

Policy Name:	Shared Ownership Allocation Policy
Lead Directorate:	Development
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APPROVAL PROCESS FOR CURRENT VERSION

Presented to:	Development
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Decision:	Approved

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1. Introduction

This policy sets out the Allocation Policy for Poplar HARCA for customers seeking to purchase a new or resale shared ownership home. These homes are owned and managed by Poplar HARCA and marketed under Poplar HARCA shared ownership brand.

2. Scope

Shared Ownership is a scheme that enables the purchaser to buy a share in a new or resale home while paying rent on the remaining share. By purchasing a share, the purchaser gains the security of a quality home and can enjoy a good standard of living without needing to meet the full deposit and mortgage requirements of buying on the open market.

In line with the regulatory requirements set out by Homes England, and the Great London Authority (GLA)'s Affordable Housing Capital Funding Guide, this policy outlines how new build and resale shared ownership homes are allocated, applying a first-come, first-served approach when demands exceeds supply.

The exceptions to the first-come, first-served policy are where the customer is received by qualifying Minister of Defence Personnel, for example:

- a. They have completed their basic (phase 1) training, and they are one of the following:
 - i. Regular service personnel (including Navy, Army, and Air Force)
 - ii. Clinical staff (except for doctors and dentists)
 - iii. Ministry of Defence Police Officer
 - iv. Uniformed staff in the Defence Fire Service
- b. They are ex-regular service personnel who have served in the Armed Forces for a minimum of 6 years and can produce a Discharge Certificate as proof, where they apply within 2 years of the date of discharge from service.
- c. They are the surviving partners of regular service personnel who have died in service, where they apply within 2 years of the date of being bereaved.
- d. Existing local authority or housing association tenant(s). For example, we may be required to prioritise people who live or work in the same Local Authority. If two buyers are from the same priority group, we will offer on a first-come, first-served basis.

3. Our Commitment

Our commitment is to ensure:

- All customers are aware of our Allocation Policy when offering them a shared ownership home and prior to them committing to any personal cost.
- Allocation of homes is fair and complies with all relevant guidelines.
- Allocation decisions are communicated to customers in a timely and transparent manner.

- Robust monitoring processes are implemented to evidence full compliance with the regulatory requirements outlined in the Capital Funding Guide.

4. Our Approach

All customers wanting to purchase a shared ownership home can register their interest by emailing sales.enquiries@poplarharca.co.uk or calling and speaking with our sales team on 0207 538 6460.

Customers will be contacted by a sales representative within 1 working day for new build enquiries and resale enquiries. Where new build homes have been handed over to Poplar HARCA, the customer will be offered a viewing date and subject to completing an initial financial assessment. Full details on Poplar HARCA's affordability assessment can be found on our website, Affordability Assessment Policy.

Customers for new build and resale homes will be directed to a specialist mortgage advisor, appointed by Poplar HARCA.

5. Policy review

- 5.1. Policies are reviewed every 5 years or sooner if they no longer reflect best practice.

Appendix - Impact assessment

<p>How does the policy contribute to Poplar HARCA's aims?</p>	<p>This directly supports Poplar HARCA's core aims by translating organisational values into fair, transparent, and locally responsive decision-making.</p>
<p>Which group(s) of people will benefit from the policy? If any group could be disadvantaged, what is the mitigation or justification?</p>	<p>Existing Poplar HARCA tenants and leaseholders. People with a strong local connection. First Time Buyers and First-Time buyers. Households seeking long-term housing stability. Those that may otherwise be under-represented or disadvantages groups.</p>
<p>How have residents been involved in developing the policy? If they have not been involved, why not?</p>	<p>N/A</p>
<p>How will the policy be monitored and measured? (e.g. performance indicators?)</p>	<p>Number of shared ownership homes allocated and sold. Time taken from marketing to allocation and completion. Percentage of homes allocated to priority groups.</p>
<p>If any, what are the Value for Money implications?</p>	<p>Efficient use of affordable housing resources</p>
<p>Will personal data be collected, stored, used, or shared? If yes, has a privacy impact assessment been carried out.</p>	<p>Yes Yes</p>