



ISLE OF GIGHA HERITAGE TRUST

Homehunt Gigha

Rented Housing Information Booklet

Your Guide to Homehunt Gigha

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Welcome to Homehunt Gigha

Homehunt Gigha is a fair, transparent and easily understood system of allocating Isle of Gigha Heritage Trust housing. All houses are allocated based on the criteria democratically agreed by the Trust's membership. Properties will be advertised on local notice boards and also online at www.gigha.org.uk and Isle of Gigha Heritage Trust's Facebook page for a period of 28 days.

This booklet explains how Homehunt Gigha works and advises how you can apply for a Trust house, whether you are an existing or prospective tenant.

Good luck in your search for a new home. *Sonas is adh ag amharc air son bhur dachaidh ur.*

Chair

The Isle of Gigha Heritage Trust

Homehunt Gigha is managed by the Housing Allocation Group, which consists of Isle of Gigha residents. All applications are based solely on the information provided and not based on any local knowledge. Any Housing Allocation Group members with a known conflict of interest eg related to an applicant will not be present during the award of Priority Passes or housing allocations. All information is held in the strictest of confidence within the Housing Allocation Group. A note will be kept of those present at each meeting and a summary of the decisions made.

Registering

You must be registered with us before you can apply for a house, even if you are already a Trust tenant. We need your name, address and date of birth, the names and dates of birth of everyone who will move with you, and we ask you to sign a few simple statements to confirm that you are eligible for housing under our scheme. Please contact the Isle of Gigha Heritage Trust office for a registration form. Contact details are found at the end of the booklet.

Once registered, you can apply for any property that is advertised – please check that the property is suitable for your needs e.g. it would not result in overcrowding.

When you see a property you are interested in, you should apply for it using the Application for Property Form (requested from the Trust Office). Your registration number is required along with the property's address and any Priority Pass you hold.

You can apply for as many available properties as you wish, at any one time. Please state your order of preference on the application forms. You will remain on the register unless you ask to be removed or a review is held requiring you to confirm you wish to remain on the register.

Priority Pass Applications

Once registered you may apply for a Priority Pass if you feel you qualify. Please request the relevant form from the categories below:

Priority Pass Form Ref	Priority Type
PP1	Gigha Connection
PP2	Medical
PP3	Overcrowding
PP3	Under occupancy

PP4	First-time Household / Seeking Independent living
PP4	Unsuitable Housing
See page 4	Homelessness

One grade of Priority Pass is available across all categories.

Priority Pass applications can be made anytime, however, if a property you wish to apply for is already advertised the Priority Pass application must be submitted no later than 14 days before the closing date of the advertised property – this is to allow the Housing Allocation Group time to meet prior to the property allocation meeting. If you apply after this time your Priority Pass will not be considered in allocating a current property, but your Pass will remain valid for any future properties.

In all cases you should apply for the priority pass through The Isle of Gigha Heritage Trust. However, in the case of homelessness, you should contact your local authority first and as soon as possible, as we cannot provide any temporary accommodation for you. When you have received your local authority assessment, you should contact us.

For all priority passes in all categories, with the sole exception of Gigha connection, applicants must be current residents of Gigha. The definition of a current resident is someone who has resided on Gigha for a minimum of 6 months and is registered for personal tax or with the NHS or on the electoral roll. All application forms provide full details of information required in each category.

Priority Passes remain valid as long as your circumstances remain the same. It is up to the applicant to inform the Trust Office of any changes and to re-apply for the relevant new Priority Pass. Failure to do this may result in your Pass being withdrawn.

Homehunt Criteria

Properties are allocated using this criteria:

1. The applicant, who would make the **best use** of the property by using all the available bedrooms, will be considered first. The Trust aims to avoid Under occupancy or Overcrowding. Best Use is number of bedrooms used, not number of heads per household e.g., a couple would not surpass a single person.
2. If there is more than one applicant who would make best use of the property, we will offer it to the person with a **priority pass**.
3. Are you already a **current resident**? The definition of a current resident is someone who has resided on Gigha for a minimum of 6 months and is registered for personal tax or with the NHS or on the electoral roll.
4. If the first two criteria are equal, then the offer will go to the person who **registered with Homehunt first**.

Most housing allocations will be made using these criteria but with the exception of key workers. Key workers are defined as those working full time on Gigha on permanent contracts in the mandatory services: NHS, ferry, school. Trust staff will also be allocated housing out with Homehunt if key positions in the organisation require the staff member to be based on Gigha. Key workers should still register with Homehunt so that they have a registration date in the event that there is more than one key worker looking for a property at the same time.

If a property becomes available and a key worker is requiring housing, this property is not advertised but offered to the key worker in the first instance. This will be handled by IGHT office staff instead of the Housing Allocation Group. If the property is refused by the key worker, it will be advertised and processed as per the Homehunt policy.

Offers of property

The Housing Allocation Group will meet within three working days of the closing date and will make an offer within five working days. Following that a period of 3 working days is given for people to accept / refuse an offer. (Please allow for the vagaries of Royal Mail). An offer of property can be **withdrawn** upon receipt of unsatisfactory references. In this instance, the offer will then be made to the next suitable applicant. Applicants already based on Gigha will be considered ahead of non-island residents. The 'Application for Property' form includes a statement to confirm if the applicant is already living on Gigha.

Who is not eligible for Housing

In certain circumstances, registrations will be put on hold. You will not be able to apply for any houses until the On Hold status is removed.

As part of the registration process, you will be asked to sign several statements to confirm that you are eligible for housing with us, and if any criteria are not met, then your registration will be put on hold until such time as you can demonstrate to us that the on hold status no longer applies. Examples of when registrations are put "on hold", include:

- Rent arrears, either with the Trust or another landlord, are outstanding.
- History of anti-social behaviour or criminal activity, (subject to the rehabilitation of offenders act). When action has been taken (or is pending) by police, local authority, landlord etc
- If you intentionally gave false or misleading information in an attempt to secure an offer of property, your registration will be put on hold for up to three years. If a tenancy has started, we will immediately take steps to recover the property.

Homelessness

Priority Pass Information Sheet - This type of pass can only be awarded to current residents of Gigha. You may apply for Homeless status if you are living in temporary accommodation or are coming to the end of a tied accommodation arrangement.

If you wish to apply within this category, you should **apply immediately to your local authority** even if there is only a threat of homelessness. On Gigha, this is Argyll and Bute Council.

Your council will carry out a homeless assessment with you, and explain in more detail, what is involved.

If you are currently a resident on Gigha and Argyll and Bute Council accept a duty to provide permanent accommodation for you as a homeless person, then you will automatically receive a Priority Pass.

If you wish to apply for a homelessness priority pass, please write to the Trust once you have been assessed by your local authority and provide evidence.

Contact details:

Argyll and Bute Council: 01586 559054

Email: housingservices@argyll-bute.gov.uk

Text: 07860 023 933

Out of Hours: 0345 056 5457

For general advice on Homelessness please contact Shelter on freephone 0808 8004444

Registering with other Housing Associations

If you wish to consider housing with other Housing Associations on Gigha and throughout Argyll, please visit

<https://www.homeargyll.co.uk> where you can find out information on the Housing Associations below:

- ACHA **0800 028 2755**
- Fyne Homes **0345 607 7117**
- Dunbritton Housing Association **01389 761486**
- West Highland Housing Association **01631 566451**

Data Protection

The Homehunt Gigha service is operated by the Isle of Gigha Heritage Trust, the data controller, whose Registered Office is at Craft Workshop 1, Isle of Gigha, Argyll, PA41 7AA. Information given by you in using the service, or obtained by the Trust from a third party in accordance with the Trust's stated Homehunt policy that is relevant to your application, will be held by the Trust and used solely for the purposes of operating the Trust's Homehunt policy, and for providing the Trust with statistical information relevant to the Trust's business development, service improvement or reporting of its activity as a business. The Trust will not disclose any information without your written consent, unless it is required to do so by law, or its regulators.

Isle of Gigha Heritage Trust complies fully with the Data Protection Act 2018 and General Data Protection Regulations 2018.

Contact Details

Telephone: 01583 505390
Email: office@gigha.org.uk
Website: www.gigha.org.uk
Facebook: www.facebook.com/isleofgighaheritagetrust

If you would like assistance with Homehunt Gigha, please contact the office.