

Local Lettings Plan Template

Effective from 16th March 2018

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| 1. Landlord | |
| 2. Proposing Officer | |
| 3. Contact details Postal Address: Telephone: Email: | |
| 4. Proposal Submission Date | |

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| 5. LLP Scheme name | |
| 6. LLP Scheme length (Maximum of 3 years) | |
| 7. Coverage of LLP (including number and types of properties) (see note 6): | |
| 8. Date for the LLP to Start (should allow time for operational changes to be implemented) (See note 2): | |
| 9. Reason for proposed LLP (including intended outcome) (See note 3): | |
| 10. Evidence of need for LLP (See note 4): | |
| 11a. How will the LLP be applied – Variation from existing policy (including nominations process): (See note 5) | |
| 11b. How will the LLP be applied – Any new processes being introduced: (See note 5) | |

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| 12. What is the plan to exit the LLP when it ends? (See note 6): | |
| 13. Legal implication – have any legal implications been identified? (See note 7): | |
| 14a. Consultation – Has any consultation been undertaken with stakeholders? (See note 8): | |
| 14b. Consultation – What are the results of the consultation (including changes to LLP resulting from consultation)? (See note 8): | |
| 15a. Impact Assessment – Identification of groups affected by proposed LLP (including type of impact and scale) (See note 9): | |
| 15b. Impact Assessment – Mitigation proposed to address affected groups. (See note 9): | |
| 15c. Impact Assessment – How will the mitigation be monitored? (See note 9): | |
| 16a. Monitoring of the LLP – How will the outcome of the LLP be measured? (See note 10): | |
| 16b. Monitoring of the LLP – What are the escalation flags and what the escalation process is? | |

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| (See note 10): | |
| 16c. Monitoring of the LLP – Are there any reviews of the LLP planned? (See note 10): | |
| 16d. Monitoring of the LLP – Frequency of monitoring reports to BCC Allocations. (See note 10): | |
| 16. What are the plans to communicate the LLP to stakeholders? (See note 11): | |
| 17. Approval: Has the LLP been approved by social landlords' internal processes? If yes please state (See note 12): | |