

## **PBSA Nominations Agreement Proxy Application**

London Plan Policy H15 requires that the majority of bedrooms in a PBSA development not being developed directly by a Higher Education Provider (HEP), are covered by a nominations agreement for occupation by one or more HEP, prior to first occupation.

The associated PBSA London Plan Guidance published in November 2024 advises that it may be acceptable for a 'proxy' organisation or collective to act as the nominating body, where it is on the GLA's approved list. This is to enable a broader range of HEPs and others with good connections with students to benefit from nominations agreements, and the access to rooms, especially affordable rooms, that they provide.

This document sets out the application process and eligibility criteria used to assess whether a proxy organisation or collective is added to the approved list.

The policy intent is that the nominations agreement establishes a connection between PBSA development and HEPs, their students and their development plans. It is also intended to help direct the allocation of Affordable Student Accommodation (ASA) to those most in need, which the HEPs were felt to be generally best placed to assess given information they hold about their student intake. The criteria reflect these policy intentions, and the LPG advice that charitable bodies linked to commercial providers (or commercial providers themselves) will not be acceptable proxies given the potential conflicts of interest involved.

### **Submission requirements**

The submission should clearly state the name of the proxy body that will appear on the nominations agreement, a postal address, and an email address with which to contact them. If approved, these details will be published on the GLA website so that providers seeking a proxy can approach them directly.

### **Eligibility Criteria**

PBSA Nominations Agreement Proxy Applications must demonstrate:

1. Links with the higher education sector and appropriate awareness of recruitment plans by either:
  - a letter of support from one or more HEP that confirms regular (and at least annual) liaison processes are in place regarding student needs; that there is likely to be ongoing demand<sup>1</sup> from their students for PBSA that is not directly provided by them; and a commitment to ensuring appropriate awareness of

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<sup>1</sup> For at least 5-10 years

the ASA and accessible rooms to be nominated by the proxy amongst their student body; or

- a copy of the collective agreement or other constitutional document that demonstrates that at least one HEP has involvement and decision-making influence in the proxy arrangement, and is committed to ensuring appropriate awareness of the ASA and accessible rooms to be nominated by the proxy amongst their student body.

2. Proposed means to allocate ASA to best support inclusion and equality of opportunity by either:

- a statement setting out the approach to means testing or otherwise feasibly and proportionately assessing a student's need for affordable student accommodation at the point of allocation, and allocating according to this need, with an appropriate audit trail; or
- a statement setting out an allocation mechanism founded in a wider strategic approach to fostering inclusion and equality of opportunity (e.g. that helps to address the under-representation of certain groups in the student population). This should also detail how this is to be monitored, evaluated and adjusted as necessary.

3. Confirmation of no conflicts of interest

- A signed declaration that the proxy organisation is independent of and entirely separate from commercial (for profit) student housing providers or developers, and receives no funding from them, so there is no conflict of interest.

### **Application submission and assessment**

Application submissions should be sent to [LondonPlan@london.gov.uk](mailto:LondonPlan@london.gov.uk) and will be assessed by our team in consultation with the HEP members of the Mayor's Academic Forum. This will include the application of due diligence in order to assess the veracity of the submission.

Submissions will be acknowledged, with the aim to provide a decision within 6 weeks.

If approved, the name of the applicant body and contact details will be added to the list published on the PBSA LPG webpage.

If refused, a reasoned decision will be provided.

### **Privacy statement**

The GLA's over-arching privacy statement advising of your rights can be found at: [Your privacy rights | London City Hall](#). Personal data (which could include a name

and contact details if these are not depersonalised/generic) in this case will be collected and processed solely for the administration of this process and maintaining ongoing awareness of approved bodies. Proxies on the approved list will be contacted annually to confirm that their details are up to date and that they wish to remain on the list.