

## Glossary

**Advocate:** If an applicant feels they cannot manage their own affairs and are unable to bid for properties themselves, they can choose someone to act for them. This person will be called an 'advocate.'

**Affordable Rent:** Rented housing let by Registered Providers of social housing to households who are eligible for social housing. Affordable rent is not subject to the national rent regime but is subject to other rent controls that require a rent of no more than 80% of the local marker rent.

**Allocation of Housing:** Selecting a person to be a secure or introductory tenant of accommodation held by that authority, nominating a person to be a secure or introductory tenant of accommodation held by another Housing Authority, or nominating a person to be an assured tenant of accommodation held by a private registered provider.

**Applicant Bandings:** Categories used to prioritize applicants based on their housing needs.

**Armed Forces:** Defined as the Royal Navy, Royal Marines, the Army, and the Royal Air Force. Reserved Forces include the Royal Fleet Reserve, the Royal Naval Reserve, and the Royal Marines Reserve.

**Assessment of Housing Need:** All housing applications have their circumstances reviewed and compared to the legal requirements an allocation scheme must contain.

**Band:** The Council categorises housing applications into one of four bands which reflect the level of priority housing. These bands are 1,2,3 and 4. Applications in Band 1 have the highest priority.

**Bid:** The term used when an applicant expresses an interest in a property advertised on Newark and Sherwood's website.

**Choice-Based Lettings Scheme:** Provides a single access point to good quality, affordable housing for people in housing need, offering households with an identified housing need choice in bidding for a home.

**Decant:** The term used to describe the process whereby a tenant must be temporarily moved out of their home into another property to enable the Council to complete essential repairs/maintenance to the property.

**Eligibility and Qualification:** Criteria that determine who is eligible and qualifies for social housing.

**Equal Opportunities:** The Council and its partners are committed to promoting equal opportunities and anti-discriminatory practices in the services it provides.

**Exclusions:** Conditions under which applicants may be excluded from the housing register.

**Financial Resources:** All Applicants will be required to complete a financial assessment and will be required to self-certify their financial position, providing supporting evidence to confirm their ability to pay the relevant rent and other bills.

**Housing Costs:** include the amounts paid for lodging/rent/service charges etc., food consumed at home, utilities, clothing, and other costs.

**Housing Need:** Is an assessment of your living and housing situation and is then compared against the legislation within the Housing Act 1996.

**Local Connection:** Criteria that determine whether an applicant has a local connection to the district.

**Medical Assessment:** Is the criteria used to determine the impact of your property against your medical circumstances.

**No Fixed Address:** People of 'no fixed address' are staying in various locations without any one location to leave belongings and possessions safely.

**Over Crowding:** Criteria that assesses the household size against the accommodation occupied.

**Reasonable Preference:** Categories of people who must be given reasonable preference in the allocation of housing.

**Registered Provider (RP):** Housing associations or other organizations that provide social housing.

**Right to Move Regulations:** Regulations that prevent local authorities from disqualifying certain applicants on the grounds that they do not have a local connection with the local authority's district.

**Scheme Review:** The process of reviewing and updating the housing allocation scheme.

**Succession of Tenancy:** Is the consideration of the right to take over the tenancy or inherit it when someone dies.

**Suitable Accommodation:** Accommodation that is of adequate size and layout to meet the requirements of the household evidenced housing need.

**Suitability Criteria:** Criteria used to determine the suitability of properties for applicants.

**Transfer Applicants:** Applicants who are existing tenants and wish to transfer to another property.

**Welfare and Hardship:** This is the assessment of an applicant's situation and the difficulties being caused by residing at the current property.