

SINGLE ACCOMMODATION REQUEST

- 1. This proforma is to be returned to the UKSU, SHAPE, BFPO 26 within 7 days of receipt. Failure to do so may result in single accommodation not being available on your arrival.**
2. Married personnel who are on a housing waiting list and will or might be arriving unaccompanied must also complete this proforma so that temporary single accommodation can be arranged.

To: UKSU
SHAPE
BFPO 26

Service Number :..... Name:..... Rank:..... Service:
Army/Navy/RAF

My contact address and telephone number (Incl. civilian code) at present is:

.....
.....
.....

My intended date of arrival at SHAPE is.....

My status on arrival will be: *Single
*Married Unaccompanied
*Married Unaccompanied awaiting housing

I have the following special dietary requirements (WO and below only):

.....

Date:..... Signature:.....

From: RQMS/Admin Office
UK Support Unit
SHAPE
BFPO 26

SHAPE Mil Ext:
Civil: 0032 65 44 Ext

Your request for single accommodation for:..... /..... /..... has been receipted and hereby acknowledged.

Rank:
Name:
Signature:
Date:

SINGLE / UNACCOMPANIED

1. WARRANT OFFICERS, SNCO'S, RATINGS, SOLDIERS AND AIRMEN

- a. Single and married unaccompanied Warrant Officers, SNCO's, Ratings, Soldiers and Airmen are accommodated in a Barrack Block (309) and dine in the British Mess. All personnel are accommodated in single rooms, segregated into three areas, SNCO's, Male Junior Ranks & Female Junior Ranks.
- b. Each area has a communal sitting room and kitchen, a few dedicated washing machines and dryers for which there is a monthly charge, communal ablutions and showers and a number of telephones situated in the corridor areas.
- c. Each single room is fitted with wash basin and cable TV sockets capable of picking up BBC 1 and 2 (with the correct type of TV) plus local channels.
- d. Within block 309 there is a reception room and a bar (The Britannia Bar) for use by all British members of SHAPE and the unit duty bunk to which you should report if arriving during silent hours.
- e. Your requirement for accommodation is to be sent in writing to the UKSU using the Single Accommodation Request proforma.
- f. Single accommodation is very limited and you should contact the accommodation NCO on SHAPE Mil Ext. 5240 or Civ No 003265445240 before arrival if you have not received an acknowledgment for request for accommodation or your arrival details have changed.

2. OFFICERS There is no Officer's Mess as such, therefore the options are limited to:

- a. **Bachelor Officers Quarters (BOQ)**, which are situated in two barrack type blocks.
 - (1) There are two types of room:
 - (a) The smaller being a bed sitting room with shared toilet facilities (1 between 2 rooms).
 - (b) The larger is a self-contained suite consisting of bedroom, sitting room and bathroom.
 - (c) All rooms are fitted with a cable TV capable of picking up BBC 1 and 2 plus local channels, fridge and double bed.
 - (2) There is one small kitchen in each of the BOQ blocks and you are advised to bring your own basic utensils, e.g. kettle, cups, saucepans, plates and cutlery.
 - (3) Each kitchen contains a washing machine, tumble dryer, ironing board and iron. It is suggested that you bring your own iron and board.
 - (4) The International Officers Club has somewhat limited facilities, of which one is a dining room and restaurant which is only open for meals Monday to Friday.
 - (5) There is no batting service although rooms are cleaned, beds made and clean towels provided Monday to Friday.
 - (6) There are no box rooms or garages although sufficient parking spaces are available.
 - (7) For further information contact the Movements Office on Ext. 4089.

(8) No pets allowed in BOQ accommodation.

b. **Official Single Hiring (OSH)**

(1) These are 1 or 2 bedroom flats, within a 10kms radius of SHAPE.

(2) The SSO SHAPE on Ext. 3801 controls allocation.

(3) No pets allowed in OSH accommodation.

3. Any diversion from known arrival dates could result in there being no accommodation available on arrival.