



# Scottish Government Rent Pressure Zone

## Local Authority Application Template

**November 2017**

Local Authorities who wish to apply to Ministers for a Rent Pressure Zone (RPZ) are encouraged to use this template for their application.

The format of this template mirrors the format of [Rent Pressure Zone \(RPZ\) application requirements](#) for local authorities and includes a section for each of the application criteria required.

A guide to the amount of evidence that is sought by Ministers is also set out for each criteria. Completed RPZ application templates should be emailed to [RPZApplications@gov.scot](mailto:RPZApplications@gov.scot).

# Rent Pressure Zone Application - Cover Sheet

<b>Name of Council</b>	
<b>Submitted By</b>	<i>please provide name and work title</i>
<b>Address</b>	
<b>Email Address</b>	
<b>Telephone Number</b>	
<b>Signed-Off By</b>	<i>please provide name and work title</i>
<b>Email Address</b>	

**Criterion 1 - The proposed area must be defined clearly. A member of the public must be able to determine if their property is in a designated RPZ.**

Elements to include:

- The proposed RPZ boundary, ideally including a map; and
- Clear description of the geographies (this should include a standard geography such as postcodes or data zones).

Please enclose a (a visualisation of the boundary using a map and the associated digital boundary file in GIS format such as an ESRI shapefile). In lieu of that please submit an Excel workbook detailing a list of the GSS codes you have used as the building block for the RPZ boundary e.g. data zones such as S12000044, S12000045, S1200046. If you need to include any narrative about these please set this out below.

Word guide (1 page)

**Criterion 2 - How long does the local authority want the designation to last**

Elements to include:

- The proposed start date (allowing sufficient time for publicising a designated zone);
- The proposed number of years for the designation to last (cannot exceed five years); and
- The local authority's reasons for these proposals.

Please set out your narrative below.

Word guide (1 page)

**Criterion 3 - Evidence that rents payable within the proposed rent pressure zone are rising by too much**

Elements to include:

- A profile of PRS property characteristics (e.g. house type, size, age, location) and details of any changes to this profile impacting on rent changes;
- Time series administrative or survey data and/or other research evidence showing the size of the rent increase, for existing tenants in the same properties, in a range of property types, sizes and ages;
- Information on the sample used to demonstrate the rent increase (e.g. sample frame, methodology, size, non-response rates, sample error or biases and coverage issues, including efforts made to increase coverage);
- Details of the methodology/ies used to analyse this evidence; and
- A statement based on this evidence (and any other evidence gathered) to explain why the local authority believes that rents are rising by too much in the proposed RPZ.
- Rent data must be collected from existing tenants who have had a rent increase (in the same properties) and be representative of the PRS profile of the area. Other rent data (i.e. new lets) can be used as context only and cannot be used as supporting evidence as they may not represent the rents of existing tenants.

Please enclose the Excel spreadsheets associated with your PRS profile, rent timeseries and sample and any other spreadsheets used in your analysis. Please set out your evidence below.

Word guide (20 pages)

**Criterion 4 - Evidence that the rent rises within the proposed zone are causing undue hardship to tenants**

Elements to include:

- Evidence that tenants are experiencing hardship which is due to rent increases among existing tenants.
- Although specific methods are not prescribed, details must be provided of the methods and sources for collecting and analysing this evidence.
- A statement based on this evidence (and any other evidence gathered) to explain why the local authority believes that rent rises in the proposed zone are causing undue hardship to tenants.
- Evidence in relation to new lets can be used to provide context, but cannot be used as supporting evidence as it may not represent the experiences of existing tenants.

One example of good practice in reporting methods used in a research project can be found [here](#). Please set out your evidence below.

Word guide (15 pages)

**Criterion 5 - Evidence that the local authority within whose area the proposed zone lies is coming under increasing pressure to provide housing or subsidise the cost of housing as a consequence of the rent rises within the proposed zone**

Elements to include:

Evidence that the rent rises outlined in Criterion 3 have either:

- Increased the pressure the local authority faces to provide housing; or
- Increased the pressure the local authority faces to subsidise the cost of housing.

Although specific methods are not prescribed, details must be provided of the methods and sources for collecting and analysing this evidence.

A statement based on this evidence (and any other evidence gathered) to explain why the authority believes that they are coming under increasing pressure to provide or subsidise housing due to rent rises in the proposed zone.

Evidence must refer to rent rises among existing tenants. Other rent data (i.e. new lets) can be used to provide context, but cannot be used as supporting evidence as they may not represent the rents of existing tenants.

Please set out your evidence below.

Word guide (15 Pages)

**Criterion 6 - Information about how successful designations will be publicised**

Elements to include:

- Details should be provided of the steps that will be taken, and when, should the application be successful, to advise relevant persons that the area has been designated as an RPZ.

Please set out this information below.

Word guide (2 pages)

**Criterion 7 - The local authority's recommended value for X in the formula**

Elements to include:

- A recommended percentage point (X) to be added to CPI + one percentage point when calculating a new maximum rent increase in the RPZ, including explanation of the recommendation and demonstration of the impact this would have on tenants, landlords and other relevant parties.
- To demonstrate the impact of the proposed level of X, local authorities may wish to compare the future rent levels, assuming that rents continue to rise in the manner which they have previously risen, with the maximum rents which could be charged under the proposed value of X.

Please enclose any spreadsheets used to demonstrate the impact on the maximum rent increase on tenants, landlords and other relevant. Please set out your narrative below.

Word guide (3 pages)

**Criterion 8 - Evidence of housing supply plans**

Elements to include:

Evidence is provided in the application that the Local Authority has put in place housing supply plans, policies or strategies.

Please set out the evidence below.

Word guide (2 pages)

**Criterion 9 - Publicising the application**

Elements to include:

- Evidence that the application, including all supporting evidence, has been published on the local authority's website.

Please provide web-links and associated narrative below.

Word guide (1 page)

Total word guide (61 pages)