

Scheme amendment	Who will it affect	What needs to happen before the amendment takes effect	Date for introduction
1 Applicants with 2-bed need allocated 1-bed properties on voluntary basis	Existing and New applicants	No changes are necessary. 1-bed properties will be visible to 2-bed need households immediately and households can start bidding.	1 January 2015
2 Increased number of Direct Offers of homes to made using Councils discretion	Existing and New applicants	The current process does not need to change. Households will be identified for a Direct Offer and put forward to the Allocations Panel.	1 January 2015
3 Underoccupiers to include adult children on application	Existing and New applicants	If you are currently registered to downsize, submit a change of circumstances identifying additional household member for inclusion Or, new applicants need to register to downsize	1 January 2015
4 Re-instate Voluntary sector quota	Existing and New applicants	Communication to Allocations Panel from START Plus and Housing Needs. START Plus will liaise with the Voluntary Sector.	1 January 2015
5 Additional 5-years waiting time granted to working households with a current live application	Existing applicants only	Current live applicants to submit a Change in circumstances if they satisfy the criteria. (New applicants will be awarded the additional priority at the time of applying to the register).	1 January 2015
6 Adult children included on a homeless application to share bedrooms	Existing and new applicants	IT changes are required to Locata, and work has been booked for late January 2015.	1 February 2015 (delays possible)
7 Overcrowded applicants to receive Band C	Existing and new applicants	Some IT changes are required, and are scheduled to take place during January 2015. Applicants will be notified in advance of the change becoming effective.	1 February 2015
8 Qualifying Offers to retain band C	Households who have accepted a Qualifying Offer since 1 January 2014.	Northgate changes only, but there is a small number of applicants	1 February 2015
9 Application of the residency test to all homeless households	New applicants only	An amendment to the application process will be made – applicants will need to provide proof of their residency in Brent at application time.	1 February 2015
10 Introduction of ‘autobidding’ for longest waiting homeless households	Existing applicants	IT changes to Locata are required Communication about the process via THO from 1 st March 2015	31 May 2015 pending IT delivery and sign-off