

# London Borough of Waltham Forest

## Community-Led Housing Application Assessment Criteria and Scoring Guide

### Application Criteria and Submission

This document sets out the criteria the Council will use to assess applications to provide community-led housing on the sites advertised. The winning bid will be the one that best meets the criteria set out in this document.

Please read through this document before preparing your application. A proforma is not provided for this application but please use the eight (8) section headings in this document in your free form application that must be submitted as a PDF. We ask that your application is concise and avoids repetition. Your community-led housing application has to be submitted as part of the Small Sites Small Builders bid submission.

The level of detail you provide will depend in part on the site you are bidding for, it may not be possible to provide the wider community-led housing benefits on smaller sites if these are not developed as part of a wider community-led housing development programme. There is a scoring guide at the end of the document. If you are bidding for both sites you will need to complete individual bids for each site, including a community-led housing application for each site, even though the community-led housing applications will be substantially similar the site specific details will differ. Please indicate in your community-led housing application for each site whether you are bidding for both sites.

All questions and requests for clarifications in relation to the community-led housing application should be sent to **[communityledhousing@walthamforest.gov.uk](mailto:communityledhousing@walthamforest.gov.uk)**. Questions and clarification requests must be submitted no later than 4 weeks before the bidding deadline, any questions and clarification requests submitted after this date will not receive a response.

Criteria		Section	Guidance	Evaluation Methodology	Weighting
QUALITY	1	Strategic Fit	<p>The Council has strategic priorities that we expect community-led housing to meet. Please indicate in your application how you will meet these key priorities:</p> <p>(Economic Growth) – we are looking for innovative models of housing delivery, provision of supporting infrastructure (where appropriate), inward investment into the borough, training and employment opportunities for local residents;</p> <p>(Think Family) – we are looking for good quality housing, and housing management and support services that help residents be safe, well, resilient and independent;</p> <p>(Creating Futures) – we are looking for housing development projects that will contribute to improving life chances of and provide a confidence in the future for residents;</p> <p>(Housing Strategy) - we are looking for housing development projects that will provide decent, safe and healthy homes in inclusive and sustainable neighbourhoods, and help in tackling and preventing homelessness.</p>	Applications will be evaluated on how well the group's remit and proposed development and development delivery method contributes to good growth through providing investment in the borough, good quality and sustainable homes, and learning opportunities for local residents.	20%
	2	Community Benefit	<p>The Council expects community-led housing to be delivered and managed through genuine community engagement and involvement. Please indicate in your application:</p> <p>Your approach to community engagement throughout the design and building of the homes;</p> <p>Your approach to community involvement when the new homes are occupied;</p> <p>How the group will provide a long term formal role in the ownership, management and/or stewardship of the homes.</p>	Applications will be evaluated on the level and type of community involvement throughout the development process and ongoing community involvement and support activities after the homes are occupied, as well as any community facilities and support provided on site and by the occupants of the new homes and/or the CLH group. The application should demonstrate how this community engagement will be inclusive, particularly in relation to groups with Equalities Act supported characteristics.	10%
	3	Social Value	<p>The Council expects community-led housing to provide wider social benefits in addition to community engagement and involvement. Please indicate in your application:</p> <p>How you plan to use local suppliers and contractors, and how you will seek to ensure that investment (expenditure) on developing the new homes will provide benefits to the wider community;</p> <p>How many mentoring, training, apprenticeships, and employment opportunities you would be looking to provide;</p> <p>Any outreach projects you would be looking to include as part of the project.</p>	Applications will be evaluated on the amount and type of additional social value provided over and above building new homes.	10%
	4	Group Membership and Governance	<p>The Council expects community-led housing groups bidding for these sites to meet the criteria for community-led housing and be formally constituted as a Community Benefit Society, Community Interest Company or similar. Please indicate in your application:</p> <p>The group type and registration details (CBS, CIC, charity, etc; and Registration Number(s));</p> <p>The group makeup, the range and diversity of members and whether and what specific needs the group is looking to meet, whether and how the group facilitates wider inclusion;</p> <p>The housing needs of members and where appropriate the wider local community the group is looking to meet;</p> <p>How member contributions are measured and the relationship of this to the benefits they will receive.</p>	Applications will be evaluated on the robustness of governance structures and processes, measures for inclusion and diversity and/or focus on specific needs group(s), and how the group is organised and managed to deliver and manage new homes.	10%

Criteria		Section	Guidance	Evaluation Methodology	Weighting
QUALITY	5	Allocations and Management	<p>The Council's support for community-led housing is based on how well CLH projects meet local housing needs. Please indicate in your application:</p> <p>The number, dwelling size and tenure of the homes to be provided and how this has been determined;</p> <p>Your group's intended allocation policy, including for first occupation and longer term relets and resales;</p> <p>Whether and how many current group members are on the Council's Housing Register;</p> <p>Your group's policy for the long term management and maintenance of the homes.</p>	Applications will be evaluated on the level of contribution to meeting housing needs as compared to the Council's Housing Allocation Policy, how transparent and equitable the allocations process is in the long term, and how the homes will be managed to ensure they continue to provide good quality, secure and affordable homes over the long term.	10%
	6	Sustainability and Deliverability	<p>The Council has declared a climate emergency and will soon be publishing a Climate Change Strategy to achieve a zero carbon future. The Council expects all new homes to provide a high quality environment (internal and external) and be low to zero carbon in construction and use. Please indicate in your application:</p> <p>Your design vision and guide, including your approach to sustainability;</p> <p>Outline design for the site/sites (sketched site and floor plans and elevations);</p> <p>Outline construction method statement;</p> <p>Summary of how the project will be managed through design, planning and construction;</p> <p>Your design and delivery consultants and partners;</p> <p>Your expected delivery timescales from confirmation of preferred bidder (design, planning, construction).</p>	Applications will be evaluated on the robustness and deliverability of the design vision with special regard to the environmental impact of the construction process and the homes in use. We will be looking for new homes that exceed minimum (town) planning and building regulations requirements as measured by the BRE Housing Quality Mark.	20%
	7	Financial Model	<p>The Council expects bidders to have undertaken a viability assessment and determined how the new homes will be funded and built to the specification outlined in the Sustainability and Deliverability section. Please indicate in your application:</p> <p>The expected number, size (number of bedrooms and floor area) and tenure of homes you are looking to build;</p> <p>Summary of total scheme costs and the basis for these costs based on the above, including the basis for cost valuations and any assumptions made;</p> <p>All sources of funding to meet total scheme costs and the level of certainty of these (including sales and rental income from completed homes, member equity shares; 'in kind' contributions to meeting scheme costs);</p> <p>Expected 'value added' by group including cost savings compared to other delivery methods, including 'sweat equity' and pro bono work provided by professionals and group members and any other 'non-traditional' methods of financing the delivering new homes;</p> <p>Risk appraisal and contingency allowance.</p>	Applications will be evaluated on the robustness of the estimating practice used in the appraisal, the likelihood of meeting all development costs from the sources indicated, and the level of industry professional support in providing development cost estimates.	10%
	8	Financial Offer	Please indicate in your application your best financial offer for the site (conditional on obtaining planning permission and subject to the terms of the legal agreements).	Value of offer in pounds sterling (£)	10%

## Scoring Guide

The Council will be scoring community-led housing applications on this scoring matrix.

<b>5</b>	<b>Excellent</b>	The bidder has provided a strong response that is supported by appropriate and relevant evidence of experience, knowledge, skill and professional ability and/or professional support to deliver and manage high quality homes, which exceeds the Council's expectations.
<b>4</b>	<b>Good</b>	The bidder has provided a response that is supported by relevant evidence of knowledge and professional ability and/or professional support to deliver and manage high homes, which meets the Council's expectations.
<b>3</b>	<b>Satisfactory</b>	The response is adequate and the bidder has provided responses that demonstrate they meet the minimum requirements in terms of knowledge and ability to deliver and manage homes.
<b>2</b>	<b>Fair</b>	The response is basic and generic. The bidder has provided insufficient information to demonstrate their ability and/or professional support to deliver and manage homes.
<b>1</b>	<b>Poor</b>	The bidder has provided limited information or has provided information that is not relevant and the Council is unable to determine whether the bidder is able to and/or has appropriate professional support to deliver and manage homes.
<b>0</b>	<b>Unacceptable</b>	The bidder has not provided any relevant information to meet the specified criteria.