

Local Lettings Plan – Sefton Park

Policy name	Local Lettings Plan – Sefton Park
Effective from <i>Month & year the policy runs from</i>	1 April 2026
Effective to <i>Month & year the policy runs to</i>	31 March 2028
Approved by <i>The group that gave final approval, e.g. Group Board / Risk & Compliance Group</i>	TBC
Date approved <i>Date the above group gave approval</i>	TBC
Policy owner/department <i>The Director, department or team of YHG whose remit / responsibility covers the subject matter of the policy</i>	Head of Housing
Policy author <i>The individual responsible for the development and writing of a policy</i>	Service Manager – Housing Operations
Version number	2

Version Control

Version	Date	Changes <i>Provide details that make clear all changes made to this version</i>	Reason for the changes <i>e.g. as a result of customer consultation, legislation etc. Please also include any lessons learnt from previous policies where changes have been made.</i>	Approver <i>The group that approved the changes</i>
2	25/3/26	Inclusion of reference to Building Safety Act 2022	Increased focus and responsibility on the safety of HRB's	
2	25/3/26	Customer Profile Updated	Highlight updated profile of resident population	
2	25/3/26	Updated EIA	Consideration of changes on EIA	
2	30/3/26	Property Pool Plus & direct match	Addition of direct match in line with current practice	

The YHG Plan	
<i>Please indicate where the policy aligns with the YHG Plan</i>	
Passionate people <input type="checkbox"/>	Efficient business <input type="checkbox"/>
Safe buildings <input checked="" type="checkbox"/>	Viability <input checked="" type="checkbox"/>
Safe environment <input checked="" type="checkbox"/>	Advocating <input type="checkbox"/>
Secure and connected <input type="checkbox"/>	Working in Partnership <input type="checkbox"/>
	Growth <input type="checkbox"/>

Relevant National Standards or Regulation	<ul style="list-style-type: none"> • <i>Tenancy Standard</i>
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Relevant Legislation	<ul style="list-style-type: none"> • Housing Act 1988 • Housing Act 1996 • Homelessness Act 2002 • Equality Act 2010 • Localism Act 2011 • Building Safety Act 2022
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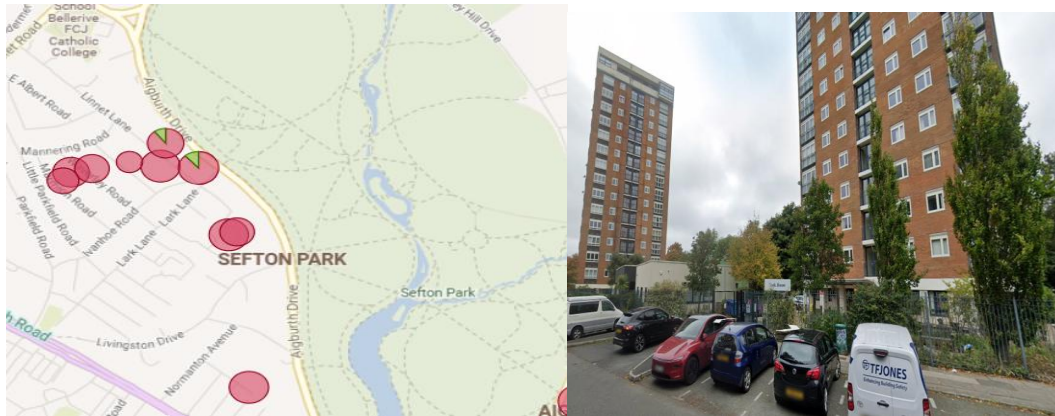
Partner Responsibilities	<i>Liverpool City Council & Property Pool Plus (CBL). Agreement to this Policy</i>
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1. Purpose of the Plan

This plan aims to effectively manage the allocation and sustainability of tenancies at Sefton Park and to ensure that new customers can live safely in this high-rise accommodation.

2. Scope of the Plan

This plan applies to all allocations within the Sefton Park Tower Blocks, Buckingham House, Rutland House, Sydenham House, York House and Brompton House. All are in the L17 area of Liverpool as illustrated in the map below (along with some smaller schemes):



3. Definitions

Choice Based Lettings (CBL)
High Risk Buildings (HRBs)
Local Lettings Plan (LLP)

4. Background and Context

Your Housing Group own and manage approximately 2700 affordable rent properties in the Liverpool area. Most of the properties within the L17 area are within 5 Tower blocks situated near to Sefton Park; Buckingham House, Rutland House, Sydenham House, York House and Brompton House and these blocks contain approx. 250 homes.

The tower blocks were developed in the 1960's by Liverpool City Council. They were then subsequently managed by the Liverpool Housing Action Trust (HAT) before transferring to Arena Homes and then, Your Housing Group. When built, the flats were general needs accommodation and due to the size of the flats (predominantly 3 bedroom), were allocated to families.

As subsequent years have passed customers who have lived in the Tower Blocks for many years have grown older and there have been many lets made to older customers. This has been because of the flats within the Tower Blocks benefiting from adaptations and therefore attracting applications from older applicants. There was also a desire to let properties to customers of a similar age to existing residents to ensure that there are limited lifestyle clashes in high rise living.

To fully occupy properties, there have been allocations to families with children, particularly since the introduction of the bedroom tax in 2013 when larger flats became unaffordable for many applicants. This has resulted previously in some allocations to families with children and the associated lifestyle clashes with existing customers.

Previously, there had been no formal local lettings policy in place for several years, leading to disparate allocations and requests from existing customers that Your Housing Group implements a local lettings policy. This was implemented in 2022.

In addition to the request of customers, Your Housing Group needs to ensure that we are allocating to customers who can live safely in high rise blocks and who can afford to live there. Our approach is based on providing choice to customers, whilst allowing for a minimum compliance criterion for new lets in high rise blocks to manage vulnerability and risk. This minimum criterion includes the following: -

- a. new residents need to be able to safely evacuate their property without assistance
- b. new residents who require oxygen should not be housed above the first floor.

Whilst Your Housing Group recognises that this requirement could disadvantage some people with certain disabilities, it considers that it is justified as a means of ensuring the safety of residents. This has become more pertinent following the introduction of the Building Safety Act 2022 and greater safety requirements for High-Risk Buildings (HRB's).

5. Customer Profile

To inform this local letting plan there has been analysis completed on the age range of existing customers living across the 5 Tower Blocks. Breakdown on customers' average age is as below which has seen an overall increase in the average age.

Block	Average age (years) of customers (Tenant and joint tenant)
Buckingham House	63.6
Rutland House	62.5
Sydenham House	62.9
York House	66.9
Brompton House	69.7
Total	65.12 previously 62.51)

6. Demand

Your Housing Group is committed to allocating our affordable housing to meet local housing need. The aims of this local letting policy is to ensure that the new homes we develop support the national housing crisis, support local housing need and contribute to the overall sustainability of the area. It is crucial that we ensure tenancies are sustained and that these have a positive impact on the local area.

As of December 2025, there are 15,635 active applications (within Bands A- D priority need bands) on Property Pool Plus within the Liverpool City area.

7. Allocation criteria and selection

Allocations will be advertised either through Property Pool Plus or via direct match in the first instance (for as long as the Council decides to have a period of direct matches). They will be allocated in accordance with the priorities set out in the PPP allocations policy or direct match qualification and subject to the additional qualification criteria set out in this local letting scheme. Should no applicants meet the criteria, Your Housing Group will advertise on commercial advertising websites such as Rightmove and Zoopla, however all allocations will be made in accordance with the criteria in this policy.

- Preference will be given to applicants over the age of 40 years. This is in recognition of the current customer profile of residents living in the Tower Blocks and the need to ensure allocations do not create any lifestyle clashes in communal living. This will be subject to a risk assessment that they can independently self-evacuate the building in case of an emergency.
- Preference will be given to applicants who fully occupy all bedrooms within the property. If there are no suitable applicants who fully occupy the property, allocations will be permitted providing the applicant is able to demonstrate they can afford to maintain the tenancy. This decision will be made following an affordability assessment completed by Your Housing Group.
- Properties will only be allocated to applicants with children under 16 years if the property is at second floor height or below. Any properties above the second floor will not be allocated to any applicants who have children under 16 years.
- Applicants with pets will only be granted permission in line with YHG's Pet Policy.
- Applicants will be required to provide 2 satisfactory references. If the applicant has held a recent tenancy (within the last 5 years) one reference should be from their landlord.
- Applicants with a criminal conviction (that is not spent) and/or previous anti-social behaviour will be reviewed and if there are concerns that this will impact their tenancy and/or neighbours and the local community could result in an offer not being made. Any decision to refuse an allocation on this basis will be made in consultation with the local authority and the applicant will be advised of the decision in writing.

Your Housing Group recognises that some of the above criteria could disadvantage certain groups. However, it considers that these criteria are justified as a means of:

- Ensuring the safety of residents and their families (in respect of the age restriction for children in flats above the second floor).
- Ensuring that allocations do not create lifestyle clashes in communal living that could jeopardise the sustainability of tenancies and the communities in the tower blocks.

Adapted properties

- Properties with existing adaptations will be advertised on PPP with priority given to applicants who have a specific need for adapted accommodation. These allocations will be completed on a case-by-case basis (and in accordance with the

overall criteria in this policy detailed above) considering both the need for the adaptation but also the applicant's ability to live safely within the property and their ability to independently self-evacuate the building in the case of an emergency. This will be subject to a risk assessment that they can independently self-evacuate the building.

- Should there be no suitable applicants who need the adaptations, Your Housing Group will where possible remove the adaptation and reinstate the property and allocate to an applicant who does not require any adaptations.

Other accommodation available for applicants in the locality

In the L17 postcode area YHG own another 355 general needs properties, with 153 being 2-and 3-bedroom flats. Any applicants wishing to apply for accommodation of a 2-or 3-bedroom flat in the L17 area, that could be excluded from properties at the Sefton Park tower blocks, either due to the age restriction or need to self-evacuate would be eligible for other YHG properties in this area.

8. Management arrangements

- All new applicants will sign an assured shorthold (starter) tenancy agreement and have new tenancy visits completed at a 4 weekly and 9 monthly period. Subject to managing their tenancy in a satisfactory manner the tenancy will convert to an assured tenancy on the 12-month anniversary.
- A customer transferring from another YHG property where they held an assured tenancy will receive an assured tenancy.

9. Consultation

Your Housing Group has consulted with key internal stakeholders, Sefton Park Residents Association and Liverpool City Council in the development of this policy.

10. Risk Management

Failure to implement this policy could result in risks outlined in this policy being realised and the Group being adversely affected by high turnover at these schemes, associated management costs and dissatisfaction from our existing customers.

11. Data Protection, Record Storage and Retention

Data regarding applications will be stored and managed through our ICT systems, CRM, Orchard and Documotive. There are no additional GDPR requirements associated with this local letting plan.

12. Equality and Diversity

Your Housing Group will only participate in allocations schemes that are compliant with the Equality Act 2010, and which offer equality of access to services for all applicants.

We assess our policies and provision of services to ensure that no individual or group is treated less favourably because of their race, colour, ethnic or national origin, marital status, gender, sexual orientation, disability or age.

Choice Based Lettings schemes we participate in are equality impact assessed, and individual / internal policies are also impact assessed, in line with equality of access for applicants and any adverse/ positive impacts of those policies on our customers.

Your Housing Group will advertise properties at Sefton Park through the local authority Choice Based Lettings Scheme – Property Pool Plus. Applicants seeking accommodation have a wide range of properties to bid for across several Registered Providers. YHG also owns and manages other social rented properties in the locality which are not subject to a Local Lettings Policy or any age restrictions.

13. Communication

This policy will be communicated with all internal staff and stakeholders.

The policy will be available on the Your Housing Group website and available to applicants registering through Property Pool Plus Choice Based Lettings scheme.

14. Performance Management and review

KPI's will be reported including average re-let time, occupancy and void rent loss. Specific KPI's will be reported on the voids within this scheme this will include.

- Turnover
- % of failed tenancies within the first 12 months
- Customer satisfaction

15. Review of this Plan

This plan will be regularly reviewed after 2 years following implementation.

Equality Impact Assessment:

Gender	no significant impact assessed, however, the gender of those bidding and who are successful will be monitored and compared over the period.
Religion or Belief	No significant impact assessed
Age	No significant impact assessed - although the age restriction will mean fewer children in the block. This is primarily on safety grounds.

	Use of technology in accessing and utilising online Choice Based Lettings Systems (CBL's) may be a barrier for some elderly applicants - Support will be offered to those customers unable to register online. Automated bidding may be available
Disability	Restriction on floor level may apply but justified purely on safety grounds
Ethnicity	No significant impact assessed
Sexual Orientation	No significant impact assessed
Pregnancy, Maternity & Parental Rights	No significant impact assessed - although the age restriction will mean fewer children in the block. This is primarily on safety grounds.
Transgender	No significant impact assessed
Marriage & Civil Partnerships	No significant impact assessed
Poverty	No significant impact assessed - We will actively promote employment/training opportunities and services to all.
Health	No significant impact assessed
Socio-Economic	No significant impact assessed - We support and assist all new tenants to manage, and if appropriate improve their economic circumstances through our range of community investment services and opportunities.

