

Local Lettings Policy for Burgess House, Town Hill, Warrington April 2025

1. Introduction

This Local Lettings Policy has been written to cover the allocation of 39 Affordable Rent Torus properties on a new build site at Burgess House, Town Hill, Warrington.

The 39 apartments have lift access across 6 floors. There are:

25 x one-bedroom apartments – with spacious open plan living

14 x two-bedroom apartments – with spacious open plan living. Master bedroom has ensuite, and there is full family bathroom.

Secure bike storage facilities.

There is no onsite car parking

It is intended that this policy will apply on the first lets to safeguard the reputation of Torus in this town centre location area with significant investment being made into the new homes.

The purpose of this Local Lettings Policy is to ensure that the allocations create a balanced and sustainable community by offering tenancies to a mix of people who are working and those who are not.

2. Background

The Homelessness Act 2002 enabled housing authorities to introduce flexibility into their letting policies. Local Lettings Policies were introduced as a targeted approach to implement additional flexibility to existing Allocations Schemes which cover wider geographical areas and a range of differing estates. Local Lettings Policies enable properties to be allocated to applicants meeting the particular needs of an area. Addressing specific shortfalls at a neighbourhood level helps build and sustain balanced communities bringing them up to a similar level of other similar neighbourhoods.

The development on Town Hill is in Warrington town centre (previous Lloyd's Bank site). It has excellent access to high street shops, supermarkets and retail parks, medical centre and there are several schools on the peripheral of the town centre. There are excellent transport links via M6/M62 and M56. Central Station is within walking distance linking to Manchester & Liverpool. In addition, Warrington Bank Quay station is accessible linking various towns and cities across the country.

Furthermore, Warrington Bus Station is within walking distance linking all areas of Warrington and wider areas.

By establishing a local lettings policy Torus will seek to identify suitable tenants who will settle and contribute to the local community ensuring the tenancies are sustainable for the long term and thus establishing a sustainable, balanced community for the benefit of all the new residents on the development and of those in the surrounding area.

3. Allocation

All allocations will be made via Under One Roof in line with Warrington Borough Councils Allocation Policy taking into account the following local lettings criteria. Applicants will be considered in band and date order.

4. Priority for re housing

Torus will give preference to the following groups:

- Ground floor apartments will be allocated to those who have an assessed physical medical need for ground floor accommodation
- Applicants who are economically active - to ensure a balance of incomes
- Applicants who do not have a history of anti-social behaviour.
- The 2-bedroom apartments will be prioritised for families with dependent children.
- At least 75% of the properties will be allocated to households who are in employment. Employment will mean those applicants working part time or fulltime.
- No dogs or cats will be allowed in the properties due to the communal areas within the building.

5. Selection Process

- The properties will be allocated using Warrington Borough Council Allocations Policy (2017) via Under One Roof Allocations Scheme.
- At the point of lettings all applicants must have provided all proofs required and requested, or their expression of interest will not be considered.
- Financial assessment / benefits checks will be conducted to establish an applicants' financial status and suitability for the scheme. This approach is standard practice for Torus and was adopted due to welfare reforms and rent

levels. Torus reserve the right to not make an offer to an applicant who is unable to afford the property irrespective of their housing need.

- Applicants will also be required to undergo checks in relation to how they have managed previous tenancies and if any action has been taken for Anti-Social Behaviour. A satisfactory reference will be required for 12 months from the preceding 3 years. However, those applicants who have not previously held a tenancy will not be required to provide a reference.
- Any applicant who has had an unsuccessful tenancy or had action taken for anti-social behaviour within the previous 2 years may not be considered for a property on this development.
- You cannot keep any pets or animals in your home without our prior written permission. If we give permission, we can withdraw it at any time
- Applicants will be required to sign the Good Neighbour Agreement

6. Review and Monitoring

This policy will be reviewed after 12 months to ensure it meets the needs of the following:

- Residents living on the new development sites
- Surrounding Community
- Best practice and legislation
- The housing market in Warrington

7. Allocation policy

All other aspects of the allocation process will be carried out in accordance with Warrington Borough Councils Housing Allocation Policy

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