

# ONCHAN DISTRICT COMMISSIONERS

*Hawthorn Villa,  
79 Main Road, Onchan.*

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## ORDINARY MEETING

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25<sup>th</sup> May 2022

Sir/Madam

You are hereby summoned to attend an **ORDINARY Meeting of the Authority** to be held in the Boardroom at **HAWTHORN VILLA, 79 MAIN ROAD, ONCHAN** to transact the undernoted business on:

**Monday 30<sup>th</sup> May 2022**

**7:00 pm - Board Meeting**

which will be followed by a meeting of the Board sitting **IN COMMITTEE**. Items on this agenda marked **(P)** will be considered in private, and correspondence is circulated separately.

**Please note that the minutes referred to in the agenda have yet to be confirmed by the Authority as a true and correct record of proceedings at the various meetings, and will be published after ratification.**

Yours faithfully



**R. PHILLIPS**  
**ACTING CHIEF EXECUTIVE/CLERK**

## **AGENDA**

*The order of business at every meeting of the authority shall be in accordance with that laid down in Standing Order No. 24 unless varied by the Chairman at his discretion (with the exception of items 1, 2, 3 or 4 which cannot be varied) or by a resolution duly moved and seconded and passed on a motion which shall be moved and put without discussion.*

- 1. To choose a person to preside if the Chairman and Vice-Chairman be absent.**
- 2. To deal with any business required by statute to be done before any other business.**
- 3. To approve as a correct record and sign the Minutes of the:-**

**3.1** Minutes of the Ordinary Meeting held on the 16<sup>th</sup> May 2022 (Appendix 3.1)

- 4. To dispose of any relevant business arising from such minutes if not referred to in the Minutes of any Special Committee:-**

None.

- 5. To dispose of any relevant business adjourned from a previous meeting:-**

None.

- 6. To deal with any business expressly required by statute to be done:-**

None.

- 7. To consider any planning decisions/communications from the Department of Infrastructure Planning Committee:-**

**7.1 Plans for Consideration** (Appendix 7.1)

	<b>PA Reference</b>	<b>Applicant/Address</b>	<b>Return Date</b>
(a)	PA 22/00436	Mrs S Kane - 47 Sunningdale Drive	10 <sup>th</sup> June 2022
(b)	PA22/00441	Mr W Costain - 9 Hollydene Avenue	3 <sup>rd</sup> June 2022
(c)	PA 22/00488	Mr G Bell - 16 Manor Park	20 <sup>th</sup> May 2022
(d)	PA 22/00517	Mr D Pictor - "Braywood", 51 Howe Road	27 <sup>th</sup> May 2022
(e)	PA 22/00544	Mr P Reilly -1 Birchleigh Close	3 <sup>rd</sup> June 2022
(f)	PA 22/00553	Mr & Mrs B Rimmer - 18 Manor Park	3 <sup>rd</sup> June 2022
(g)	PA 22/00586	Miss S Ball - 54 Derwent Drive	3 <sup>rd</sup> June 2022
(h)	PA 22/00608	Mr M A Connor -14 Sunnybank Avenue	10 <sup>th</sup> June 2022

**8. Finance & General Purpose Matters:-**

- 8.1 (P) 2021/22 Quarter 4 Management Accounts (Appendix 8.1)  
 8.2 (P) 2021 Year End Final Accounts (Appendix 8.2)

**9. Consideration of any report from the Clerk or other Officer:-**

- 9.1 Onchan General Amendment Bye-Laws 2022 (Appendix 9.1)  
 9.2 (P) Scheme 15 – Heywood Drive/Grove Repairs (Appendix 9.2)  
 9.3 (P) Replacement Windows/Doors Schemes 1 & 2 Nursery Ave (Appendix 9.3)

**10. Consideration of any relevant correspondence (already circulated unless indicated):-**

- 10.1 Financial Assistance Scheme (Appendix 10.1)  
 10.2 Borough of Douglas Civic Sunday (Appendix 10.2)  
 10.3 Isle of Man Municipal Association – Annual General Meeting (Appendix 10.3)  
 10.4 Local Government Handbook (for Members and Officers of  
 Local Authorities)  
<https://www.gov.im/about-the-government/departments/infrastructure/local-government-team-and-legislation/guidance-and-legislation/>

**11. To answer questions asked under Standing Order 34:**

To be confirmed.

**12. To consider Motions in the order in which notice has been received:-**

(Note: See Standing Order No. 26)

None.

**13. Environmental & Technical Services Matters:-**

None.

**14. Housing Matters:-**

- 14.1 10 Year Residency Discretion – Access to Waiting List (Appendix 14.1)

**15. Chairman's Announcements:-****Dates for Diary**

Date	Organisation	Event	Time
29 <sup>th</sup> May 2022	Port St Mary Commissioners	Mona's Queen III 82 <sup>nd</sup> Anniversary Anchor Memorial Service	1:30 pm
30 <sup>th</sup> May 2022	Onchan District Commissioners	Board Meeting	7:00 pm

4 <sup>th</sup> June 2022	Onchan District Commissioners	Commissioners Surgery – The Hub, Commissioners Turton and Quirk attending	10:00 am to 12 noon
7 <sup>th</sup> June 2022	Onchan District Commissioners	Commissioners Surgery – Heywood Court Commissioners Crellin and Lewin attending	2:30 pm to 3:30 pm
13 <sup>th</sup> June 2022	Onchan District Commissioners	Board Meeting	7:00 pm
25 <sup>th</sup> June 2022	Onchan District Commissioners	Jubilee Party in the Park	12 noon to 11:00pm
2 <sup>nd</sup> July 2022	Onchan District Commissioners	Commissioners Surgery – The Hub	10:00 am to 12 noon

**16. Any other URGENT business as authorised by the Chairman for consideration:-**

**16.1 (P) Staffing Minutes of the Ordinary Meeting of 16<sup>th</sup> May 2022** (Appendix 16.1)

**16.2 (P) Staffing Minutes of the Extra Ordinary Meeting of 23<sup>rd</sup> May 2022** (Appendix 16.2)

**16.3 (P) Staffing Matter**

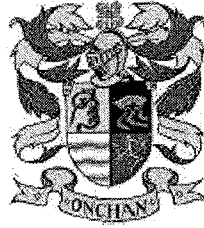
## **PLANS LIST**

**Board Meeting to be held on 30<sup>th</sup> May 2022**

**The Lead Member for Environmental and Technical Services has viewed the applications with the District Surveyor and recommends the following:-**

Planning Application	Applicant/Address	Description
PA 22/00436 <b>Return Date</b> 10/06/22	Mrs S. Kane 47 Sunningdale Drive	Removal of existing rear extensions and erection of a replacement single storey extension. <b>(amended plans)</b>
	<b>Recommendation - Approve</b>	
PA22/00441 <b>Return Date</b> 03/06/22	Mr W. Costain 9 Hollydene Avenue	Extension to rear.
	<b>Recommendation - Approve</b>	
PA 22/00488 <b>Return Date</b> 20/05/22	Mr G. Bell 16 Manor Park	Raise the level of existing roof over garage to create new first floor living accommodation.
	<b>For Members' consideration</b>	
PA 22/00517 <b>Return Date</b> 27/05/22	Mr D. Pricor "Braywood", 51 Howe Road	2 Storey extension to front elevation with internal alteration and minor landscaping works.
	<b>For Members' consideration</b>	
PA 22/00544 <b>Return Date</b> 03/06/22	Mr P. Reilly 1 Birchleigh Close	Rendering of property (retrospective).
	<b>Recommendation - Approve</b>	
PA 22/00553 <b>Return Date</b> 03/06/22	Mr & Mrs B. Rimmer 18 Manor Park	Conversion of existing garage into living space, internal alterations and installation of raised deck over existing rear patio.
	<b>Recommendation – Approve</b>	
PA 22/00586 <b>Return Date</b> 03/06/22	Miss S. Ball 54 Derwent Drive	Replacement roof and velux windows with associated works.
	<b>Recommendation – Approve</b>	
PA 22/00608 <b>Return Date</b> 10/06/22	Mr M.A. Connor 14 Sunnybank Avenue	Replacement roof and associated works.
	<b>Recommendation – Approve</b>	

Statutory Document No. 20XX/XXXX



*Local Government Act 1985*

## ONCHAN GENERAL (AMENDMENT) BYELAWS 2022

*Approved by Tynwald:*

*Coming into operation:*

Onchan District Commissioners makes the following Byelaws under section 28 of the Local Government Act 1985.

### **1 Title**

These Byelaws are the Onchan General (Amendment) Byelaws 2022.

### **2 Commencement**

If approved by Tynwald, these Byelaws come into operation on xxx<sup>1</sup>.

### **3 Amendment to the Onchan General Byelaws 2017**

- (1) The Onchan General Byelaws 2017<sup>2</sup> are amended as follows.
- (2) In byelaw 5(1)(c) (excessive noise), for “compact disc player” substitute **xx** electronic music player **xx**.
- (3) Omit byelaw 19 (artificial light).

<sup>1</sup> Tynwald approval is required under section 30(4) of the Local Government Act 1985 for these Byelaws to have effect.

<sup>2</sup> SD 2017/0184.

THE COMMON SEAL<sup>3</sup> of Onchan District Commissioners was affixed on  
[insert date] in the presence of —

(L.S.)

MADE XXXXX

NAME

*Chairman, Onchan District Commissioners*

NAME

*Clerk to Onchan District Commissioners*

---

<sup>3</sup> As required by section 30(2) of the Local Government Act 1985.



*EXPLANATORY NOTE*

*(This note is not part of the Byelaws)*

These Byelaws amend the Onchan General Byelaws 2017 (SD 2017/0184) by —

- (a) replacing the reference to “compact disc player” in byelaw 5 (excessive noise) with “electronic music player”; and
- (b) omitting byelaw 19 (artificial light).



**Alyson Crellin**

---

**From:** Admin  
**To:** Alyson Crellin  
**Subject:** FW: Changing places

**From:** [REDACTED]  
**Sent:** 11 May 2022 16:05  
**To:** [REDACTED]  
**Subject:** Changing places

Dear all,

Please accept my apologies for this blanket email.  
I do hope you can help me?

I am trying to find out why businesses in the constituency areas you serve are not taking advantage of the Financial assistance scheme on offer from the DFE to enhance their facilities in order to meet the needs of persons with a disability requiring use of a hoist as an example?

More information here: [Financial Assistance Scheme \(iomdfenterprise.im\)](http://iomdfenterprise.im)

Is it because it is not well advertised?  
Too restrictive?  
Not a priority?

I am extremely keen to see the introduction of more changing places for people with a disability installed around the Island and with that in mind I would be keen to know what consideration your authority has given to this idea?

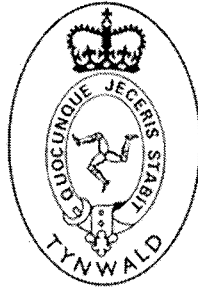
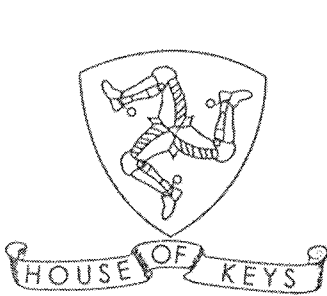
I await your comments!

Gura mie ayd,

**Sarah**

[REDACTED]  
**MHK for Douglas South**  
Department of Treasury- Social Security Division

Legislative Buildings  
Finch Road  
Douglas  
Isle of Man  
IM1 3PW



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RAAUE: S'preevaadjagh yn çhaghteraght post-l shoh chammah's coadanyn erbee currit marish as ta shoh coadit ec y leigh. Cha nhegin diu coipal ny cur eh da peiagh erbee elley ny ymmydey yn chooid t'ayn er aght erbee dyn kied leayr veih'n choyrtagh. Mannagh nee shiu yn enmyssagh kiarit jeh'n phost-l shoh, doll-shiu magh eh, my sailliu, as cur-shiu fys da'n choyrtagh cha leah as oddys shiu.

Cha nel kied currit da failleydagh ny jantagh erbee conaant y yannoo rish peiagh ny possan erbee lesh post-l er son Rheyenn ny Boayrd Slattyssagh erbee jeh Reiltys Ellan Vannin dyn co-niartaghey scruit leayr veih Reireyder y Rheyenn ny Boayrd Slattyssagh t'eh bentyn rish.

Isle of Man. Giving you freedom to flourish

**Alyson Crellin**

---

**From:** Admin  
**To:** Alyson Crellin  
**Subject:** FW: Borough of Douglas Civic Sunday Service – Please Note Change of Date to 3rd July 2022

**From:** [REDACTED]  
**Sent:** 12 May 2022 15:34  
**To:** Admin <admin@onchan.org.im>  
**Cc:** [REDACTED]  
**Subject:** Borough of Douglas Civic Sunday Service – Please Note Change of Date to 3rd July 2022

Dear Clerk to the Commissioners

Further to my email of 20<sup>th</sup> April 2022, I am writing to advise that the date for the annual Borough of Douglas Civic Sunday Church Service has been changed, and the Service will now take place on the morning of the 3<sup>rd</sup> July 2022 at St George's Church, Douglas.

Further details will be sent out in due course, but it is hoped that this advance notice will allow everyone to diarise the event amongst their other commitments.

Please accept my apologies for any inconvenience caused.

Kind regards,

[REDACTED]  
**EXECUTIVE OFFICER**

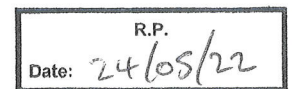
[REDACTED]  
Executive Officer/Assistant to CEO  
Douglas Borough Council  
Town Hall, PO Box 2, Douglas, Isle of Man  
IM99 1AD

e-mail - [REDACTED]  
Phone - [REDACTED]  
[www.douglas.gov.im](http://www.douglas.gov.im)

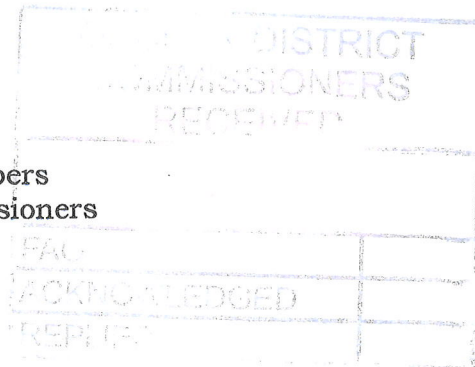
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The Chairman and Members  
 Onchan District Commissioners  
 Hawthorn Villa  
 Main Road  
 Onchan



**BY HAND**

23<sup>rd</sup> May, 2022

Dear Chairman,

### **Isle of Man Municipal Association AGM**

This is just a brief line to thank the Board for kindly covering the cost of my meal on Thursday evening at the Isle of Man Municipal Association AGM and Dinner. I also take this opportunity to congratulate Fenella Logan on her appointment as President of the Association, and I trust the whole Board will give her the support and back-up she will require in the coming year.

For my part, I enjoyed the hours researching the history of the Municipal Association for my talk, and I hope I came up to the mark as speaker for Onchan District Commissioners who were in the past always held in high esteem by the other authorities for the lead role which they played in the Association and in Local Authority affairs in general.

Finally, can I also thank the other two commissioners for their company on the evening, it was good to see them supporting the President.

Yours truly,

# MEMORANDUM

<b>To:</b>	<b>Onchan District Commissioners</b>
<b>From:</b>	<b>Housing Manager</b>
<b>Subject</b>	<b>10 year residency discretion – access to waiting list</b>
<b>Date:</b>	<b>24<sup>th</sup> May 2022</b>

Dear Commissioners

## **For information**

Further to the Board's consideration of the 10 year residency discretion at their meeting of 21<sup>st</sup> March 2022, where no objections had been raised to the Department of Infrastructure's proposed guidance document.

Please find attached the finalised 'Guidance notes on the consideration of residency discretion for access to a housing waiting list (Public Sector General and Older Person's Housing Stock).

The guidance document gives clarity on applying a waiver to the 10 year Island residency rule in line with the provisions of the Housing (Miscellaneous Provisions) Act 1976.

The waiver of the 10 years residency for access to the waiting list is for exceptional circumstances:-

- The applicant and their household are living in unsanitary and/or overcrowded conditions;
- The Courts have made an order of possession in respect of the applicants existing accommodation; and
- Any other reasons that the housing provider believes to be sufficient.

The purpose of the Guidance Notes is to ensure that there is a consistent, fair and transparent approach across all housing providers in consideration of an application to waive the Island residency.

Kind regards



A.S. Gale (Mrs) CIH(4), CIHM, CMgr MCM  
Housing Manager



## Guidance notes on the consideration of residency discretion for access to a public sector housing waiting list (General and Older Person's Housing Stock)

*Originally filed:*

Approved by:	<b>Gary Kermode, Director of Public Estates &amp; Housing</b>	Date	<b>03/05/2022</b>
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*Revision History:*

No	Date	Author	Amendment
V1.0	03/05/2022	Carrie Yates	N/A - 1 <sup>st</sup> version

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## INTRODUCTION

### Purpose

The purpose of this Guidance Note ("Guidance") is to give guidance to public sector housing providers on the sufficient reasons upon which a decision may be made to allow an applicant onto a housing waiting list before their 10 year Island residency has been completed.

### Scope of Guidance

To ensure that a fair process is applied to all applicants, the Guidance will clarify:

- 1) The definition of what criteria can be considered to qualify for reconsideration of Island residency
- 2) Assessing the needs of the applicant
- 3) Decision making process and notifying the Department
- 4) The appeals process

The Guidance will be reviewed and updated accordingly upon the introduction of any relevant new policy and/or legislation and best practice guidance.

This Guidance applies to all general public sector housing owned and provided by the Department or a Local Authority and to Older Persons (Sheltered) Housing. Those to whom the Guidance applies to will be referred to as 'housing providers' throughout this Guidance.

### Legislative framework and background

Housing providers apply common access and allocation criteria under the provisions of Schedule 3, Paragraph 1A of the Housing (Miscellaneous Provisions) Act 1976 ("the Act").

- (1) *The Department may adopt an all-Island policy for the allocation of housing by the Department and local authorities.*
- (2) *Before adopting such a policy the Department shall consult all the local authorities that would be affected by it.*
- (3) *Such a policy shall not come into operation unless it has been approved by Tynwald.*
- (4) *Once such a policy has been adopted local authorities shall comply with it.*

Under Schedule 3 Paragraph 2 of the Act, covering Island residency requirements for applicants:

*The Department or, as the case may be, the local authority may, where it is satisfied that*

- (a) *the applicant or his family are living in insanitary or overcrowded conditions, or both;*  
*or*
- (b) *the court has made an order for possession in respect of the existing housing accommodation of the applicant or of that of his family; or*



- (c) *for any other reasons which appear to the Department or, as the case may be, to the local authority to be sufficient*

*reduce the period of ten years mentioned in paragraph 1.*

**The Tynwald approved Public Sector Housing (General Needs) (Allocation) Policy 2019, Section 5:**

**5 *Review of, and appeal against, decisions made by the Department***

- (1) *This paragraph applies to any decision ("the relevant decision") made by the Department as to*
  - (a) *whether or not an applicant is to be accepted for inclusion on the Department's housing waiting list;*
  - (b) *the number of points which an applicant has in accordance with Part 2 of the Schedule; or*
  - (c) *whether or not an applicant is selected for allocation of a property.*
- (2) *If the applicant is dissatisfied with the relevant decision, the applicant may request the Department, in writing, to review that decision.*
- (3) *If on review, the relevant decision is upheld the applicant may appeal against that decision, in writing, to the Department.*
- (4) *Following an appeal made under sub-paragraph (3), the Department shall arrange for the appeal to be heard by one of the following persons as appointed by the Council of Ministers —*
  - (a) *a Minister other than the Minister for Infrastructure; or*
  - (b) *a Member of a Government Department other than the Department of Infrastructure.*
- (5) *Any decision of a Minister or Member on such an appeal is final*

**And The Tynwald approved Public Sector Housing (General Needs) (Allocation) Policy 2019, Section 6:**

**6 *Review of, and appeal against, decisions made by a local authority***

- (1) *This paragraph applies to any decision ("the relevant decision") made by a local authority as to —*
  - (a) *whether or not the applicant is to be accepted for inclusion on that local authority's housing waiting list;*
  - (b) *the number of points which an applicant has in accordance with Part 2 of the Schedule; or*
  - (c) *whether or not an applicant is selected for allocation of a property*
- (2) *If the applicant is dissatisfied with the relevant decision, the applicant may request the local authority, in writing, to review that decision.*

- (3) *If, on review the relevant decision is upheld, the applicant may appeal against the relevant decision, in writing, to the Department.*
- (4) *Any decision of the Department on such an appeal is final.*

The equivalent older person's allocation policy mirrors the above extracts. (Public Sector Housing (Older Persons) (Allocation) Policy 2019.

## **OPERATIONAL GUIDANCE**

### **Grounds for reconsidering a waiver of residency requirements**

A Housing provider can consider allowing an applicant onto their waiting list before the 10 years of Island residency criteria has been met in cases where:

- The applicant and their household are living in unsanitary and/or overcrowded conditions
- The Courts have made an order of possession in respect of the applicant's existing accommodation
- Any other reasons that the housing provider believes to be sufficient

It is important that the residency waiver is applied to only the most extreme and urgent housing need cases to prevent access to public sector housing without the acceptable residency requirement becoming commonplace.

### **Assessment by the Priority for Housing Need panel**

Whilst the Housing (Miscellaneous Provisions) Act 1976 allows for a public sector housing provider to waive the residency requirements for any reason they believe to be sufficient, the Department strongly recommends that the application is independently assessed by the Priority for Housing Need Panel to support the housing provider's decision to apply residency discretion.

**The Priority for Housing Need Multi-Disciplinary Panel** is facilitated by the Department and is a multi-agency panel set up to review the needs of housing applicants with extenuating circumstances, to ascertain the level of priority that should be given to those applicants.

It is important to note that the Priority for Housing Needs Panel does not express a view or make a decision about whether or not an applicant should be allowed onto a housing waiting list and will only assess their need for housing.

### **Making the Decision**

It is acknowledged that the housing waiting list application approval process varies across housing providers, for example some may consider an application via their Board or

Committee whilst other providers consider applications at officer level.

To ensure consistency when considering residency discretion all housing providers must:

- Have verifiable evidence of an extreme housing need that is likely to receive support from the Priority for Housing Needs Panel;
- Be able to prove that fair treatment and consistent application of the residency discretion is applied
- Explain the decision making process to the applicant
- Confirm its decision in writing to the applicant
- Make the applicant aware of the appeals process

### **Years of Island Residency**

This Guidance document does not give indication of the maximum or minimum years of Island residency that an applicant must complete before residency discretion can be applied. This is because the Housing Provider is required to make this decision based on the needs of the applicant.

### **Notifying the Department**

The Local Government Act requires that local authorities send to the Department relevant reports and returns with respect to the performance of its functions. The provision of housing is a critical and fundamental function of Housing Providers, and as such, where there are sufficient reasons to waive the residency eligibility criteria, the Department requires notification.

If a Housing Provider makes the decision to allow an applicant who does not meet the residency eligibility criteria access to their Housing Waiting List the Department requires that the Housing Provider completes the Notification of Residency Waiver form (Appendix A) and submits it to the Department.

The Department has a responsibility to monitor the sector and the ways in which affordable housing is allocated, and will often be asked to explain decisions that are made by the sector overall. The information gathered by the Department during this notification will then be used to maintain accurate records of the Island wide statistics for the number of applicants that have been housed under the residency discretion element of the housing allocations policy, which in turn will assist with the formulation of future housing policy.

## **APPEALS**

### **How an applicant can appeal a decision**

An applicant has the right to appeal a housing provider's decision made about access to the

Housing Waiting List via that provider's relevant appeals process. If an applicant is not satisfied with the final decision made by the housing provider, they can appeal to the Department by completing the Appeal Form (Appendix B) and submitting it to the Director of Public Estates and Housing Division.

The Department will review the applicant's case and will liaise with the relevant housing provider.

### **Appeal made against a Local Authority's/OPH provider's decision**

If an appeal is made by a housing waiting list applicant who applied to a Local Authority or Older Person's housing provider (other than the Department) the appeal will be considered and a decision made by the Director of Public Estates and Housing.

### **Appeal made by a HWL applicant against the Department's decision**

If an appeal is made by a housing waiting list applicant against a decision made by officers of the Public Estates and Housing Division of the Department of Infrastructure, the appeal will be considered and a decision made by a Minister or Member of a different Government Department.

The appeal decision is final and must be upheld by both the Local Authority or Department and the housing waiting list applicant.

## **APPENDICES**

Appendix A: Notification of Residency Waiver

Appendix B: Appeal form

## Appendix A

### Notification of Residency Waiver

*This form must be completed by any Public Sector Housing provider that has made an assessment of an applicant onto their Housing Waiting List that has not completed 10 years of residency on the Isle of Man.*

*The form should be completed in full and submitted to the Housing Business Support Team of the Public Estates and Housing Division, Department of Infrastructure.*

Name of Housing Provider

Housing Provider's applicant  
reference  
(Applicant's name not required)

Please indicate the outcome of  
the decision made by the  
housing provider

Approved

☐

Rejected

☐

If the application was rejected, has the applicant has been referred to the Appeals process?

Yes

☐

No

☐

Please indicate at what level  
the decision was made.

Committee

☐

Board

☐

Other

☐

If 'other' indicated above,  
please provide details

#### Applicant's circumstances

Please indicate under which of the following conditions the applicant has applied for a reduction of the 10 year residency requirement:

1) The applicant or their family are living in insanitary or overcrowded conditions

☐

2) The court has made an order for possession in respect of the existing accommodation of the applicant of their family

☐

3) Any other reasons which appear to the Housing Provider to be sufficient

☐

Please provide details of  
the reason, continuing  
on a separate sheet if  
necessary

**Continued overleaf...**  
**Priority for Housing Need**  
**Panel**

Did you submit the case for independent assessment by the Priority for Housing Need Panel?

Yes ☐ No ☐

If 'yes' please indicate date the case was reviewed by the Panel and the number of points awarded

Date reviewed by Panel  Additional points awarded

If 'no' please provide the reason why it was not submitted for review by the Panel

**Details of person submitting this form**

Name

Position

Contact  
Details

Date

**Please send the completed form to:**

Housing Business Support Team  
Public Estates and Housing Division  
Department of Infrastructure  
1<sup>st</sup> Floor Sea Terminal Building  
Douglas  
IM1 2RF

Or via email to: [Housing@gov.im](mailto:Housing@gov.im)

**Appendix B**

**Appeal Form – Housing Waiting List Application Refused**

Please complete this form if you wish to make an appeal against a public sector housing or older person’s housing provider’s decision to refuse your application to their housing waiting list.

Please complete in BLOCK CAPITALS and in black ink and return the completed form to:

Director of Public Estates and Housing, Department of Infrastructure, 1<sup>st</sup> Floor Sea Terminal, Douglas, Isle of Man, IM1 2RF. **Please note that the outcome of this appeal is final.**

If you require any assistance with the completion of this form, please contact our Housing Customer Service Team on (01624) 685955 or email [housing@gov.im](mailto:housing@gov.im)

**Applicant(s) details**

Name(s)	<div></div>
Address	<div></div>
Which housing authority did you apply to?:	<div></div>
What was the reason given for the refusal?	<div></div>
Date you were informed your application had been refused	<div></div>

Please provide details below why your application should be reconsidered. Continue on a separate sheet of paper if you need to.

**Supporting documents** (if applicable)

If you have received written support from relevant agencies or medical professionals please provide details of these and submit copies with your appeal form.

1.
2.
3.

### Declaration

Please note that it is an offence under paragraph 3A of the Housing (Miscellaneous Provisions) Act 1976 to provide false or misleading information, which is subject to a £5,000 fine and/or 6 months in prison or both. Misleading or falsified information could result in prosecution and jeopardise any future tenancy.

The information you provide will only be processed for the purpose of dealing with your housing requirements. It may be shared with external partners for the purpose of assessing your eligibility. Our Privacy Notice explains how we collect, store and handle your personal data in line with current data protection legislation as applied in the Isle of Man. If you would like to find out more please visit our website at <https://www.gov.im/about-the-government/departments/infrastructure/data-protection/>

**Statement:** *To the best of my knowledge and belief, the information I/we have provided is correct and complete. I understand that if any information provided is found to be deliberately or carelessly misleading or false it will prejudice the granting and retention of any future tenancy.*

1<sup>st</sup> applicant signature

2<sup>nd</sup> applicant signature  
(if joint application)

Date

*Office use only:*

Housing provider's  
decision upheld:

☐

Housing provider's  
decision overturned:

☐

Applicant and housing provider informed of outcome of appeal

☐

Name

Date