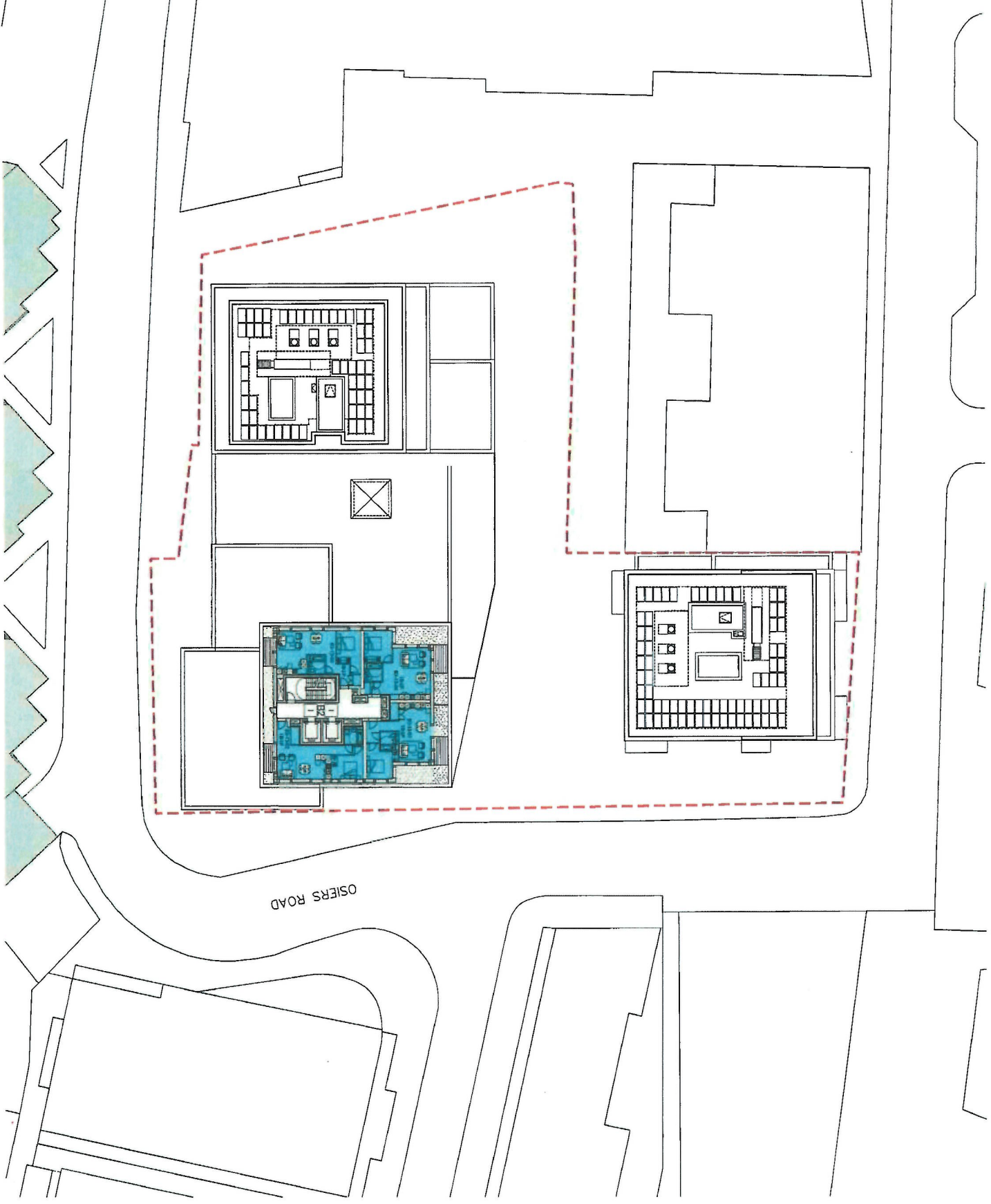
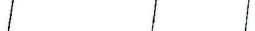


This scale is shown in length where printed at the sites indicated in the site block



OSIERS ROAD

- NOTES
1. The Contractor shall check and confirm all dimensions.
 2. All dimensions shall be confirmed and verified by the Architect before work commences.
 3. This drawing is not to be scaled.
 4. All work shall be in accordance with the current editions of the British Standards Institution (BSI) and the International Code of Practice and British Standards.



1:200 (A1)
 1:200 (A1)
 1:200 (A1)
 1:200 (A1)

Rolfe Judd

1200 (A1) May 18 Planning
 5885 120P43

Client: **Hollybrook Limited**
 Project: **Osiers Road**
 Drawing: **Thimblethorpe Farm**

Date: **1200 (A1)**
 Drawing Number: **5885 120P43**
 Revision: **P5**

The depth of 100m or longer when printed at the size indicated in the title block



- NOTES
1. The Consultant shall check and verify all dimensions.
 2. All dimensions shall be indicated and provided by the Architect.
 3. This drawing is not to be used for construction.
 4. All work shall comply with the relevant Building Regulations and all other applicable laws and regulations.



Area of Public Realm

Legend

1	Area of Public Realm
2	Area of Public Realm
3	Area of Public Realm
4	Area of Public Realm
5	Area of Public Realm
6	Area of Public Realm
7	Area of Public Realm
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17	Area of Public Realm
18	Area of Public Realm
19	Area of Public Realm
20	Area of Public Realm

Roife Judd

City Centre, Central, Cambridge Road, The Ochs, London, E9 6JH
 1 203 755 1500
 www.roifejudd.co.uk

Hollybrook Limited

Project: Ochsers Road

Plan 4 - Public Realm

Scale: 1:200 (A1) Date: May 18 Planning

Author: 5895 120P00 Revision: P10

Client: Hollybrook Limited

APPENDIX 3
NOMINATIONS AGREEMENT – LONDON AFFORDABLE RENT

APPENDIX A

NOMINATIONS AGREEMENT BETWEEN WANDSWORTH BOROUGH COUNCIL AND
(the Housing Association) of(address)

1. PREAMBLE

- 1.1 This Agreement sets out the entitlements to be made available to Wandsworth Borough Council for the purpose of making nominations, and the procedures to be adopted, in relation to specified categories of housing association dwellings.
- 1.2 Such specified categories include:-
- (i) All the permanent stock owned by the association within the London Borough of Wandsworth, but having regard for any restrictive covenants or other impediments; and
 - (ii) All the permanent stock owned by the association outside the London Borough of Wandsworth which has been developed or acquired under Wandsworth Local Authority Housing Association Grant (LAHAG) programmes, but having regard for any restrictive covenants or other impediments.
- 1.3 Permanent dwellings are defined as those which form a separate, or reasonably separate and self-contained, set of premises designed to be occupied by a single household. It therefore excludes hostels, shared or group homes, short-life properties and dwellings managed by or leased to the association. For the purpose of this Agreement it also excludes those dwellings developed or acquired for other specific purposes which are subject to separate agreements.
- 1.4 Further, this Agreement does not take precedence over any superior entitlement arrangements already entered into. Nor does it prejudice entering into such arrangements in the future.
- 1.5 All exceptions are listed at Schedule 1 to this Agreement.
- 1.6 This Agreement establishes the basis for a mutual understanding of the process for the notification and making of nominations to qualifying dwellings and lays down the minimum entitlements of the Council to make such nominations. The Council and the Housing Association undertake jointly to achieve the objectives of this Agreement.

2. GENERAL PROVISIONS

- 2.1 The Council and the Housing Association will each identify a nominations officer and a substitute for the purpose of this Agreement and each undertakes to advise the other party of any changes to these arrangements. These persons are shown at Schedule 2 to this Agreement.
- 2.2 The Council and the Housing Association shall each ensure that telecommunications systems are set up within their organisation to facilitate the effective operation of the Agreement. This will include direct telephone lines, facsimile transmission equipment and any other agreed systems.
- 2.3 The Council and the Housing Association shall comply with whatever information is reasonably necessary and requested to enable each of them to fulfil their respective responsibilities in connection with this Agreement within a reasonable time from receipt of this request.

3. THE NOMINATIONS PROCESS

REFERRAL SYSTEMS

3.1 The Council and the Housing Association shall agree to adopt either or both the following systems:-

- (i) Priority Nominations - The Council will put forward, in priority order, a number of nominations agreed between the Council and the Housing Association to the Housing Association for a particular vacancy. This will normally be on the basis of two nominations per dwelling - a priority applicant and a first reserve.

The Council, however, reserves the right to vary this number (up to a maximum of three nominations per unit) depending upon the perceived ease or difficulty of the letting.

and/or

- (ii) Pool Nominations - The Council will put forward a pool of nominees to be held by the Housing Association for any vacancy that is suitable. This system is considered appropriate where there is a high turnover of dwellings or where there are problems in attracting nominees.

Under the pool system, the size of which is determined by negotiation, it is expected applicants will be housed within six months of referral. The Housing Association may seek to top up the pool as it is depleted or seek a new (initial) pool as it becomes exhausted.

Any initial pool of nominees will be considered in priority order and any top up nominees in date order, unless there are exceptional circumstances.

3.2 Under both systems, nominees will be suspended from active consideration for other properties, unless circumstances arise which dictate otherwise. The Council undertakes to advise the Housing Association of such an event.

PRE-ALLOCATIONS

3.3 For certain dwellings which are either newly built or rehabilitated, the Housing Association shall give the Council a minimum of 12 weeks notice of handover. This will include those developments which comprise either:-

- (i) ten or more dwellings of general needs housing; and/or
- (ii) any dwellings intended for occupation by a special needs client group.

3.4 This information should be supplied on the standard proforma shown at Appendix 1 to this Agreement. Any subsequent changes to the handover date and/or any other material changes to the development must be advised in writing by the Housing Association to the Council as soon as is reasonably practicable.

REQUESTS FOR NOMINATIONS

- 3.5 The request for a nomination must be made on the standard proforma shown at Appendix 2 to this Agreement. Requests may be conveyed by facsimile transmission, by telephone or by post. If the telephone or fax is used it must be backed up by the hard copy.
- 3.6 The request form should flag up any vacancies arising from the Tenants Incentive Scheme (TIS), Do It Yourself Shared Ownership (DIYSO) and any other special programmes.
- 3.7 The request for a nomination must be submitted to the Council as follows:-
- | | | |
|-------|---|---------------------------|
| (i) | Casual relet or pool | As arising |
| (ii) | Development let (special needs) | 8 weeks prior to handover |
| (iii) | Development let (general needs, 10 or more dwellings) | 8 weeks prior to handover |
| (iv) | Development let (general needs, 2-10 dwellings) | 4 weeks prior to handover |

MAKING NOMINATIONS

- 3.8 The Council will make nominations in response to a request using the standard proforma shown at Appendix 3 to this Agreement. Nominations may be conveyed by facsimile transmission, by telephone or by post. If the telephone or fax is used it must be backed up by the hard copy.
- 3.9 Nominations must be submitted to the Housing Association, as follows:-
- | | | |
|-------|---|---|
| (i) | Casual relet or pool | within 3 working days from receipt of request |
| (ii) | Development let (special needs) | within 4 weeks from receipt of request |
| (iii) | Development let (general needs, 10 or more dwellings) | within 4 weeks from receipt of request |
| (iv) | Development let (other) | within 4 weeks from receipt of request |
- 3.10 If a nominee moves to a different address the Council will notify the Housing Association immediately.

INTERVIEWS

- 3.11 The Housing Association will contact nominees to arrange a home visit/ interview. This contact will be made within the period set out below following the receipt of nominations.
- | | |
|-----------------|----------------|
| Casual relet | 3 working days |
| Pool | 5 working days |
| Development let | 5 working days |

- 3.12 In the event that a nominee cannot be contacted the Housing Association shall immediately refer the matter to the Council for instructions.
- 3.13 The interview is for the purpose of validation checks only. It is intended to scrutinise the accuracy and currency of information supplied and to advise the applicant about the Housing Association and the property.

REJECTIONS

- 3.14 The Housing Association shall accept the Council's prioritisation of housing need and can reject nominees only in specific circumstances. The Council will, however, have regard for the Housing Association's allocation policies and its charitable objectives when considering nominees.
- 3.15 Reasons for rejection might include:-
- * If the circumstances of the nominated household have changed since they were last assessed by the local authority.
 - * If inaccurate information has been provided by the local authority.
 - * If new information about the household's circumstances (of which the local authority is unaware) comes to light.
 - * The household is too large for the unit.
 - * The household is too small for the unit.
 - * The household could not manage the stairs.
 - * The unit is not suitably adapted for the household.
- 3.16 This list is not exhaustive, but where a nominee is rejected on grounds other than those shown, it must be for specific reasons.
- 3.17 All rejections must be notified to the Council within two working days using the standard proforma shown at Appendix 4 to this Agreement. The Council must respond either accepting or not accepting the rejection within one working day of notification. Where the Council does not accept the reason for the rejection it will seek an urgent review with the Housing Association within one working day. If an agreement cannot be reached the matter will be referred to the Directors (or his/her nominee) of each organisation for resolution and the nominee kept informed. The Council will, however, permit the Housing Association to consider the next priority nominee for the dwelling.

REFUSALS

- 3.18 Where a nominee refuses a property, does not attend a viewing or fails to sign up to a tenancy within five working days of an offer, no action should be taken by the Housing Association until the Council has been notified. The Council must be notified within two working days of this refusal using the standard proforma shown at Appendix 4 to this Agreement and instructions sought. Instructions will be issued by the Council within one working day of notification as a result of which the Council may, subject to what is stated below, ask for the offer to be kept open.

- 3.19 If the nominee still refuses to sign up or the Council is unable to make contact with the nominee, the Housing Association shall select the next priority nominee upon being informed by the Council of this in writing.
- 3.20 If all the nominees named on the Nomination Notice reject an offer or the list becomes exhausted for other reasons, the Housing Association shall serve a subsequent request for nominations using the same procedure as set out above.
- 3.21 The Housing Association shall, in any event, keep the vacancy open for a Council nomination until the dwelling has been considered by one set of nominees.
- 3.22 At the point where one set of nominations has been processed and a letting has still not been made, the Housing Association is free to let the property in accordance with its allocation policies. In this situation, however, the Housing Association will still need to meet its overall quota to the local authority.

RESULT OF NOMINATION

- 3.23 The Housing Association shall notify the Council about the acceptance of an offer within two working days using the standard proforma shown at Appendix 4 to this Agreement.

4. NOMINATION ENTITLEMENTS

4.1 The calculation of entitlements will be undertaken in accordance with the definition of an eligible void dwelling, to be known as a true void. This is defined at Appendix 5 to this Agreement.

The Council will be offered a minimum of:-

(i) 75% of true voids in 2 bed or larger accommodation; and

(ii) 50% of true voids in 1 bed or smaller accommodation.

4.2 The dwellings to be offered to the Council will be a fair representation of all true voids becoming available as regards the size and type of dwelling, their location and floor level.

4.3 Within these overall entitlements, the Council and the Housing Association may enter into a separate agreement on the balance of allocations between client groups.

5. NOMINATIONS MONITORING

- 5.1 The Lettings Year runs from 1st April to 31st March of each year.
- 5.2 The Housing Association agrees to provide the Council with a periodic lettings return. A sample proforma is shown at Appendix 6 to this Agreement.
- 5.3 Associations owning 100 or more permanent dwellings which are subject to this Agreement shall make a return to the Council within three weeks of the end of every quarter, as follows:-
- Quarterly period ending 30th June
 - Quarterly period ending 30th September
 - Quarterly period ending 31st December
 - Quarterly period ending 31st March
- 5.4 Associations owning less than 100 units which are subject to this Agreement shall make a return to the Council within three weeks of the end of the lettings year (i.e. 31st March).
- 5.5 Nil returns must be submitted even where there has been no activity during the period.
- 5.6 The Council will produce an annual report on lettings activity by the Housing Association at the end of the lettings year. A summary report will be presented to the Housing Committee and to the local authority/housing association liaison group.

6. EQUAL OPPORTUNITIES

- 6.1 Both the Council and the Housing Association are committed to the principle of equal opportunities in the delivery of their services. Both parties agree to ensure that the nominations process is being applied in a manner which is fair to all sections of the community regardless of colour, race, nationality, ethnic origin, marital status, age, gender or disability.
- 6.2 All applicants for housing or rehousing will be asked to provide details of ethnic origin (see Appendix 7 to this Agreement). This will not, however, be a requirement for acceptance of an application.
- 6.3 Ethnic records will be kept and monitored on a regular and systematic basis to ensure properties are being offered and allocated fairly in accordance with the stated objectives.

7. REVIEW

- 7.1 The terms and conditions of this Agreement will be reviewed on an annual basis whereby any reasonable amendments deemed reasonably necessary will be considered and agreed jointly by the Council and the Housing Association.

8. TREATY

8.1 We, the undersigned, agree to use our reasonable endeavours to ensure that the terms and conditions of this Agreement are upheld on the basis that it is agreed that nothing contained in this Agreement shall be enforceable against either party in any respect.

Signed on behalf of Wandsworth Borough Council

Position

Date .././..

Signed on behalf of
(the Housing Association)

Position

Date .././..

SCHEDULE 1

EXCEPTIONS TO THE AGREEMENT

The following dwellings or groups of dwellings are excluded from this Agreement:-

SCHEDULE 2

CONTACT OFFICERS

The below named persons are identified as the contact officers for the purpose of this Agreement.

Housing Department
Wandsworth Borough Council
17-27 Garratt Lane
London, SW18 4AE

Contact 1 (Tel.)
Contact 2 (Tel.)
Fax No.

(Housing Association)
.....
.....
.....

Contact 1 (Tel.)
Contact 2 (Tel.)
Fax No.

Housing Association New Development Form. Notice of Handover

Name of Association
 Name of Contact Officer
 Tel. NO.
 Date:/..../..

Scheme Name/ Postal Address	No. of Units	Property Details				Provisional Handover Date	Additional Information
		Property Type *	Floor Access Level	No. of Bedrooms x No. of Persons	Rent/ Service Charge		

* H - House F - Flat M - Maisonette B - Bungalow S - Sheltered W/C - Wheelchair
 Reports/nomsappx1

REQUEST FOR NOMINATION

APPENDIX 2

DATE ___ / ___ / ___

FOR COMPLETION BY HOUSING ASSOCIATIONS

Housing Association _____

Contact Officer _____ Tel _____

Vacancy Type: circle applicable where appropriate

TIS Casual Vac DIYSO LOTS Sheltered Disabled New Development

Address of Vacancy _____

Postal Area _____

Ready for Letting ___ / ___ / ___

Number of Bedrooms ___ Persons Permitted ___ Property type _____

Floor Level ___ Lifted Y / N Garden Y / N Sole Use / Shared / Communal

Heating Type: Gas Fire / Central Heating / Night Storage / Under Floor

Rent £ _____ Pets Allowed Y / N _____

Circle applicable: Relet Rehabilitated / Redecorated New Build Conversion

Purpose Built Shared Facilities Special Needs Sheltered

Other Property Information, including Special Need Requirement if applicable

- examples: 5 steps leading up to front door
- Gas fire in living room only
- Funded specifically for the Homeless
- Very small second bedroom
- Special Need Nom Required for Wheelchair adapted Property



Wandsworth

Director of Housing
R.J. Sheppard FRICS FIB

Wandsworth Borough Council
Housing Department
17-27 Garratt Lane
London SW18 4AE

Nomination Ref: _____

Priority of Nomination _____

Tel No. _____

HOUSING ASSOCIATION NOMINATION

Address of Vacancy _____

Property Ref _____ Size _____

Details of all persons for whom accommodation is required

SURNAME	FIRST NAMES	D.O.B.	RELATIONSHIP
---------	-------------	--------	--------------

Racial Origin _____ Source of Nomination: _____

No Record Of Pet _____

Other Comments _____

Nominations Officer _____

Tel
Fax

Housing Association

Wandsworth Borough Council
Housing Department
Nominations Section
Lettings
17-27 Garratt Lane
London SW18.4AE

*Copy from
J. M. Brown*

RESULT OF NOMINATION

Family Names/s:
Address:

Nomination Ref:

Source of Nomination:

Property offered

Property Ref		Date Requested		Type of Vacancy Ready for Letting	
BED	MAISONETTE	1st	GARDEN	GAS FIRE	
PER	NOT LIFTED	FLOOR	RELET	REHABILITATED	CONVERSION RENT £.

ACCEPTED [] TENANCY DATE [/ /]

REFUSED BY APPLICANT [] REFUSED BY HOUSING ASSOCIATION [] NOT REQUIRED []

REASON _____

_____ Council Use []

Officer _____

Date _____

TRUE VOID DEFINITION

A true void is defined as:-

- Voids within new build/rehab schemes (excluding returning decants);
- Voids created through tenant moves to other landlords where no reciprocal commitment exists;
- Voids created by tenants buying own property;
- Voids created by abandonment of tenancy;
- Voids created by eviction;
- Voids created by death of tenant where no statutory right of succession;

A non-true void is defined as:-

- Voids created by rehousing of a decant;
- Voids created through internal transfers;
- Voids created through reciprocal or mobility arrangements; and
- Mutual exchanges

Page 4 of 4

INDSWORTH BOROUGH COUNCIL
LETTINGS RETURN
Completion by Housing Associations

NAME OF ASSOCIATION _____ CONTACT OFFICER _____

ARTER ENDING _____ / _____

) of voids at start of period _____) Pre-development
) voids occurring during period _____) voids should be
)-total _____) excluded from
)\$ Lettings made during period _____) these calcu-
) of voids at end of period _____) lations.

ANALYSIS OF LETTINGS*

Address and Postal District	Void status (tick box)		Tenancy Start Date	Dwelling Characteristics			Funding Authority	Access Queue	Racial Origin	Rent p.w. Excl Chgs (16)					
	True Void (2)	Non-True Void (3)		TIS (4)	Other (5)	Dwelling Type (7)					Special (8)	Floor Access Level (9)	Beds (10)	Persons (11)	Letting Type (12)
(1)			(6)				(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	

PLEASE see second sheet for codes to be used in completing this form; continue return overleaf.
DO NOT include Private Sector Leasing activity, short-life properties, hostels, shared or group homes.)

LETTINGS RETURN - GUIDANCE NOTES

Row 1 (Address) Include SW postal district.

Rows 2-5 (Void status) Tick appropriate box. A true void is defined as one which adds one more unit to an association's pool of vacants and is net of internal transfers, decants and reciprocals. In the case of relets this will be determined by the status of the outgoing tenant (i.e., the reason for vacation).

TRUE VOIDS

- Voids within newbuild/rehab schemes (excluding returning decants)
- Voids created through tenant moves to other landlord where no reciprocal commitment exists
- Voids created by tenants buying own property (See also TIS & DIYSO below)
- Voids created by abandonment of tenancy
- Voids created by eviction
- Voids created by death of tenant where no statutory right of succession

NON-TRUE VOIDS

- Voids created by rehousing of a decant.
- Voids created through internal transfers
- Voids created through reciprocal or mobility arrangements
- Mutual exchanges

TIS

Voids created by tenant purchasing under the Tenants' Incentive Scheme

OTHER

Voids created by special programmes, e.g. DIYSO, Homeless programmes, etc.

Row 6 (Tenancy Start Date) Enter .././.. (Date/Month/Year)

Row 7 (Dwelling Type) Enter F for flat, M for maisonette, B for bungalow and H for house

Row 8 (Special) Enter the following codes only if a letting falls into one of the below categories:

- | | |
|--------------------------------|---------------------------------|
| E1 - Elderly (Sheltered) | WP - Wheelchair (purpose-built) |
| E2 - Elderly (Other provision) | WA - Wheelchair (adapted) |
| | WS - Wheelchair (SHAD) |

Row 9 (Floor Access Level) Enter G for ground, 1 for first, 2 for second, etc.

Row 10 (Beds) Enter the number of bedrooms

Row 11 (Persons) Enter the number of person spaces

Row 12 (Letting Type) Enter N for new build, R for rehab and L for relet

Row 13 (Funding Authority) Enter BC for Housing Corporation, WBC for Wandsworth Borough Council, GLC for Greater London Council and O for other

RACIAL ORIGIN

The Council wants to ensure that all racial groups living in Wandsworth have equal access to services. The Census categories have been adopted by the Housing Department with some local variations. Please answer the questions below, in the knowledge that your answers will be treated confidentially.

Do you consider yourself to be:- (Please tick one box for each person)

Black U K	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asian UK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black African	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Groups Asian (Please Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Groups (Please Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>				