

### Glossary of terms

- 1 Homeless prevention/risk of homelessness – this is where a household, whilst adequately housed at time of approaching Stevenage Borough Council (so a duty is not owed), will be at risk of homelessness due to notice being served, affordability (rent arrears) etc.

The Housing Advice Team work with the household to prevent homelessness and seek alternative housing options to prevent a homelessness application.

- 2 Direct Lets – Section 39.2 of the Allocations Policy allows the allocation of properties outside of Choice Based Lettings. This is where a property will not be advertised but offered directly to an applicant. Examples where this may happen are as follows:
  - A property is required to accommodate a tenant by way of a decant in an emergency, for example, fire or flood
  - A senior manager has decided that a tenant must be decanted temporarily while major works are undertaken in their home
  - a property is needed to provide temporary accommodation under the Housing Act 1996 as amended by the Homelessness Act 2002
  - Where the case is particularly sensitive, such as a witness protection case or the case has been bought forward under the terms of the Adult Offenders Accommodation Protocol. Decisions on these cases will be made by the Head of Housing Management and the Head of Business Strategy. Community and Customer Services
  - A rarely available property for example becomes available (5/6 bedroom home or specially adapted home) and the council has identified an applicant with an urgent housing need for a property of that type
  - Where a direct allocation is identified as making best use of the council's housing stock
  - A property is required to enable a council tenant with no reasonable preference to transfer - see paragraph 39.3

A property is required as a direct allocation under the Council's Policy on the Purchase of Open Market Properties to Assist Vulnerable Homeowners to Move into More Suitable Accommodation and to Support the Prevention of Homelessness

Currently the percentage of lettings allocated to directs under the quota is 10%