

# HOMESPOT

## INFORMATION BOOKLET



the *Journal of Applied Behavior Analysis* (1974), and the *Journal of Experimental and Applied Behavior Analysis* (1978).

Over the years, the journal has published a wide variety of research, including basic research on learning, memory, and motivation, as well as applied research on behavior modification, social skills training, and self-management. The journal has also published a number of influential articles, including the seminal work of B.F. Skinner on operant conditioning, and the work of Albert Bandura on social learning theory.

The journal's focus on applied behavior analysis has made it a leading source of information for researchers and practitioners in the field. The journal's content is highly practical and directly applicable to the development of effective behavior change programs. The journal's commitment to high-quality research and its focus on applied behavior analysis have made it a valuable resource for the field.

The journal's history is a testament to the enduring importance of behavior analysis in understanding and modifying human behavior. The journal's commitment to high-quality research and its focus on applied behavior analysis have made it a leading source of information for researchers and practitioners in the field. The journal's content is highly practical and directly applicable to the development of effective behavior change programs.

The journal's history is a testament to the enduring importance of behavior analysis in understanding and modifying human behavior. The journal's commitment to high-quality research and its focus on applied behavior analysis have made it a leading source of information for researchers and practitioners in the field. The journal's content is highly practical and directly applicable to the development of effective behavior change programs.

The journal's history is a testament to the enduring importance of behavior analysis in understanding and modifying human behavior. The journal's commitment to high-quality research and its focus on applied behavior analysis have made it a leading source of information for researchers and practitioners in the field. The journal's content is highly practical and directly applicable to the development of effective behavior change programs.

The journal's history is a testament to the enduring importance of behavior analysis in understanding and modifying human behavior. The journal's commitment to high-quality research and its focus on applied behavior analysis have made it a leading source of information for researchers and practitioners in the field.

The journal's history is a testament to the enduring importance of behavior analysis in understanding and modifying human behavior. The journal's commitment to high-quality research and its focus on applied behavior analysis have made it a leading source of information for researchers and practitioners in the field. The journal's content is highly practical and directly applicable to the development of effective behavior change programs.

The journal's history is a testament to the enduring importance of behavior analysis in understanding and modifying human behavior. The journal's commitment to high-quality research and its focus on applied behavior analysis have made it a leading source of information for researchers and practitioners in the field. The journal's content is highly practical and directly applicable to the development of effective behavior change programs.

The journal's history is a testament to the enduring importance of behavior analysis in understanding and modifying human behavior. The journal's commitment to high-quality research and its focus on applied behavior analysis have made it a leading source of information for researchers and practitioners in the field. The journal's content is highly practical and directly applicable to the development of effective behavior change programs.

The journal's history is a testament to the enduring importance of behavior analysis in understanding and modifying human behavior. The journal's commitment to high-quality research and its focus on applied behavior analysis have made it a leading source of information for researchers and practitioners in the field. The journal's content is highly practical and directly applicable to the development of effective behavior change programs.

The journal's history is a testament to the enduring importance of behavior analysis in understanding and modifying human behavior. The journal's commitment to high-quality research and its focus on applied behavior analysis have made it a leading source of information for researchers and practitioners in the field. The journal's content is highly practical and directly applicable to the development of effective behavior change programs.

The journal's history is a testament to the enduring importance of behavior analysis in understanding and modifying human behavior. The journal's commitment to high-quality research and its focus on applied behavior analysis have made it a leading source of information for researchers and practitioners in the field. The journal's content is highly practical and directly applicable to the development of effective behavior change programs.

## What is Homespot?

**Homespot** is Falkirk Council's new Choice Based way of letting houses. Houses available for let are advertised and you can decide which houses you wish to be considered for.

We advertise our vacant properties every two weeks. You can look at the list of adverts on the Council's website at [www.falkirk.gov.uk](http://www.falkirk.gov.uk) or in the Homespot newsletter that is available throughout the Council area i.e. at the Accommodation Resource Centre (ARC), Neighbourhood Offices/One Stop Shops, local supported accommodation projects, libraries and in housing association partners' offices. There is also a free phone service (0800 678 3091). This is an answer machine service where you can leave a message and a member of staff will phone you back.

If you see a property that you like you can "bid" for it. A bid lets us know you are interested in a particular property and would like to be considered for it. It does not mean you will have to part with any money.



## Frequently Asked Questions (FAQ's)

### **How do I register with Homespot?**

You can get a registration form from the ARC or one of our Neighbourhood Offices / One Stop Shops. A list of contact details is given at the end of this booklet.

If you need help to fill in the registration form staff from the ARC or Neighbourhood Offices / One Stop Shops will be happy to assist.

To help us get you registered as quickly as possible you should make sure that you answer all the relevant questions on the form.

When you have filled in your registration form you should return it to the ARC or Neighbourhood Offices / One Stop Shops.

### **How is my application assessed?**

We will use the information you give us to decide whether you are a Home Seeker, Home Mover or Home Starter (see section below) and you will be placed in one of four "Bands". A Band is a way of describing the priority for housing which you have been awarded. The Band you are placed in depends on your level of housing need. You may be placed in Band 4 when you first register until we have carried out a full assessment of your housing need. If an assessment is needed this should be done within 28 days of registration.

Within each Band applications are placed in date order.

If your circumstances change at any time, you must tell us as it may affect the Band in which you are placed and the type of properties you can be considered for.

## What are Home Seekers, Home Movers and Home Starters?

You are a **Home Seeker** if you are considered homeless in terms of homeless legislation. We aim to let 50% of our vacant houses to Home Seekers.

You are a **Home Mover** if you are a tenant of Falkirk Council or a tenant of a Housing Association or a Registered Social Landlord (RSL) living in the Council area. We aim to let 25% of our vacant houses to Home Movers.

All other applicants are **Home Starters**.

## What priority will I have for housing?

There are four levels of priority for housing which we refer to as “Bands”. Band One (the highest level of priority), Band Two, Band Three and Band Four (the lowest level of priority). You will be placed in one of these Bands depending on your level of housing need. The Bands are explained below:-

### Band One

You will be placed in Band One if any of the following apply:

- you are a Home Seeker considered homeless and in priority need in terms of homelessness legislation. This includes applicants living in supported accommodation who are ready for more independent living;
- you are leaving the Armed Forces;
- your home is causing significant problems due to your medical condition or disability, or you cannot be discharged from hospital because your home is not suitable for you;
- you are overcrowded and two or more bedrooms are needed to meet your needs (see “What size of house will I be considered for?”);

- you are a Home Mover living in a house that is too big for your needs;
- you live in a house which lacks standard amenities e.g. a fixed bath or shower with a satisfactory hot and cold water supply;
- you need to be re-housed as a result of regeneration or redevelopment within the Falkirk Council area;
- you are a Home Mover and together with another Home Mover wish to move to a bigger house so that you can live as a family unit. Priority will only be awarded if neither house is big enough for both households to live in;
- you have exceptional housing needs and a multi-agency case conference has recommended that you need to move.

## Band Two

You will be placed in Band Two if any of the following apply:

- you are a Home Seeker with no priority need in terms of homeless legislation;
- you are a Home Starter living in the Falkirk Council area with no security of tenure i.e. you do not have a tenancy agreement for your accommodation;
- you are sharing facilities with another household and you are overcrowded (see “What size of house will I be considered for?”);
- you are overcrowded and one more bedroom is needed to meet your needs (see “What size of house will I be considered for?”);
- you are living in a bed-sit;
- you need to move for a social need e.g. to give/receive support.

## Band Three

You will be placed in Band Three if any of the following apply:

- you have children under the age of 10 and live in a tenement flat with no access to a shared garden or your own garden;
- you have parental responsibilities for a child whose main home is elsewhere;
- your independence is limited because you have a medical condition or disability and your current housing is not suitable;
- you have a local connection to the Falkirk Council area e.g. family reasons or employment;
- you are a Home Starter living in a house that is too big for your needs;
- you are living in the private sector and have a short assured tenancy agreement;
- you are sharing facilities with another household.

## Band Four

You will be placed in Band Four if you do not have any of the housing needs listed above.

We will tell you your Band date, which is the date you were awarded your particular band. If you are Home Seeker with Band 1 priority, the date of award of priority will be the date you first contacted us to let us know that you are homeless. For all other applicants, the date of award of priority is the date the relevant assessment was completed or 28 days after the date of application for priority, whichever is sooner.

## **What if I have more than one housing need?**

You will be awarded only one level of priority. If you have more than one housing need, you will be awarded priority for your highest ranked need e.g. if you currently have points for overcrowding and children in flats, you will be placed in Band One or Two (depending on the level of overcrowding).

If you think that the priority you have been awarded does not reflect your needs, you can ask us to review your circumstances by using the Appeals Process. A separate leaflet about the Allocations Appeal Process is available.

## **What choices do I have?**

The aim of choice based lettings is to give you more choice over where you want to live and the type of house you want to live in.

When you register you will be asked which allocation area you would prefer to live in. There are seven allocation areas across the Council area based on the High School cluster areas and you can choose as many of these as you like. The allocation areas are:-

- Bo'ness
- Braes
- Denny / Bonnybridge
- Falkirk East
- Falkirk West
- Grangemouth
- Larbert / Stenhousemuir

A map showing the towns and villages covered by each allocation area is included in the Application Form which is available from the ARC and Neighbourhood Offices / One Stop Shops. You can also download this from the Council's web site [www.falkirk.gov.uk](http://www.falkirk.gov.uk).

## What type of house can I apply for?

We have a range of different types of houses that you can apply for. When we advertise a property we will say what applicant group will be given preference when bids are being considered i.e. Home Seeker, Home Mover or Home Starter.

## What size of house can I apply for?

We want to make the best use of our housing stock and to do this we have Household Size Criteria as follows:-

- Couples are expected to share a room. Couples and single applicants will be considered for properties with 1 or 2 bedrooms.
- Each household member over 8 years of age can have their own bedroom. Priority for overcrowding will not be awarded where two children under 8 years of age of either sex share a room which is larger than 110 square feet (10 square metres).
- If you have two children of the same sex aged 8 years or over they can share a bedroom if you wish.
- If you will wish to move to a house the same size as the one you live in just now, we will not consider any overcrowding priority you may have.
- Due to the lack of larger houses with three or four bedrooms, you can be considered for a property that is smaller than you need if it will still reduce overcrowding.

We recognise that some households may need a home that is bigger than the household size criteria allows e.g. an additional room may be needed because of a medical condition. Any professional recommendation for additional rooms will be taken into account in deciding what house size you qualify for.

Based on the household size criteria above you will only be able to bid for properties that meet the needs of your household.

## **Will all houses be advertised?**

We will let most of our houses through Homespot however, there are some exceptions and these are explained below:

- housing with Care level 1 and 2 i.e. housing for older people who are physically frail and need care and support services at home (see separate leaflet on Housing with Care);
- adapted properties i.e. housing that is suitable for a person with a medical condition or disability;
- if we need to use a property for temporary accommodation as a result of an emergency situation or to discharge our statutory duty in terms of homeless legislation;
- if a property would meet the needs of an applicant with particular needs e.g. someone who cannot leave hospital because their own home is unsuitable then we may re-house another applicant to allow their property to be let to the applicant with particular needs.

These properties will be “matched” to applicants on the housing register following a full assessment of their particular needs.

## **How long will the advertising cycle last?**

Properties are advertised on a two week cycle. The cycle opens at 12 noon on a Wednesday and closes at 4pm on the Tuesday 13 days later. All adverts clearly state the closing date for bids to be made.

## **What information will be included in an advert?**

We aim to make sure that adverts have enough information to help you make an informed decision about whether or not the property is right for you.

An advert will include the following information:

- the address of property;
- the property type e.g. house, flat, multi-storey flat;
- the number of bedrooms;
- the type of heating;
- the rent per fortnight;
- which applicant group will be given preference i.e. Home Seeker, Home Mover or Home Starter;
- any additional qualifying criteria;
- the date and time that bidding for the property closes;
- a photograph of the property.

## **What do I do if I see a property I like?**

When you see a property you are interested in, you should bid for it. You can do this in a number of ways:

- online through our website at [www.falkirk.gov.uk](http://www.falkirk.gov.uk);
- by contacting one of our Neighbourhood Offices / One Stop Shops or ARC;
- by filling in and returning a bidding coupon.

If you want to bid for a property you must make sure that we receive your bid before the closing date and time stated in the advert.

## **How many properties can I bid for?**

You can bid for as many properties as you like in any advertising cycle.

However, if you intend to bid for more than one property, you should enter your bids in order of preference starting with your preferred property. This is very important because if you bid successfully for more than one property we will assume that the property you bid for first is your first choice, and so on, in the order you chose to bid. If your first bid is successful, we will not consider any later bids you have made, so the order in which you bid is very important.

## **What help and support will I get?**

Our staff will help you use Homespot until you get familiar with bidding for properties. We can continue to help you if you have particular problems using Homespot.

## **How do you decide which bid is successful?**

It does not matter whether you make your bid on the first day or the last day of the advertising cycle. Once bidding has closed, everyone who has made a bid for a property will be considered. We will prepare a short-list of suitable applicants who:

- meet the criteria in the advert i.e. Home Seeker, Home Mover or Home Starter and any additional qualifying criteria;

- would make “best use” of the property – for example would use all the bedrooms and;
- are not suspended for any reason and;
- have a recommendation for a property type which matches the property advertised (where applicable).

The short listed applicants will be ranked in order of their level of priority. If there is more than one applicant with the same level of priority, the property will be offered to the applicant that has had that priority longest. For applicants in Band 4, this will be their date of application.

### **What will happen if there are no bids from the preferred applicant group?**

If there are no bids for a property from the preferred applicant group stated in the advert, other bids will be considered in the order of Home Seeker, Home Mover and Home Starter. These bids will be short listed and ranked as explained above.

### **How will I know if I am to be offered a property?**

If your bid is successful you will normally be contacted within 7 days of the closing date. If you have not heard from us within 14 working days of the closing date, it is unlikely that you have been successful on that occasion and you should keep bidding for properties which suit your needs.

## **What happens if I refuse a property?**

We hope that if your bid is successful you will accept the property you are offered. However, if you decide to refuse the offer the following would apply:

- If you are a Home Seeker in Band One, we will make you an offer of housing outwith Homespot to discharge our statutory duties (see “What is Time Limited Priority for Home Seekers?”).
- If you are a Home Seeker in Band Two and you refuse 2 properties, you will move from a Home Seeker to a Home Starter. Your priority for homelessness will be removed and your housing situation will be re-assessed.
- If you are a Home Mover or Home Starter and refuse 2 properties you will lose any priority for housing need and move to Band Four. After 12 months you can ask to have your situation re-assessed.

You have a right to appeal this decision.

## **What is time limited priority for Home Seekers?**

If you are a Home Seeker, you have been awarded a high level of priority to reflect your urgent need for housing. As such, we expect you to bid for all properties which meet your household needs.

We also expect you to register with Link Housing Association’s HomeHunt scheme and we may nominate you for any suitable vacancies which local housing associations (RSLs) may have.

We will monitor the bids you make and if you do not bid for suitable properties within three months of being placed in Band One, we will make you an offer of housing outwith Homespot. We will try to offer you a property in the areas you have chosen but this will depend on the availability of properties. This offer of housing will discharge our duty to you in terms of homeless legislation.

This arrangement to offer you a property outwith Homespot will also apply if:-

- you successfully bid for a property and then refuse it;
- you do not bid for suitable properties advertised by Link Housing Association through their HomeHunt scheme;
- you refuse a property offered under nomination arrangements.

If you refuse an offer of housing that we make to you outwith Homespot, your applicant group will change from “Home Seeker” to “Home Starter”. Your priority for homelessness will be removed and your housing situation will be reassessed. If you are living in temporary accommodation provided by the Council, you will have to leave this.

If, during the three month period, there have been no suitable properties advertised or your bids have been unsuccessful, you will continue to be a Home Seeker in Band One. We will continue to monitor your application to make sure you are bidding for properties which meet your household needs. If you are living in temporary accommodation provided by the Council, you can continue to live there.

## **How will I find out about which properties have been let?**

We will publish information about properties that have been let in previous advertising cycles. We will tell you the number of applicants that bid for the property, the Band and the Band date of the successful applicant. We will not publish personal information about the successful applicants, such as name and address.

This information will be available on our website at [www.falkirk.gov.uk](http://www.falkirk.gov.uk) and at our Neighbourhood Offices / One Stop Shops, ARC, local libraries and in local housing association offices.

We hope that this feedback will give you a better idea of how popular a particular property or area is and how long you would normally have to wait. You can then decide whether to look for other types of properties or areas where you may not have to wait as long.

# Contact List for Housing Associations with Houses in the Falkirk Council Area

---

## **Abbeyfield Society (Falkirk) Ltd**

Thornville, Ladysmill  
Falkirk FK2 9AU  
Tel: 01324 714 324  
www.scotland.abbeyfield.com

## **Ark Housing Association**

The Priory, Canaan Lane,  
Edinburgh EH10 4SG  
Tel: 0131 447 9027  
Email: admin@arkha.org.uk

## **Barony Housing Association**

28 Grahams Road  
Falkirk FK1 1HR  
Tel: 01324 881800  
Email: info@baronyha.org.uk

## **Bield Housing Association**

7 Eagle Street  
Glasgow G4 9XA  
Tel: 0141 270 7200  
Email: info@bield.co.uk  
www.bield.co.uk

## **Cairn Housing Association**

15 Claremont Street  
Glasgow G3 7NR  
Tel: 0141 353 1944  
Email: enquires@cairnha.com  
www.cairnha.com

## **Castle Rock Edinvar Housing Association**

1 Hay Avenue  
Edinburgh EH16 4RW  
Tel: 0131 657 0600

## **Hanover Housing Association**

95 McDonald Road  
Edinburgh, EH7 4NS  
Tel: 0131 557 7404  
Email: admin@hsha.org.uk  
www.hsha.org.uk

## **Horizon Housing Association**

Leving House, Fairbairn Place  
Livingston EH54 6TN  
Tel: 01506 424 140  
Email: email@horizonhousing.org

## **Key Housing Association**

Savoy Tower, 77 Renfrew Street  
Glasgow G2 3BZ  
Tel: 0141 332 6672  
Email: info@keyhousing.org  
www.keyhousing.org

## **Kingdom Housing Association**

Saltire Centre, Pentland Court  
Glenrothes, Fife KY6 2DA  
Tel: 01592 630 922  
Email:  
kingdom@kingdomhousing.org.uk  
www.kingdomhousing.org.uk

## **Link Housing Association**

Watling House  
Callendar Business Park  
Falkirk FK1 1XR  
Tel: 0845 140 0100  
Email: csc@linkhaltd.co.uk  
www.linkhousing.co.uk

## **Loretto Housing Association**

Tel: 0141 420 7950  
Email: headoffice@  
lorettohousingassociation.co.uk  
www.search.co.uk/loretto/profiles

## **Margaret Blackwood H.A.**

646 Argyle Street, Anderston  
Glasgow G3 8UF  
Tel: 0141 221 1606  
Email: info@mbha.org.uk  
www.mbha.org.uk

**Paragon Housing Association**  
Invergrange House, Station Road  
Grangemouth FK3 8DG  
Tel: 01324 664 966  
Email: mtorrance@paragonha.org.uk

**Penumbra**  
Norton Park, 57 Albion Road  
Edinburgh EH7 5QY  
Tel: 0131 692 092  
www.penumbra.org.uk

**Scottish Veterans  
Garden City Association**  
New Haig House,  
Logie Green Road  
Edinburgh, EH7 4HQ  
Tel: 0131 557 1188  
Email: Scottish.veterans  
@charity.vfree.com

**Weslo Housing Management**  
15 North Street  
Bo'ness EH51 0AQ  
Tel: 01506 639 100  
Email: enquires@weslohm.co.uk  
www.weslo-housing.org

**West of Scotland  
Housing Association**  
Princess Gate, 60 Castle Street  
Hamilton ML3 6BB  
Tel: 01698 495 220  
Email: info@westcot.co.uk

**YMCA**  
122 Scotland Street  
Glasgow  
Tel: 0141 429 6266  
www.ymcaglasgow.org



# Accommodation Resource Centre / Neighbourhood Offices / One Stop Shops

## Accommodation Resource Centre

21-25 High Street  
Falkirk FK1 1ES  
Freephone: 0800 587 4440  
Tel: 01324 503600  
Fax: 01324 503601  
E-mail: arc@falkirk.gov.uk

## Denny One Stop Shop

Carronbank House  
Carronbank Crescent  
Denny FK6 6GA  
Tel: 01324 504050  
Fax: 01324 504051  
E-mail: housing.denny@falkirk.gov.uk

## Bo'ness One Stop Shop

24 East Pier Street  
Bo'ness EH51 9AB  
Tel: 01506 778899  
Fax: 01506 778900  
E-mail: housing.boness@falkirk.gov.uk

## Grangemouth One Stop Shop

5 York Lane  
Grangemouth FK3 8BD  
Tel: 01324 504550  
Fax: 01324 504551  
E-mail: housing.grangemouth@falkirk.gov.uk

## Falkirk One Stop Shop

Callendar Square  
Falkirk FK1 1ZF  
Tel: 01324 506868  
Fax: 01324 506881  
E-mail: housing.falkirk@falkirk.gov.uk

## Stenhousemuir One Stop Shop

398 Main Street  
Stenhousemuir FK5 3JR  
Tel: 01324 503340  
Fax: 01324 503341  
E-mail: housing.stenhousemuir@falkirk.gov.uk

## Camelon One Stop Shop

256 Main Street  
Camelon, Falkirk FK1 4DY  
Tel: 01324 503640  
Fax: 01324 503641  
E-mail: housing.camelon@falkirk.gov.uk

## Dawson Centre

David's Loan  
Falkirk FK2 7RG  
Tel: 01324 501450  
Fax: 01324 501451  
E-mail: housing.dawson@falkirk.gov.uk

If you would like this information in another language, Braille, large print or audio tape please contact one of our Neighbourhood Offices or One Stop Shops.

### Arabic

إذا كنت تحتاج لهذه المعلومات بلغة أخرى، بريل، احرف مكبرة او اشرطة كاسيت، نرجوا منك الاتصال بمركز الاسكان او واحد من نيور هود اوفيسيز/ ون ستوب شوبس. هناك قائمة بارقام الهواتف و العناوين متوفرة في نهاية هذا الكتيب.

### Urdu

اگر آپ کو یہ معلومات کسی دوسری زبان، بریل، بڑی حروف کی چھپائی یا آڈیو ٹیب میں درکار ہیں تو برائے مہربانی ایلوموڈیشن ریسورس سینٹر یا ہمارے کسی بھی نیور ہود آفسیسز اور ون اسٹاپ شاپ سے رابطہ کریں۔ رابطہ کرنے کے لیے ایڈریس لسٹ اور ٹیلی فون نمبر اس کتابچے کے اختتام پر درج ہیں۔

### Punjabi

ਜੇਕਰ ਤੁਸੀਂ ਇਹ ਜਾਣਕਾਰੀ ਪੰਜਾਬੀ ਵਿੱਚ ਲੈਣਾ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਡਿੱਖਾ ਕਰਕੇ ਐਕਸੇਸ਼ਨ  
ਰੀਸੋਰਸ ਸੈਂਟਰ ਨਾਲ ਸੰਪਰਕ ਕਰੋ।

### Chinese

如果你希望獲得此份表格的其他語言譯本，凸字印刷，大號字體或錄音帶，請與 Accommodation Resource Centre 或 Neighbourhood Offices/ One Stop Shops 聯絡。在這本小冊子的末頁有一份聯絡地址和電話號碼。

### Lithuanian

Jeigu jūs norėtumėte gauti šią informaciją kita kalba, Brailio šriftu, stambiu šriftu ar įgarsintą, prašome susisiekti su vienu iš mūsų Apylinkių ofisų/Filialų.

### Polish

Jeżeli chciałbyś/chciałabyś uzyskać owe informacje w języku innym aniżeli język angielski, w języku Braille'a, w DUŻYM FORMACIE lub zapisane na kasetach audio skontaktuj się z jedną z Naszych placówek.