

Broxtowe Borough Council Housing Allocations Policy

Summary Version

June 2026



This is a summary of Broxtowe Borough Council's Housing Allocations Policy.

This summary tells you:

- **Who can join the housing register**
- **How housing applications are prioritised**
- **How homes are allocated through Choice Based Lettings**
- **The different housing need bands**
- **How reviews and appeals work**

A full copy of this policy is available at Broxtowe Borough Council Website.

Why do we have a housing register?

Demand for social housing is much higher than the number of properties available. The Council must have an allocations scheme to explain how applicants are prioritised and how social housing is allocated fairly and lawfully.

Did you know?

You can choose which properties you would like to be considered for through our Choice Based Lettings System.

The Council uses a Choice Based Lettings (CBL) system which allows applicants to express a preference for where they would like to live while ensuring that those with the highest housing need receive priority.

Can I apply?

You will usually qualify if you:

- ✓ Are 18 or over
- ✓ Are eligible for social housing
- ✓ Have lived in Broxtowe for at least 3 of the last 5 years
- ✓ Have savings below £16,000

Exceptions may apply

You may still qualify if you are:

- ★ A care leaver under 25
- ★ A member of the Armed Forces
- ★ A bereaved military spouse
- ★ Needing to move due to domestic abuse
- ★ Permanently employed within the borough

WHO MAY NOT QUALIFY?

You may not normally qualify if:

- ✗ You have savings of £16,000 or more
- ✗ You own a home and can resolve your own housing need
- ✗ You are unavailable to occupy accommodation
- ✗ You have serious tenancy-related conduct issues

Each application is considered individually and exceptional circumstances may be assessed

How do I apply?



Create an online housing account via the Homechoice website.



Complete the housing application form.



Provide the evidence requested.



You will be told whether you have been accepted and what priority band you have been awarded.

How is priority decided?

Applications are placed into
Bands 1 to 4



People with the most urgent housing
need receive the highest priority.



Examples include homelessness,
serious medical needs, domestic abuse,
severe overcrowding and care leavers.

Understanding our bands

Band 1 - Urgent Housing Need

Examples include:

- Urgent medical need
- Hospital discharge cases
- Main homelessness duty cases
- Applicants living in refuges within the Borough
- Category 1 hazards, including severe damp and mould
- Statutory overcrowding
- Severe under-occupation of Council homes

Band 2 - High Housing Need

Examples include:

- Homelessness prevention duty cases
- Serious domestic abuse, violence or harassment
- High medical need
- Severe overcrowding
- Move-on from supported accommodation
- Under-occupation of Council housing
- High welfare need
- Nottinghamshire care leavers leaving care

Understanding our bands

Band 3 - Moderate Housing Need

Examples include:

- Moderate medical need
- Overcrowding by one bedroom
- Applicants lodging with family or friends
- Moderate welfare need
- Employment-related moves
- Care leavers not covered by the Nottinghamshire Care leavers protocol

Band 4 - Low or No Housing Need

Examples include:

- Applicants with no identified housing need
- Applicants who have deliberately worsened their circumstances to gain priority

Independent Living Accommodation

- These properties are usually reserved for applicants aged 60 and over. However, some exceptions may apply such as:
 - Younger applicants with disabilities who would benefit from the service
 - Some larger Independent Living properties may be offered to households with families where appropriate



How are homes allocated?

Choice Based Lettings

Step 1  Homes are advertised.

Step 2  You place bids for suitable properties.

Step 3  Applicants are ranked by:
Housing need
Waiting time

Step 4  Checks are carried out.

Step 5  A housing offer is made.



Withdrawing an offer of accommodation

We advertise properties when they are not empty to reduce the amount of time people have to wait to move in.

Occasionally, we may have to withdraw an offer made to you.

This could happen where a tenant may tell us they have changed their mind and does not want to leave their home.

If that happens, we will have to withdraw the offer.



Local lettings policies

These are used in certain areas of our borough which may have particular issues such as crime and anti-social behaviour.

Local lettings policies help us to sensitively let our homes, making sure we create a balanced community for all.

These policies can apply to existing social housing and will apply to newly built social housing.

Important things to remember

Keep your application up to date

Always tell us if:



Your address changes



Your household changes



Your health changes



Your employment changes



Complete annual reviews when requested.

✗ Refusing suitable offers may affect your application.

Applicants who refuse two offers will be taken off the register.



Intentionally Giving false information could lead to removal from the housing register and prosecution.

Right to Review

- You can ask for a review if:
- You are found ineligible
- You do not qualify for the register
- Your application is suspended or excluded
- You disagree with a decision made about your application
- Reviews should normally be requested within **21 days** and will be considered by a more senior officer



Need Help?

Support is available if you need help completing an application or using online services.

Housing Team

 0115 917 7777

Visit Us

Broxtowe Borough Council
Foster Avenue Beeston NG9
1AB



Call us

If you are homeless or worried
about becoming homeless:

Housing Options Team

 0115 917 3439

Our Commitment:

We are committed to allocating homes fairly, transparently and in line with housing legislation.

The Allocations Policy is reviewed regularly to make sure it continues to meet the needs of residents.

For full details, please refer to the complete Housing Allocations Policy

Available on our website