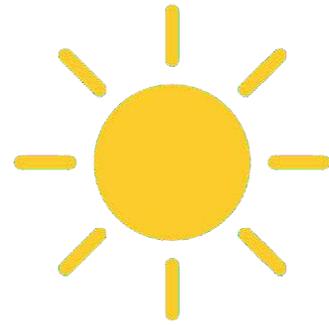


Plus Dane Housing

Local Lettings Policy

Foundry Lane,
Widnes



1. Introduction

This Local Lettings Policy has been introduced to support Plus Dane's aim of achieving balanced and cohesive communities, where sustainable tenancies can be achieved.

The policy sets out how the new affordable homes at Foundry Lane, Widnes, will be allocated. The development consists of 33 affordable rent family homes, split as follows:

- 20 two-bedroom,
- 13 three-bedroom,

The aim of the policy is to support the creation of a balanced and sustainable community by prioritising applicants who can demonstrate a connection to the local area through employment, volunteering, or community contribution, while continuing to meet local housing need.

This will be achieved by housing a mix of households with different circumstances, lifestyles and economic backgrounds, while ensuring that households in housing need continued to be accommodated.

This policy applies to the first lets and any vacancies within the first 12 months following handover. It is designed to support tenancy sustainment and safeguard the significant investment made in the scheme.

2. Background

Foundry Lane is located within the Ditton, Hale Village and Halebank ward of Widnes. Handover of homes is expected to take place from late spring 2026, through to August 2026.

The purpose of the Local Lettings Policy is to support the early stability of the development by encouraging a positive mix of residents and reducing the risk of tenancy failure or anti-social behaviour.

The policy complements, but does not replace, the Property Pool Plus Allocation Policy. It applies to first lets and any subsequent vacancies within the first 12 months of the scheme and is intended to support the creation of a mixed and sustainable community.

3. Aims and Objectives

The key objectives of this policy are to:

- Build a mixed and settled community from the outset.

- Ensure a balance mix of working and non-working households.
 - Support sustainable tenancies and community cohesion.
 - Reduce the risk of concentrations of households that could affect tenancy sustainment or stability of the neighbourhood.
 - Encourage local connection and community contribution.
 - Protect Plus Dane’s investment in the development.
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3. Allocation Process

Homes will be advertised through Property Pool Plus and allocated in accordance with Halton Borough Council, Property Pool Plus Housing Allocation Policy, considering the local lettings criteria outlined in this document.

Applicants will be considered in band and date order, with preference given to those meeting the local lettings criteria.

Where demand is low, Plus Dane will consult with Halton Council regarding alternative letting options.

This local letting policy will apply to first let and any subsequent vacancies arising within the first 12 months of the scheme.

5. Local Lettings Criteria

Employment and Economic Activity

- 60% of homes will be allocated to households where the applicant or joint applicant is in paid employment for a minimum of 16 hours per week.
- Applicants must provide evidence of employment, such as a contract of employment, payslip, or employer letter.
- Preference will be given to applicants in sustained employment who can demonstrate financial sustainability.

Community Contribution

- The remaining 40% of homes will be prioritised for applicants contributing to the community, including:
 - Volunteers who have been actively volunteering for a minimum of 16 hours per week for at least 6 months with a registered charity or non-profit organisation.

- Students engaged in part-time or full-time further or higher education for at least one academic term.
- Individuals unable to participate in work or volunteering due to age, disability, or other relevant circumstances.

Community contribution will be assessed on a case-by-case basis, taking account of individual circumstances.

Local Connection

- Applicants must have a local connection to Halton through residence, employment, or close family connection. Local connection will be assessed in line with the Property Pool Plus Allocation Policy.

Tenancy History

- Applicants must provide satisfactory tenancy references covering the previous two years.
- Households with tenancy breaches, rent arrears, or anti-social behaviour will not normally be considered.
- First-time renters who have not previously held a tenancy may provide an alternative reference such as one from an employer.

Criminal Behaviour

- Applicants with unspent convictions for offences involving drugs, violence, or serious anti-social behaviour within the last two years will not be considered.

This includes criminal convictions and or warnings relating to behaviour that may pose a risk to others or undermine the safety of the surrounding community.

- All cases will be subject to an individual risk assessment. Written reasons and guidance will be provided to applicants where an offer is not made.

Affordability

- All applicants will undergo a financial assessment to confirm they can sustain the rent and other associated household costs.

Property Occupation

- Applicants must fully occupy the home in line with current bedroom eligibility requirements.

Offers

Plus Dane reserves the right to withhold or withdraw an offer of accommodation where, following assessment, there are reasonable concerns that the behaviour or background of the applicant or member of their household may pose a significant risk to tenancy sustainment or neighbourhood stability. This includes, but is not limited to, an offending history associated with any of the following activities:

- Illicit drug related activities
 - Serious Anti-Social Behaviour
 - Other offences deemed as presenting a high-risk to neighbourhood stability
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6. Selection and Verification

Homes will be advertised on Property Pool Plus advising applicants that a Local Letting Policy applies and that applicants must meet the specified criteria.

All shortlisted applicants will be interviewed before an offer is made. Verification will include reference checks, affordability assessments, and confirmation of employment or volunteering.

An ‘Entitled To’ assessment will be completed to ensure applicants are receiving their full benefit entitlement.

Where appropriate, applicants will be referred to tenancy sustainment or debt advice services to promote long-term stability.

In keeping with our Letting Policy, flats will be offered as follows:

- Ground floor apartments will first be offered to applicants with a health-related ground floor need.
 - Fully wheelchair accessible adapted homes will be prioritised for applicants with a wheelchair requirement.
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7. Appeals

Applicants may request a review of any decision made in relation to their application. Reviews can be made by phone, in writing, or in person.

All review requests will be carried out in line with Property Pool Plus Allocation Policy.

8. Monitoring and Review

This policy applies to the first lets and any vacancies arising within the first 12 months of handover.

Its effectiveness will be reviewed after 12 months to assess whether it has supported a sustainable mix of residents.

The following indicators will be used to measure the overall success of this lettings plan:

- Average tenancy length
- Turnover rate
- Number of anti-social behaviour cases

If the policy does not achieve the intended outcomes, it will be reviewed in consultation with Halton Borough Council and Property Pool Plus. Any future lets will then follow Plus Dane's general Lettings Policy.

Appendix 1 – Demand and Band allocation

PPP demand by Band (January 2026)

Column1	1	2	3	4	5	6	Grand Total
Band A	44	19	10	3			76
Band B	20	17	15	3	1		56
Band C	1112	812	276	89	9	2	2300
Total	1176	848	301	95	10	2	2432

LLP Offer breakdown

Band %	Two beds (20)	Three beds (13)*	Employment (60%*) 2b	Employment (60%*) 3b
Band A 40%	8	6*	5	4
Band B 40%	8	5	5	3
Band C 20%	4	2	2	1
Total	20	13	12	8

As it is not possible to allocate to the exact % number, priority will be rounded up to Band A.

The proposed banding approach set out in this policy is based on current demand data. Should the property mix change, proportions shall be reviewed to ensure alignment with local housing need.