



Mersea Island Trust

Allocations Policy

Controlled document

Version	2.1
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Issue date	November 2025
Review date	November 2028

Document Amendment History

Version	Type	Date	Notes
2.0	Re write	Nov 23	
2.1	Minor	Nov 25	Change to include local connection as previous residency on the island in line with Standing Orders and change on who is visiting prospective applicants.

1. Aims Of Policy

To provide a consistent and fair approach to accessing housing across Mersea Island Trust's (MIT) two independent living sheltered housing schemes at Mersea Court and Akhurst Court.

To make the best use of the Trust's limited housing stock.

To comply with the Trust's aims and objectives to provide accommodation for the elderly of Mersea Island.

2. Qualification Criteria

This policy sets out the arrangements for allocating MIT's accommodation within the terms of the Trust's Deeds and sets out the arrangements for allocations which fall outside the Policy.

2.1 Who is eligible to apply to join the waiting list?

Anyone aged over 65, who is not in full time employment can apply to the trust for accommodation but not everyone will be eligible to join the waiting list.

2.3 Who is eligible to join the waiting list?

The main applicant must not be subject to immigration control or be a person from abroad, unless they are an "eligible person" as defined in the Allocation of Housing (eligibility) (England) Regulations 2021 (SI 2021/665).

The main applicant and their household must be habitually resident in the UK or the Common Travel area (The Common Travel Area includes the United Kingdom, Republic of Ireland, Channel Islands and Isle of Man) and aged over 65.

2.4 Refusal to Accept

Applications will not be accepted from applicants who are not actively seeking accommodation or who are not eligible to be housed.

All applicants are subject to the terms and conditions specified in the Trust's terms and conditions of tenancy.

Any applicants must not own a pet however consideration will be given for officially recognised assistance dogs.

Applicants who are not considered ready to sustain a tenancy because of their age or need for specialist support which cannot be met through the accommodation provided will be refused accommodation with the Trust.

Where a decision is made to refuse an application, MIT will write to the applicants to explain the reasons why the application has not been accepted, and they will be given a right of review of the decision.

3. How to apply for accommodation

Applicants who are actively seeking accommodation are required to complete an application form. Applications can be made online or by a written application form available from the MIT Office. The information given on the application form will be used to assess the applicant's need for housing and to determine their priority on the waiting list.

All applications will be acknowledged with 10 working days.

All on island applicants will be visited by the General Manager and the General Assistant to assess the applicant's circumstances and to explain the Trust's policy and procedures. If agreed, the applicant will be added to the Trust's waiting list.

All applicants have a duty to advise MIT of any change in circumstances which may affect their housing need and or priority.

All data are stored inline the Trust's data Protection Policy.

4. How housing need is assessed.

MIT use a priority system to reflect the aims and objectives of the Trust. Priority is given in the following order:

1. Applicants who live on Mersea Island * those living in a caravan will be discussed at a committee meeting on a case by case basis to determine priority
2. Applicants who have a local connection to Mersea Island to include previous occupancy / relatives on the island
3. Those who have no connection to Mersea Island.

When a property becomes available contact will be made with on-island applicants starting with earliest effective application date. If the applicant refuses the accommodation the property will be offered to the next on-island applicant until the property is accepted, or the list is exhausted.

If the on-island list has been exhausted and the property remains vacant contact will be made to off island applicants with a local connection starting with the earliest effective application date. If the applicant refuses the accommodation the property will be offered to the next off island applicant until the property is accepted, or the list is exhausted.

If the property remains vacant, those who live off island will be considered.

4.1 Direct Lets

Occasionally, a property may be let to an applicant directly. Trustees may consider approaches from applicants whose needs are greatest and bypass the normal letting process. These applicants will be considered by two Trustees and the decision will be noted at the next committee meeting date.

The trust reserves the right to refuse accommodation to those unable or too frail to look after themselves.

5. Shortlisting and offers.

When a property becomes available for letting MIT will review the waiting list and shortlist the top applicant/s. Contact will be made with the applicant/s with the earliest effective application date and an assessment will be made to ensure that the applicant remains eligible for accommodation, their circumstances remain the same and their level of priority remains the same.

The applicant with the earliest effective application date will be invited to view the property.

5.1 Formal Offer

Once the tenant has indicated their acceptance of the offer a formal written offer will be made. Once the applicant has been housed their application will be removed from the waiting list.

5.2 Rejecting an Offer

If an applicant rejects an offer of accommodation, they will be offered the next property that becomes available. If the applicant refuses an offer of accommodation three times their application form will be suspended from the waiting list for 12 months.

6. Appeals procedure.

Appeals will be considered by the committee.

7. Communicating The Policy

The policy will be shared with Trustees, employees, and tenants' representatives at a committee meeting.

8. Monitoring And Review

The Policy will be reviewed in 2028 or at any point if legislation changes before that date.

9. Document Control Sheet

Title	Allocations Policy
File location	
Consultation	Trustees General Assistant Wardens Resident Representatives
Committee approval	November 2025
Next Review	November 2028
Circulation method	Emailed to staff, discussed at team meeting and shared

	at committee meeting
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