

Appendix A

Document Name	Home Release Policy – Ground Breaker.
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Version Number	1
Approved by	Portfolio Holder
Responsible Business Manager	Business Manager Housing Services

P I L O T

Newark and Sherwood District Council

Home Release Policy 2023

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PILOT

Linked policies:

Housing Allocations Scheme

Complaints and Feedback Policy

1 Purpose

- 1.1 The purpose of this policy is to explain how Newark and Sherwood District Council will support when tenants living in homes either too large for their household needs or where the property has adaptations that are no longer required, wish to move.

2. Policy Statement

- 2.1 This Home Release Scheme is an initiative aimed at addressing housing need for households requiring larger homes or homes that have been adapted.
- 2.2 The scheme is for tenants willing to release either adapted properties to ease the pressure on our need for suitable accommodation for households with mobility challenges and other disabilities which require specialist accommodation, or larger family accommodation.

3. Eligibility and Guidelines

- 3.1 The scheme applies to Newark and Sherwood Introductory and Secure tenants.
- 3.2 Where tenant/s are releasing an adapted property, the move can be of the same bedroom size.
- 3.4 Where tenant/s are releasing family accommodation of three or more bedrooms, the move should be downsizing by at least one bedroom.
- 3.5 The scheme is not dependent on age, how rent is paid or if they are subject to an Under Occupation Charge.
- 3.6 Any issue of under occupation should be resolved because of the move, no moves resulting in under occupation will be considered.
- 3.7 Where the move is into supported accommodation where age restrictions apply these cases will be considered on an individual basis.
- 3.8 Where tenant/s have tenancy related debts, we will work with them to agree a repayment plan.
- 3.9 Where tenant/s downsizes and receives a home release payment, it is possible that they may subsequently have another change of circumstances which requires them to downsize again. They can apply for home release again at any time in the future, providing that the change of circumstances is genuine.

4 **Support and Assistance**

- 4.1 The Council will put the tenant experience at the centre of this scheme and recognises some tenants may need extra support and differing levels of assistance.
- 4.2 We will offer a menu of options to support the move.

Option 1	
Financial Support	Award a payment of £2000
	This will be a one-off direct payment and the tenant will be responsible for all costs associated with the move
Option 2	
Practical Support	Arrange and pay for removals
	Disconnection and reconnection of appliances
	Redirection of mail
	Arrange for any remedial works identified in the property tenant is leaving
	Support with utility arrangements at both properties
	Up to the cost of £2000
Option 3	
Blended Support	A mixture of the options 1 & 2 up to the cost of £2000

5 **Making a complaint or providing feedback**

- 5.2 We welcome feedback to improve our services. If a tenant would like to provide feedback on this service or is not satisfied with how the Council has applied with any aspect of this policy, please refer to the Council's Corporate Feedback Policy on how to make a complaint.

6 Approval, Consultation and Review

Document Title	NSDC Home Release Policy (Ground Breaker)		
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Portfolio	Homes and Health		
Consultation	Tenant Engagement Board	Colleagues	
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