



Your guide to
homehunt[®] Gigha



Contents

Registering	4
- you need to register before you can apply for houses	
Applying for Houses	4
- how to respond to adverts	
Offers of Property	5
- how and when offers are made	
Report and Allocations	6
- what information we will publish following an allocation	
Priority Passes	7
- what are they and how do they work	
Limiting Passes	8
- the ways in which medical passes may be limited	
Losing Priority Passes	8
- how passes can expire or be withdrawn	
Who is not Eligible for Housing	9
- circumstances under which registrations can be put 'On Hold'	
False Information	9
- providing false or misleading information can lead to your registration being put 'On Hold' for three years, or eviction action being taken if a tenancy has started	
How to apply for Priority Passes	10
- how and when to apply	
Homelessness	11
- priority pass information sheet	
Where to go homehunting	12
- where to find information about our available properties	
Appendices	
Unsuitable Housing	
- Priority Pass Application Form	
Gigha Connection	
- Priority Pass Application Form	
Overcrowding/Under-occupancy	
- Priority Pass Application Form	
Medical Assessment	
- Priority Pass Application Form	

Welcome to **homehunt**® Gigha

We all need homes that are comfortable, affordable and appropriate to our own needs. To this end the Isle of Gigha Heritage Trust is striving to improve all Trust owned housing, to provide new houses to rent through our partners Fyne Homes Housing Association and to ensure that there are opportunities for households to build their own homes should they so wish.

We also realise that the demand for Trust rented housing will always exceed supply and in these circumstances it is essential that we have a fair, transparent and easily understood system of allocating houses, whenever they become available.

homehunt® Gigha provides just such a system. It is simple and effective yet easy to understand. There are no waiting lists and no points and you only apply for the house that you want. All vacancies are advertised and the criteria by which houses are allocated have been democratically agreed by the Trust membership.

This leaflet 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.

Sonais àdh ag amharc air son bhur dachaidh ùr.



Willie McSporrán
Chairman

Data Protection: The homehunt Gigha service is operated by the Isle of Gigha Heritage Trust Limited, the data controller, whose registered office is at Gigha Hotel, Isle of Gigha, Argyll PA44 1 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 by its regulators.

Registering

You need to register with us before you can apply for a house - but registration is a very quick and easy process.

All we need is your name, address and date of birth, and 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.

Registration is completed 'whilst you wait' at the Trust's office (or you can apply by post, telephone or online, although these methods will take longer as we will post out a short form for you to sign and return).

This booklet includes information about how to apply for advertised houses and forms to register for Priority Passes (which are explained later in the booklet).

Applying for Houses

Once registered you can apply for any property that is advertised (as long as the property is suitable - e.g. it would not result in overcrowding).

When you see a property you are interested in, you should apply for it by telling us your registration number and the property's address. You can do this in person at the Trust's office, or by phone, by post, or online - but you must do this before the closing date and time specified in the advert.



You can apply for as many available properties as you wish at any one time. However if you qualify for more than one offer at the same time, we will assume that the property you apply for first is your first choice, and so on, in the order you chose to apply. If you qualify for an offer on one house, we will disregard any later applications you have made, so the order in which you apply could be very important to you.

Similarly, if there is nothing you like available, or perhaps it is not a convenient time to move, there is no need to apply. If you haven't applied for a property for a year, we'll write and check that you still want to remain registered with us.

Offers of Property

We will usually make offers on the same day as the closing date for applications.

Once the closing date and time has been reached, we will look at everyone who applied for each property, and will normally make an offer according to the following steps:

1. The applicant who would make 'best use' of the property - for example, by using disabled adaptations, or by using all the available bedrooms will be considered first.
2. If there is more than one applicant who would make 'best use' of the property, we will offer it to the person with the highest level Priority Pass.
3. If there is more than one person with the same level of Priority Pass, or if there is more than one person applying and no Priority Passes are being used, then the offer will go to the person who registered with the Trust first.

There are some very exceptional circumstances when this may not apply, but in general all allocations will be made in this way.

Reporting Allocations

After an offer of property has been accepted, we will publish details of how the allocation was made in the next edition of the Trust newsletter. We will say whether or not 'best use' was made of the property, whether or not a priority pass was used, and how long the successful applicant had been registered.

For those not resident on Gigha you may receive a newsletter by subscribing to our 'Friends of Gigha' scheme. Please visit www.gigha.org for more details.



To find out which properties are available see our ads on the shop noticeboard or visit us online at www.homehunt.info



Priority Passes

Priority passes are awarded on three levels, Gold, Silver and Bronze.

Passes are valid for one year. If the pass simply hasn't been used when it could have been, then, at the end of the year, it is lost. If in fact, no suitable properties have been advertised, or you have applied for suitable properties but were unsuccessful, then the pass will be automatically renewed.

There are 14 ways in which priority can be awarded and these are grouped into the five categories shown in the table below. Some qualify for just one level of pass, others for different levels, depending on the circumstances. The table below sets out the categories and the levels of pass available.

For all Priority Passes in all categories, with the sole exception of Gigha Connection, applicants must be current residents* of Gigha.

In all cases you should apply for the priority pass through us, not any other agency. 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.

Priority Pass Level			
Priority Type	Gold	Silver	Bronze
Gigha Connection	✓		✓
Medical	✓	✓	✓
Overcrowding/Underoccupancy		✓	✓
Homelessness		✓	
Unsatisfactory Housing			✓

*Current residents are anyone who has permanently resided on Gigha for at least 3 years or Trust members continuously resident since 15th March 2002.

Limiting Passes

Passes awarded on medical grounds may be limited to certain types of property, e.g. Wheelchair Accessible. If your Pass is limited in this way, it means your Pass will only be valid for properties that match your requirements. If you apply for properties that do not meet your medical requirements, your Pass will not be recognised.

Losing Priority Passes

You may lose your Priority Pass in the following circumstances:

- If you do not apply for suitable properties (i.e. properties that would have been suitable for your needs, for example, a property with enough bedrooms to accommodate your family), unless the advertised property was outside the limits set on your pass, your pass will be lost one year after it was awarded. Once it is lost, it cannot be awarded for the same circumstances for one year after it has been withdrawn (although if your circumstances change, you could be re-assessed).
- If you used your Priority Pass to get an offer, but then turned down the offer for no good reason, your pass would also be withdrawn.

If your pass is withdrawn you are entitled to appeal if you wish. Please remember without holding a Priority Pass you can still apply for houses as an ordinary registered applicant.



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 (see also **False Information**), 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 registration 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 supply false or misleading information - see below.

If you would like more information about whether or not you are eligible, please contact us in strict confidence.

False Information

If you intentionally give false or misleading information in an attempt to secure an offer of property, your registration will be put 'On Hold' for three years. If a tenancy has started, we will immediately take steps to recover the property.

How to Apply for Priority Passes

In general, Priority Passes are available to registered applicants who have a 'significant housing need'. This means that the majority of applicants won't actually be eligible for a pass - so don't worry if you don't qualify for one - we expect to offer many of our properties to people without a Priority Pass.

However, if your current housing situation means that you are entitled to a Priority Pass, **you should apply straight away**, since you cannot apply for a pass and use it for any properties that are advertised at the time of your application.

Applying for a pass is straightforward (although if you require any help or advice at any time, please ask!). To apply, just follow the following three steps:

Step One - do you fall into one of the priority groups?

- Do you require a house on Gigha to take up employment or start a full-time business?
- Is your health affected by your current housing situation?*
- Are you homeless?*
- Are you overcrowded or under occupying?*
- Is your housing unsuitable because of its condition or lack of amenities?*
- Is there some other reason why a move to Gigha is necessary?

Step Two - if you do fall into one of these groups, look at the application form (at the back of this booklet) for priority in that area, and read the notes about applying for a pass in that category. The notes will also tell you what levels of pass are available.

Step Three - if you still feel that you qualify for a pass, complete the application form (taking care to complete all sections of the form and signing it), before returning it to the Trust Office or by post to: Isle of Gigha Heritage Trust, Gigha Hotel, Isle of Gigha, Argyll, PA41 7AA.

Please note: Only complete the application forms for passes that you feel you qualify for – there is no need to fill in any details or return any of the other forms.

You can only qualify for one Priority Pass from your current housing circumstances. If you think that you qualify for more than one pass, please complete all the forms that apply, but if you do qualify for more than one pass, we will award only the highest level to you.

* Applies to current Gigha residents only. Current residents are anyone who has permanently resided on Gigha for at least 3 years or Trust members continuously resident since 15th March 2002.

Homelessness

Priority Pass Information Sheet

If you wish to apply as a homeless person, you should apply immediately to your Local Authority. On Gigha this is Argyll & 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 & Bute Council accept a duty to provide permanent accommodation for you as a homeless person, then you will automatically receive a silver pass.

If you are applying from another Local Authority area as a homeless person, your authority can, in certain circumstances, make a 'homeless nomination' to Argyll & Bute Council. For more information, contact your Local Authority. However only current residents* of Gigha can be awarded a Priority Pass for homelessness by the Trust.

If you wish to apply for a homelessness priority pass, please contact the Trust once you have been assessed by your Local Authority.

*Current residents are anyone who has permanently resided on Gigha for at least 3 years or Trust members continuously resident since 15th March 2002.



Homelessness Officer,
Community Services,
Argyll & Bute Council,
Old Quay Head,
Campbelltown
PA28 6BA
Tel 01586 559055

**For general advice on
Homelessness, contact Shelter
on Freephone 0800 800444**

Where to go homehunting

Whenever houses are available our adverts appear on the Gigha shop noticeboard. You can also log on to our website at **www.homehunt.info** or to the Trust's main site at **www.gigha.org**

Finally, if you need any help or advice at any time, or you have any comments you would like to make, please contact the Trust office (the address and phone number is below).

Sonàs is àdh ag amharc air son bhur dachaidh ùr.

**If you would like this information in larger print,
please request this at the Trust office.**

The information requested by the Trust in connection with any registration, offer or allocation will be used solely in connection with the assessment of applications, and the allocation of the Trust's properties. Details will only be shared with third parties where it is necessary for the Trust to do so in the normal operation of the Trust's **homehunt**[®] policy. The Trust may also use information contained within applications for statistical purposes. To promote choice the Trust may give a public report on each house allocated. This is anonymous but would state whether or not best use was achieved and the date of registration of the successful applicant.



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