



Department for Levelling Up,  
Housing & Communities

# DELTA: User Guide

Housing Flows Reconciliation (HFR)

July 2023

Department for Levelling Up, Housing and Communities

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## Useful Information

### **About the return**

This form records the changes in the dwelling stock in your local authority area. It starts with number of dwellings by tenure at the start of the financial year (Section A). It then records the various additions and losses to the stock (Sections B, C, D, E and F) that enable calculations at the end of section F, for the net change due to gains and losses.

### **Contacts for help**

If you have any problems providing the data required in the return please contact [housingdata@levellingup.gov.uk](mailto:housingdata@levellingup.gov.uk), and a member of the team will get back to you.

If you experience any technical issues with the DELTA system, please contact the DELTA Helpdesk via email on [dluhc.digital-services@levellingup.gov.uk](mailto:dluhc.digital-services@levellingup.gov.uk) (Please include DELTA in the subject) or call 0203 829 0743.

There is also a Service Desk portal which is the preferred method of contact:  
Service Desk portal – [Delta | Contact us \(communities.gov.uk\)](#)

### **Revisions policy**

This policy has been developed in accordance with the UK Statistics Authority Code of Practice for Statistics and the Department for Levelling Up, Housing and Communities Revisions Policy, found at the following link:

<http://www.gov.uk/government/publications/statistical-notice-dclg-revisions-policy>.

There are two types of revisions that the policy covers:

#### **Non-Scheduled Revisions**

Where a substantial error has occurred as a result of the compilation, imputation or dissemination process, the statistical release, live tables and other accompanying releases will be updated with a correction notice as soon as is practical.

#### **Scheduled Revisions**

Previous HFR data was open for Greater London Authority and Local Authorities to implement revisions (specifically HFR 2021-2022), between 5 June 2023 and the 7 July 2023. This is in response to the positive support for this proposed change to the revisions policy, following the recent consultation:

<https://www.gov.uk/government/consultations/housing-supply-net-additional-dwellings-statistics-proposed-changes-to-revisions-policy>

These statistics are compared against the census on its release every ten years to ensure that the sum of net additions over that period matches the difference between the latest census dwelling count and the previous one. The net additions figures are then adjusted, with any difference spread evenly across the ten years since the previous census.

## **National Parks**

All changes to the dwelling stock within the boundaries of the local authority should be recorded in this collection; including changes to dwellings that occur within the boundaries of a National Park.

## **Guide to Department for Levelling Up, Housing and Communities Statistics**

Information about what areas of housing different statistical releases cover and how they relate to each other can be found at: <https://www.gov.uk/government/publications/guide-to-dluhc-housing-statistics>

## **Housing Delivery Test**

The Housing Delivery Test measurement is published annually in November by the Department for Levelling Up, Housing and Communities. It is a percentage measurement of the number of net homes delivered against the number of homes required, as set out in the relevant strategic policies for the areas covered by the Housing Delivery Test (non-metropolitan districts, metropolitan boroughs, London boroughs and development corporations with plan-making and decision-making powers). The Housing Delivery Test uses the National Statistic for net additional dwellings as the delivery element of the measurement. This Housing Flows Reconciliation data collection informs the National Statistic for net additional dwellings, therefore it is important to ensure reported data is accurate. The measurement uses the National Statistic over a rolling three year period, with adjustments for net student and net other communal accommodation. Further information about the Housing Delivery Test and how it is calculated can be found here:

<https://www.gov.uk/government/publications/housing-delivery-test-measurement-rule-book>

## Completing the Returns

**Completed forms should be submitted on DELTA by Tuesday 3<sup>rd</sup> October 2023.**

If you will be unable to meet this deadline, please contact the Housing team ([housingdata@levellingup.gov.uk](mailto:housingdata@levellingup.gov.uk)) in advance of the deadline. Extensions are only possible when extenuating circumstances apply.

**When signing off the return, boxes should not be left blank:**

Please ensure that you complete the box at the end to say that the return is final.

As the user completes the return, validation rules (where appropriate) will be displayed.

Please visit <https://delta.communities.gov.uk/login> to login to DELTA using the **username** and **password** provided to you previously. If you have not received log in details, please contact [dluhc.digital-services@levellingup.gov.uk](mailto:dluhc.digital-services@levellingup.gov.uk) (Please include DELTA in the subject) or call 0203 829 0743.

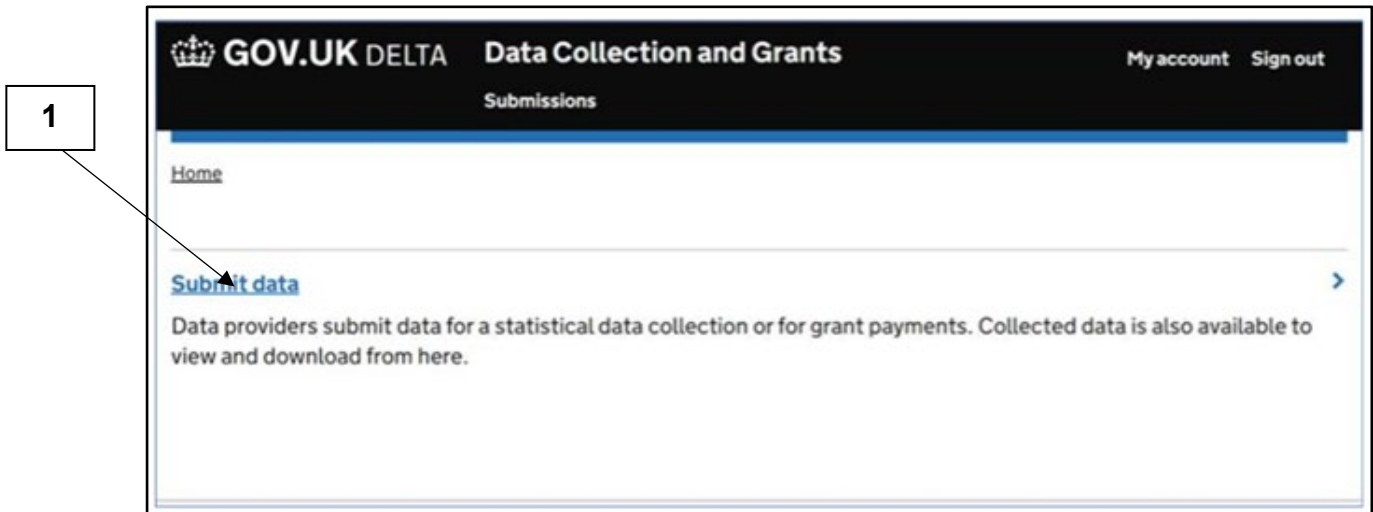
Please note: this process currently functions better when using **Google Chrome** as your web browser.

Email reminders will be sent periodically to alert data providers that the collection instance to submit data is live.

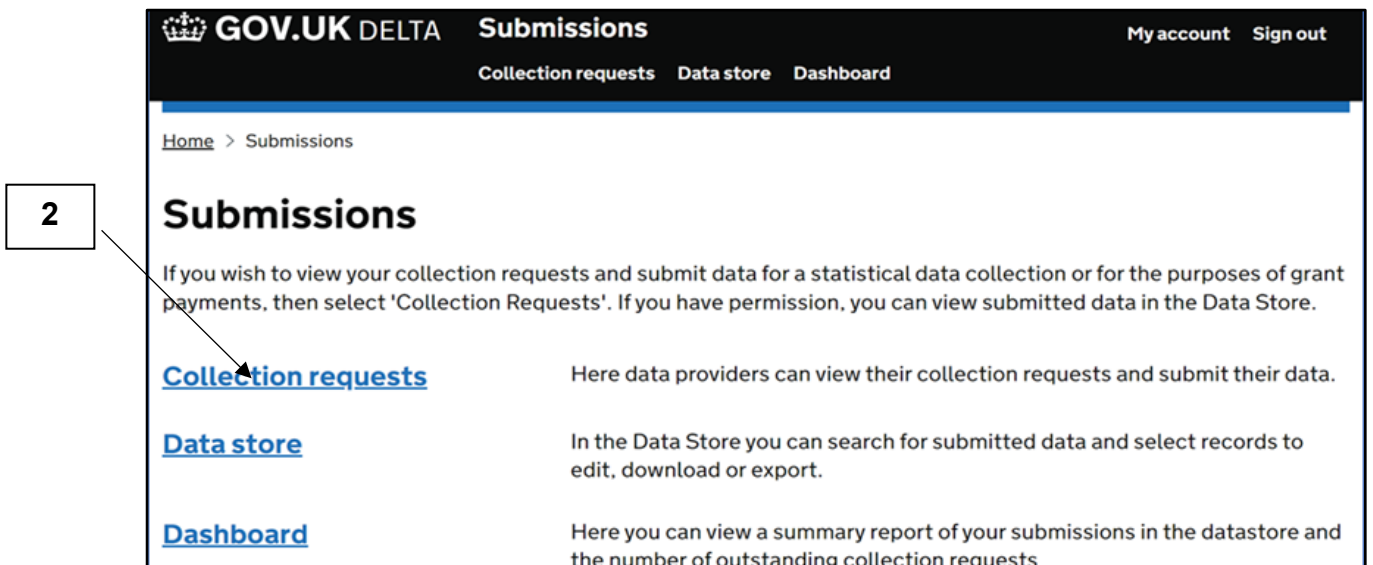
Once you have signed in to DELTA you will arrive at the **Welcome Page**.

To navigate to the current collection instance for the HFR form manually, please follow the steps set out below:

1. Click on **'Submit data'** to submit data.



2. Click on **'Collection Requests'**.



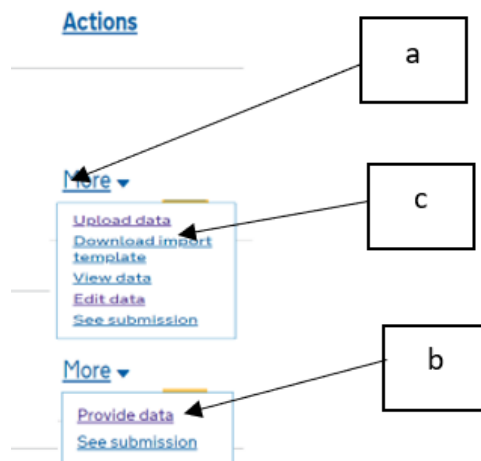
3. Navigate to the correct instance of the form you are submitting data for.

You will have received a notification with the exact name of the form awaiting completion and can use this as your reference. You can also sort by the most recently added form or search using the search field. If you are unsure, please contact [housingdata@levellingup.gov.uk](mailto:housingdata@levellingup.gov.uk).

Name	Description	Availability date	Submission deadline	Status	Actions
hfr-gla-2022-2023-apr	Housing Flows Reconciliation for Financial Year 2022-2023	Jul 17, 2023	Oct 03, 2023	Testing	<a href="#">More</a> ▾
hfr-2022-2023-apr	Housing Flows Reconciliation for Financial Year 2022-2023	Jul 17, 2023	Oct 03, 2023	Testing	<a href="#">More</a> ▾

4.

- a. Authorities outside the Greater London Authority will see the second form and only the GLA will see the first form. Once you have navigated to the correct form, under **Actions** select the drop-down menu '**More**' for the instance on which you wish to submit data.
- b. Select '**Provide Data**'.
- c. There are more options for the hfr-gla-2022-2023 form as appropriate.



**Note: In the example above, the selected form would refer to the 2022-2023 form, with collection between July 17<sup>th</sup> and October 3<sup>rd</sup>.**

### **Warning**

Please note that after logging in and navigating to the correct form to submit your data, **the system will automatically log you out after 15 minutes of inactivity.**

We recommend that you regularly save your submission to ensure that no data is lost.

Instructions on how to save, print and submit for are included below for each form.



## Section A: Opening dwelling stock

### Question A1

### A. Opening Stock

**A1. Total dwelling stock at beginning of period** 55,671 i   
(Pre-filled by DLUHC - please amend if more accurate information available)

Do you wish to amend the opening stock figure?

Yes

No

If you click 'yes', then the figure above will be editable. If you click 'no' it will remain read-only.

### A. Opening Stock

**A1. Total dwelling stock at beginning of period**  i   
(Pre-filled by DLUHC - please amend if more accurate information available) Total Dwellings

Do you wish to amend the opening stock figure?

Yes

No

If you click 'yes', then the figure above will be editable. If you click 'no' it will remain read-only.

Opening Stock (Section A) notes - Please clarify the reason for the amendment in full detail

This section records the dwelling stock at the end of the financial year i.e. at 31/03/2022 and has been pre-filled by DLUHC using the official dwelling stock estimates published on the DLUHC website in live table 100 at the following link.

Census 2021 and HFR 2021/22 data have been used to calculate dwelling stock estimates for 31/03/2022. The dwelling counts from the 2021 census have been used to revise the estimates for 2012 to 2021.

<http://www.gov.uk/government/statistical-data-sets/live-tables-on-dwelling-stock-including-vacants>

If you believe you have more accurate information you can change these figures, but please explain the change in the notes box.

## Section B: Housebuilding (New Build)

### Question B1

**B. Housebuilding (New Build)**

B1. Total new build completions \*

Total Dwellings

**New Build (Section B) notes** Use this to provide any additional information around the figures above. If any warning messages flag, this will become mandatory.

Please provide a detailed explanation otherwise we may need to contact you for clarification

This section should contain gross figures for new build completions. Data on new build completions will normally derive from various sources including site surveys, council tax records and your building control department.

Your building control department should have information on dwellings inspected by your local authority and by National House Building Council and other independent approved inspectors.

Unlike on the quarterly P2 new house building form, on the HFR we ask you to include completions from all of these sources, not only those inspected by your own building control department.

From 2020-21, a new subsection on Permitted Development Rights has been added to this section of the form to reflect recent changes to legislation:

- B2a. Of which under permitted development right Building upwards to create dwellinghouses on detached blocks of flats (*Class A of Part 20 of Schedule 2 to GPDO 2015*);
- B2b. Of which under permitted development right Building upwards to create dwelling houses on detached commercial or mixed-use buildings (*Class AA of Part 20 of Schedule 2 to GPDO 2015*);

- B2c. Of which under permitted development right Building upwards to create dwellinghouses on commercial or mixed-use buildings in a terrace (*Class AB of Part 20 of Schedule 2 to GPDO 2015*);
- B2d. Of which under permitted development right Building upwards to create dwellinghouses on dwellinghouses in a terrace (*Class AC of Part 20 of Schedule 2 to GPDO 2015*);
- B2e. Of which under permitted development right Building upwards to create dwellinghouses on detached dwellinghouses (*Class AD of Part 20 of Schedule 2 to GPDO 2015*);
- B2f. Of which under permitted development right Demolition of buildings and construction of dwellinghouses (*Class ZA of Part 20 of Schedule 2 to GPDO 2015*).

If the detail above is not held by the local authority, they can instead provide a total PDR figure in row B2g:

B2g. Of which Unspecified to New build via permitted development right

A new automatically calculated running total is also shown:

Total delivered via Housebuilding (New Build) permitted development rights (B2a+B2b+B2c+B2d+B2e+B2f+B2g)

Screenshots below show these new questions, which are currently voluntary. If you do not have the data available or you do not wish to supply it at this time, select 'Not known – we don't have data on this or don't want to complete' from the dropdown menu – you can then continue to the next section of the return. If you are able to supply some or all of the data requested please select one of the other options; select 'No' if you had 0 new build completions via permitted development right; select 'Yes – and I can provide the data broken down by category' if you have detailed information for some or all of the new categories, or select 'Yes – but I only have the overall PDR total' if you do not have a detailed breakdown. If you have information for some (but not all of) the categories you can overwrite the 0 in the relevant row for questions B2a-B2f and enter any remaining PDR completions of which you are unsure in B2g so that they are still included in the PDR total.

## B. Housebuilding (New Build)

B1. Total new build completions

  
Total Dwellings

Were any of the new build completions recorded above via permitted development right?

If you have the breakdown available of the new build completions by PDR category, please complete questions B2a to B2f below, or provide the overall total of new build completions via permitted development right in question B2g. These questions are currently not mandatory.

B2g. Of which Unspecified to New build via permitted development right

Total completions delivered via Housebuilding (New Build) permitted development rights (this field is automatically calculated from the figures provided above).

0

New Build (Section B) notes - Use this to provide any additional information around the figures above. If any warning messages flag, this will become mandatory.

Please provide a detailed explanation otherwise we may need to contact you for clarification

## B. Housebuilding (New Build)

B1. Total new build completions

  
Total Dwellings

Were any of the new build completions recorded above via permitted development right?

Yes - and I can provide the data broken down by category

B2a. Of which under permitted development right Building upwards to create dwelling houses on detached blocks of flats (*Class A of Part 20 of Schedule 2 to GPDO 2015*)

B2b. Of which under permitted development right Building upwards to create dwelling houses on detached commercial or mixed-use buildings (*Class AA of Part 20 of Schedule 2 to GPDO 2015*)

B2c. Of which under permitted development right Building upwards to create dwelling houses on commercial or mixed-use buildings in a terrace (*Class AB of Part 20 of Schedule 2 to GPDO 2015*)

B2d. Of which under permitted development right Building upwards to create dwelling houses on dwelling houses in a terrace (*Class AC of Part 20 of Schedule 2 to GPDO 2015*)

B2e. Of which under permitted development right Building upwards to create dwelling houses on detached dwelling houses (*Class AD of Part 20 of Schedule 2 to GPDO 2015*)

B2f. Of which under permitted development right Demolition of buildings and construction of dwelling houses (*Class ZA of Part 20 of Schedule 2 to GPDO 2015*)

B2g. Of which Unspecified to New build via permitted development right

Total completions delivered via Housebuilding (New Build) permitted development rights (this field is automatically calculated from the figures provided above).

0

New Build (Section B) notes - Use this to provide any additional information around the figures above. If any warning messages flag, this will become mandatory.

Please provide a detailed explanation otherwise we may need to contact you for clarification

## Section C: Conversions

C. Conversions	
C1. Dwellings before conversion	*
	<input type="text"/>
	Total Dwellings
C2. Dwellings after conversion	*
	<input type="text"/>
	Total Dwellings
C3. Net change for Conversions (C2-C1)	<input type="text"/>
<b>Conversions (Section C)</b> Use this to provide any additional information around the figures above. If any warning messages flag, this will become mandatory.	
<input type="text"/>	
<small>Please provide a detailed explanation otherwise we may need to contact you for clarification</small>	
Running total of changes up to end of Section C (B1 + C3)	0

This section records conversion of existing dwellings. For each known conversion add the number of dwellings before conversion to (C1) and the number afterwards to (C2). For example, if one dwelling were converted into two, one would be added to (C1) and two to (C2). If two dwellings were converted into one, then two would be added to (C1) and one to (C2).

Some local authorities may only know the net change due to conversion( i.e. after gains and losses). To record this, enter zero in C1 and the net gain in C2. If the overall change is a net loss, enter zero in C1 and the net loss as a minus number in C2.

## Section D: Change of use

### D. Change of use

**D1. To dwelling from former or current agricultural or forestry buildings (regarded as 'not previously developed')**

D1a. Of which under agricultural to residential permitted development right

**D2. To dwellings from other buildings (regarded as 'previously developed')**

D2a. Of which under permitted development right Office to Residential

D2b. Of which under permitted right Storage to Residential

D2c. Of which under permitted right Light Industrial Use to Residential

D2d. Of which under any other permitted development right from other buildings, regarded as previously developed

D2e. Of which under permitted development right Class MA change of use from commercial, business & service  
(Class MA of part 3 of Schedule 2 to GPDO 2021)

D2f. Of which Unspecified to Residential via Change of Use permitted development rights

**D3. Total delivered via Change of Use permitted development rights  
(D1a+D2a+D2b+D2c+D2d+D2e+D2f)**

D4. Dwellings to non dwellings

**D5. Net change for Change of Use (D1+D2-D4)** 0

Change of Use (Section D) - Use this to provide any additional information around the figures above. If any warning messages flag, this will become mandatory.

Please provide a detailed explanation otherwise we may need to contact you for clarification

**Running total at end of Section D** 0  
(Section C Running total + D5)

This section records the number of dwellings created by change of use from non-residential buildings and the number of dwellings lost through changes to non-residential use.

Since 2015-16, these are further broken down by whether they have been developed under a permitted development right.

Since 2017-18, it will now include a new permitted development right (light industrial use to dwellings). If the permitted development right is unknown, record these in D2e. **Vacant Dwellings brought back into use must not be included in this section, or at all in this data collection.** These vacant dwellings returning to use cannot be counted as net

additional dwellings as they would have been counted as a net additional dwelling in a previous year. **House in Multiple Occupation (an HMO)**, if they were a house before, cannot be counted as a net additional dwelling, as they would have been counted as a net additional dwelling in a previous year. However, if a House in Multiple Occupation, is created by change of use from a non-residential building, then it can be counted as one net additional dwelling.

From 2022-23, a new voluntary question on Permitted Development Rights has been added to this section of the form to reflect recent changes to legislation

D2e. Of which under permitted development right  
Class MA change of use from commercial, business and service  
(Class MA of Part 3 of Schedule 2 to GPDO 2021).

Please note that due to the new category D2e, the former D2e becomes D2f (Of which Unspecified to Residential via Change of Use permitted development rights)

## Section E: Demolitions

This section should cover all demolitions of dwellings, including those demolished to make space for new build housing. Include private sector dwellings demolished under slum clearance powers, and all dwellings demolished for commercial or other development, including road schemes. Information should be available in the records of your council's housing, planning or council tax departments.

From 2020-21, a new voluntary question on Permitted Development Rights has been added to this section of the form to reflect recent changes to legislation:

E1a. Of which under permitted development right  
Demolition of buildings and construction of dwellinghouses  
(Class ZA of Part 20 of Schedule 2 to GPDO 2015).

The screen shot below shows the new questions. If you do not have the data available or you do not wish to supply it at this time, select 'Not known – we don't have data on this or don't want to complete' from the dropdown menu – you can then continue to the next section of the return. If you are able to supply data please select one of the other options; select 'No' if you had 0 demolitions under permitted development right; select 'Yes - and I can provide data on how many' if you have demolitions to report under permitted development right.



## E. Demolitions

E1. Demolitions of permanent dwellings

78

Total Demolitions

Were any of the demolitions recorded above under permitted development right?

Yes - and I can provide data on how many

E1a. Of which under permitted development right  
Demolition of buildings and construction of dwelling  
houses (Class ZA of Part 20 of Schedule 2 to GPDO  
2015)

12

Total Demolitions under PDR

Demolitions (Section E) - Use this to provide any additional information around the figures above. If any warning messages flag, this will become mandatory.

Please provide a detailed explanation otherwise we may need to contact you for clarification

**Running total at end of Section E**  
(Section D Running total - E1)

-66

## Section F: Other gains and losses (e.g. Mobile and temporary dwellings)

### F. Other gains and losses (e.g. Mobile and temporary dwellings)

F1. Other gains

\*

F2. Other losses

\*

F3. Net change for other gains and losses (F1 - F2)

Other Gains and Losses (Section F) Use this to provide any additional information around the figures above. If any warning messages flag, this will become mandatory.

Please provide a detailed explanation otherwise we may need to contact you for clarification

**TOTAL NET ADDITIONAL DWELLINGS (Section E running total + F3)**

0

Any other known gains and losses should be recorded here, including changes to non-permanent dwellings. Non-permanent (or 'temporary' dwellings) are included if they are the resident's main residence and council tax is paid on them. These include caravans, mobile homes, converted railway carriages, houseboats and gypsy and traveller pitches.

## Section G: Closing Stock

G. Closing Stock	
<b>G1. Total dwelling stock at the end of period</b>	<input type="text" value="123,366"/>
This should be derived from housing flows.	
G1 = (A1 + Net additions)	
<b>End of Period Stock (Section G)</b> - Use this to provide any additional information around the figures above. If any warning messages flag, this will become mandatory.	
<input type="text"/>	
<small>Please provide a detailed explanation otherwise we may need to contact you for clarification</small>	

The stock at the end of the period can be calculated by adding the gains and losses presented in sections B-F to the opening stock figure in section A.

## Section H: Communal accommodation

**H. Communal accommodation**

This section collects information on the Council Tax units and number of bedrooms for student halls and communal accommodation.

	Council Tax Units	Number of Bedrooms
H1. New student halls	<input type="text"/>	<input type="text"/>
H2. Losses of student halls	<input type="text"/>	<input type="text"/>
<b>Net change for student halls (H1 - H2)</b>	<input type="text"/>	<input type="text"/>
H3. New other communal accommodation	<input type="text"/>	<input type="text"/>
H4. Losses of other communal accommodation	<input type="text"/>	<input type="text"/>
<b>Net change for other communal accommodation (H3-H4)</b>	<input type="text"/>	<input type="text"/>
<b>Total additional communal accommodation</b>	<input type="text"/>	<input type="text"/>

**Communal Accommodation (Section G)** - Use this to provide any additional information around the figures above. If any warning messages flag, this will become mandatory.

Please provide a detailed explanation otherwise we may need to contact you for clarification.

This is a new section from 2011-12. New, since 2017-18, is an extra column for communal accommodation, to collect data in 'bedroom units' as well as 'Council Tax Unit's. Include here gains and losses to the stock of communal accommodation. Communal accommodation is split in to two sections, student halls and other communal accommodation.

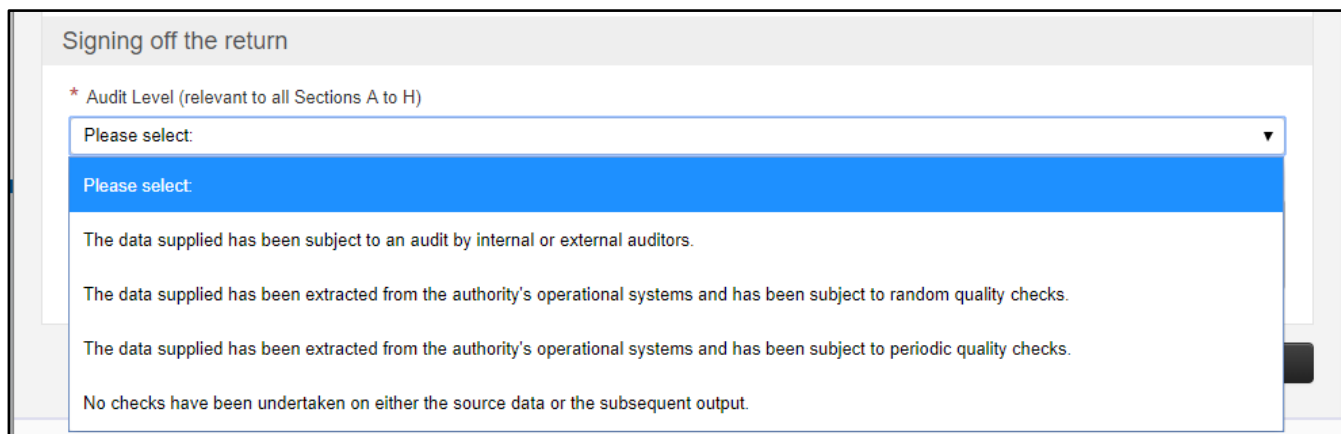
Student halls should record gains and losses to student accommodation where this is not included in the general, self-contained stock above. This does not include school boarding accommodation, which should instead be included under 'Other communal accommodation'. Other communal accommodation should include all other communal accommodation where this could reasonably be considered part of the dwelling stock. As a guide any accommodation which would attract a council tax banding should be included. This would cover care homes, hostels, school boarding and barracks accommodation

The number of units recorded should correspond to the number of council tax valuation listings for the accommodation, as described on the Valuations Office Agency website at the following link. <https://www.gov.uk/guidance/understand-how-council-tax-bands-are-assessed>

Generally this will mean one listing or unit is counted for each communal dwelling or block. However, where the accommodation could be split into separate units, each comprising a separate communal dwelling, they should be counted separately. For example, a student hall with a refectory on each floor would count as three separate entries and therefore as 3 in cell H1 of the HFR. Information should be available from your council tax office on this basis. For more information see the dwelling definitions below. If your information on communal accommodation is incomplete then please fill in this section to the best of your knowledge. We would prefer to have your best estimate than no information at all. Bedrooms information is also now being requested. If you enter bedroom data, council tax units will become compulsory to allow validations on this information. There cannot be fewer bedrooms than council tax units.

Communal accommodation are likely to contain more bedrooms than council tax units (**self-contained units should not be counted here as communal accommodation**), therefore where equal numbers of bedrooms and council tax units are shown, this may be queried with the authority during the quality assurance process.

## Signing off the return



The screenshot shows a form titled "Signing off the return". Below the title is a dropdown menu labeled "\* Audit Level (relevant to all Sections A to H)". The dropdown is open, showing four options:

- Please select:
- The data supplied has been subject to an audit by internal or external auditors.
- The data supplied has been extracted from the authority's operational systems and has been subject to random quality checks.
- The data supplied has been extracted from the authority's operational systems and has been subject to periodic quality checks.
- No checks have been undertaken on either the source data or the subsequent output.

Signing off the return asks users to verify the data being submitted and indicate the level of quality assurance undertaken. It is important to select the right box below so that you and the department are clear about the accuracy of the data submitted. If you have not submitted any data (answered 'Yes' in Section A and 'No' in Section B) you should select the final option, 'No data supplied'.

## Viewing, Saving and Submitting



The screenshot shows three green buttons arranged horizontally: "PDF", "Save", and "Submit".

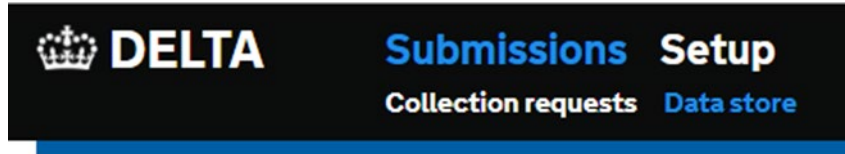
The final part of the form offers three options, which each perform different functions.

### **Submitting Data:**

Selecting **Submit** submits the finalised data to DELTA. Users should receive a confirmation email once submission is confirmed and the green message will appear at the bottom of the screen, as below. If the submission contains any entry errors, these will be flagged, and users will need to address each before submission can be confirmed. Please be aware that it may take several seconds for submission to be confirmed.



Once submission has been confirmed, users are taken to their **Data Store**, where they can view all the data submitted. To submit data for a different site, users will need to navigate back to the **Collection Requests** by clicking on the navigation bar at the top of the page, as above, and selecting the same form again to enter more data.



### Viewing and Saving:

Selecting **PDF** takes users to a separate window within their web browser which allows them to view their entry and print or save it to their desktop.

Selecting **Save** allows users to save their entry in the personal Data Store. This can be reviewed and submitted at a later date. To access the Data Store, users will need to either select '**Submissions**' and then '**Data Store**' after logging in, or they can access from the navigation bar at the top of the page, as below.

**Reminder**

Users must **Submit** their forms once completed, for data to be sent to DLUHC. Clicking **Save** will maintain the data for users to complete entry at a later point.

## Definitions

A **dwelling** is defined (in line with the Census) as a self-contained unit of accommodation. Self-containment is where all the rooms (including kitchen, bathroom and toilet) in a household's accommodation are behind a single door which only that household can use. Non self-contained household spaces at the same address should be counted together as a single dwelling. Therefore a dwelling can consist of one self-contained household space or two or more non-self-contained household spaces at the same address. Non-permanent dwellings are included in section F subject to certain conditions (see note 6)

Ancillary dwellings such as 'granny annexes' should be included provided they are self-contained, do not share access with the main residence (e.g. a shared hallway) and there are no conditional restrictions on occupancy

Communal accommodation should not be included in sections A to G of the HFR. However, it should be recorded in the new section H. **Communal accommodation covers school, university and college student accommodation, hospital staff accommodation, hostels, care homes and defence establishments (not married quarters)**

Note that purpose-built, separate homes (e.g. self-contained flats clustered into units with 4 to 6 bedrooms) for students should be included in the main dwelling stock section from sections A to G. Each self-contained unit should be counted as a dwelling.

**Communal accommodation which would not be considered as dwelling stock, for example where the accommodation does not constitute a main dwelling, should not be included on the HFR: for example this would include buildings such as hotels, holiday camps, prisons or other secure accommodation.**



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July 2023