

If the reasons are not considered reasonable your application may be suspended for a period of three months, during this time you will not be able to bid on any properties.

## **WHAT IF YOU ARE NOT HAPPY WITH A DECISION OF RYKNELD HOMES?**

If you are unhappy with any decisions that Rykneld Homes make regarding your application, you can request a review in the first instance. If you are still unhappy with the decision you have the right to appeal.

This is a short summary of North East Derbyshire District Council's Allocation Policy. The full policy can be found on our website [www.rykneldhomes.org.uk](http://www.rykneldhomes.org.uk) or by contacting the Choice Move Team on 01246 217670 or email:

[choicemove@rykneldhomes.org.uk](mailto:choicemove@rykneldhomes.org.uk).

## **OTHER HOUSING OPTIONS**

### **INCLUDING HOMESWAPPER AND RIGHT MOVE**

If you are considering a housing association property, you will need to be registered with Choice Move by completing a Choice Move Housing Application form.

To be nominated for a housing association you will need to bid on accommodation that is advertised, the landlord's details are provided in the advert. If your bid is successful, the housing association will contact you directly.

## **HOMESWAPPER**

HomeSwapper is the UK's largest community of social housing tenants looking to swap homes.

Each year they help thousands of tenants change their lives. Rykneld Homes is a member of the HomeSwapper Scheme and anyone can join online at:

[www.HomeSwapper.co.uk](http://www.HomeSwapper.co.uk)



## **RIGHT MOVE**

We offer a number of selected properties on a first come, first served basis. Eligibility criteria applies. To find out more about these homes please view our properties on RightMove.





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## CONTACT US



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**01246 217670**

**Rykneid**   
HOMES  
*at the heart of communities*



## Język polski

W Rykneid Homes zależy nam na dostarczaniu doskonałej jakości usług naszym lokatorom, dzierżawcom i mieszkańcom. Aby porozmawiać z nami po polsku zadzwoń pod numer

**01482 971724**



## For all other languages

**01246 217670**