



**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

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# £100K HOMES ALLOCATIONS POLICY AND GUIDANCE

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## Introduction and aims

This policy outlines the allocations process for £100K Homes in the Cambridgeshire & Peterborough area. It details how applicants can express their interest in purchasing a £100K property, the eligibility criteria, how applicants will be prioritised, and the process to accept an offer of a £100K Home. The Allocations Policy is based on a point scoring system.

£100K Homes provides another opportunity to meet the housing needs of those who would otherwise not be able to buy on the open market in their local area. Such households often work in sectors where incomes have not kept pace with increases in house prices.

The £100K Homes Allocations Policy aims to:

- Establish a process that is non-discriminatory and responsive to demand, while contributing to the need to be inclusive and ensure sustainable communities
- Establish an efficient, transparent, fair and effectively controlled basis for the acceptance and processing of applications for £100K Homes ownership
- Provide a system of prioritising applicants ensuring that homes are allocated to people with the strongest local connections to the relevant City/ Town/ Parish

The Combined Authority will assess all applications for the allocation of £100K Homes under the terms of this policy.

## Allocations

The Allocations process consists of two key stages:

- 1) Eligibility
- 2) Point score and priority

### Stage one: Eligibility

The Combined Authority will receive Expressions of Interest for £100K Homes and will maintain a waiting list of potential applicants. Upon submitting an Expression of Interest for a £100K Home, applicants will be assessed on their eligibility.

Expressions of Interest can be submitted online at [www.100khomes.co.uk/register-interest](http://www.100khomes.co.uk/register-interest). Anyone who is unable to complete an online application should contact the £100K Homes team via email, telephone or post:

- Email: [100khomes@cambridgeshirepeterborough-ca.gov.uk](mailto:100khomes@cambridgeshirepeterborough-ca.gov.uk)
- Telephone: 07766 991145
- Postal address: £100K Homes team, Cambridgeshire & Peterborough Combined Authority, 72 Market Street, Ely, CB7 4LS

In order to be eligible for a £100K Home the applicant must meet four criteria:

*a) An inability to afford open market ownership*

Applicants will be subject to a maximum income limit of £50,000 to be eligible. This will take into account income from all sources. In the case of joint applicants, total household income must fall below £50,000.

*b) A local connection to Cambridgeshire or Peterborough*

Applicants must satisfy at least one of the following local connections criteria:

- Employment in Cambridgeshire or Peterborough
- Self-employment in Cambridgeshire or Peterborough
- Armed services personnel enlisting from address in Cambridgeshire or Peterborough
- Currently reside in Cambridgeshire or Peterborough
- Have resided in Cambridgeshire or Peterborough during the past 5 years
- Have close family (as defined on page 7) who currently reside in Cambridgeshire or Peterborough

In the case of joint applicants, at least one applicant must have a local connection.

*c) Do not currently own a home*

Applicants must not currently own a home, whether or not they live in it as their primary residence. In the case of joint applicants, neither may currently own a home.

*d) Do not have access to capital over 25% of the discounted value of the property*

Applicants must not have access to capital over 25% of the discounted value of the property. When a £100K Home is first sold, this means applicants must not have access to over £25,000.

Applicants who meet parts a) b) c) and d) of the eligibility criteria will be accepted onto the waiting list and invited to submit a full application when a £100K Home becomes available in the area(s) in which they have a local connection.

## Stage two: Point score and priority

When a £100K Home becomes available, everyone who has submitted an Expression of Interest in £100K Homes will be notified. Those eligible applicants who have a local connection to the relevant City/ Town/ Parish will be invited to submit a full application within a given timeframe.

Applicants who have no local connection to the relevant City/ Town/ Parish but reside in one of the prescribed list of surrounding settlements will also be invited to submit a full application.

Applicants who have a local connection to Cambridgeshire or Peterborough, but no local connection to the relevant City/ Town/ Parish of which the £100K Home is coming forward and do not currently live in any of the prescribed neighbouring settlements will not be invited to complete a full application. However, they will remain on the waiting list of potential applicants for future £100K Homes that come forward in other areas.

The full application form will allow the Combined Authority to allocate each applicant with a Point Score. Points will be allocated based on the strength of local connection to the relevant City/ Town/ Parish, using the points table below.

The points system is designed to give a fair representation of an applicant's local connection to the area. It ensures that those with the strongest local connections are given priority to purchase a £100K Home.

Points are split into two categories: employment and connectivity. Points are awarded in line with the table below.

## Point Score Table

Category	Criteria		Point allocation	Points scored
Employment	Employed in relevant City/ Town/ Parish	Y/N	500	
	Self-employed in relevant City/ Town/ Parish	Y/N	500	
	Key Worker	Y/N	250	
	Retiring member of the armed forces who enlisted from address in relevant City/ Town/ Parish	Y/N	250	
Connectivity	Currently lives in relevant City/ Town/ Parish	Yrs	100 per year, capped at 500	
	Previously lived in relevant City/ Town/ Parish during the past 5 years	Yrs	80 per year, capped at 400	
	Close family living in relevant City/ Town/ Parish	Yrs	50 per year, capped at 250	
	Currently lives in prescribed neighbouring settlement	Yrs	50 per year, capped at 250	
	<u>Currently lives in relevant City/ Town/ Parish and previously lived in prescribed neighbouring settlement</u>	<u>Yrs in neighbouring settlement</u>	<u>50 per year, previous 5 years will be assessed only</u>	
<b>Total points awarded:</b>				

## Definitions and qualifying criteria

### Residence

This will be the primary residence of applicants and will include, living with parents, in rented accommodation and those in employment-based accommodation.

### Employment

In order to accrue local employment points applicants must currently be employed within the relevant City/ Town/ Parish for a minimum of 16 hours per week, and must have held this employment for at least 6 months prior to the expected £100K Home completion date.

If the employer's registered address is not in the relevant City/ Town/ Parish but your usual place of employment is, this must be evidenced by the employer.

### Self-employment

In order to accrue local self-employment points applicants must provide evidence that they have traded from an address in the relevant City/ Town/ Parish for at least 12 months prior to the expected £100K Home completion date.

### Key worker

Key workers are defined as:

- nurses and other NHS staff,
- teachers in schools and in further education or sixth form colleges,
- childcare workers in pre-schools and nursery schools,
- police officers,
- prison service and probation service staff,
- social workers, education psychologists, planners and occupational therapists employed by local authorities,
- whole time junior fire officers and retained fire fighters,
- care workers, and
- serving members of the armed forces

### Retiring Member of Armed Forces

Applicants who have retired from the Armed Forces in the 5 years prior to the expected £100K Home completion date and enlisted from an address in the relevant City/ Town/ Parish. Applicants must be able to show a discharge certificate or similar document.

### Close family

Close family is defined as spouse, civil partner, parent, child, sibling, step-parent, step-child, step-sibling, grandparent, or grandchild.

### 'Year' for the purpose of length of residence

The length of residence for both applicants and close family will be calculated using the expected completion date of the £100K Home. Length of residence will be rounded to the nearest year, with any length of time over 6 months being rounded up to one full year.

## Joint applications

If applicants are intending to purchase a £100K Home as joint buyers, the application must be submitted as a joint application.

In the case of joint applicants, the score of each individual will be calculated and an average of the two will be applied. If one applicant wishes to cancel their application, the remaining applicant's score will be reassessed using only their circumstances.

## Change of circumstances

Applicants who have submitted an Expression of Interest and are on the waiting list must inform the Combined Authority of any changes in circumstance affecting their eligibility for £100K Homes.

Applicants who have submitted a full application must promptly inform the Combined Authority of any change in circumstances affecting their eligibility for £100K Homes or their point score. This includes: changes to income, changes in employment, change in key worker or retiring armed forces status, changes in residence, and changes in close family residence where this has constituted part of the application.

## Cancelling an application

Applicants may cancel their application at any time, up until they accept the offer to purchase a £100K Home. In order to cancel an application and have all details removed from the Combined Authority's records please contact the £100K Homes team via email, telephone or post:

- Email: [100khomes@cambridgeshirepeterborough-ca.gov.uk](mailto:100khomes@cambridgeshirepeterborough-ca.gov.uk)
- Telephone: 07766 991145
- Postal address: £100K Homes team, Cambridgeshire & Peterborough Combined Authority, 72 Market Street, Ely, CB7 4LS

Please note that once an application is cancelled, it will not be possible to reinstate the original application date should the application be resubmitted.

## Making an offer

When a £100K Homes becomes available, the waiting list will be notified and all those who have a local connection to the relevant City/ Town/ Parish or live in one of the prescribed neighbouring settlements will be invited to submit a full application. Applicants will be made aware of the deadline to submit full applications.

Once the deadline to submit full applications has passed, all applicants will be allocated a point score and a shortlist of the top scoring applicants will be produced. Where applicants have equal points then date of Expression of Interest will be used to assign priority. Applicants will be notified if they are on the shortlist and of their position on that list, and will be invited to view the property/ properties as soon as it is practical to do so.

The applicant with the highest point score will be given the first opportunity to accept the offer of a £100K Home. If they are unable or unwilling to go ahead with the purchase within



a given timeframe, the home will be offered to the household with the second highest score, then the third, and so forth.

## Evidence

At the point of shortlisting, applicants will be required to provide evidence for their eligibility and all of the local connections criteria for which they are receiving points. Where evidence cannot be produced, it may be necessary to reduce the applicant's point score accordingly.

Illustrative examples of evidence that may be required:

- Payslips, or annual tax return if self-employed
- Previous tenancy agreement, utility bills or other evidence of residency for both the applicant and any family member residency that the applicant is relying on for their point score
- Copies of bank statements
- Discharge certificate from Armed Forces
- We may undertake a credit check to verify the details you have provided

## Accepting an offer

Once an offer is made to an applicant for the purchase of a £100K Home the applicant will be responsible for securing a mortgage and appointing solicitors to undertake the conveyancing process. The Combined Authority will specify the timescale in which this should be completed before the £100K Home is offered to the next applicant on the waiting list.

It is important to note that an offer of a £100K Home does not constitute any kind of contract or guarantee as to the sale.

The Combined Authority cannot provide any sort of advice or guarantee with regards to securing a mortgage. Many things can affect an applicant's ability to secure a mortgage, such as a poor credit history or insufficient deposit.

## Withdrawal of offers

In exceptional circumstances, the Combined Authority may withdraw an offer:

- There has been a change in the applicant's circumstances which deems them not eligible
- The applicant is unable to provide evidence to support their application

- The applicant has submitted incorrect, false or misleading information and this has a material affect on their eligibility or point score
- Where an error has been made in the advertising criteria.

## Non-eligible applicants

Applicants (including anyone intending to live with the applicant) will not normally be eligible if any of the following apply:

- a) A previously owned home has been repossessed by their mortgagor, unless the mortgage has been fully redeemed, or a payment plan in place
- b) The applicant is currently in rent arrears
- c) They have been declared bankrupt within the last 6 years
- d) The applicant has been evicted on the grounds of anti-social behaviour within the last 6 years, unless the applicant is able to provide a satisfactory landlord reference to mitigate this

Applicants must be at least 18 years of age.

## Overcrowding

The Combined Authority will not allocate a £100K Home if to do so would cause overcrowding. £100K Homes are one-bedroom properties so this means successful applicants would be either single adults or couples.

## Case specific guidance

### Partial home ownership

Where an applicant partially owns a home with others that are not part of their household (due to inheriting part of the property or any other reason) they will not be eligible to purchase a £100K Home.

### Staying contact with children

We will consider applicants who have staying contact with children where the children do not live with the applicant for the majority of the time (less than 50% of the time).

### High-risk offenders

In the case of high-risk offenders, the Combined Authority will liaise with the National Probation Service and the MAPPA (Multi-agency Public Protection Arrangements) co-ordinator to assess the application to manage the associated risks.

### Allocations to staff, family members of staff and elected members

Members of staff, their close family and elected members who wish to apply for a £100K Home may do so in the same way as other applicants. Their status should be disclosed on the application form at the time of applying. Before an applicant who is a member of staff, their direct family or an elected member is made an offer, approval will be sought from the Housing Director.

### Allocations for a subsequent £100K Home sale

When selling a £100K Home the process is slightly different than a standard sale. The owner will be required to have the property valued by a RICS surveyor. The sale price will then be set to reflect the same percentage discount on market value that the £100,000 purchase price originally reflected.

The Combined Authority will keep an active waiting list of potential purchasers. Once the current owner has notified the Combined Authority and undertaken the RICS valuation, the Combined Authority will have a set period of time to nominate the subsequent purchaser, using this Allocations Policy.

In the unlikely event that the Combined Authority is unable to nominate a buyer within the given time period, the owner will be able to market the home more widely. However, the sale price will remain the same and will not defer to the open market value.

### Changes to the Allocations Policy

The Combined Authority will monitor the operation of and review this policy regularly to ensure it meets its stated objectives.

### Data protection

The Combined Authority complies with the General Data Protection Regulations (GDPR) and a link to its Data Protection Policy is available [here](#).

### Decision reviews and complaints

In the first instance, assessment of applications and allocation of points will be carried out by Combined Authority officers.

Once a fully completed application form has been received the Community Housing Programme Administrator will assess the form against the criteria set out in this Allocations Policy. A decision will be made by the Community Housing Programme Administrator and an

allocation awarded to the person/persons who score the highest points. Where there are equal points scored, the successful applicant will be the applicant that submitted their application form first.

In the event that an applicant is not satisfied with the decision made by the Community Housing Programme Administrator then a Stage 1 review will be carried out by a more senior Officer, in this instance it will be the Community Housing Programme Manager. The applicant will need to demonstrate with evidence, which will be request at the point of review, where the dispute arises.

If there is further dispute on the Stage 1 review, the Community Housing Programme Manager will refer the matter to a Constituent Council of the Combined Authority for Independent Review. The Combined Authority shall ensure that all information necessary to reach a decision is provided to the Constituent Council.