Appendix 1

Discretionary Succession Policy – Criteria

In addition to the criteria set out in this appendix we must have reason to believe that a person may be in priority need as defined in Part 7 Housing Act 1996 (as amended), in order to qualify for discretionary succession to a tenancy.

Each application will be individually assessed by the Lead Specialist for Tenancy and Estate Management or the Neighbourhood Services Manager, and a final decision will be made by the Service Lead for Income and Neighbourhoods or Housing Options and Allocations. Consideration of the priority need test will be undertaken by an appropriately qualified individual in the Housing Options Team.

The council will consider the following:

- Evidence of residence with the tenant as their only home, for a continuous period of 12 month before the tenant's death. This could be electoral registration and registration for benefits or as a taxpayer from the address, as will evidence that they were the family member of the deceased.
- Evidence of relationship to the tenant as outlined in the Tenancy Policy.
- Immigration status if appropriate
- The Right to Rent
- Mental capacity
- Anti-social behaviour or conviction of any indictable offences committed at the property or in the neighbourhood as per the tenancy agreement.
- Investigate any evidence of debt to the council including where applicable, evidence of consistent payment of use and occupation charges
- Whether a tenancy is held elsewhere (including jointly)
- Consider the potential interest in property owned or rented by their spouse/civil partner
- Whether there is evidence of sufficient income to secure accommodation in the private sector
- Confirm if the council would have a duty to house the person should they become homeless
- Consider any other information significant to the individual case.

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DRAFT DOCUMENT: This document is in draft format and has been shared with tenants as part of the Tenancy Policy consultation.