



Draft Affordable Housing Guidance

May 2025

Document Information	
Issue Date	29/05/2025
Version/Issue Number	0.1
Document Status	Draft
Effective From Date	To be consulted on
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Amendment Record

Date	Issue Number	Page	Details of change	Authorised by

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1. Introduction

- 1.1. This document provides further detail and guidance in respect of the requirements for affordable housing on development sites in Wyre to accord with the policies of the adopted Wyre Local Plan (2011-2031)(incorporating partial update of 2022).
- 1.2. The Local Plan provides the principal planning framework that applies across the Borough of Wyre. This guidance is a material planning consideration in determining planning application that has undergone public consultation and is written in support of the policies contained in the Local Plan, particularly the Affordable Housing Policy HP3. The guidance does not introduce new policy but provides further detail on the application of the policies of the Local Plan to enable to the efficient and effective delivery of affordable homes.
- 1.3. The guidance is intended for use by developers and Registered Providers, the public and by planning officers and the affordable housing delivery officer in the assessment and delivery of planning proposals for new housing developments within the Borough.

Definition of affordable housing

- 1.4. The definition of affordable housing is set by Government in the National Planning Policy Framework (NPPF). It is defined as housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following definitions:
 - 1.4.1. **Social Rent:** meets all of the following conditions: (a) the rent is set in accordance with the Government's rent policy for Social Rents; (b) the landlord is a registered providers; and (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision.
 - 1.4.2. **Other affordable housing for rent:** meets all of the following conditions: (a) the rent is set in accordance with the Government's rent policy for Affordable Rent, or is at least 20% below local market rents (including service charges where applicable); (b) the landlord is a registered providers, except where it is included as part of a Build to Rent Scheme (in which case the landlord need not be a registered providers); and (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provisions. For Build to Rent schemes affordable housing for rent is expected to be the normal form of affordable housing provisions (and, in this context is known as Affordable Private Rent).

- 1.4.3. **Discount market sales housing:** is that sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices. Provisions should be in place to ensure housing remains at a discount for future eligible households.
- 1.4.4. **Other affordable routes to home ownership:** is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes shared ownership relevant equity loans, other low cost homes for sale (at a price equivalent to at least 20% below local market value) and rent to buy (which includes a period of intermediate rent). Where public grant funding is provided, there should always be provisions for the home to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision, or refunded to the Government or the relevant authority specified in the funding agreement

Background of affordable housing in Wyre

- 1.5 Wyre has slightly below average house prices than generally elsewhere in the North West region and there are some substantial differences in the average price of homes within the Borough. Incomes in Wyre are typically higher than the region and sub-region also, the affordability of homes for lower income groups is poor.
- 1.6 The lower-quartile affordability ratio is very high at 6.53 (2023), meaning that the lower-quartile property ranked by price costs 6.53 times the lower-quartile gross annual income (of those working in the borough). The lower quartile income of all households is estimated to be £21,200. For entry-level costs to purchase a home, the lower quartile price (across all dwelling sizes) is £140,000 and the lower quartile price to rent a home (across all dwelling sizes) is £650 per month.
- 1.7 Wyre's housing stock is dominated by detached and semi-detached homes and overall is a slightly larger average size in terms of the number of bedrooms (when compared nationally). Over the last five years rents have increased by around 11%.
- 1.8 There are several registered providers of affordable housing with stock in Wyre (see appendix 1). The current total stock of social housing according to the 2021 Census is 3,871 social rented units (excludes other forms of affordable housing such as shared ownership, discount market sales housing or affordable rent).
- 1.9 Wyre has seen a growth in affordable housing provision over the last five years, delivery is show in table 1 below:

Year	Affordable dwellings delivered in Wyre Borough
2019/20	130
2020/21	148
2021/22	265
2022/23	120
2023/24	271

- 1.10 The Council engaged consultants in 2023 to undertake a Housing Needs Assessment of the Borough. The sub-area used in the analysis have been based on groups of wards with the table and map below showing the definition used.

Sub-areas used in analysis for Housing Needs Study	
Sub-area	Wards
Fleetwood	Mount, Park, Pharos, Rossall, Warren
Thornton-Cleveleys	Bourne, Cleveleys Park, Jubilee, Marsh Mill, Pheasant's Wood, Stanah, Victoria& Norcross
Poulton	Breck, Carleton, Harhorn with High Cross, Tithebarn
Rural South	Great Eccleston
A6 Corridor	Brock with Catterall, Calder, Garstang
Wyresdale	Wyresdale

- 1.11 Part of the study was to identify the needs for different types of affordable housing and gain an understanding of what those in affordable housing need can afford. This assessment identified a high level of affordable housing need in the Borough, 284 per annum, with a need in all sub-areas. The study concluded that rented affordable housing should be the priority.

2. Policy, Guidance and Evidence Review

- 2.1 This section provides an overview of the key policy and guidance, including evidence on housing need, that has informed this guidance.

National Planning Policy Framework

- 2.2 The National Planning Policy Framework (February 2025)(the Framework) sets out government's planning policies for England and how these are expected to be applied.
- 2.3 Section 5 of the Framework concerns the specific issue of the supply of homes. Paragraph 63 requires that the size, type and tenure of housing needed for different groups in the community be assessed and reflected in planning policies (including but not limited to, those who require affordable housing (including Social Rent), families with children, looked after children, older people (including those who require retirement housing, housing-with-care and care homes), students, people with disabilities, service families, travellers, people who rent their homes and people wishing to commission or build their own homes).
- 2.4 Paragraph 64 requires that the type of affordable housing prescribed be identified in planning policies and that it normally be met on site. Paragraph 65 states that affordable housing should only be required for major developments apart from designated rural areas, and that the amount required should be reduced where vacant buildings are to be reused or redeveloped. Paragraph 66 states that where major development involving the provision of housing is proposed, planning policies and decisions should expect that the mix of affordable housing required meets identified local needs, across Social Rent, other affordable housing for rent and affordable home ownership tenures.

Planning Practice Guidance (PPG)

- 2.5 Planning Practice Guidance (PPG) is produced by government in support of the policy provided in the Framework.

Housing Needs of Different Groups (PPG)

- 2.6 Addressing the Needs for Different Types of Housing, Paragraph: 001 (Reference ID: 67-001-20190722), states that the need for housing for particular groups of people may well exceed, or be proportionally high in relation to, the overall housing need figure calculated using the standard method. This is because the needs of particular groups will often be calculated having consideration to the whole population of an area as a baseline as opposed to the projected new households which form the baseline for the standards method. When producing policies to address the need of specific groups strategic policy-making authorities will need to consider how the needs of individual groups can be addressed within the overall need established.

Housing and Economic Needs Assessment (PPG)

- 2.7 Affordable Housing, Paragraph: 005 (Reference ID: 67-005-20190722) to Paragraph: 008 (Reference ID: 67-008-20190722), states that all households whose needs are not met by the market can be considered in affordable housing need. The considerations involved in calculating affordable housing need are detailed, involving assessments of the current number whose needs are unmet, together with projections of the likely number of newly forming households whose needs are likely to be unmet. This section then sets out how the current affordable housing supply should be assessed.

Wyre Local Plan (2011-2031) (incorporating partial update of 2022)

- 2.8 The Local Plan was adopted January 2023 and is a key planning document for the delivery of affordable housing in Wyre.
- 2.9 The vision in the Local Plan includes the aspirations that by 2031, *'There is a wider choice of quality homes both affordable and market options to meet the needs of Wyre's community, in terms of type, size and tenure.'*
- 2.10 The Local Plan is supported by a number of strategic objectives, including of particular relevance to this guidance: Objective 3: To help meet the housing needs of all Wyre's population; provide choice in terms of type and tenure in both market and affordable sectors that meet the requirements of young people, families and older people.
- 2.11 The Local Plan includes Policy HP3 Affordable Housing and states that new residential development of 10 dwellings (net) or more will be required to contribute towards meeting the need for affordable housing and that affordable housing should be provided on-site. It goes on to say that affordable housing should be designed as an integral part of developments and be 'tenure blind' in relation to other properties within the site.
- 2.12 Policy HP2 Housing Mix specifies the mix of dwellings required on development sites. It requires a broad mix in terms of size, type and tenure to meet the identified need. The mix should provide for the requirements in the most up-to-date Strategic Housing Market Assessment (SHMA). The SHMA has since been superseded by the Housing Needs Assessment 2024 which outlines specific requirements relating to the types and sizes of homes both market and affordable.
- 2.13 Policy SP7 Infrastructure Provision and Developer Contributions states that the Council may require contributions from development to mitigate impact on infrastructure, services and environment, and that this may include affordable housing.
- 2.14 Policy CDMP3 Design sets out how development should achieve high standards of design. Affordable housing is not mentioned specifically, as this

is a policy applying to all types of development. All elements of the policy are directly relevant and are applied equally to the affordable housing as to other parts of the site.

- 2.15 Although these policies are being highlighted as being particularly relevant to affordable housing, the plan should be read as a whole and other policies and supporting text will be relevant.

Barton Neighbourhood Plan

- 2.16 The Barton Neighbourhood Plan was made on the 30th November 2023. Policy BNP05 New Housing in Barton is supportive of limited sustainable development meeting identified needs of residents, quality and diverse affordable homes. It also refers to affordable housing being peppers within a site and have the same space and design standards equal to that of market housing.

Wyre Housing Needs Assessment 2024

- 2.17 The Council commissioned a Borough-wide Housing Needs Assessment (HNA) that considers current and future housing need in the Borough, different types of affordable housing tenures required and the economic needs/income levels the tenures should meet in the Borough of Wyre over the next plan period (2022-2040).
- 2.18 The HNA is a 'snapshot' that assesses housing need at a particular point in time. The study identified an affordable housing need for 284 homes per annum and therefore the Council is justified in seeking to secure additional affordable housing. There is also a need shown in all parts of the Borough. In interpreting this level of need it must be noted that many households find a housing solution through benefit support in the private rented sector. Additionally, much of the need is due to churn in the private rented sector (e.g. households moving from one benefit supported private tenancy to another) with the study picking up a need at the point when households move. This means that whilst the need is high, it is the case that many households are able to find a solution to their housing needs (albeit one which is unlikely to be secure and may well be in accommodation that is unsuitable).
- 2.19 The Council should ensure that any new affordable housing provided is available to persons with a local connection to Wyre rather than to households across a wider area (e.g. neighbouring authorities).
- 2.20 The evidence points to a clear and acute need for rented affordable housing for lower income households rather than affordable home ownership products, and it is important that a supply of rented affordable housing is maintained to meet the needs of this group including those to which the Council has a statutory housing duty.
- 2.21 Overall, the analysis identified a notable need for affordable housing, and it is clear that provision of new affordable housing is an important and pressing

issue in the Borough. It does however need to be stressed that the report did not provide an affordable housing target the amount of affordable housing delivered will be limited to the amount that can viably be provided. The evidence does however suggest that affordable housing delivery should be maximised where opportunities arise.

- 2.22 Analysis was carried out to look at housing costs for rented products (social and affordable rents). Focussing on 2-bedroom homes, a social rent is about 60% of the cost of a lower quartile market rent, whereas affordable rents are at 77% of lower quartile market rents. Local Housing Allowance (LHA) rates are generally similar to affordable rents, but it is notable that LHA rates are generally lower than market rents (both lower quartile and median) – this means households seeking accommodation in some locations (notably those areas with higher rents) may struggle to secure sufficient benefits to cover their rent.
- 2.23 Based on current market and affordable rents, only around 16% of households in need could afford an affordable rent (without claiming benefits or spending more than 30% of their income on housing). Therefore, it is considered the Council should prioritise the provision of social rents where possible: such rents will be the cheapest available and will therefore be accessible to a greater number of households. However, it will be important that seeking social rented provision does not prejudice the overall delivery of rented affordable housing, and affordable rents should be allowed where these can help delivery of on-site provision – it will however be important to ensure that affordable rents are truly affordable in a local context.
- 2.24 Analysis has been carried out to look at the affordability of Affordable Home Ownership (AHO). This included Discount Market Sales Housing, shared ownership and Rent-to-Buy housing. Given current housing costs in the Borough, the evidence suggests that to make 2-bedroom homes affordable, a discount of up to 30% would be required; for 3-bedroom homes, a discount of up to 40% would be needed. The Council could investigate a higher than 30% discount (maybe 40%), however as this might impact viability a higher figure should only be considered if this would not prejudice the provision of other forms of affordable housing (notably rented accommodation).
- 2.25 Data about households' financial situation also highlights the potential difficulty for many in accessing even discounted homes; for the group of households identified as being able to privately rent but not buy a home, some 33% can afford no more than £80,000 (which is about half of the lower quartile prices of existing homes). The main reason for the low values that can be afforded is levels of debt being the main barrier, rather than income. Such households are unlikely to be able to raise a large deposit and may be suited to other forms of affordable home ownership, notably shared ownership and rent-to-buy.

- 2.26 Regarding shared ownership, the analysis suggests that equity shared of 50% is affordable (for 2 and 3 bedroom homes). The Council should therefore consider this product over discount market sales housing due to the lower deposit required which appears to be the barrier to home ownership in Wyre.
- 2.27 Finally, given clear issues raised in the study about lack of money for deposits to buy a home, the Council should encourage and enable rent-to-buy housing as an option. These schemes are designed to ease the transition from renting to buying the same home. Initially (typically five years) the newly built home will be provided at the equivalent of an affordable rent (approximately 20% below the market rate). The expectation is that the discount provided in that first five years is saved to put towards a deposit on the purchase of the same property. Rent-to-buy can be advantageous for some households as it allows for a smaller 'step' to be taken on to the home ownership ladder.

3. Application Process

Pre-application Engagement

- 3.1 The NPPF strongly emphasises the benefits of discussion between applicants and the council at the pre-application stage and encourages the resolution of issues prior to the applications being made.
- 3.2 The Council offers a chargeable pre-application service for applicants, to consider outline development proposals and to provide “without prejudice” advice on their planning merits. Applicants are encouraged to use this service in relation to the full range of potential planning issues.
- 3.3 Applicants or their agents should contact the Development Management Team at the Council using the pre-application advice service when they are considering preparation of a planning application.
- 3.4 Elements that need to be discussed centre around the amount of housing and affordable housing proposed, the tenure mix of the affordable housing, and where the proposal is for a full or reserved matters application, the size, design and distribution of the affordable housing within the development. Other matters may also require discussion at that stage.
- 3.5 There are advantages to both developers and to the Council in effective pre-application engagement taking place regarding affordable housing provision. Providing understanding of the information required by the Council will assist applicants.
- 3.6 Where appropriate, the Affordable Housing Delivery Officer will be involved in the pre-application process and provide comments on the proposed development.

Discussions with Registered Providers

- 3.7 Applicants and/or their agents should contact Registered Providers prior to making any planning applications, including at outline stage. At outline stage, they are encouraged to establish in principle that the affordable homes they propose to build can be transferred, in the case of affordable rent or other tenures involving Registered Providers. The mix of properties will be required to meet Local Plan Policy HP2, to the extent that any details on mix have been determined.
- 3.8 At reserved matters stage or prior to a full planning application being submitted, the applicant should have discussed and come to agreement with the Registered Provider over all detailed matters including:
 - the individual dwellings to be part of the transfer;
 - specific tenures of specific plots;
 - the phasing of delivery and timings of the transfers;

- agreement that the Registered Provider will take on the management arrangements; and
- letting and allocation in accordance with Wyre Council's local connection policies.

3.9 Failure to provide this information at application stage is highly likely to delay the determination of the application.

The Amount of Affordable Housing Required

3.10 The Council requires that developers declare the amount of affordable housing to be provided as part of any planning application for ten (10) or more net homes and set out the justification for this amount in their Affordable Housing Statement. The considerations that may be included are set out below

3.11 Policy HP3 of Wyre Local Plan requires '*New residential development of 10 dwellings or more will be required to contribute towards meeting the identified need for affordable housing in accordance with the table below:*

Settlement	% Affordable Housing	
	Brownfield	Greenfield
Fleetwood	0	0
Thornton, Cleveleys, Knott End/Preesall, Preesall Hill, Stalmine, Pilling	10	30
Poulton-le-Fylde, Hambleton, Garstang, Forton, Hollins Lane, Scorton, Cabus, Bowgreave, Barton, Inskip, Churchtown/Kirkland, St Michaels, Great Eccleston, Calder Vale, Dolphinholme (Lower).	30	30

3.12 The number of affordable homes within any development site will need to meet the percentage requirement. This will mean that, when calculating the number of affordable homes required, where the result is not a whole number, the result will need to be rounded up. For example, on a development site of 34 dwellings in total, 11 will be required to be affordable, as 10 affordable dwellings would fall short of providing the 30% required by the policy.

3.13 Where an application site is for a smaller part of a larger site, the affordable housing requirement will be assessed based on the context of the larger site. The reference to market housing schemes in Policy HP3 of the Local Plan will be taken to encompass the whole site. Therefore, attempts to circumvent the requirement by the division of the site into two or more smaller sites will result in the imposition of the requirement in accordance with the proportion of housing units proposed across the whole development site. The tests used to establish whether this applies would include where a site shares its access with other sites, where it is in the same land ownership, or where there are common areas of infrastructure.

- 3.14 In respect of changes of use, the same requirements will also apply.
- 3.15 The Local Plan states that there will be a presumption that affordable housing will be delivered on site, in the interests of creating a mix of housing and promotes the creation of sustainable communities. Off-site provision will be acceptable only in such circumstances where the Council considers it to be so. There will be the assumption that such circumstances will be exceptional. Where the Council considers that off-site provision will be appropriate, this will be via delivery on a different site elsewhere in the local area or financial contributions to provide for this will be payable. Further information on off-site contributions is considered further in this document at paragraph 5.21.

Exceptions to the Requirement

- 3.16 Where the development is a change of use that is permitted development under the General Permitted Development Order, the PPG states that affordable housing cannot be sought.
- 3.17 Affordable housing will not be sought on development sites (including conversions) for between 1 and 9 homes, except where larger sites have been sub-divided to attempt to circumvent the requirements. An exception to this will be where a proposed development consisting solely of affordable housing is put forward on an appropriate smaller site.

Phasing of Delivery

- 3.18 The Council will expect affordable housing to be constructed concurrently with the market housing on the development site. To ensure timely delivery, the Council will require the phasing of affordable housing delivery to be detailed on the Affordable Housing Statement, where the application is for full or reserved matters permission or will impose a phasing requirement through clauses in the s106 agreement sitting alongside the planning permission. This will be in the form of a requirement for the transfer of a certain number of units of affordable housing to the appointed Registered Provider in advance of the occupation of a certain number of market dwellings, or the completion and marketing of a number of units of other affordable tenures, or a combination of the two. Generally, at least half of the affordable homes should be transferred before half of the market housing is occupied, with the remaining half transferred before the occupation of 85% of the market homes. The precise arrangement will be subject to negotiation and agreement with the Council and set out in the affordable housing statement or s106 agreement as appropriate.
- 3.19 Developers should consider how the phasing requirements will affect their site and provide details on the Affordable Housing Statement having regard to their order of construction for the homes on the site, particularly the different tenures of affordable housing, to ensure that their proposals for the

phasing of affordable housing are achievable when the planning application is determined.

Affordable Housing Statement

- 3.20 An Affordable Housing Statement (AHS) will be part of the Local List of Validation Requirements which will be required in support of a full or reserved matters planning application for 10 or more dwellings. Where the applicant fails to provide this, or where what is provided does not constitute such a document for the purposes of determining the application, the Council intends that an application will be invalid and will not be processed or determined until this is remedied.
- 3.21 The AHS should demonstrate and reflect the outcomes of any pre-application engagement that has taken place. A template that should be used to produce an AHS is provided as Appendix 2. A Word version of the template is provided on the Council's website ([add link](#)).
- 3.22 Planning for full or reserved matters applications, the AHS should cover the following aspects of provision:
- Registered Provider appointed to take the housing stock and provisions for transfer to them;
 - Number of market dwellings and number of affordable dwellings within the development;
 - Tenure including mix of tenures where appropriate;
 - Affordable dwelling size – number of bedrooms and space standards;
 - Distribution of affordable housing within the development;
 - Timing of construction of the affordable housing and its phasing in relation to the occupancy of the market housing;
 - Management arrangements for the completed affordable dwellings;
 - Mechanism to secure on-going affordability;
 - Allocation arrangements e.g. How tenants will be identified, how they will be advertised etc. ensuring affordable housing is allocated to those in housing need and with a local connection as defined further in this document;
 - Provision for the recycling subsidy in the event of the exercise of right-to-buy purchase of the remaining share of the shared ownership or the re-sale of discounted property;
 - Where an application is submitted in outline, applicants will be expected to set out how their development will deliver affordable homes in line with development plan policy.
- 3.23 It may be necessary, during consideration of an application, for amendments to be made to certain details of the AHS, in order that the requirements of the Council are satisfied. These might reflect, for instance, revisions to the mix of affordable homes on the scheme, the overall number of homes or the mixture of tenures; alternatively, revisions may be required where certain necessary details are missing on the initial submission. In such cases the

Council will require the submission of an amended AHS, clearly identified by date.

Legal Agreements and Undertaking

- 3.24 Section 106 of the Town and Country Planning Act 1990 provides a mechanism for the provision of affordable housing in connection with the grant of planning permission, through a legal agreement.
- 3.25 It is necessary to ensure, where affordable housing is proposed as part of a development, that the Local Planning Authority retains safeguards to ensure that it is actually delivered, once planning permission is granted. A clause will be required within the Section 106 legal agreement securing this by reference to the agreed Affordable Housing Statement.
- 3.26 The applicant or successor in title to the land in the event that permission is implemented will be tied to all the details set out in the AHS, including the tenure and allocation arrangements of individual dwellings, the overall number of affordable dwellings provided, management arrangements and appointed Registered Provider etc. The AHS therefore is the device through which the Council will ensure that affordable housing is provided through the development in accordance with the Council's policies.
- 3.27 Where provision of affordable housing is secured through a section 106, it will be necessary for the Council to produce the agreement. The landowner will be liable for the fees to pay the costs incurred by the Council's legal department whether or not planning permission is granted.
- 3.28 The Council's legal department will only commence work on the legal agreement once formally instructed by the Council's Planning Section and will require the agreement of the landowner or applicant to pay the fees incurred usually by way of a costs undertaking from the firm of solicitors acting on behalf of the landowner or applicant.
- 3.29 When a draft agreement has been submitted with a planning application, the Council will hold it until the Council's legal department are formally instructed to proceed with further work on it. This instruction will only be accepted subject to confirmation that the costs incurred by the Council's legal department will be paid irrespective of the outcome of the planning application.
- 3.30 The legal agreement will, in most cases, need to refer to the Affordable Housing Statement, and by virtue of this will link the obligations of the developer to the declared intentions set out within the Affordable Housing Statement.

4. Tenures of Affordable Housing Required in Wyre

- 4.1 Local Plan Policy HP3 States *'the tenure of affordable dwellings shall be negotiated on a case-by-case basis, having regard to the most up-to-date Strategic Housing Market Assessment and the requirement of national policy and planning guidance'*.
- 4.2 The Wyre HNA considered the type of affordable housing required, this included an assessment of the affordability of affordable housing to buy. It identified that the cohort of those currently renting who can afford to buy is small, and households in need seeking to buy typically lack access to monies for a deposit, stamp duty or legal fees as well as other reasons such as poor credit rating are a barrier to home ownership. Therefore, tenures of affordable housing to buy will need to reflect this, and the Council will prioritise rent-to-buy and shared ownership products over those requiring significant levels of deposit such as discount market or first homes.
- 4.3 In the last 5 years rents have increased by 11% and the number of households living in private rented accommodation has increased by 39% from 2011-2021. The evidence shows there is a clear and acute need for affordable rented housing for lower income households, particularly for those the authority has a statutory duty to house.
- 4.4 The study noted that households with a need for rented housing are likely to have more acute needs and fewer housing options. Therefore, in respect of the balance between affordable rented products and affordable home ownership products, there is a greater need for rented tenures. Therefore, the Council will normally expect a tenure mix that consists of 65% rental tenures, with 35% for intermediate products. However there may be certain circumstances, such as where there has been under delivery of one tenure in a sub-area, where the Council may require a different ratio than cited above.
- 4.5 National policy in paragraph 66 of the Framework states: *"Where major development involving the provision of housing is proposed, planning policies and decisions should expect at least 10% of the total number of homes to be available for affordable home ownership, unless this would exceed the level of affordable housing required in the area, or significantly prejudice the ability to meet the identified affordable housing needs of specific groups. Exemptions to this 10% requirement should also be made where the site or proposed development:*
 - a) *Provides solely for Build to Rent homes;*
 - b) *Provides specialist accommodation for a group of people with specific needs (such as purpose-built accommodation for the elderly or students);*
 - c) *Is proposed to be developed by people who wish to build or commission their own homes; or*

d) Is exclusively for affordable housing, an entry-level exception site or a rural exception site."

- 4.6 The First Homes Written Ministerial Statement of 24 May 2021 introduced a requirement for a minimum of 25% of affordable homes secured should be First Homes. However on the 12th December 2024 the amended NPPF removed the 25% minimum requirement of affordable housing to be First Homes. Whilst this tenure is still recognised as an affordable home ownership tenure there is no longer a minimum requirement for it.
- 4.7 The HNA identifies that 'given the cost of housing locally, it may be difficult for affordable home ownership products to be considered as 'genuinely affordable' particularly in the case of First Homes. The NPPF provides examples of where affordable home ownership may not be required including when this would significantly prejudice the ability to meet the identified affordable housing needs of specific groups; In Wyre, there is a clear need for additional rented housing.
- 4.8 The Council will not typically support First Homes as an affordable tenure as this does not meet Wyre's need.
- 4.9 Exceptions to the preferred tenure will only be permitted where:
- It is supported by the Council's Affordable Housing Delivery Officer;
 - The applicant's proposed tenure mix is supported by a Registered Provider that has agreed with the applicant to be recipients of the proposed affordable housing once completed;
 - The affordable housing to be provided will fulfil the requirements of the Local Plan Policy HP3; and
 - The proposed tenure mix will contribute to the fulfilment of the objectives of the Council.
- 4.10 A variety of affordable housing tenures should be provided within the site however we appreciate that smaller numbers of affordable housing particularly in some areas may be more difficult to secure a Registered Provider to acquire due to management logistics. In these cases, we will consider 100% of the same tenure, however it must be agreed with the Affordable Housing Delivery Officer during the application process.

Affordable and Social Rent

- 4.11 Affordable rent provides a tenure of affordable housing that attempts to ensure that those on low incomes can be housed satisfactorily. Rental levels (including service charges) are restricted to a maximum of 80% of the market rents that the individual properties would achieve. Further details are set out in the [Capital Funding Guide](#) produced by Homes England.
- 4.12 The Housing Needs Assessment identified a clear and acute need for rented affordable housing. In considering the split between affordable rent and social rent, the HNA recommended that the Council should prioritise the

provision of social rents where possible; although it also recognised the need for consideration of the cost and the amount that can viably be delivered, so seeking social rents should not prejudice overall delivery of rented affordable housing. Therefore, social rent should normally be the form of tenure for the majority of affordable homes on development sites but if delivery of this type of tenure were to prejudice the proposal then affordable rent will be considered.

- 4.13 Social rent is the Council's preferred rental tenure in respect of the 65:35 split referenced in Paragraph 4.4.
- 4.14 Housing provided for affordable or social rent will be required to be transferred to a Registered Provider. This may be one of the existing Registered Providers active in Wyre, which are listed in Appendix 1, or an alternative provider proposed by the applicant and approved by the Council.
- 4.15 It is expected that s106 units that are affordable or social rented tenures will be advertised and allocated via the Fylde Coast Choice Based Lettings System www.MyHomeChoiceFyldeCoast.co.uk to applicants in housing need and with a local connection to Wyre – see section on local connection for further clarification. If a partner of My Home Choice Fylde Coast acquires the affordable units, it is expected that all new build affordable or social rented homes are advertised via this mechanism in line with the partnership arrangements of My Home Choice Fylde Coast.
- 4.16 Housing for affordable rent must be retained as affordable rent in perpetuity, unless sold under right-to-buy legislation; where disposed of through the right to shared ownership, the subsidy should be recycled. The Affordable Housing Statement will need to confirm these restrictions, as well as those relating to the allocation of the properties, and these will be tied to any planning permission through condition or Section 106 agreement.
- 4.17 Registered Providers should give prior notice of their advertisement of the properties to the Affordable Housing Delivery Officer. This will enable the Council to alert residents who may be eligible for the homes thus ensuring they are well advertised to local people.

Intermediate Home Ownership

- 4.18 For clarity Wyre Council consider the following to be intermediate tenure;
- Shared Ownership
 - Discount Market Housing
 - First Homes
 - Rent To Buy

Shared Ownership

- 4.19 Shared ownership provides an alternative to other forms of low-cost home ownership products that is well-established and tested. It allows for a higher level of discount on the market price than discounted market sales housing providing that sufficient subsidy is available at the outset

- 4.20 Shared ownership requires the involvement of a Registered Provider. The occupier will purchase a percentage of the equity, which may be as low as 10% or as high as 75%. The remainder of the property is owned by the Registered Provider, and the occupier must pay rent on that share of the property. Shared ownership allows the occupier to increase their share of the property that they own by purchasing tranches of the remaining share from the Registered Provider (sometimes known as “staircasing”), each time reducing the residual amount on which rent is payable. The occupier may purchase the entire remaining share¹ so as to own the property outright at open market value. Restrictions may be applied to give first refusal on any subsequent sale of the property to the Registered Provider.
- 4.21 For shared ownership homes, the Housing Needs Assessment identified that equity shares between 25-50% are genuinely affordable. This type of tenure is suitable for those households with more marginal affordability due to having the advantage of a lower deposit and subsidised rent. The HNA identified discount market homes are significantly more expensive than similar sized homes on the open market for sale. Therefore, in order to make discount market homes genuinely affordable, a higher discount would need to be applied. To support the evidence the Council's preference is for shared ownership products over discount market housing in respect of intermediate tenures. Therefore, it is expected that this would be the primary intermediate tenure when negotiating tenure split.

Designated Protected Areas

- 4.22 In rural parishes of the Borough, shared ownership properties are subject to additional restrictions, being Designated Protected Areas (DPA) as defined in Schedule 5, Part 6 of The Housing (Right to Enfranchise) (Designated Protected Areas) (England) Order 2009. The effect of the restriction is that shared ownership housing must be offered by Registered Providers with a lease that contains provisions that either:
- a) Restrict staircasing to no more than 80%; or
 - b) In instances where the leaseholders is permitted to acquire more than 80% (i.e. up to full ownership), then there is an obligation on the landlord (or a designated alternative landlord) specified in the lease that commits them to repurchase the property when the leaseholder wishes to sell.
- 4.23 The purpose of the restriction is to prevent the loss of affordable housing in rural communities where affordable housing is in short supply.
- 4.24 The Council requires the above restrictions to be applied but takes a flexible approach by allowing the following exceptions:
- a) In the event that the shared ownership units are not being acquired with Homes England grant funding (and so are outside the restrictions of their standard clauses which would deal with the DPA status), then any

¹ A staircasing limit can apply in Designated Protected Areas

staircasing to 100% will only be permitted if the monies are recycled/reinvested in Wyre. This will also need to include an agreed mechanism for that to take place (e.g. reports or notices from the Registered Provider as to when that occurs, confirmation of the sale price, where it has been re-invested).

- b) In the event that an eligible person to occupy the shared ownership units cannot be found within a period of 6 months of marketing, the tenure of the unsold units can be transferred to affordable rent in agreement with the Council.

4.25 The Council will also require a local connection criteria applying for all shared ownership tenures that are not funded by Homes England (see Local Connection section further in this document).

4.26 Applicants are advised to discuss the details of any proposed shared ownership arrangement with the Council prior to the submission of the planning application.

Discount Market Sales Housing

4.27 Discount market sales housing offers a route to outright home ownership: the purchaser acquires 100% of the equity in the property and, with it, all the responsibility for repair and maintenance costs.

4.28 The need for the Council to provide routes to affordable home ownership reflect the high affordability ratio in the borough: the high cost of house purchase in relation to incomes, which has left people in affordable housing need as they are unable to raise sufficient finance to make a house purchase within the borough on the open market.

4.29 Discount market sales housing therefore meets an affordable housing need for those people who aspire to home ownership but are unable to access market housing for purchase (although they may be able to access private rented housing). However, it is also noted that due to the premium applied to new build homes that a 20% discount of the open market value may not always be genuinely affordable, and this still does not assist those in need who cannot raise a deposit.

4.30 It is critical that any affordable housing meets an identified affordable housing need, for the requirement for such affordable housing to be justified in relation to the tests that a planning obligation must pass, as set out in The Community Infrastructure Levy Regulations 2010, regulation 122(2), and reiterated in the NPPF. Therefore, it is critical that the resulting discounted market sales homes will be genuinely affordable to those who have been assessed as being in housing need. This means that the level of discount must be sufficient to make the homes affordable to the target group of those in affordable housing need.

4.31 There is a high degree of variation in house prices across the borough. In seeking to assist potential home buyers in affordable housing need, the

discount will need to be appropriate in relation to the prevailing prices in the local market, the open market value of the affordable dwelling and local incomes.

- 4.32 The Housing Needs Assessment considered the affordability of discounted market sales housing. It identified that to provide for households in need of affordable housing to buy, the price after discount should lie in a range between £110,000 and £130,000 for a 2-bedroom property. The HNA went on to consider typical open market values of discounted market sales homes and the discount necessary to make these affordable. It concluded that, on a Borough-wide basis, a discount level of 30% could be supported.
- 4.33 Once purchased, a discounted market sale property is the absolute property of the purchaser, but restrictions are put in place so that on resale, the property may not be sold for more than the open market value minus the same discount that was applied initially, and that the subsequent purchaser must also be eligible for affordable housing. The developer must provide information to the purchaser so that the restrictions are clearly understood, notwithstanding any legal enquiry that the purchaser may also carry out. The developer will need to declare the restrictions that will apply within the Affordable Housing Statement.

Valuations

- 4.34 The open market value of the dwellings should be established by independent RICS-accredited property surveyors which should then be verified by the Council's Affordable Housing Delivery Officer who will issue a certificate to confirm this. Following the valuation the percentage discount shall then be applied to the open market value, to give the discounted market sale price. The property cannot be sold for more than this amount.

Marketing

- 4.35 Discounted market sales properties should be marketed by the developer or an agent. It is also recommended the developer/agent inform the local Councillor or Parish of the properties that are available. The Council's Affordable Housing Delivery Officer will also share details using platforms such as the Council's website, social media pages and mailing lists to ensure the properties are advertised to local people who may be eligible
- 4.36 Eligibility restrictions are essential to ensure that the homes provide for those in affordable housing need, therefore the Council requires a standardised approach to the eligibility of affordable homes. Homes must be allocated to a qualifying person in housing need with a local connection to Wyre.
- 4.37 Qualifying person means an individual who has reasonably demonstrated that having regard to house prices within the local area, they are unable to afford open market housing based on his or her earned income and the available income of any person living with him or herself which it would be reasonable to take into account including capital/savings and assuming a

mortgage of not more than 3 (three) times his or her earned income plus the earned income of any other person aforesaid.

4.38 The eligibility specified above and the local connection criteria (which can be found later in this document) will be contained within the Section 106 agreement and be retained upon each re-sale.

4.39 Potential buyers will be required to complete an online application form on the Council's [website](#) for an assessment of their eligibility. The applications will be processed in date order by the Council normally within ten working days.

First Homes

4.40 Whilst the requirement for a percentage of affordable housing to be First Homes (as discussed in paragraph 4.6) was removed as part of the February 2025 NPPF, First Homes remain a recognised Affordable Housing tenure, although the Council does not promote this tenure as it typically does not meet local housing needs within Wyre.

4.41 The First Homes scheme requires a level of discount of a minimum of 30%. Accordingly, in Wyre the discount level under the First Homes scheme is set at 30%, to ensure compliance with national guidance.

4.42 The National Requirements are:

- Purchasers of First Homes must be first-time buyers;
- They must have a household income not exceeding £80,000;
- A First Home should be the buyers only home;
- A purchaser will need to use a mortgage or home purchase plan for at least 50% of the purchase price of the home;
- For First Homes, Members of the Armed Forces, divorced/separated spouses/civil partners or members of the Armed Forces, the spouses/civil partners of deceased members of the Armed Forces (if their death was wholly or partly caused by their service) or veterans within 5 years of leaving the Armed Forces will be exempt from any local connection criteria.

4.43 Additional criteria can be applied by local authorities. Such local criteria can be applied only for the first three months of marketing, before reverting to national criteria only. Wyre does not currently have local criteria.

4.44 Rent-to-buy is a tenure which is listed within the NPPF definition of Affordable Housing under the broad category of "Other affordable routes to home ownership".

4.45 The main feature of Rent-to-Buy is a period of affordable rent, following which tenants are required to either buy the property outright, or enter a shared ownership arrangement. Registered Providers must let to working households who are unable to buy a home on the open market. Rent-to-buy

units will be marketed by the developer in association with the Registered Provider.

- 4.46 Government guidance stipulates that Rent-to-Buy tenants must be working households and intending to buy their own home in the future at time of letting. To be eligible for Rent to Buy tenants must be first time buyers having not previously owned their own home. An exception to this is where an applicant is looking to return to home ownership following a relationship breakdown.
- 4.47 Government guidance notes that Rent-to-Buy homes are not subject to local authority nominations although landlords may choose to work with the local authority to identify potential tenants. The applicants must be working households who intend to live in the properties concerned as their main or only home and therefore must be working within reachable distance of the property.
- 4.48 The Council considers that this tenure would form part of the intermediate tenures (i.e. the 35 percent proportion of the 65:35 split) within the Council's required affordable tenure mix on suitable sites.
- 4.49 As with all other tenures contained within this guidance, the Council expects a local connection criteria to be applied to ensure local needs are being met, unless this tenure is grant funded by Homes England and is restricted as per their Capital Funding Guide (see local connection criteria later in this document).
- 4.50 In order to support this tenure, the Council expect that, where units are not purchased by the tenant at the end of the rental period, the Registered Providers will not seek to evict the tenants or render them homeless for this reason alone. This is to prevent undue pressure on the local authorities Housing Options service.

5. Size, Type, Design and Distribution of Affordable Housing

- 5.1 It is essential, if the affordable homes delivered are to meet the needs of those requiring affordable housing in Wyre, that they are of a size and type which provides suitable accommodation, considering the circumstances of those in need.
- 5.2 Local Plan Policy HP3 refers to the affordable housing need as detailed in the Fylde Coast Strategic Housing Market Assessment (SHMA) or latest available evidence. It makes some prescriptions of the types of homes required, based on the SHMA, and refers to the SHMA or any subsequent housing needs surveys undertaken on behalf of the Council. The Council has since commissioned the Housing Needs Assessment 2024 which updates the mix required on sites for both market and affordable housing.
- 5.3 Applicants will need to engage with the Council and a Registered Provider, to ensure that the proposed affordable homes will meet the identified need.

Size and Mix of Types of Affordable Dwellings

- 5.4 The mix of affordable housing to be provided on an application site will be required to reflect the affordable housing need. The overall mix should be agreed with the Council at pre-application stage and ideally be supported by an affordable housing provider.
- 5.5 The Housing Needs Assessment provides a breakdown of the size mix of properties required by those in future need for affordable housing as follows:

	Affordable home ownership	Affordable housing (rented)	
		General needs	Older persons
1-bedroom	20%	20%	50%
2-bedrooms	55%	35%	50%
3-bedrooms	20%	35%	
4+-bedrooms	5%	10%	

Source: Housing Needs Assessment 2024

- 5.6 Affordable housing may be provided in the form of houses, flats or bungalows. However, the type(s) proposed should have been agreed with a Registered Provider (for affordable rent properties or other tenures where involvement of a Registered Provider is required) and with the Council prior to any full or reserved matters planning application being submitted. This is to ensure that, once the development is brought forward, the accommodation is suitable for its intended purpose and can be successfully marketed after completion.

- 5.7 Affordable housing must be able to meet the needs of those in affordable housing need. Therefore, the specific accommodation requirements of the individuals or families that are to occupy the units will need to be provided for at the stage of initial development. This means that, for instance, a 2-bedroom dwelling will have to be fit for purpose as a dwelling that can be let to or purchased by people in affordable housing need for a dwelling of that size. In addition, Homes England will not provide grant funding for affordable homes below certain sizes, the limit being set at 85% of the minimum gross internal floor areas in the Nationally Described Space Standards.
- 5.8 Registered providers consider that the overall size (i.e. floor area) of the affordable dwelling is reflective of the overall number of people that can be accommodated in a dwelling. Accordingly, the size of individual dwellings by floor area should be specified for each affordable dwelling proposed, within the Affordable Housing Statement for full or reserved matters applications. The number of bedrooms for each unit must also be specified. The affordable housing units will need to be clearly identified on the site layout plan: they must be directly denoted as such on the drawing and should not require cross referral (e.g. by plot numbers or house types) from some other document.

Design

- 5.9 Affordable housing design needs to reflect the requirements of Local Plan (and where appropriate, Neighbourhood Plan) Policies in the same way as other parts of the same development, or indeed as any other development. Proposals should follow the requirement of Local Plan Policy CDMP3 which sets out how development should achieve a high standard of good design alongside.
- 5.10 As most new affordable housing will be within larger development sites, the context for the design of the affordable housing on the site will be the overall design principles adopted for the site. These will in turn be required to reflect the wider context of the site within the immediate surroundings and the settlement as a whole.
- 5.11 Developments should be “tenure-blind”, i.e. affordable housing should not appear distinctive from the market homes found on the same site. The design features and materials should be consistent. Sometimes, the different size of the affordable homes from the surrounding dwellings is notable. In such cases, dwellings might be distinctively smaller, but they should not be distinctively affordable. The affordable dwellings should result in a similar (high) standard of visual appearance for the part of the development concerned, compared to the remainder of the site.
- 5.12 Below are some typical design mistakes with affordable housing that are not considered acceptable. On developments where the features described are present, the affordable housing is likely to be clearly distinctive from the market housing, in contravention of policy.

Examples of Affordable Housing Design Mistakes

Featureless elevations: dwellings with plain elevations and with standard form windows and doors, resulting in a spartan appearance lacking any distinctiveness

Prominent bin storage: bin storage should always be located within private areas, not visible from the street, even when provided on a communal basis for flats.

Hard-surfaced frontages: dedication of the whole or almost the whole of the frontages of houses to car parking resulting in continuous hard surfacing and a cramped, utilitarian appearance.

Absence of rear access: a means of gaining external access to the street from the rear of a property other than through the dwelling must always be included.

Extreme low-cost design: eaves sharply cut off to be almost flush with the wall face, uniformly plain materials, soil pipes and other services on the front elevation etc.

Absence of soft landscaping: use of cheap fencing, prominent metal railings or other excessive hard landscaping to define boundaries at the front, where use of hedging plants or other soft landscaping would be more appropriate.

- 5.13 Proposals that fall short of the required standard for the design of affordable housing, even where the design of the remainder of the development is considered acceptable, will be refused.

Good Practice in Affordable Housing Design

Blends into the Development Site: the affordable dwellings should utilise some of the same design features as the market homes on the site to integrate the affordable homes into the development. The development as a whole should respond to the wider local context as required by Policy CDMP3.

Materials: Should reflect the prevailing materials and design of the surrounding area.

Small dwellings disguised as large dwellings: identification of dwellings as affordable on the basis of their size can be avoided by utilising similar designs as the larger properties on the site, varying the orientation of the front entrance doors or use of a single entrance door to a number of flats that otherwise appears to be a single house such as mews style cottage flats.

Reduced communal internal areas i.e. properties with their own private entrances – this is a more attractive prospect to both occupiers and Registered Providers.

Well landscaped: effective use of landscaping at the front of dwellings can add character without substantial cost.

Well considered parking and access: considered parking layouts, for example appropriately designed tandem parking spaces between side elevations which could help reduce frontage parking and ensure better accessibility for occupiers and avoid car dominated street scenes.

Distribution

- 5.14 Housing developments should not be “exclusive”: Paragraph 135 of the Framework requires the creation of places that are inclusive. Affordable housing should therefore be distributed within the development so that is clearly integrated into the wider development site and could not be regarded as separate from it.
- 5.15 Normally the expectation will be for affordable housing to be distributed in several small groups throughout the development site. Such groupings should not result in segregation (i.e. for instance in a cul-de-sac just consisting of affordable housing).
- 5.16 Where the Council has agreed that affordable housing is to be a distinct type from market housing on the site (for instance where it is to be flats, or to be housing designed for the elderly), it should not be located in a segregated part of the site, such as the furthest extremity from the main access; it should be no less visually prominent within the overall street scene than other housing on the site.

Affordable Housing and Residential Park Home Sites

- 5.17 Residential Park homes form part of the broad mix of dwelling types required to meet needs set out in national policy. The Council does not consider park homes to be suitable to form part of the affordable housing mix as they are considered unsuitable by Registered Providers and do not provide living conditions acceptable to the Council for people in affordable housing need.
- 5.18 Therefore, where residential park homes are proposed, off-site contributions will be required in accordance with Policy HP3. How this will be applied is dealt with in the next section.

Affordable Housing for the elderly

- 5.19 It is important with Wyre’s ageing population that some of the affordable housing that is delivered is specifically for elderly persons. The bedroom mix for older persons can be found in the table in paragraph 5.5.
- 5.20 Sheltered or Extra Care Schemes of affordable housing should have the support of Lancashire County Council’s adult social care department to ensure they meet local need. It is important that housing for the elderly is of appropriate size, M4(2) compliant or above where required, and are located close to amenities such as transport, doctors and shops.

Off-Site Contributions

When will off-site provision be acceptable?

- 5.21 Policy HP3 of the Local Plan is clear that affordable housing will be provided on-site:

“Affordable housing should be provided on-site. Exceptionally where it has been demonstrated that on-site provision is not appropriate, a financial contribution of broadly equivalent value will be required to be paid to the Council to support the delivery of affordable housing elsewhere in the Borough”

- 5.22 Where an applicant proposes that affordable housing provision should be off-site, this should be the subject of discussion with the Council prior to the submission of the application. Only where the Council has agreed that off-site provision is likely to be acceptable, does the Council recommend that a planning application based on affordable housing provision off-site be submitted. Any such advice would be without prejudice to any decision made on a planning application submitted.

- 5.23 There may be some instances when off-site contribution may be preferable, this will depend on the Council's ability and desire to deliver affordable housing in alternative ways in areas where inadequate provision is being delivered by the market. This will however be on a case-by-case basis and need to be discussed with the Affordable Housing Delivery Officer at pre-application stage.

Calculation of Off-site contributions

- 5.24 The Local Plan sets out the requirement for off-site provision of affordable housing, where it is considered acceptable. Policy HP3 states:

“the financial contribution will be based on the open market value of housing units in the borough. The sum will be applied to the specific number of affordable housing units required calculated to one decimal place, without any rounding up or down of values e.g. 20% of 7 units = 1.4 units.”

- 5.25 A bespoke calculation will be undertaken when negotiating an off-site contribution. This will be determined by the Affordable Housing Delivery Officer.
- 5.26 Off-Site contributions can also be made through the provision of actual affordable dwellings on other sites in the borough. Where this is proposed there will need to be a mechanism to tie the delivery of those properties to the delivery of the 'parent' scheme, for the off-site affordable housing to meet all other affordable housing and general policy requirements. This will usually be through a s106 agreement to the market homes planning permission that secures provision and front-loads the phasing of its delivery. A further alternative that can be chosen is a hybrid, where another site

provides only a proportion of the off-site units required, with the remainder provided for through a financial contribution for the residue. In order for the Council to support this approach it must still continue to provide mixed communities.

Securing off-site contributions

- 5.27 Where off-site provision has been agreed by the Council, the payment of the commuted sum will need to be secured through a S106 legal agreement with the Council prior to the grant of planning permission.

Provision of Affordable Housing Using Off-Site Contributions

- 5.28 The Council has implemented an Affordable Housing Delivery Programme to utilise future S106 funds to deliver affordable housing. The programme is split into two methods of delivery. Firstly, the Council can provide grants of up to £100,000 to Registered Providers to support schemes they are developing where there are viability constraints. Secondly, the Council can make acquisitions of buildings or land to be re-purposed as affordable housing. Full details can be found within the Affordable Housing Delivery Programme on our [website](#).

Management arrangements

Retention as Affordable in Perpetuity

- 5.29 The Council will require that affordable housing is retained as affordable in perpetuity, or where staircasing up to full ownership takes place that the subsidy previously applied is recycled for further use for the provision of affordable housing.
- 5.30 Provisions, within either the legal agreement or by the Affordable Housing Statement secured by legal agreement or planning condition, will be required to state explicitly how this will be achieved.
- 5.31 In the case of affordable rented housing, where a home is purchased under right-to-buy legislation or partially purchased under right-to-shared ownership legislation, the home will previously have been wholly (or partially) owned by the Registered Provider. The requirement for the Registered Provider to reinvest the proceeds for the further provision of affordable housing may be subject to legislative provision.
- 5.32 There will be a requirement that any affordable rented housing that becomes available for reletting, shall be re-let and not sold on the open market. Reletting shall be in accordance with the Council's allocation policy to those in affordable housing need.
- 5.33 In the case of discounted market sales housing / First Homes, there will be the requirement for any future sale of the property to remain at a discounted price in perpetuity. This will be secured through a restriction to be contained

in the legal document disposing of the dwelling to the purchaser. The discount for any future resale will be set at the same percentage of open market value as the discount level applied to the original sale price. Open market value will be determined by an assessment of a valuation undertaken by RICS-accredited valuer who are not connected to the vendor. When the property is offered for sale, there will be a requirement for the property to be offered in accordance with the Council's allocation policy. Owners will be required to complete and submit to the Council a form produced by the Council's Housing team in the first instance.

- 5.34 In the case of shared ownership homes, the occupier may purchase additional proportions of the equity from that acquired in the first instance, to "staircase" to a higher proportion of ownership, including up to 100%². Where additional shares are purchased, this payment is made to the owner of the previously rented share, which will be a Registered Provider, and is a repayment of the subsidy originally provided as grant. Recycling of this funding to provide for further affordable housing in Wyre will be required, with detail provided in the Affordable Housing Statement secured by a s106 agreement or planning condition.

Allocation

- 5.35 It is imperative that affordable housing delivered through the Council's Local Plan policies provides for people in Wyre who are in affordable housing need. Therefore, the entitlement to apply for affordable housing units is restricted to ensure, as far as is practicable, that those provided with affordable housing are people with a local connection to Wyre in affordable housing need.
- 5.36 The Council, notwithstanding its status as Local Planning Authority and Local Housing Authority, must have control over the allocation of affordable housing through the Affordable Housing Statement secured through the S106 agreement or Unilateral Undertaking, or through a planning condition. Ensuring that such controls are sufficient is vital.
- 5.37 The restrictions that the Council will require to be applied are set out below. It will normally be necessary that provisions to ensure that the restrictions are placed, and retained in the future, are contained within affordable housing statement and secured by the S106 agreement.
- 5.38 Affordable housing for rent should only be allocated to those with a maximum of £30,000 in savings and a maximum household income of £60,000. This is in accordance with the criteria used by My Home Choice Fylde Coast. These limits will be subject to review in line with the criteria used by My Home Choice Fylde Coast and any specified in national policy.

² Restrictions to "staircasing" in rural areas applies, see paragraph 4.22.

The Housing Register; My Home Choice Fylde Coast

5.39 Persons who wish to express an interest in taking up affordable rented or social rented housing in Wyre should register their interest through the Fylde Coast's Choice Based Lettings system www.MyHomeChoiceFyldeCoast.co.uk which is a combined register operated on behalf of several affordable housing providers across the Fylde Coast. This includes Regenda who acquired Wyre Council's former housing stock, alongside Fylde and Blackpool Councils.

5.40 Applicants must be over 18 years old with a local connection to the Fylde Coast to be eligible to register. Further details can be found on the [website](#).

5.41 The Council expects that all affordable housing provided on development sites or through developer contributions as affordable homes for rent, are allocated through My Home Choice Fylde Coast. It will be a requirement for this to be incorporated in the Affordable Housing Statement, tied to the Section 106 Agreement, which will require the agreement of the Registered Provider as well as the Council and applicant.

Local Connection

5.42 All affordable housing must be allocated to people with a local connection and in housing need (except for Homes England funded shared ownership or rent-to-buy properties as specified in the shared ownership and rent-to-buy, explained in section 4 of this document).

Intermediate Tenures Local Connection test

5.43 For all intermediate tenures (except First Homes), applicants must be able to demonstrate they meet at least one of the following criteria:

- Local residency – they have lived in the local authority of Wyre continuously for the last 12 months;
- Permanent employment of over 16 hours per week in Wyre;
- Close family association – has a parent, adult child, adult brother or sister who is living in the area of Wyre and has done continuously for the last 5 years;
- Applicants who are serving in the Armed Forces and who are either employed or are resident in Wyre; and
- Former armed forces personnel who has a previous residence in Wyre as a result of a former posting in the area of Wyre within the last 5 years.

5.44 First Homes criteria is considered separately in paragraph 4.42.

Rental tenures Local Connection test

5.45 For affordable rental tenures, applicants will be required to meet a local connection specific to the sub-area (see sub-area map on page 7) as follows:

- Local Residency – they have lived in the sub-area continuously for the last 3 years
- Permanent employment in the sub-area of over 16hrs per week

- Close family association – has a parent, adult child, adult brother or sister who is living in the sub-area and has done continuously for the last 5 years
- Applicants who are serving in the Armed Forces and who are either employed or are resident in Wyre; and
- Former armed forces personnel who had a previous residence in Wyre as a result of a former posting in the area of Wyre within the last 5 years.

5.46 If after 4 weeks an applicant cannot be found meeting the above criteria, then the 'sub-area' will revert to the 'Wyre Borough' area until it is occupied. Upon re-let the process will begin again.

6. Review, Implementation and monitoring

- 6.1 This guidance has been written to take account of the findings of the Wyre Housing Needs Assessment, published in August 2024, any future studies will trigger a review of this document accordingly.
- 6.2 This guidance will be kept under review, including through monitoring within the Council's Authority Monitoring Report, to ensure that it remains fit for purpose and that it reflects current delivery, housing need, affordability and wider circumstances.
- 6.3 The outcomes of this guidance will be monitored through:
- The number of affordable homes delivered;
 - The proportion of sites where 0-30% affordable housing is achieved;
 - The proportion of tenure splits that are delivered;
 - Adherence by applicants to the requirement for the content of Affordable Housing Statements.

Appendix 1: List of Registered Providers (RP) with Housing Stock in Wyre

Progress Housing Group Sumner House 21 King Street Leyland PR25 2LW 0333 320 4555	Places For People 4 The Pavillions Ashton-On-Ribble Preston PR2 2YB 01772 897 200
Heylo Housing Level 2, 55 St Pauls Street Leeds LS1 2TE 020 3744 0415	Legal and General Affordable Homes 12 Cock Lane London EC1A 9BU 01737 370 370
Great Places Housing Association 336 Talbot Road Blackpool FY1 3QU 0300 123 1966	Muir Group Housing Association 80 Lightfoot Street Chester CH2 3AL 0300 123 1222
Jigsaw Homes Group Turner House 56 King Street Leigh WN7 4LJ 0300 111 1133	Regenda Homes Fleetwood Hospital Pharos Street Fleetwood FY7 6BE 0344 736 0066
For Housing 52 Regent Street Eccles Manchester M30 0BP 0300 123 5522	L&Q (previously known as Trafford Housing Trust) 29-35 West Ham Lane Stratford London E15 4PH 0300 456 9998
One Vision Housing Limited The Sovini Group Unit 1 Heysham Road Bootle Merseyside L30 6UR 0300 365 1111	Community Gateway Association Harbour House Port Way Ashton-On-Ribble Preston PR2 2DW 0800 953 0213

Appendix 2: Affordable Housing Statement Template

From:		Date:	
To:	Wyre Council – Affordable Housing Delivery Officer		
Application Reference:	XX/XXXXXX/XXX		
Application Description:	Land off XXXX		
Total Number of Dwellings:			

Confirm the tenure split for the affordable housing on this application:	Number of Units	Number of bedrooms	Plot Numbers
<input type="checkbox"/> Affordable rent			
<input type="checkbox"/> Social Rent			
<input type="checkbox"/> Rent to Buy			
<input type="checkbox"/> Shared Ownership			
<input type="checkbox"/> Discount Market Home			
<input type="checkbox"/> First Homes			
TOTAL			

Please provide details of the affordable units space standards:

Please provide information about the size/space of each affordable unit listed above

Which Registered Provider/s will the affordable units be transferred to?

Please provide details if more than one RP or product

What mechanism will be used for the allocation of the affordable units?

Please provide details eg. if rental units, which website they will be advertised on using which allocations policy, or whether it will be direct nominations from the local authority or if they are to be sold which Estate Agent they will be advertised with etc

How will it be ensured that applicants meet the 'qualifying person' criteria?

Please provide details about what process/checks will be undertaken, and by whom to ensure a tenant/buyer is a qualifying person

What mechanism will be in place to secure ongoing affordability of the affordable units and to ensure the units will remain as affordable housing in perpetuity?

Timing of construction

Please provide details about the timing of construction/phasing in relation to occupancy of the market housing

Provision for the recycling of subsidy

Please provide details regarding the provision for recycling of subsidy for 'Right to buy' or 'Staircasing'

Signed: