



Approved Registered Providers Policy – Lichfield District Council

1. Introduction

Lichfield District Council's Strategic Plan sets out the vision for the district and how we want to be fit for the future by promoting innovation and collaborative working with partner agencies. We want our district to be a clean, green and welcoming place to live and for our communities to be healthy and safe; we aim in part to achieve this by encouraging the delivery of more affordable homes that are energy efficient and that will flex and adapt to meet the needs of our ageing population and by fostering innovative solutions to reduce homelessness within the district. This policy sets out how Lichfield District Council will approve Registered Providers for new development opportunities across the district that are enabled through S106 obligations (developer contributions) and how we will work together to deliver new affordable homes across the district.

The Approved Providers Policy replaces the Partnership Agreement.

2. Aims & Objectives

The principal aim of this policy is to set out the criteria to approve Registered Providers (RP's) for S106 opportunities (developer contributions). The District Council is committed to working in partnership with approved RP's to achieve consistency in the quality and standard of the provision of affordable housing in the district, through both development and management activity. Approved RP's are expected to demonstrate that they are committed to delivering good quality, well designed, sustainable, adaptable and affordable homes in the district.

3. Approval of Registered Providers

To be become included on the 'Approved list of Registered Providers', organisations must demonstrate that they meet all the following criteria:

1. Are registered with the Homes England and are judged by them as compliant for governance and viability requirements¹.
2. Manage stock in the local² area and/or have an established local management arrangement.
3. Have a sustainable and long³ track record in the management of affordable homes and have a plan in place to reinvest any surpluses for the benefit of local communities.
4. Have in place or agree to develop a nomination agreement⁴ with the council and allocate homes in accordance with the Councils allocation scheme through the choice based lettings system⁵.

¹ Homes England publishes regulatory judgements on RP's for compliance with the governance and viability requirements of the Governance and Financial Viability Standard. G1 and V1 are the preferred ratings.

² Local means to own or manage stock in Lichfield District or a neighbouring authority

³ Long term is 5 years plus

⁴ The nomination agreement is for the purposes of allocation of housing (nomination, acceptance, rejection and refusal of nomination) and successful partnership working between the RP and LDC.

5. Commit to the principles enshrined within the council's Tenancy Strategy.
6. Agree to develop a complaints protocol by negotiation with the council.
7. Attend and actively contribute to the Councils Strategic Housing Partnership and other Development related meetings.
8. Consult and liaise with Council Officers about potential new development opportunities.

All Approved RP's will be monitored and reviewed on an annual basis to ensure that they continue to meet the criteria; they will be invited to regular meetings to discuss development opportunities and their performance on managing their homes and enabling new supply.

4. S106 (Developer Contributions) for Affordable Housing

In line with our planning policies and obligations the Council requires that the delivery of new affordable housing will be built on site, however in the exceptional circumstances where this is unachievable, the Council will accept commuted sums in lieu of delivery to invest in affordable housing projects elsewhere.

RP's that have been approved by the Council will have the opportunity to bid for commuted sum funds on a periodic basis once funds of circa £200k have been collated when available. Bids will be assessed on their strategic housing fit, how well they meet local housing needs, their deliverability, and value for money and affordability.

5. Applications to Become an Approved Registered Providers

To apply to become an Approved RP complete an application form (**Annexe A**) also available at [Lichfield District Council website](#) or contact the Housing and Wellbeing Strategy Team.

6. Review & Monitoring

This policy and criteria for becoming an Approved Registered Provider will be reviewed on a periodic basis. An annual review will take place with each Approved RP to ensure their compliance with the policy.

Approved Registered Providers – Application Form

About this form

1. This form should be completed by Registered Providers (RP's) wishing to become approved for affordable housing opportunities within Lichfield District.
2. The form should be completed in conjunction with the 'Approved Registered Providers Policy', available on the [website](#). Before completing the application form, the applicant should familiarise themselves with the requirements that will apply once approved. The applicant should not proceed unless they are satisfied that they are able to meet all requirements of approval.
3. All questions should be answered as accurately and as concisely as possible. Written statements and supporting information provided as clearly labelled appendices.
4. The Council is committed to meeting its legal responsibilities under the Freedom of Information Act 2000; please note that any applications may need to be disclosed in response to a request under the Act. Should the applicant consider any information submitted to be a commercially sensitive nature, they must clearly identify this within their application and explain in broad terms what harm could result from a disclosure and the time period applicable to that sensitivity.
5. The completed application and supported evidence should be submitted to:

housing@lichfielddc.gov.uk

Housing and Wellbeing Strategy Team
Lichfield District Council
District Council House
Frog Lane
Lichfield
Staffordshire
WS13 6YZ

6. We will aim to assess your application within 20 days of receipt.

Part 1: General Information

Contact name:	
Contact's position/role:	
Organisation's website address:	
Registered office address:	
Telephone number: (Please note a direct contact number is required)	
Email address:	
Correspondence address of contact named above (if different to registered office):	

Part 2: Homes England Registration

To become an Approved Registered Provider with Lichfield District Council organisations must be registered with Homes England

Is your organisation registered with Homes England? (Yes/ No)	
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Organisation Name :	
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Homes England Registration Number :	
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Designation : (profit/non-profit/ local authority)	
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Governance Rating:	
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Viability Rating:	
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Date of last assessment:	
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Part 3: Stock holding

To become an Approved Registered Provider with Lichfield District Council you must currently own or manage stock in the local area

	Yes	No
Do you currently own or manage stock within Lichfield District?		
If YES, please tell us type /size /location/specialist facilities /rent type within clearly labelled appendices		

If you DO NOT own or manage stock within Lichfield District, please state how you meet the requirements set out in the Policy e.g. where is your stock located?

(Please include evidence with application submission as clearly labelled appendices or provide web links if the information is available online)

Part 4: Sustainability

To become an Approved Registered Provider with Lichfield District Council you must have a sustainable and long track record in the management of affordable homes and have a plan in place to reinvest any surplus for the benefit of local communities

Please outline the management arrangements in place including in this your repairs and maintenance arrangements, tenancy sustainment and housing management etc.	
Please outline your plans for investment of any surpluses in local communities.	

(Please include evidence with application submission as clearly labelled appendices or provide web links if the information is available online)

Part 5: Requirements

By signing the declaration below, you are agreeing to the following requirements:

- Have in place or agree to develop a nomination agreement with the Council and allocate homes in accordance with the Council's allocation scheme through the choice based lettings system
- Commit to the principles enshrined within the council's Tenancy Strategy
- Agree to develop a complaints protocol by negotiation with the Council
- Attend and actively contribute to the Council's Strategic Housing Partnership and other development related meetings
- Consult and liaise with Council Officer's about potential new development opportunities

Approved Registered Providers will be reviewed annually to ensure compliance with the criteria.

Part 6: Declaration and consent

1. I/We declare that information contained within this application is correct and accurate
2. The organisation accepts the terms and conditions of the policy
3. That status will be reviewed annually
4. Information may be disclosed as part of a freedom of information request and have identified information deemed as commercially sensitive, the broad reasons for this and the timescales for this sensitivity.

Signed by

Date

Name

Position

This application form should be signed by someone who has the authority to sign on behalf of the organisation.