

## 1. COUNCIL HOUSING

### Introduction

There are two main ways in which people in housing need may be housed by the Council, either by:

- joining the Council's general needs waiting list and then waiting for the offer of a permanent Council house or
- by being officially assessed and declared as "homeless", in which case the Council has to make accommodation available.

The Council has a waiting list of 6143, which includes general needs, special needs and transfers.

It is therefore very important to know how the Council assesses someone's housing needs and why they give greater priority to some needs than to others.

### 1.1. Housing for homeless people

Homelessness is something that happens to many ordinary people all over Britain. Society has for many years accepted that it must find accommodation for those people who become "homeless", as defined by Act of Parliament.

Local authorities have a legal duty to help homeless people - firstly by interviewing them and assessing their housing situation and, secondly, by offering them temporary or permanent accommodation - **provided** the applicant's circumstances warrant it, according to criteria laid down in Part II of the Housing (Scotland) Act 1987.

In **Perth and Kinross** people presenting themselves as homeless are interviewed by skilled and experienced staff from the Council's **homeless unit at Pullar House in Perth or by staff from the local area housing office (see below)**.

TABLE A

Area	Address	Phone Number	Fax Number
City/Central	Pullar House 35 Kinnoull House Perth PH1 5DG	01738 476700	01738 476010
Letham	Tweedsmuir Road Perth PH1 2HJ	01738 625898	01738 624335
Hillyland	61 Tulloch Terrace HillylandPH1 2PJ	01738 626621	01738 441506
Muirton	19B Ainslie Place Perth PH1 5DF	01738 630740	01738 624306
North Muirton Sub	17 Coll PH1 3AY	01738 628664	01738 441295

Office	Place Perth		
Blairgowrie	46 Leslie Street Blairgowrie PH10 6AP	01250 875005	01250 876029
Coupar Angus Sub Office	Union Street Coupar Angus	01828 627090	
Alyth	Airlie Street Alyth	01828 632731	
Crieff	32 James Square Crieff PH7 3EY	01764 657540	01764 655480
Auchterarder Sub Office	Aytoun Town Hall Auchterarder PH3 1QD	01764 662155	01764 662120
Kinross	21 High Street Kinross KY13 7AP	01577 862351	01577 865352
Out of hours please phone 01738 629257			
Or outwith Perth telephone 01738 623745			

The four main criteria which must be satisfied by applicants are that they:

- a) **are homeless;**
- b) **are in priority need;**
- c) **are not intentionally homeless; and**
- d) **have a local connection to the area.**

Detailed guidance is contained in The Scottish Office's "Code of Guidance on Homelessness", published in September 1997. This code provides guidance to Authorities as how to interpret each of these criteria.

Key points to note about each of the criteria, sometimes described as hurdles, are as follows:

**a) homelessness**

This means the applicant and anyone who would reasonably be expected to live with them either -

has no accommodation - anywhere in Scotland, England or Wales - which he or she is entitled or permitted to occupy

or

is going to be in such a homeless situation within 28 days

or

that it is unreasonable to expect the applicant to go on living in their present home - eg because of the threat of violence from another member of the household or because the accommodation is so sub-standard that it presents a real danger to the health of the applicant.

**b) priority need**

The following have a priority need for accommodation:

- ***any pregnant woman***
- ***a person with whom dependant children are living or might be reasonably expected to live***
- ***a person who is homeless because of an emergency such as flood, fire or any other disaster***
- ***a person who is vulnerable as a result of:***
  - ***old age - over 60 (consideration is given to those approaching 60 who are particularly frail or in poor physical or mental health)***
  - ***mental illness or mental handicap (learning disabilities) or physical disability***
  - ***being 16 or 17 years old or younger***
  - ***young people who have recently/previously been involved in serious drug, solvent or alcohol abuse may be deemed to be vulnerable***
  - ***person up to and including the age of 21 who was looked after (in care) at school leaving age***
  - ***chronically sick people***
  - ***people recently discharged from institutions including hospital or prison may be vulnerable if they are in need of support and assistance and they have no-one to provide it***
  - ***women suffering or in fear of violence may be vulnerable even if they have no children***
  - ***women suffering a miscarriage or an abortion***
  - ***refugees and other eligible persons subject to immigration control forced to leave their country***

**c) intentionality**

The Council must satisfy itself that the applicant did not deliberately do something or **fail** to do something which resulted in homelessness e.g. refusing to pay rent for no proper reason; a teenager leaving the parental home without presenting a compelling reason why he or she could not return.

**d) local connection**

The applicant must have a local connection with Perth and Kinross. There are four ways in which someone could have a local connection with the area

- ***if they have resided in the area for at least 6 consecutive months over the previous year or for not less than 3 years in the previous 5.***
- ***if they are employed in the area (the employment must be of a permanent nature)***
- ***if they have family connections within the area (the relative must have been resident in the area for at least 5 years)***
- ***if there are any special circumstances relating to the application, such as, someone fleeing domestic violence***

***If a person does not have a local connection they will be referred to the Authority with which they do have a connection so long as there is no risk of domestic violence in that area.***

### **Homeless Persons' Assessment**

Where an applicant is immediately homeless and in priority need, temporary accommodation will be secured while the application is being assessed. If the person has no local connection, they will be referred to another authority. The Council aims to reach a final decision on each application from a potentially homeless person within **28 days**. People facing a homeless situation should seek legal advice where appropriate.

The assessment period for applications allows Council staff enough time to make the necessary enquiries to verify each applicant's homeless circumstances properly. Applicants are kept regularly informed by the staff concerned on the progress being made with the assessment of their application.

Dissatisfied applicants may appeal the decision.

### **Appeals procedure**

***Every applicant has the right to appeal any final decision in writing, if they are dissatisfied. Letters of appeal should be made to the Allocations and Homelessness Manager within 7 days of receiving the final decision letter. The letter of appeal should outline in as much detail as possible the reasons why the applicant believes that the decision is wrong. Letters of appeal should be made to the Allocations and Homelessness Manager Pullar House 35 Kinnoull Street Perth PH1 5DG***

### **Homeless applicants**

At any one time, about **50** homeless applicants are registered with the Council.

The majority of homeless applicants locally are families and young single people but homelessness can affect any type of household. Vulnerable homeless applicants may well require additional forms of support to help them through these difficult periods in their lives and the Council's housing staff work closely with other Council staff and all the relevant local agencies to ensure that such support is provided.

The type of temporary accommodation used by the Council to house homeless applicants includes ***hostels and some designated furnished and unfurnished council properties.***

Accommodation is provided to most priority homeless cases until a decision is reached on their application. Thereafter only those who fulfil all the criteria will continue to be provided with temporary accommodation pending an offer of permanent housing.

**One** offer of permanent accommodation will be made by the Council for a council property or nomination for accommodation to be provided by a housing association or other local landlord. If any offer is unreasonably refused, the applicant(s) will have to vacate the temporary accommodation and secure their own accommodation as the Council will have fulfilled its obligation to them.

***In addition to the council's temporary accommodation, a number of other organisations may be able to provide advice and support, and possibly emergency provision in certain areas within the authority, such as Womens Aid or Churches Action for the Homeless (CATH) and the Salvation Army. (For a full list of contacts see appendix B)***

**What to do if you are homeless or are threatened with homelessness in the next 28 days**

- 1 Contact the homeless unit at Pullar House 35 Kinnoull Street Perth or your local area housing office. Applicants who are single and 24 and under will be interviewed at Greyfriars House 55 Princes Street Perth***

Additionally you can also contact any of the other agencies offering housing information and advice (see appendix B for names, addresses, telephone numbers)

- 2 If you are unable to secure your own accommodation, you should ask for an interview with someone in the homeless unit or your local area housing office as soon as possible.*** This can be done in person by calling at the office, or by phone.
- 3.** Attending the interview is very important. It will give you useful information and advice and should result in you knowing quickly whether you may be entitled to be given temporary accommodation. Written details of your situation may be required, e.g. a letter from your current or most recent landlord, at the interview to verify your circumstances.

## Hostels in Perth and Kinross

### **Greyfriars House**

**55 Princes Street**

**Perth**

**PH2 8LJ**

**Facilities:** 48 bedspaces/single, double and family rooms. Communal cooking/ sitting areas and bathrooms

**Rent:** £88.83 per week. This includes gas and electric but not Council tax.

Applicants can apply for Housing Benefit

**For:** Homeless men and women, with or without children, who have been assessed by the Council as eligible for temporary accommodation under the provisions of the Housing (Scotland) Act 1987 Part II Homeless Persons

**Services provided:** Cleaning, administration, rent collection, security as well as limited advice and assistance.

**Access Arrangements:** Access obtained only through assessment by Housing (Homeless) staff

**Manager:** Sheenah Cochrane

**Contact:** Hostel Assistants can deal with most enquiries

### **Wellbank**

**42 Dundee Road**

**Perth**

**Facilities:** 12 bedspaces, 4 in shared rooms. Communal cooking and sitting areas. 24 hour staff presence.

**Rent:** £125.58 per week which includes £8.75 amenities charge. Applicants can apply for Housing Benefit

**For:** Homeless young men and women aged 16-24 in need of support

**Services Offered:** Accommodation with 24 hour staff presence. Support, counselling, advocacy, life skills training, links and referrals to other appropriate agencies. Resettlement and on-going support where appropriate.

**Access Arrangements:** By assessment. Referrals accepted from any source, including self referrals

**Contact:** Ray McGillivray

**Phone:** 01738 580850

### **Churches Action for the Homeless**

**Rough Sleepers Nightshelter**

**Shore Road**

**Perth**

**Facilities:** 8-12 beds

**Service Charge:** £1.50 per night

**For:** Single men aged 16 and over. Also accommodation for 2-3 women

**Services offered:** Accommodation, advice, support, counselling, advocacy

**Access arrangements:** self referral to Shore Road

**Contact :** Andy Hemming

**Phone:** 01738 449331

### **Office Address**

**10 York Place**

**Perth PH2 8EH**

**Tel: 01738 580563 or 580548**

<p><b>Skinnergate House</b>  <b>Skinnergate</b>  <b>Perth</b>  <b>Facilities:</b> 25 medium stay beds/ single rooms/ no meals provided/ Communal kitchen and sitting areas 5 emergency beds let on a nightly basis  <b>Rent:</b> £171 per week. This is eligible for Housing Benefit. There is an individual charge for heating and other services of £10 per week, which is not eligible for Housing Benefit.  <b>For:</b> Single homeless men aged 18 and over to comply with resettlement programme (emergency beds available for people seeking only crisis accommodation/ no resettlement)  <b>Services offered:</b> accommodation, support, advice, guidance, with view to resettlement, 24 hour staff  <b>Access Arrangements:</b>Self referral or through other agencies  <b>Contact:</b> Tony Wigley  <b>Phone:</b> 01738 624360</p>
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**1.2. Council housing for waiting list applicants**

The Council has 4670 houses and 4581 flats. There are 566 units of sheltered housing designed for people who require warden support.

***In common with other local authorities, the Council cannot afford to build any more Council housing and has no plans to do so. Moreover, the Council's general needs housing stock is being reduced by over 200 properties a year which are sold to sitting tenants under the Right to Buy scheme and 6532 have already been sold under this scheme since 1980.***

The Council, however, still owns and manages approximately 16% of all the housing stock in its area and remains the biggest local provider of social rented housing. Its stock is well distributed throughout the area but there are concentrations in the main settlements.

Table A shows where general needs Council housing is located and it also shows the sizes of the properties in each of the **letting areas** e.g. 1 apartment (apt) = a bedsit; 2 apt = one bedroom; 3 apt = 2 bedrooms; 4 apt = 3 bedrooms and 5 apt = 4 bedrooms.

Table B shows the location and size of Council sheltered housing.

Applicants are allowed to make up to 3 choices from any of the letting areas as described in Appendix C

***An applicant's chance of being offered a Council property is influenced by how often a vacancy occurs in any one of the applicant's choices **of letting area, as well as the number of points the application has been awarded and what position this places it on the area of choice lists in comparison with other applications. There are differing demands for housing; in some areas there is a lengthy waiting list with few properties being allocated.*****

**TABLE B – LOCATIONS AND SIZES OF GENERAL NEEDS HOUSING MARCH 2000**

Letting area	Houses					Flats					Total
	1apt	2apt	3apt	4apt	5apt	1apt	2apt	3apt	4apt	5apt	
<b>City</b>											
Friarton, Moncrieffe Craigie	0	28	25	151	17	0	86	169	14	0	490
Hillyland	0	34	66	129	8	0	133	169	8	0	547
Letham	0	47	184	400	6	0	170	664	119	0	1590
Muirton	0	8	2	10	0	1	75	315	225	43	679
North Muirton	90	129	129	14	0	0	99	182	0	0	643
Town, Bridgend, Potterhill	0	15	6	23	1	159	222	250	6	0	682
<b>Total</b>	<b>90</b>	<b>261</b>	<b>412</b>	<b>727</b>	<b>32</b>	<b>160</b>	<b>785</b>	<b>1749</b>	<b>372</b>	<b>43</b>	<b>4631</b>
<b>Central</b>											
Abernethy	0	3	14	15	1	0	9	8	4	0	54
Almondbank	0	10	32	22	0	1	6	2	1	0	74
Balbeggie, Kinrossie, Collace, Saucher, Guildtown	0	19	22	15	0	0	7	1	0	0	64
Bankfoot	0	27	29	17	0	0	0	0	0	0	73
Bridge of Earn, Forgandenny	0	30	54	24	0	0	13	16	0	0	137
Dunning	0	14	35	4	0	0	6	0	0	0	59
Errol	0	17	29	17	5	4	13	7	3	0	95
Glencarse, Kilspindie, Leetown	0	8	25	3	0	0	3	1	0	0	40
Glenfarg	0	11	15	5	0	0	0	0	0	0	31
Inchture, Abernyte	0	9	5	13	0	0	0	0	0	0	27
Invergowrie	0	0	0	1	0	0	12	67	11	0	91
Longforgan	0	0	0	0	0	0	10	12	6	0	28
Luncarty, Chapelhill, Harrietfield	0	37	31	12	0	0	17	3	0	0	100
Methven	0	39	30	25	7	0	5	10	0	0	116
Scone	6	37	108	42	1	0	17	55	2	0	268
Stanley	0	24	30	16	3	0	27	18	13	0	131
<b>Total</b>	<b>6</b>	<b>285</b>	<b>459</b>	<b>231</b>	<b>17</b>	<b>5</b>	<b>145</b>	<b>200</b>	<b>40</b>	<b>0</b>	<b>1388</b>
<b>Eastern</b>											
Alyth & New Alyth	0	28	75	42	1	0	27	66	11	0	250
Blairgowrie, Rattray, Carsie	33	69	221	107	7	2	96	132	39	9	715
Burrelton, Meiklour	0	8	6	10	0	0	0	0	0	0	24
Caputh, Spittalfield, Forneth,	0	5	20	9	0	0	0	0	0	0	34

Murthly											
Coupar Angus	0	18	103	25	0	0	27	58	28	2	261
Kirkmichael	0	0	4	3	0	0	0	0	0	0	7
Meikle, Ardler, Kettins	0	14	21	10	0	0	0	0	0	0	45
<b>Total</b>	<b>33</b>	<b>142</b>	<b>450</b>	<b>206</b>	<b>8</b>	<b>2</b>	<b>150</b>	<b>256</b>	<b>78</b>	<b>11</b>	<b>1336</b>
<b>Strathearn</b>											
Aberuthven	0	11	14	6	0	0	0	0	0	0	31
Auchterarder	0	14	120	36	1	0	29	29	8	0	237
Blackford, Braco, Greenloaning	0	7	36	22	2	0	2	13	6	0	88
Comrie	0	23	62	13	0	0	7	4	0	0	109
Crieff, Muthill, Gilmerton	0	38	146	58	11	5	95	125	18	1	497
<b>Total</b>	<b>0</b>	<b>93</b>	<b>378</b>	<b>135</b>	<b>14</b>	<b>5</b>	<b>133</b>	<b>171</b>	<b>32</b>	<b>1</b>	<b>962</b>
<b>Highland</b>											
Aberfeldy, Dull, Weem	0	11	51	37	1	0	28	33	16	0	177
Ballinluig, Grandtully, Logierait	0	12	26	11	1	0	0	0	0	0	50
Blair Atholl, Killiekrankie	1	7	17	14	0	0	0	0	0	0	39
Dunkeld, Birnam	0	15	22	15	0	0	23	5	1	0	81
Kenmore, Fearnan, Acharn, Glenlyon	0	7	12	11	1	0	1	0	0	0	32
Kinloch Rannoch	0	6	13	16	2	0	0	0	0	0	37
Pitlochry	0	10	42	14	1	1	13	8	3	0	92
<b>Total</b>	<b>1</b>	<b>68</b>	<b>183</b>	<b>118</b>	<b>6</b>	<b>1</b>	<b>65</b>	<b>46</b>	<b>20</b>	<b>0</b>	<b>508</b>
<b>Kinross</b>											
Kinross	4	32	93	49	6	1	19	33	17	1	255
Milnathort, Blairingone, Powmill, Fossoway, Cleish, Kinnesswood, Scotlandwell	0	35	49	45	2	0	0	24	16	0	171
<b>Total</b>	<b>4</b>	<b>67</b>	<b>142</b>	<b>94</b>	<b>8</b>	<b>1</b>	<b>19</b>	<b>57</b>	<b>33</b>	<b>1</b>	<b>426</b>
<b>TOTAL COUNCIL STOCK</b>	<b>134</b>	<b>916</b>	<b>2024</b>	<b>1511</b>	<b>85</b>	<b>174</b>	<b>1297</b>	<b>2479</b>	<b>575</b>	<b>56</b>	<b>9251</b>

1 apartment (apt) = a bedsit; 2 apt = one bedroom; 3 apt = 2 bedrooms;  
4 apt = 3 bedrooms and 5 apt = 4 bedrooms

**TABLE C – LOCATIONS AND SIZES OF SHELTERED HOUSING MARCH 2000**

City	Letting area	Total
	Hillyland	42
	Letham	34
	North Muirton	50
	Town, Bridgend, Potterhill	194
<b>Central</b>		
	Almondbank	23
	Invergowrie	50
	Scone	24
	Blairgowrie	21
<b>Eastern</b>		
	Auchterarder	35
	Crieff	30
<b>Strathearn</b>		
	Aberfeldy	20
	Pitlochry	24
<b>Kinross</b>		
	Kinross	23
<b>Total</b>		<b>570</b>

**TABLE D - THE WAITING LIST BY AREA AND BEDROOMS REQUIRED**  
**Number of general needs, transfers, applicants March 2000**

City	Letting Area	1apt	2apt	3apt	4apt	5apt	Total
	Bridgend	0	74	36	14	0	124
	Craigie	0	144	139	65	9	357
	Fairfield	0	4	1	2	0	7
	Friarton	0	33	28	7	0	68
	Hillyland	0	99	122	68	9	298
	Letham	0	237	263	126	19	645
	Moncrieffe	0	16	29	30	3	78
	Muirton	0	47	34	17	4	102
	North Muirton	0	84	157	51	9	301
	Town	3	954	348	25	2	1332
<b>Total</b>							
<b>Central</b>	Abernethy	0	12	15	1	0	28
	Almondbank	0	11	34	14	1	60

	Balbeggie	0	3	4	5	3	15
	Kinrossie	0	2	0	0	0	2
	Collace	0	0	1	0	0	1
	Guildtown	0	2	3	1	0	6
	Bankfoot	0	11	12	10	0	33
	Bridge of Earn	0	35	58	30	2	125
	Forgandeny	0	0	2	0	0	2
	Dunning	0	4	13	3	0	20
	Errol	0	19	22	10	0	51
	Glencarse, Kilspindie	0	10	11	6	0	27
	Leetown	0	1	0	0	0	1
	Glenfarg	0	6	8	3	0	17
	Inchtute, Abernyte	0	7	12	5	0	24
	Invergowrie	0	49	37	17	0	103
	Kingoodie	0	1	0	0	0	1
	Longforgan	0	14	10	3	0	27
	Luncarty	0	15	18	5	0	38
	Methven	0	10	28	6	0	44
	Murthly	0	2	1	0	0	3
	Pitcairngreen	0	1	1	1	0	3
	Scone	0	97	115	45	2	259
	Stanley	0	27	32	11	2	72
<b>Total</b>							
<b>Eastern</b>	Alyth	0	39	32	19	2	92
	New Alyth	0	12	0	0	0	12
	Blairstown	0	145	100	38	7	290
	Carsie	0	5	3	2	0	10
	Burrelton, Meiklour	0	6	10	3	0	19
	Caputh, Forneth	0	0	2	0	0	2
	Spittalfield	0	3	1	0	0	4
	Coupar Angus	0	39	27	19	2	87
	Kettins	0	3	1	0	0	4
	Meigle	0	7	5	3	1	16
	Ardler	0	0	1	0	0	1
	Kirkmichael	0	1	4	1	0	6
	Ratray	0	24	19	21	2	66
<b>Strathearn</b>	Aberuthven	0	3	1	0	0	4
	Auchterarder	0	52	56	19	0	127
	Blackford	0	2	6	5	0	13
	Braco	0	6	8	4	0	18
	Comrie	0	24	27	9	1	61
	Crieff	0	139	125	56	2	324
	Gilmerton	0	5	5	2	0	12
	Madderty	0	0	1	0	0	1
	Muthill	0	8	4	3	0	15
<b>Highland</b>	Aberfeldy, Dull, Weem	0	51	52	22	0	125
	Acharn	0	0	1	1	0	2
	Fearnan	0	0	0	1	0	1
	Glenlyon	0	0	1	0	0	1

	Kenmore	0	0	4	2	0	6
	Ballinluig	0	4	10	0	0	14
	Grandtully	0	2	1	0	0	3
	Birnam	0	9	10	2	0	21
	Dunkeld	0	39	40	16	0	95
	Blair Atholl	0	9	10	2	1	22
	Kinloch Rannoch	0	12	16	0	0	28
	Pitlochry	0	53	60	31	3	147
<b>Kinross</b>	Blairingone	0	1	0	1	0	2
	Cleish	0	0	1	0	0	1
	Crook of Devon	0	2	6	2	0	10
	Milnathort	0	9	16	6	0	31
	Powmill	0	0	1	0	0	1
	Kinnesswood	0	0	0	1	0	1
		0	68	73	30	0	171
	Kinross						
<b>Total waiting list in Perth and Kinross</b>		<b>3</b>	<b>2813</b>	<b>2334</b>	<b>902</b>	<b>86</b>	<b>6140</b>

**TABLE E- GENERAL NEEDS APPLICATIONS AND RE-LETS BY AREA**

Letting Area	No. of general needs Council properties	Average no. of re-lets over last two years (excluding transfers)	Waiting list Numbers Known Needs. Applicants only.
<b>City</b>			
Perth City Friarton, Moncrieffe, Craigie, Town, Bridgend, Potterhill	1170	254	1092
Letham	1588	228	295
Hillyland	547	72	133
Muirton	678	171	64
North Muirton	642	69	130
<b>Total</b>	<b>4625</b>	<b>794</b>	<b>1714</b>

<b>Central</b>			
Abernethy	54	8	16
Almondbank,Pitcairngreen	74	4	23
Bakbeggie,Kinrossie, Saucher, Collace, Guildtown	64	6	8
Bankfoot	73	6	11
Bridge of Earn, Forgandenny	137	13	63
Dunning	59	5	13
Errol	95	11	24
Glencarse,Kilspindie, Leetown	40	4	14
Glenfarg	31	3	9
Inchture, Abernyte	27	1	14
Invergowrie,Kingoodie	91	23	71
Longforgan	28	3	14
Luncarty, Chapelhill, Harrietfield	100	10	14
Methven	116	8	18
Scone	268	12	134
Stanley	131	21	24
<b>Total</b>	<b>1388</b>	<b>138</b>	<b>470</b>
<b>Eastern</b>			
Alyth, New Alyth	250	43	35
Blairgowrie,Ratray, Carsie	712	117	137
Burrelton, Meiklour	24	2	5
Caputh, Forneth, Murthly, Spittalfield	34	2	3
Coupar Angus	261	43	40
Kettins, Meigle, Ardler	45	2	7
Kirkmichael	7	0	2
<b>Totals</b>	<b>1333</b>	<b>209</b>	<b>229</b>
<b>Strathearn</b>			
Aberuthven	31	9	2
Auchterarder	237	31	64
Blackford,Braco, Greenloaning	88	13	13
Comrie	109	15	27
Crieff,Gilmerton, Madderty, Muthill	495	81	147
<b>Total</b>	<b>960</b>	<b>149</b>	<b>253</b>
<b>Highland</b>			
Aberfeldy, Dull, Weem	177	43	48
Acharn,Fearnan, Glenlyon, Kenmore	50	2	5
Ballinluig,Logierait, Grandtully	39	4	8
Birnam, Dunkeld	81	5	62
Blair Atholl, Killiekrankie	32	1	11
Kinloch Rannoch	37	2	16
Pitlochry	92	17	77

<b>Total</b>	<b>508</b>	<b>74</b>	<b>227</b>
<b>Kinross</b>			
Blairingone Cleish Crook of Devon Milnathort, Powmill, Fossway Kinnesswood, Scotlandwell	171	28	20
Kinross	252	46	82
<b>Total</b>	<b>423</b>	<b>74</b>	<b>102</b>
<b>Overall Total</b>			

## Who can apply for Council housing in the area?

] Anyone aged 16 years old or over and living in the Perth and Kinross area:

**If someone does not live in Perth and Kinross, one of the following should apply:-**

- works in the Perth and Kinross area
- have a firm offer of work in Perth and Kinross
- satisfy the Council of the wish to seek employment in Perth & Kinross or
- is at least 60 years old and wants to move to the area to live nearer a younger relative
- has special social or medical needs for wanting to live locally
- is a full time member of H. M. Forces who previously resided in Perth and Kinross and is returning to civilian life

] National Mobility Scheme (HOMES) **see page 40** applicants (who must be public sector tenants, e.g. in council, housing association or similar housing, somewhere else in the UK **and** registered with the Scheme)

] **Existing tenants, of either the Council, or local housing associations/cooperatives may apply for a transfer to a Council house - provided they are not in breach of their current or previous tenancy agreement.**

Perth and Kinross Council has a Common Register. This means that by completing the Council's housing application form you are also applying to Perthshire Housing Association, Hillcrest Housing Association and Link Housing. It is important to note that all of the above agencies have their own allocations system. The council policy is described below. For information on Housing Associations' allocation policies, see section 2.

## Where and how to apply for Council housing

Anyone wanting to become a council tenant must fill in an application form. This form can be obtained by writing to, phoning or visiting any of the local area housing offices listed below. Staff in local area housing offices can also help you complete the form and answer any queries. Additionally all applicants are given a leaflet explaining how to complete their application form.

**TABLE F LOCAL HOUSING OFFICES**

Area	Address	Phone Number	Fax Number
Blairgowrie	46 Leslie Street Blairgowrie PH10 6AP	01250 875005	01250 876029
Coupar Angus Sub Office	Union Street Coupar Angus	01828 627090	
Alyth	Airlie Street Alyth	01828 632731	
City/Central	Pullar House 35 Kinnoull Street Perth PH1 5DG	01738 476700	01738 476010
Crieff	32 James Square Crieff PH7 4LR	01764 657540	01764 655480
Auchterarder Sub Office	Aytoun Town Hall Auchterarder PH3 1QD	01764 662155	01764 662120
Kinross	21 High Street Kinross KY13 7AP	01577 862351	01577 865352
Letham	Tweedsmuir Road Perth PH1 2HJ	01738 625898	01738 624335
Hillyland	61 Tulloch Terrace Hillyland PH1 2PJ	01738 626621	01738 441506

**A detailed description of the Council's allocation policy is available from local area housing offices. The information and advice given described below is in an amended form. Applicants are advised to study the allocation policy carefully before filling in their application form.**

### **The Council's housing allocation policy and points system**

The Council decides the policy to be used in allocating its properties and it is the responsibility of **Housing and Social Work services** to implement this policy and allocate Council housing. PKC operates a groups plus points allocations system. There is a separate waiting list for each settlement in Perth and Kinross.

The allocations system is used to decide which applicant on the waiting list should be offered the tenancy of a vacant council property. The more unsuitable an applicant's current accommodation, the more points they will be awarded. This means that an applicant who is in reasonably suitable accommodation will wait longer for a council house.

**It must be borne in mind that however near the top of the waiting list an applicant is at a particular moment in time, other applicants may subsequently be assessed and receive a higher number of points and therefore be housed before to them.**

### **The importance of providing full and up to date information in the application form**

It is very important for applicants to provide accurate information when filling in their application form. If an applicant is not sure whether a piece of information about their circumstances is important then the Council's housing staff would be happy to provide advice. In any case, it is better to include too much information on the application form than too little and then risk losing **valuable points** as a result. It is important for the form to reflect the applicant's circumstances, some of which may be of a personal nature, but all applicants are assured of confidentiality.

Moreover, if applicants remember something they forgot to put on the form after they have submitted it, or if their circumstances change as time goes by, they should let the Council's housing staff know **in writing** as soon as possible so that their application form can be amended and the **points total** adjusted accordingly.

### **What happens next, after the Council has got the application?**

The Council's housing staff go through the form carefully, ensuring eligibility and then points are awarded according to each aspect of housing need.

Applicants receive an acknowledgement card approximately three working days after they submit their application form. The acknowledgement card will confirm the application number. It is useful if applicants can quote this number when making enquiries on their application.

Providing applicants meet the requirements set out in section x they will be accepted onto the waiting list. Applicants who live within Perth and Kinross Council area will be sent an appointment date and time when a Housing Officer will visit them from Perth and Kinross Council. This appointment time will be sent out within approximately 5 days of submitting an application form.

Application forms are generally processed within 20 working days but this will depend on whether applicants have provided all the information requested by the council and how quickly references can be checked.

Once the application has been processed applicants will receive written confirmation of the group into which their application has been placed, house size and areas chosen and the number of points awarded based on their housing need.

### **Advice for applicants**

1. Applicants can contact their local area housing office to seek advice about their housing prospects.

2. Applicants can request up to a maximum of 3 areas in which to be housed. Applicants looking for sheltered housing can apply for up to 4 areas. As there is a very high demand for some areas applicants are advised to discuss their choices with housing staff before making their final selection.

3. Applicants will be suspended on the waiting list if one of the following apply

- (i) their rent or mortgage account is not clear
- (ii) they owe a rent or other form of debt to Perth & Kinross Council
- (iii) they have previously been evicted, or are subject to a current legal notice or order for anti-social behavior

4. References will be taken up from

- (i) Perth & Kinross Council
- (ii) another Council, Housing Association or Co-operative
- (iii) any other landlord or mortgage lender

5. Applicants will be suspended on the waiting list if they do not give full details of current or previous addresses, or if they fail to declare any other relevant information.

## What size of property will an applicant be considered for?

**TABLE G**

<b>Family circumstances</b>	<b>1 Bedroom</b>	<b>2 Bedroom</b>	<b>3 Bedroom</b>	<b>4 Bedroom</b>
Single person no children	Yes	No	No	No
Couple, no children	Yes	No	No	No
Single person/couple + 1 child	No	Yes	No	No
Single person/couple + 2 children under 10 years or over 10 years and same sex	No	Yes	No	No
Single person/couple + 2 children – 1 over 10 years	No	No	Yes	No

and same sex				
Single person/ couple + 2 children over 10 years same sex	No	No	Yes	No
Single person/couple + 3 children under 10 years	No	No	Yes	No
Single person/ couple + 3 children 2 over 10 years and different sex	No	No	Yes	No
Single person/ couple + 3 children over 10 years	No	No	Yes	No
Single person/ couple+ 4 children under 10 years or over 10 years and same sex	No	No	Yes	No
Single person/ couple + 4 children 1 or more under 10 years 2 of each sex	No	No	No	Yes
Single person/ couple + 4 children or more of different sex, 3 of one sex or 2 or more over 10 years	No	No	No	Yes

Applicants will only be considered for accommodation larger than required if this is recommended on medical grounds.

If applicants request a smaller house than they would normally be allocated, the council will consider this request if:

- it will not result in overcrowding and
- the applicant agrees to give up any future claim to overcrowding points if they want to move house again at a later date and there has been no change in their circumstances

### **How many houses will an applicant be offered?**

Statutory homeless applicants will be made one offer of accommodation only under homeless legislation. If this offer is refused they will lose their statutory homeless priority.

However they can still be considered for housing through the main allocation system.

### All other applicants

If an applicant refuses an offer of housing their application form will be suspended and they will not receive another offer of housing for 6 months. If, after that 6 months, an applicant refuses an 2nd offer of housing their application form will be suspended again and they will not receive another offer of housing for 12 months. Applicants are suspended again for 12 months after 3 or more refusals.

## **How long will an application be held on the Waiting List?**

**All applicants will receive a review form annually asking them if they still want to be rehoused and if their circumstances have changed. Failure to complete and return this form will result in removal of the applicant from the waiting list. They will only be reinstated in exceptional circumstances.**

## **Notifying the Council of changes of address, or other circumstances**

It is very important that applicants tell the Council if they change address after they have submitted their application form. If not there is a danger that the applicant may not receive letters from the Council. It is also important that applicants notify the council

### **Allocations Groups**

As Perth and Kinross has a groups plus points system, applicants are allocated to one of the groups listed A to G.

**Applicants can be awarded points from more than one group but are placed in the group, which reflects their housing need.**

**TABLE H**

Category	Group	Definition	Points	
A	<b>Statutory Homeless</b> (To show on lists for areas of choice for first 28 days of being recognised by PKC as homeless and then all areas)	<ul style="list-style-type: none"> <li>Applicants who are 'unintentionally homeless and in priority need' (see page x) and are homeless or threatened with homelessness within 28 days</li> </ul>	50	
B	<b>Medical</b>	<ul style="list-style-type: none"> <li>Medical condition (i)</li> <li>Sheltered (ii)</li> </ul>	(i) low 5 med 10 high 15 ext 20	(ii) low 2 med 3 high 4 ext 5
C	<b>Community Care</b>	<ul style="list-style-type: none"> <li>Learning disabilities</li> <li>Mental illness/Drugs, Alcohol misuse</li> <li>Very frail elderly</li> <li>Physically disabled see page x</li> </ul>		
D	<b>No Secure Tenancy</b>  (i) Notice to Quit points only awarded where 28 day notice issued through no fault of own	<ul style="list-style-type: none"> <li>Statutory tenancies</li> <li>Tied Accommodation</li> <li>Forces</li> </ul>	15	15
	(ii) no fixed abode/Care of	<ul style="list-style-type: none"> <li>Roofless</li> <li>Residential care/Hospital</li> <li>Shared facilities</li> </ul>	15	15
	(iii) Points removed when alternative accommodation is found or spouse leaves	<ul style="list-style-type: none"> <li>Marital breakdown</li> </ul>	10	
E	Overcrowding	<ul style="list-style-type: none"> <li>see table overleaf</li> </ul>	0-20	
F	Underoccupied	<ul style="list-style-type: none"> <li>Bedrooms unoccupied</li> </ul>	10 per bedroom	
G	<b>General Needs</b> (i) Caravans only	<ul style="list-style-type: none"> <li>No sink – cooking facilities</li> <li>No piped water supply</li> <li>No toilet</li> <li>Toilet outdoors</li> <li>No hot water in kitchen</li> <li>No wash hand basin</li> <li>No fixed bath or shower</li> <li>No cooker or CCU</li> </ul>	12	12
	(ii) General applicants housing conditions (also includes caravans)	<ul style="list-style-type: none"> <li>Penetrating/Rising damp, condensation</li> <li>No satisfactory adequate access</li> <li>Demolition or closing order</li> <li>Toilet extended off kitchen</li> <li>Shared toilet</li> <li>No satisfactory heating, lightening or ventilation</li> </ul>	6/2	6 5 5 3 2 1
	(iii) Social/Employment Need	<ul style="list-style-type: none"> <li>Travel to work</li> <li>Isolation</li> </ul>	8	8

## **Group A Statutory Homeless**

See page 6

## **Group B Medical**

An applicant (or someone they want rehoused with) can apply for medical priority points if they have a medical condition, **which is caused by or worsened by their housing situation**. To apply for medical priority points, applicants must complete a medical priority form, which is available from their local area office.

An independent Medical Advisor assesses all applications. Medical recommendations made on the location, size and the type of housing an applicant needs will be followed by the Council.

If medical priority points are awarded they will be from one of the following categories: -

- low 5 points
- medium 10 points
- high 15 points
- extreme 20 points

**A medical condition is not itself grounds for priority being awarded. The extent to which the applicant's housing, causes or worsens their medical condition is the relevant factor.**

If the Medical Adviser does not award priority, applicants can only reapply after a period of 12 months has elapsed or if there is a significant change in their health situation, which can be confirmed by their GP.

## **Group C Community Care**

Perth and Kinross Council operate a panel system for allocating council and Housing Association accommodation to people with special needs. The panels are made up of representatives from the housing department, Housing Associations, social work and the health board/trust including the Medical Adviser. There are 4 panels, which consider people from the following groups: -

- frail older people
- mental illness, drug and alcohol misuse
- learning disabilities
- physical disabilities

If applicants fall into one of the above groups, they should indicate this on their housing application form and or ask the local Housing Officer to refer them to the appropriate panel.

Once referred to the panels an applicant's housing, support and health needs, will be assessed and if they are suitable for rehousing a priority will be awarded.

Physically disabled and frail older people will be assessed as low, medium, high or extreme priority in recognition of their housing and medical need.

Mentally ill, drug and alcohol addiction applicants assessed as having a an enduring mental illness or a compulsive or addictive disorder and requiring mainstream housing with support will be given date order priority for a tenancy.

Learning disabilities – applicants assessed as having a learning disability and requiring mainstream housing with support will be given date order priority for a tenancy.

## **Group D No Secure Tenure**

This group includes all applicants who do not have their own accommodation, for example:

- short assured tenants
- lodgers
- people living in Bed and Breakfast accommodation
- tied tenants
- HM Forces
- Residential care/hospitals/hostels
- Marital breakdown

**Notice to Quit points will only be awarded to applicants who are threatened with the loss of their existing home through no fault of their own.** This includes people

- having to give up a tied tenancy
  - leaving the forces
  - non council tenants whose statutory tenancies are being terminated by their landlord
- Points will be awarded on receipt of supporting written evidence from employer, solicitor, landlord etc.

(A **Notice to Quit** is a legal document telling a tenant to vacate their property)

## **Roofless Points**

Only applicants who can clearly demonstrate a status of no fixed abode will be awarded roofless points.

## **Marital Breakdown**

Applicants will be required to provide confirmation from a solicitor of the marital breakdown

## **Group E Overcrowding**

Overcrowding will be assessed according to the total number of people in the applicant's household against the total number of bedspaces available in his/her present accommodation. In all cases the living room will be disregarded.

A separate double bedrooms is required for:

- a couple, single parent or pregnant woman
- two children of the same sex under the age of 16 years
- two children of a different sex under the age of 10 years.

single bedrooms are required for:

- any other adult (over 16 years) who is a member of the household
- two children of a different sex where one is over the age of 10 years

Applicants will receive 5 points for every bedroom lacking.

Applicants living in 'care of' accommodation will be awarded an additional 8 points for sharing facilities.

Older couples will be considered for 3 apartment accommodation in sheltered housing schemes specifically targeted at this group or where a medical recommendation is made.

#### Definition of a room size

A bedroom of 110 square feet is a double bedroom

A bedroom of less than 110 square feet is a single bedroom

#### Caravans and overcrowding

The length of a caravan will determine comparability to a house as follows

20 feet and under assessed as a 1 apartment/bedsit

above 20 feet assessed as a 2 apartment property

#### Residential Access

Due to increasing demand for council housing, overcrowding points will only be awarded to applicants where s/he has overnight access at least 50% of the week and this agreement is confirmed by;

- a joint legal minute of agreement
- joint custody order

Where the above criteria is met children will be assessed as permanent members of the applicants household and the applicant considered for additional bedroom space.

## **Group F Underoccupation**

Underoccupation points will be awarded to transfer applicants (council tenants) applying for smaller accommodation only.

10 points will be awarded for every unoccupied bedroom above household requirements.

## **Group G General Needs**

Applicants are placed in this group if their main housing need is assessed as one of the following:

- Poor housing condition
- Inadequate or missing services
- Wish to move
- Isolation from public transport or medical or social support
- Excessive travel to work

Poor housing condition – if the applicant lives in a house, which is in a bad condition s/he may be given points if the house:

- lacks a wholesome/adequate water supply
- lacks satisfactory heating, lighting or ventilation
- has penetrating/rising damp
- has no satisfactory access
- has a toilet extended off the kitchen
- has a shared toilet (with a neighbouring household)
- has a demolition or closing order

An Environmental Health Officer will visit the property to check the extent to which it is unfit to be lived in. Points will only be awarded after this visit.

### **Excessive travel to work**

Points will only be awarded where an applicant travels in excess of 20 miles to their place of employment and where their work location is selected as their preferred area.

### **Isolation Points**

Points will be awarded where applicants living within the Perth and Kinross area are

(i) registered disabled

**or**

(ii) over retiral age

**and**

(iii) are not in full time employment, reliant on public transport and reside at least one mile away from their nearest transport stop.

Applicants living outwith Perth and Kinross who are over retiral age will be awarded points where they require to live in the area to receive the support of a close relative.

## **Group H Sheltered Housing**

See Section 1.3.

## **Waiting Points**

1 point per year will be awarded to all applicants from the date of registration to a maximum of 10 points.

**As waiting points are not awarded on the basis of housing need they will only be taken into account where two applicants with the same number of need points are reached for an offer of housing. In such situations, the applicant with the greatest number of waiting points will be made the offer first.**

## **Allocations Policy Appeals Process**

All housing applicants have the right of appeal against decisions, which are made by the Council in connection with their housing application. The appeals process operates on the principal that appeals are considered by officers not previously involved with the applicant's claim.

There are two stages to the process

### First Stage

In the first instance, appeals should be submitted in writing to the local Area Housing Manager within 14 days of the decision.

A written response will be sent within 5 working days of the appeal received.

### Second Stage

Where an applicant is unhappy with the reply from the Area Housing Manager they can refer the matter to the Allocations and Homeless Manager at Pullar House, who will consider the matter further and provide a written reply within 10 days.

## **Difficult to let properties**

Some council housing is less popular and more difficult to let. To prevent empty properties and minimise rent loss, difficult to let properties will be dealt with under special arrangements.

- the needs based allocations system will at times of nil demand be relaxed in favour of a date order system
- applicant will be allocated larger properties than they would qualify for under the allocations policy

Applicants refusing properties classified as difficult to let will not be penalised.

### 1.3 Social Work Advice

Social Work will give advice, provide assessments on and arrange services for people who are deemed to vulnerable and in need. If you are thinking about referring a person to social work, the person should know of your intentions and consent in writing to a referral being made.

#### Older people and adults with physical disabilities

Contact the local social work office who will arrange for a social work assessment of the person

**TABLE I**

Office	Address	Phone number
Perth	Local Sub Office Pullar House 35 Kinnoull Street Perth PH1 5DG	01738 476700
Blairgowrie	Local Sub Office 2 Balmoral Road Rattray Blairgowrie Perthshire PH10 7AB	01250 872255
Crieff	32 James Square Crieff PH7 3EY	01764 657510
Kinross	Local Sub Office 108 High Street Kinross KY13 7AJ	01577 863473
Pitlochry	Local Sub Office Dalchampaig Rie-Achan Road Pitlochry	01796 472092

#### Adults with mental health problems

If the person is in Murray Royal Hospital contact the hospital social work office – 01738 621151. If the person is in the community contact the relevant local office – see above.

### **Adults with learning disabilities**

Contact the Social Work learning disabilities team – 01738 553500.

### **People with alcohol and/or drug problems**

Contact the Drug and Alcohol Team – 01738 444333

### **Children and young people including those with learning and physical disabilities**

Contact the duty child care social worker at one of the above social work office phone numbers.

### **Offenders and ex-offenders**

If the person is in Perth Prison, contact the social work office at the Prison – 01738 622293. If the person is in the community contact social work's Criminal Justice Service – 01738 444244.

### **Additional useful social work numbers**

Welfare Rights - 01738 476700  
Out of Hours Service – 01382 819251

### **Domestic Violence**

Women's Aid have an office and a three bed refuge in Perth and Kinross. Referrals can be made from any agency including housing organisations. Women can also refer themselves to Women's Aid.

Women need not be seeking actual refuge accommodation to make use of Women's Aid. A large part of the work of Women's Aid involves giving information to abused women about their legal position, about social security, housing etc.

A refuge is not a hostel and every effort is made to make them as much as like a home as possible.

Every effort is made to keep the location of the refuge a secret. If a woman is too afraid to go to a refuge in her own town, then Women's Aid can arrange for her to move outside her local area altogether.

If a woman decides that she wants to leave with her children, she is encouraged to bring them with her to the refuge.

To contact Perth Woman's Aid telephone 01738 639043 or contact their office a 9 York Place Perth PH2 8EP

Women fleeing domestic violence may also be a priority under homeless legislation. Additionally they may not need to have a local connection to the area where they are presenting themselves as homeless.

#### 1.4. Sheltered housing

Sheltered housing can best be described as small and easy to manage. They are almost always rented properties, provided by the Council and housing associations. They are grouped together in a scheme with the services of a **warden**. All properties are provided with a community alarm system, for use in emergencies.

To apply for sheltered housing, applicants should complete a standard housing application form see page 12

Under question 18b Sheltered/Amenity housing, applicants should indicate that they are applying for sheltered housing.

When the Housing Officer visits the applicant, they will complete a sheltered assessment form. The applicant will then be visited and assessed by an Occupational Therapist who will assess them for sheltered housing. The Occupational Therapist will award a priority of high, medium, low or no priority for sheltered housing.

Perth and Kinross Council have the following sheltered properties.

**TABLE J**

<b>Site</b>	<b>Address</b>	<b>Units</b>
Dalreoch	Rannoch Road Letham Perth	34
Sanda Court	North Muirton Perth	50
Charterhouse	Alexandra Street Perth	37
Carpenter Court	Kinnoull Street Perth	38
Crieff Road	Hillyland Perth	42
Whitefriar Street	Perth	29
Isla Court	Bridgend Perth	22
Strathmore Court	Bridgend Perth	24
Bowerswell	Perth	44
Lumsden Crescent	Almondbank	23
Birch Avenue	Scone	24
Fossoway Place	Auchterarder	35
Duchlage Road	Crieff	30
Chapel Street	Aberfeldy	20
James Court	Pitlochry	24
Harriet Court	Blairgowrie	21
Causeway Court	Kinross	23
Peter Arbuckle Place	Invergowrie	50
<b>Total</b>		<b>570</b>

Sheltered accommodation is also provided by Housing Associations. See section 3 for assessment procedures. The following Housing Association sheltered accommodation is available.

**TABLE K**

<b>Site</b>	<b>Housing Association</b>	<b>Units</b>
Gladstone Court Perth	Bield Housing Association	32
Quayside Court Perth	Bield Housing Association	32
Ashgrove Court Blairgowrie	Bield Housing Association	35
Dewar Court Perth	Cairn Housing Association	60
Cluny Court Blairgowrie	Cairn Housing Association	34
Scone	Hanover Housing Association	24
North Crofts Auchterarder	Hanover Housing Association	34
Bowton Road Kinross	Hanover Housing Association	35
Viewlands Place Errol	Servite Housing Association	24
Muirmount Place Bridge of Earn	Servite Housing Association	30
Willowbank Dunkeld	Servite Housing Association	25
Comrie	Servite Housing Association	36
Scone	Servite Housing Association	20
Canal Street Perth	Servite Housing Association	20
<b>Total</b>		<b>441</b>

## **1.5 Residential and supported accommodation**

The following supported accommodation is provided in Perth and Kinross

**TABLES L**

### **Mental Health**

<b>Accommodation type</b>	<b>Provider</b>	<b>Location</b>
6 group homes	Perth and Kinross Council	5 in Perth 1 in Scone
2 group homes	Scottish Association for Mental Health	2 in Perth
1 group home	Cyrenians	Perth

### **Learning Disabilities**

<b>Accommodation type</b>	<b>Provider</b>	<b>Location</b>
1 group home	Perth and Kinross Council	Perth

## Alcohol Misuse

Accommodation type	Provider	Location
1 group home	Cyrenians	Perth

## Vulnerable Women

Accommodation	Provider	Location
3 group homes	Rowan Alba	Perth

Nursing and residential homes are also provided within Perth and Kinross for older people and people with physical disabilities. See page 31 to contact Social Work regarding the above group homes or for information on residential/nursing homes.

## 1.6 Rent levels for all types of housing provided by the Council

### a) General needs housing

The average rent for a Council house in the Perth and Kinross is £30.40 a week, representing a rise of 2.0 % rent rise over the previous year. Rents vary according to the size of the property, where it is situated and whether or not it has central heating and double glazing.

### TABLES M

Area	1 apt	2apt	3apt	4apt	5apt	5+ apt
<b>City</b>						
Town	£ 27.42	£35.32	£34.40	£37.85	£39.72	
Moncrieff		£29.21	£31.22	£34.16	£36.03	
Muirton	£ 31.74	£26.15	£27.73	£29.72	£32.15	
North Muirton		£35.17	£33.33	£35.74	£38.03	
Letham		£27.58	£30.36	£32.01	£34.16	
Hillyland		£29.65	£32.07	£34.33	£36.54	
Total	£ 29.58	£30.51	£31.52	£33.97	£36.11	
<b>Central</b>						
Abernethy		£28.63	£31.22	£32.63	£33.88	
Almondbank	£ 26.58	£29.56	£31.72	£33.37		
Bankfoot		£30.95	£31.54	£33.60		
Bridge of Earn		£30.91	£31.79	£34.59		
Errol		£28.36	£30.83	£33.01	£35.97	
Glanfarg		£29.85	£32.03	£33.67		
Inchture		£31.55	£32.85	£32.79		
Glencarse		£28.88	£31.44	£34.34		
Luncarthy	£ 26.71	£30.29	£32.85	£33.93		
Methven		£30.31	£33.02	£34.18	£34.36	
Scone	£ 31.74	£31.60	£33.00	£35.57	£35.04	
Stanley		£29.78	£30.82	£31.30	£34.96	
Invergowrie		£29.74	£31.57	£33.71		
Longforgan		£31.54	£32.86	£34.56		
Total	£ 28.34	£30.14	£31.97	£33.66	£34.84	
<b>Eastern</b>						

Alyth		£30.84	£31.48	£33.47	£35.43	
Balbeggie		£29.10	£31.28	£33.43		
Blairgowrie	£ 28.50	£30.82	£31.67	£32.96	£36.43	
Burrelton/Meikelour/Wolfhill		£29.70	£30.19	£32.80		
Coupar Angus		£27.30	£30.08	£32.59	£30.27	
Kirkmichael			£29.46	£31.51		
Meigle/Ardler/Kettins		£29.85	£32.27	£33.14		
Murthly		£29.65	£30.30	£32.54		
Total	£ 28.50	£29.61	£30.84	£32.80	£34.04	
<b>Strathearn</b>						
Aberuthven		£30.70	£32.66	£33.94		
Auchterarder		£29.35	£30.73	£32.23	£35.55	
Blackford/Comrie/Greenloaning	£ 26.78	£29.41	£31.04	£33.48	£36.13	
Comrie		£29.90	£29.13	£33.08		
Crieff	£ 31.49	£29.23	£31.86	£32.80	£33.78	
Dunning		£28.62	£31.77	£32.61		
Total	£ 29.14	£29.53	£31.20	£33.02	£35.15	
<b>Highland</b>						
Aberfeldy		£29.69	£31.99	£33.16		
Ballinluig/Grandtully/Logerait		£31.27	£31.42	£32.65	£36.43	
Blair Atholl	£ 25.01	£28.94	£30.66	£33.00		
Dunkeld		£30.43	£32.56	£34.47		
Kenmore		£26.52	£28.84	£32.85	£35.04	
Kinloch Rannoch		£30.98	£31.65	£33.89	£30.31	
Pitlochry	£ 26.45	£30.99	£32.24	£33.35		£36.12
Total	£ 25.73	£29.83	£31.34	£33.34	£33.93	£36.12
<b>Kinross</b>						
Kinross	£ 29.23	£31.72	£33.25	£34.43	£37.28	
Milnathort etc		£30.33	£31.03	£33.06	£34.81	
Total	£ 29.23	£31.02	£32.14	£33.74	£36.04	
<b>Perth and Kinross</b>						
Total	£ 28.36	£30.02	£31.49	£33.41	£35.09	£36.12

## b) Sheltered housing

The rents for sheltered housing units depend upon the landlord as the way in which rents are calculated varies between the local authority and housing association providers.

**TABLE N**

### **Local Authority Sheltered Housing Rents**

Area	Rent Charged
City	£30.55
Central	£32.24

Eastern	£32.92
Strathearn	£31.81
Highland	£30.94
Kinross	£34.64

## TABLE O

### Housing Association Sheltered Rents

Housing Association	Rent Charged
Bield	£36.48
Servite	£41.22
Cairn	£33.98
Hanover	£59.75

### c) Homeless persons' accommodation

The rent charged to applicants in this type of accommodation is generally more than for general needs housing. This is because the charges have to cover the costs of managing the accommodation and providing furniture. The charges will also include gas electricity and council tax. If a homeless application is made and an applicant is provided with temporary accommodation housing staff will explain in detail about the charges which are likely to be met in full by Housing Benefit for people with no other income. Accommodation at Greyfriars Hostel costs £88.83 per week. This includes gas and electric but not Council tax.

### Housing Benefit

Anyone on a low income and paying rent for accommodation - whether from the Council, Scottish Homes, a housing association or co-operative or any other public or private landlord - may be entitled to receive Housing Benefit. This can be enough to pay all or some of the rent due, depending on a verified assessment of the applicant's income sources and levels.

**Over 50%** of Perth and Kinross general needs tenants are in receipt of Housing Benefit. (See Appendix A on Housing Benefit for details of the application process and assessment procedures).

## 1.7 Options for those who already are, or become, Council tenants

### Council tenants' rights and responsibilities

Every Council tenant is given a copy of the Tenants' Handbook, which provides much useful and easy-to-follow information on both the rights and responsibilities of Council tenants and the services that the Council provides for them.

## **HOUSING ADVICE AND INFORMATION STRATEGY**

Options for those who already are, or become Council tenants

Council tenants' rights and responsibilities

### **Tenants' Handbook**

Every Council tenant is given a copy of the Tenants' Handbook, which provides much useful and easy-to-follow information on both the rights and responsibilities of Council tenants, and the services that the Council provides for them. If Tenants do not have a copy of the current handbook, they should in the first instance, ask at their local area office. They may also obtain one by contacting the Tenant Participation Office, Pullar House 35 Kinnoull Street Perth PH1 5DG or telephone 01738 476165

### **Tenant Associations**

Tenant Associations have been set up throughout the Perth & Kinross Council area, specifically to promote tenants' rights and to keep tenants up to date with policies and proposals from the Council, the Scottish Executive and National Government.

Tenant Associations meet 3 or 4 times a year, and are able to invite specialists to their meetings, who can give advice on any problems in the particular area. These can include council representatives to discuss environmental problems, grass cutting schemes, dog fouling, progress on refurbishment contracts, and repairs. The Police are also very supportive and will attend meetings to discuss local difficulties.

The Tenants and Residents Federation support Tenant Associations throughout Perth & Kinross, and if required, can give extra help, and funding to associations who may require this. The Federation also provide excellent training and information opportunities for tenants wishing to learn more about the broader scope of Tenant involvement, and the Government's/Scottish Executive's proposals or plans.

The Tenants' Handbook, Section 5, gives further details about the support the Tenant Participation Section and the Federation can offer. It also lists the tenant associations in Perth & Kinross. Anyone wishing more information is advised to contact either the Perth & Kinross Tenants & Residents Federation, 17 Coll Place, Perth, PH1 3AY, telephone 01738 442302 - or Tenant Participation, Pullar House 35 Kinnoull Street Perth PH1 5DG or telephone 01738 476165.

### **Repairs and maintenance**

The responsibility for repairs to Council houses is shared between the Council and the tenant. In essence, the Council is responsible for maintaining the tenant is responsible for internal decoration, furnishings and removable fittings like clothes lines, TV aerials, curtain rails and so on.

It is the responsibility of the council to maintain the fabric and permanent fittings of the building in good condition. Repairs are categorised by the Council as **emergency priority 1, essential but not urgent priority 2, and routine priority 3** and dealt with accordingly.

Planned maintenance - to replace and/or upgrade parts of the building fabric take place after consultation with tenants' associations and representative groups.

### **Adaptations and additional housing support**

The Council ensures that support is available to help older or disabled people to continue living comfortably and independently in their own homes. Funding is available to adapt Council houses to meet the care needs of a Council tenant. Typical adaptations carried out include putting in showers, en suit bathrooms, handrails, ramped access and kitchen adaptations.

Requests for adaptations should be put in writing to the local Social Work Office. The OT will then assess whether the tenant requires an adaptation and notify the local Area Housing Office. Tenants requesting an adaptation are advised to contact the Occupational Therapist for further information.

Perth	01738 476700
Blairgowrie	01250 872255
Crieff	01764 657510
Kinross	01577 863473
Pitlochry	01796 472092

### **Buying the Council house under the 'Right to Buy' scheme**

All Council tenants have a statutory right to buy their houses after two years residence in a Council house (which does not necessarily have to be the same Council house as the one they want to buy). They will receive a minimum discount of 32% on the valuation price, rising to a 60% discount after 30 years residence. For Council flats there is a 44% minimum and 70% maximum discount.

Prospective 'Right to Buy' applicants should ask the Council's housing staff at **the local area office** for the relevant application form. The complete form should be returned to the local Area Office. Someone from there will then visit and draft a survey of the property and any garden. The tenant can then decide whether they want a valuation from the District Valuer or a valuer nominated by the council. The Area Office then sends out an informal offer. At this point all paper work is sent to Legal services. The formal offer is then sent out from legal services.

**It is very important at this stage that the applicant has the services of a solicitor to help them complete the legal transaction properly.** The whole Right to Buy transaction - from the date of application to the point of legal completion of the purchase - takes around **23 weeks on average.**

## Transfers and mutual exchanges

Council tenants can apply for a transfer or to join a **mutual exchange** scheme. Most transfers and mutual exchanges take place **within Perth and Kinross** although there are also opportunities (but a lot fewer of them) for Council tenants to swap their houses for other public sector houses in another parts of the UK.

A Perth and Kinross council tenant who would like a transfer to another council house within Perth and Kinross should complete an application form or Common Register form available from their local Area Housing Office. They will be assessed and pointed according to the council's allocation policy (see page 12). A property is then allocated in the same way to a transfer applicant as to a general needs applicant.

The **mutual exchange** scheme is designed to help tenants who want to move within the Perth and Kinross area. This scheme is open to council, Housing Association and Housing Co-operative tenants. **If two tenants would like to swap houses, each must request this in writing and not move until their landlords give written permission.**

**Perth and Kinross Council tenants cannot take part in a mutual exchange unless:**

- There is no significant difference in the demand for the two properties involved
- The applicant's housing situation is no worse
- Both applicants must have been in occupation and maintained a clear rent account for at least six months, nor have any other outstanding housing debt due to the Council
- Both properties must be maintained to the Council's required standard and, there has been no other breach of tenancy condition and, neither tenant is the subject of an application for or, an Anti-Social Behaviour Order
- The exchanges do not conflict with any current medical recommendation
- The Council must be satisfied that both applicants intend to stay in their new homes for a minimum of twelve months

**Exchanges obtained by false declaration will result in legal proceedings**

There are two similar schemes, which can help tenants move to other parts of the UK for social or employment reasons - the National Mobility Scheme and HOMESWAP which are both managed by HOMES, the Housing Mobility and Exchange Services.

### National Mobility Scheme

This assists applicants who live in Perth and Kinross to obtain housing in other parts of Britain.

It also helps applicants living in other parts of Britain to move to Perth and Kinross.

Applications to move to Perth and Kinross will be considered from other council, housing association or housing co-operative tenants and applicants on other councils' waiting lists.

PKC will refer to other areas council tenants and applicants on the council waiting list.

The following conditions apply;

- They are taking up new employment or are moving nearer to their current job
- People needing support from family members or friends, or, to give them support
- Persons experiencing social problems, for example, relationship split, racial harassment or domestic violence.

To apply to move to another local authority area from Perth and Kinross, please collect a form from the local area housing office.

To apply to move to a Perth and Kinross council house please ask to be referred from your Local Authority.

## **HOMESWAP**

HOMESWAP is a scheme for mutual exchanges between public sector tenants across the UK. After an applicant has completed the HOMESWAP application form the details are displayed in housing offices in the areas of Britain to which the applicant would like to move. A similar list is displayed at the Council's housing offices for tenants who wish to move to **Perth and Kinross**. Once two tenants from different parts of the UK agree they would like to swap houses, they can apply for a mutual exchange. Homeswap is governed by the same regulations as mutual exchanges (see above)

## **Complaint**

If you have a complaint about any of the above services please contact the local Area Office in the first instance or Pullar House.

Complaints of mal- administration can be made to the Ombudsman. The Ombudsman can only become involved in the complaint once the council's complaints procedures have been exhausted.

Local Authority Ombudsman  
Drumsheugh Toll  
2 Belford Road  
Edinburgh  
EH4 3BL  
Tel: 0131 220 0599