

**KNOWLE WEST REGENERATION AREA
FINAL JUNE 2025**

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Local Lettings Policy for Filwood Affordable Housing Developments

1. Policy Statement

- 1.1. The Bristol City Council (BCC) is committed to the creation of a mixed and balanced community within Knowle West Regeneration Area (KWRA) through new build affordable homes.
- 1.2. A number of development projects are to be undertaken with the intention of delivering a significant number of affordable homes within the KWRA area over the next 10+ years Housing delivery
- 1.3. The KWRA has been agreed as the local lettings policy area rather than all of Knowle – See Appendix 3 for list of Post Codes to be included within the Policy.
- 1.4. This policy has been developed through a process of consultation and community engagement undertaken by Knowle West Housing Special Group in conjunction with local residents, Knowle West Alliance, Knowle West Futures, Filwood Broadway Working Group, Knowle West Regeneration Residents Planning Group, Bristol City Council Community Development Team and Respective Ward Councilors for the KWRA footprint.
- 1.5. Whilst BCC recognises the needs, priorities, and ambitions of the KWRA and surrounding community, it also recognises the pressures and demands on social and affordable housing throughout the city. This Policy will supplement the existing HomeChoice Bristol (HCB) Allocations Policy to ensure homes are allocated in a fair and transparent manner.

2. Introduction

- 2.1. 50% of new affordable housing within each of the developments being undertaken within KWRA will be allocated to applicants that meet the criteria set out in this document.
- 2.2. This policy shall be applied for first let of all new build social and affordable housing accommodation being developed within the KWRA Area.
- 2.3. Bristol City Council (BCC) recognises a strong desire for properties freed up by tenants moving to new build affordable housing within KWRA by virtue of this policy to be allocated in a way that benefits the local community, however this has to be done with recognition of wider housing need.

This policy will therefore cover all new social and affordable homes and developments built within KWRA and will also cover the first let of Bristol City Council properties vacated by residents moving to new build properties where the vacated BCC property has 2+ bedrooms.

- Of existing BCC tenants in Knowle with a bedroom need, 48% are seeking a 1 bed property compared with 57% across the whole register.
 - 7% of applications in Knowle are from households needing 4-bedroom properties compared with 4% across the whole register that needs 4-bedroom and 5-bedroom properties
- 2.4. This policy will be enacted once the first new build property or site is built ready for allocation and occupancy and will be applied per development. The process of application, shortlisting and allocation in line with the Policy may commence up to 16 weeks prior to occupancy, in order to enable a degree of consultation with prospective occupants. Individual timeline to be agreed per development up to the limit stated.
- 2.5. Should this process fail to select a suitable candidate, the property will be allocated according to the current HCB Allocations Policy.

3. Aims and Objectives

The aim of the policy is to:

- 3.1. Provide clear guidance to Bristol City Council, housing provider partners, existing KWRA residents and citizens of Bristol how the new homes built within KWRA will be allocated and monitored.
- 3.2. Ensure that value created by the development is retained within the neighborhoods by prioritising local residents in housing need, and people with a strong connection to KWRA
- 3.3. To address current challenges in the provision of homes for both growing families and those who are downsizing to enable movement within the area as residents' needs change over time.

4. Eligibility Criteria

When we refer to KWRA the post codes used for KWRA these may cross electoral ward boundaries and are as defined in Appendix A

- 4.1. Applicants must be on the Bristol Housing Register and any offers made to applicants meeting the criteria below will be given to the applicants in the highest housing need. The normal HCB Policy criteria regarding the number of reasonable offers rejected will apply.
- 4.2. Priority will be given to residents who meet at least one of the following criteria to successfully demonstrate a need or connection to live within KWRA.

- 4.2.1 Applicants who are currently living within the KWRA and have 2 years or more continuous residency with no breaks in their tenancy or residency and/or:
- 4.2.2 Applicants who can demonstrate that they had 2 years or more of continuous residency with no breaks in their tenancy or residency within KWRA no more than 2 years prior to their application.
- 4.2.3 Applicants employed within KWRA for at least 2 years. (Min 16 hours per week) To include all employment whether temporary / permanent / fixed term positions.
- 4.2.4 Applicants of no fixed abode, or living in Temporary or Supported Housing, whose previous address was within KWRA and who can demonstrate 2 years continuous residency within KWRA.
- 4.2.5 Applicants with dependent children attending these schools within KWRA
- Ilminster Avenue E-ACT Academy
 - Oasis Academy Connaught
 - School of Christ the King R C Primary School
 - Greenfield E-ACT Academy
 - Knowle Park Primary School
- 4.2.6 Applicants who do not live within KWRA, but who have an essential need to live within KWRA so they are able to provide care to an immediate family member who has lived within KWRA for a period of 2 continuous years. As defined by the HCB Housing Allocations Scheme – See Appendix 1 and Appendix 2 for extracts from the HCB Allocation Scheme.
- 4.2.7 Applicants who are current Bristol Housing Partnership (BHP) Tenants (BCC / HA) will be given priority.
- 4.3. Should an applicant not be found who matches the above criteria, the allocation of the property will revert back to the HCB Allocation Policy.
- 4.4. There will be flexibility in the allocation of properties to allow Landlords to make best use of stock and so direct away from this policy in cases of strategic interest where direct offers may be used as per LAT and Direct offer policies. Examples might include Major Repairs / Adaptations / Special Guardianship / Housing First and Supported Move-On needs that would logically take priority over less urgent requirements.

5. Roles and Responsibilities

- 5.1. Landlords of the respective developments will be responsible for the allocation of properties.
- 5.2. HCB will be responsible for assessing rehousing applications and agreeing the banding of an applicant.
- 5.3. HCB will carry out allocations audits after each scheme / development has been successfully allocated. Outcomes and anonymised data regarding the successful applicants will be shared with the KWRA Groups (As specified in section 1.4) in accordance with [Data Protection Act 1998](#) and BCC's own data protection protocols.

6. Policy Review

- 6.1. This Policy will be reviewed every twelve months following the first allocation using this policy.
- 6.2. Landlords may also monitor the effects of the policy separately to ensure that it is fair and that the criteria are still appropriate and fit for purpose. Any such concerns to be raised during the annual review.

7. Glossary of Terms

Affordable Homes	New Build Affordable Homes
BCC	Bristol City Council
BHP Tenant	A tenant of one of the Bristol Housing Partners (BHP) whose tenancy in the Bristol City boundary.
Direct Offer	A way of allocating social housing whereby the Council actively approaches someone on the waiting list with an offer of housing which is considered suitable for their needs according to the information provided on their application form
LAT	Landlord Agreed Transfer
HCB	HomeChoice Bristol

APPENDIX 1: Qualification on Residency which includes Care

Some applicants may be eligible for an allocation of housing accommodation but subsequently not qualify (excluded) to be included on HCB.

Applicants not currently living within the Bristol City boundary

In order to qualify to be included on HCB an applicant must be able to show the following:

- That they have been living within the Bristol City boundary continuously for the last two years immediately prior to the date of registration on HCB.

Or

- That they have close family currently living in Bristol who have lived in Bristol continuously for the last two years immediately prior to the date of the applicant's registration on HCB, and they need to live near that person to provide or receive care. For the purposes of this policy, close family is intended as immediate family, ie parents, dependent and non-dependent adult children and siblings (see Appendix 2). The applicant must be able to show that they have a relationship with that person and they need to live near that family member for care.

Or

- That their normal place of work is in Bristol and it is not considered practicable to commute from their current residence. HomeChoice Bristol considers a number of factors including, but not exclusively, the distance and the time taken to travel between the applicant's main place of work and their residence and availability of transport. Where the distance between the applicant's residence and their main place of work is considered to be a reasonable commutable distance the applicant will not qualify.

For the purposes of this policy, voluntary, temporary, casual or short-term employment will not count. Employment must not be marginal.

Applications will be reassessed at every change in circumstances. This includes a move to a new address. If a household moves to an address outside of the Bristol city boundary, their application will be reassessed, which may result in non-qualification for HomeChoice Bristol

APPENDIX 2: Household Members

Applicants can only include members of their 'immediate family' on their application. For the purposes of this policy, immediate family is defined as:

- The applicant
- The applicant's spouse or partner.
- Dependent children – including children to whom the applicant has legal guardianship of and children that are adopted or fostered. A kinship foster child will only be included as an immediate family member if the arrangement is formally agreed and approved by Bristol City Council's Children's Services
- Elderly parents - will only be included where the Health and Housing team have agreed that they need to live with the applicant for health reasons and only if they are eligible for housing assistance. Due to the lack of large/adapted family accommodation any request to include elderly parents as household members may be refused if their housing needs can be better met via sheltered housing and a package of care.

Who cannot be included as part of the Household?

- Adult children unless it can clearly be seen that they have occupied the parental home as their only or main home for the last 2 years. They will not be included where they have spent a considerable amount of time away from the home and only recently returned.
- Students in full time education/residential setting and living away from the address applied from
- Extended family members - for example grandparents, aunts, uncles, nephews, nieces and cousins.
- Siblings of the applicant or applicant's spouse or partner
- Friends
- Lodgers

Exceptions

People who have an exceptional need to live with the applicant can be defined as those people who are not included in the definition of immediate family, but who have a real need to live as part of the household in order to give or to receive care or support.

This may include:

- An adult child
- Elderly parents - Elderly parents will only be included where the Health and Housing team have agreed that they need to live with the son or daughter for health reasons and only if they are eligible for housing assistance. Due to the lack of large/adapted family accommodation any request to include elderly parents as household members may be refused if their housing needs can be better met via sheltered housing and a package of care.
- A carer – If an applicant needs full- time care and there is no one available in their immediate family to provide this care and there are no other housing options.

APPENDIX 3: Post Codes for KWRA

POSTCODES USED FOR KNOWLE WEST REGENERATION AREA (KWRA)

BS3 5DJ	BS4 1AA	BS4 1EB	BS4 1HX	BS4 1PQ	BS4 1TD
BS3 5DN	BS4 1AB	BS4 1ED	BS4 1HY	BS4 1PR	BS4 1TE
BS3 5DP	BS4 1AD	BS4 1EE	BS4 1HZ	BS4 1PS	BS4 1TF
BS3 5DY	BS4 1AE	BS4 1EF	BS4 1JF	BS4 1PT	BS4 1TG
BS3 5DZ	BS4 1AF	BS4 1EG	BS4 1JG	BS4 1PU	BS4 1TJ
BS3 5EA	BS4 1AH	BS4 1EH	BS4 1JH	BS4 1PW	BS4 1TL
BS3 5EB	BS4 1AJ	BS4 1EJ	BS4 1JJ	BS4 1PX	BS4 1TN
BS3 5ED	BS4 1AL	BS4 1EL	BS4 1JL	BS4 1PY	BS4 1TP
BS3 5EE	BS4 1AN	BS4 1EN	BS4 1JN	BS4 1PZ	BS4 1TQ
BS3 5EF	BS4 1AP	BS4 1EP	BS4 1JP	BS4 1QA	BS4 1TR
BS3 5EG	BS4 1AQ	BS4 1EQ	BS4 1JQ	BS4 1QE	BS4 1TT
BS3 5EH	BS4 1AS	BS4 1ER	BS4 1JR	BS4 1QL	BS4 1TU
BS3 5EJ	BS4 1AS	BS4 1ES	BS4 1JS	BS4 1QN	BS4 1TW
BS3 5EQ	BS4 1AT	BS4 1ET	BS4 1JT	BS4 1QP	BS4 1TX
BS3 5EU	BS4 1AU	BS4 1EU	BS4 1JU	BS4 1QR	BS4 1TZ
BS3 5EX	BS4 1AW	BS4 1EX	BS4 1JW	BS4 1QS	BS4 1UA
BS3 5HX	BS4 1AX	BS4 1EY	BS4 1JX	BS4 1QT	BS4 1UB
BS3 5HY	BS4 1AY	BS4 1EZ	BS4 1JY	BS4 1QW	BS4 1UD
BS3 5HZ	BS4 1AZ	BS4 1FB	BS4 1JZ	BS4 1QX	BS4 1UE
BS3 5JA	BS4 1BA	BS4 1FD	BS4 1LA	BS4 1QY	BS4 1UF
BS3 5JB	BS4 1BB	BS4 1FE	BS4 1LB	BS4 1QZ	BS4 1UG
BS3 5JD	BS4 1BD	BS4 1FF	BS4 1LD	BS4 1RB	BS4 1UH
BS3 5JE	BS4 1BE	BS4 1FG	BS4 1LE	BS4 1RD	BS4 1UJ
BS3 5JF	BS4 1BF	BS4 1FH	BS4 1LF	BS4 1RE	BS4 1UL
BS3 5JG	BS4 1BH	BS4 1FJ	BS4 1LG	BS4 1RF	BS4 1UN
BS3 5JJ	BS4 1BJ	BS4 1FL	BS4 1LH	BS4 1RG	BS4 1UP
BS3 5JL	BS4 1BL	BS4 1FN	BS4 1LJ	BS4 1RH	BS4 1UQ
BS3 5JQ	BS4 1BN	BS4 1FP	BS4 1LQ	BS4 1RJ	BS4 1WH
BS3 5JU	BS4 1BP	BS4 1FQ	BS4 1LT	BS4 1RL	BS4 1XA
BS3 5JY	BS4 1BQ	BS4 1FR	BS4 1LU	BS4 1RN	BS4 1XB
BS3 5LA	BS4 1BS	BS4 1FS	BS4 1LW	BS4 1RP	BS4 1XD
BS3 5LB	BS4 1BT	BS4 1FT	BS4 1LX	BS4 1RQ	BS4 1XE
BS3 5LD	BS4 1BU	BS4 1FU	BS4 1LY	BS4 1RW	BS4 1XF
BS3 5LE	BS4 1BW	BS4 1FW	BS4 1LZ	BS4 1RX	BS4 1XG
BS3 5LH	BS4 1BX	BS4 1FX	BS4 1NA	BS4 1RY	BS4 1XH
BS3 5LJ	BS4 1BY	BS4 1FY	BS4 1NB	BS4 1RZ	BS4 1XJ
BS3 5LL	BS4 1BZ	BS4 1FZ	BS4 1ND	BS4 1SA	BS4 1XL
BS3 5LN	BS4 1DA	BS4 1GA	BS4 1NE	BS4 1SB	BS4 1XN
BS3 5LP	BS4 1DB	BS4 1GB	BS4 1NF	BS4 1SD	BS4 1XP
BS3 5LQ	BS4 1DD	BS4 1GD	BS4 1NG	BS4 1SE	BS4 1XQ

BS3 5LR	BS4 1DE	BS4 1GE	BS4 1NH	BS4 1SF	BS4 1XR
BS3 5LS	BS4 1DF	BS4 1HA	BS4 1NJ	BS4 1SG	BS4 1XS
BS3 5LT	BS4 1DG	BS4 1HB	BS4 1NL	BS4 1SH	BS4 1XT
BS3 5LU	BS4 1DH	BS4 1HD	BS4 1NN	BS4 1SJ	BS4 1XU
BS3 5LW	BS4 1DJ	BS4 1HE	BS4 1NP	BS4 1SL	BS4 1XW
BS3 5LX	BS4 1DL	BS4 1HF	BS4 1NQ	BS4 1SN	BS4 1XX
BS3 5LY	BS4 1DN	BS4 1HG	BS4 1NW	BS4 1SP	BS4 2HJ
BS3 5QE	BS4 1DP	BS4 1HH	BS4 1PA	BS4 1SQ	BS4 2RX
BS3 5QU	BS4 1DQ	BS4 1HJ	BS4 1PB	BS4 1SR	BS4 2RY
BS3 5QY	BS4 1DR	BS4 1HL	BS4 1PD	BS4 1SS	BS4 2RZ
BS3 5RB	BS4 1DS	BS4 1HN	BS4 1PE	BS4 1ST	BS4 2TU
BS3 5RD	BS4 1DT	BS4 1HP	BS4 1PF	BS4 1SU	BS4 2TY
BS3 5RE	BS4 1DU	BS4 1HQ	BS4 1PG	BS4 1SW	BS4 2UU
BS3 5RG	BS4 1DW	BS4 1HR	BS4 1PH	BS4 1SX	BS4 2UW
BS3 5RN	BS4 1DX	BS4 1HS	BS4 1PJ	BS4 1SY	BS4 2UX
BS3 5RP	BS4 1DY	BS4 1HT	BS4 1PL	BS4 1SZ	BS4 2UY
BS3 5RQ	BS4 1DZ	BS4 1HU	BS4 1PN	BS4 1TA	BS4 2UZ
BS3 5RZ	BS4 1EA	BS4 1HW	BS4 1PP	BS4 1TB	BS4 2XN

Signed: 

**Job Title: Interim Executive Director of Housing and
Landlord Services**

Date: 23/06/2025