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| **Letter to Local Authority**  Delete this section. Please edit to suit specific circumstances. Replace bolded text with the name of the almshouse charity and other details |

**[Address of sender]**

**[Address of Local Authority]**

**[DATE]**

Dear Sir / Madam,

Re: [**Almshouse Charity Name]**

I am writing in support of the above-mentioned almshouse charity which I understand applied for planning permission to build **XX** new almshouses to provide homes for those in need, following which the local authority has raised various concerns. I hope this letter will provide clarity in regard to the nature of almshouses and the intent of the **[Almshouse Charity Name].**

Almshouses have been offering affordable housing for over a thousand years. They are the longest established form of affordable housing in the country. Almshouses, by virtue of their unique legal status must offer affordable housing in perpetuity. Today 36,000 people live in almshouses in the UK.

Every almshouse is a charity and operates under charity law and by the Standards of Almshouse Management, a clear set of procedures approved by The Charity Commission and reviewed by The Regulator of Social Housing.

The Charity Commission provides the legal definition of an almshouse as follows with which **[Almshouse Charity Name]** application complies:

An almshouse is defined as a unit of residential accommodation (typically a house or flat) owned by a charity, provided to meet the charity's purposes (such as relieving poverty or infirmity), and occupied under a license by a qualified beneficiary.

Essentially, they provide affordable housing that addresses local needs. Almshouses are held in perpetuity and their terms can only be amended after Charity Commission approval. Every almshouse is a charity operating under charity law and in accordance with our manual, the ‘Standards of Almshouse Management’ - a clear set of procedures approved by The Charity Commission and reviewed by The Regulator of Social Housing. Trustees must comply with charity law, the Commission’s policies and procedures and the rules set out in the charity’s governing document(s).

I trust that the above alleviates your concerns and enables **[Almshouse Charity Name]**’s application to proceed without complication or delay, especially as the new almshouses proposed present what is no doubt a wonderful opportunity for the local authority to benefit from the creation of further accommodation for those in need within the area.

However, should you have further questions, please do not hesitate to let me know and I will be pleased to assist in any way possible.

Yours sincerely

[Name]

[Position]