

To local housing authority
Request for copy of housing allocation scheme

Freedom of Information Officer

[Address]

[Date]

By [first class post / hand] and email to [FOI email address]

Dear Sir/Madam

Freedom of Information Act 2000, section 1
Housing Act 1996, section 168(2)
Social housing allocation scheme

I write to ask that you forward the following information:

1. A full copy of the housing allocation scheme, including:
 - a. the procedures and guidance provided for staff taking decisions, including those procedures falling within the meaning of section 167(1) of the Housing Act 1996;
 - b. any other documents forming part of the scheme, including:
 - i. local letting policies and housing scheme criteria that apply to specific units of accommodation or groups of accommodation units;
 - ii. provisions about the allocation of particular housing accommodation to particular persons (including under s.166A(6) of the 1996 Act).

[Depending on the purpose of your request you may wish to request additional information. The following are illustrative examples]

2. The number of units of accommodation the Council and its partner housing associations have in each letting area by:
 - a. Type of dwelling (house, flat etc.)
 - b. Number of bedrooms
3. How many properties became available for an allocation in each letting area during the previous year.
4. The [band/point] priority of each successful applicant in respect of each property that became available.
5. How long the successful applicant had to wait before being allocated the property they accepted.

In respect of (1) I note that under s.167(1) 'procedure' includes all aspects of the allocation process, including a description of the persons by whom decisions are made.



Please provide the information in electronic form if possible to [\[email address\]](#), or alternatively in writing to the above address.

In the event that the Council is unable to promptly action this request or provide the information within 20 working days (in accordance with section 20 of the 2000 Act) please confirm the reason(s) in writing.

Please confirm in writing by return if the Council intends to make a charge for the information set out above at (1), and confirm the sum proposed. If the sum exceeds £10 please provide reasons for you concluding the charge is reasonable, as required under section 168(2) of the 1996 Act.

Many thanks for your help in this matter.

Yours faithfully

[\[Name\]](#)

[\[Job title\]](#)

