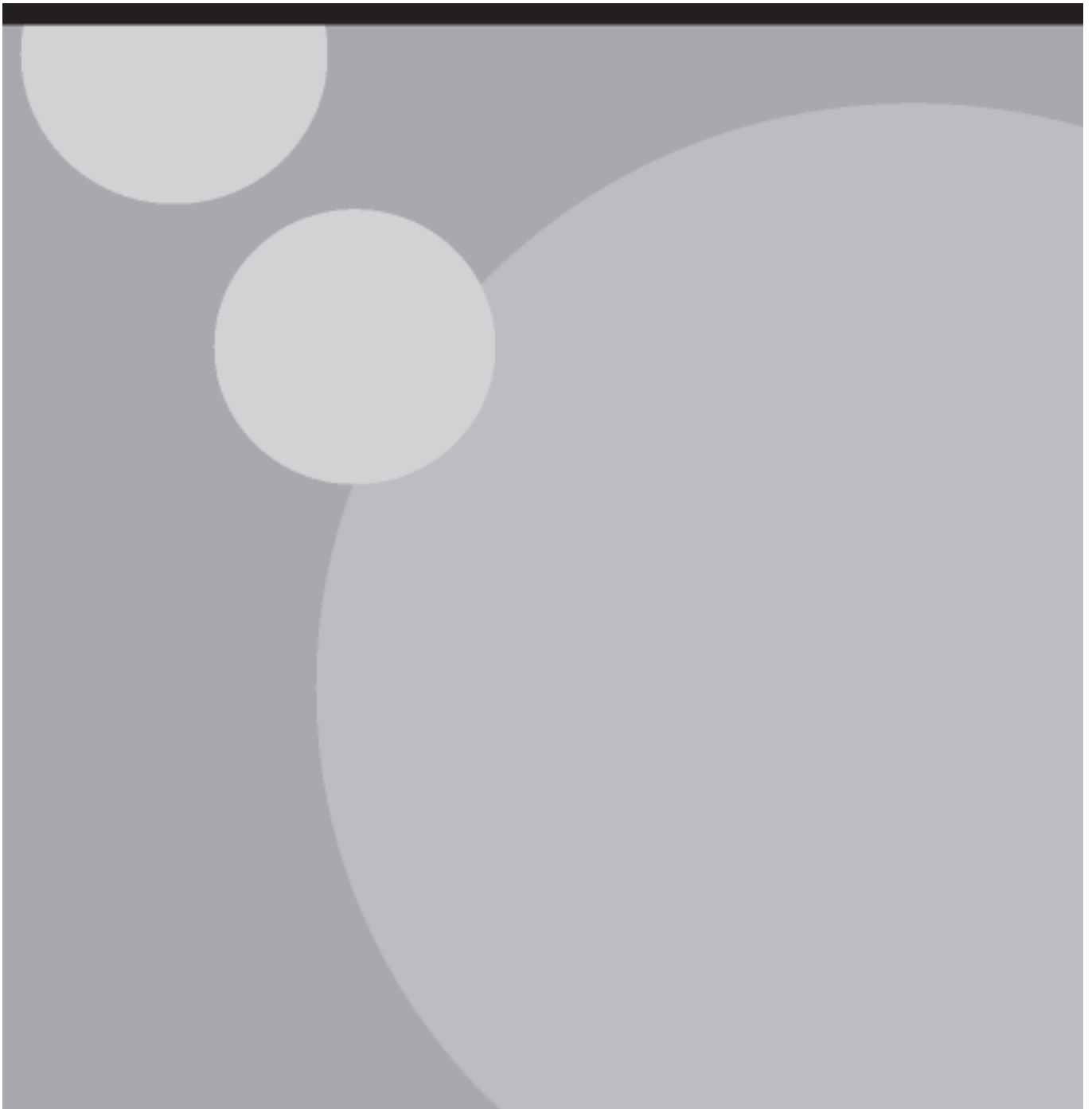




Local Authority Housing Statistics: 2011/12

Guidance notes for completion





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This document/publication is also available on our website at www.communities.gov.uk

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About this form

The purpose of this data collection on *Local Authority Housing Statistics*¹ is to provide statistical data to inform and monitor government strategies, policies and business objectives. The data collected through this form are used to respond to parliamentary questions, to inform policy development on housing issues or to evaluate the quality and value for money of public services and public bodies. The data are also used in other statistical products and by other Government Departments. Some of the data provided through this form is used for grant or funding purposes, e.g. data on new affordable housing is used in the Department's National Statistics on supply of affordable housing and therefore to calculate the New Homes Bonus enhancement

This data collection also compiles statistical information relevant to the formulation of your local authority's Housing Strategy and the management of your own housing stock. The presentation of these data will help your authority, partners and other interested parties to gain a quick overview of your position. Your authority will also find this form useful, as it brings together data items from many different housing areas. However care should be taken with some parts of the form where these deliberately do not cover all tenures (e.g. stock, vacants) or all activity on a topic (e.g. Section I on affordable housing). The data provided are nevertheless also an important part of the evidence base for the local authority assessment of future housing requirements and for benchmarking and performance monitoring.

This data collection form rationalises the data previously collected by three local authority returns prior to 2011/12:

- **Housing Strategy Statistical Appendix (HSSA)** -Basic and policy orientated data related to local authorities' housing strategies.
- **Business Plan Statistical Appendix (BPSA)** –Information on management and programme of work relating to the local authorities' own stock.
- **Housing Sales Monitoring return (P1B form)** –Sales and transfers of local authority owned stock made each year, including the Right To Buy and Social HomeBuy schemes.

With the introduction of the new form, these forms are discontinued, but current statistical publications that draw on these forms should be largely

¹ This data collection was put to public consultation from 10 January to 2 April 2012 in the form '*English Local Authority Statistics on Housing*'. It has been renamed to a more succinct title.

unchanged. The Department will also continue to publish all data by individual local authority.

The form also collects key information from administrative systems that have ceased:

- **Housing Revenue Account** administrative returns (Subsidy Claim Form (01, 02, 03 & 04) and Base Data Capture Forms (B1 & B2)) – these returns are no longer be required under self-financing, but this new form captures key data on rent levels and stock composition.
- **Register Of Licensed Houses in Multiple Occupation** – this collection has ceased to exist but the new form collects key aggregate data on the compulsory licensing of Houses in Multiple Occupation.

Some new data not previously collected through the ceasing collections has been included to monitor the impact of new government policies announced in the Localism Act 2011² and the 2011 Housing Strategy³. For example, we are collecting more detailed data on the installation of renewable energies to provide monitoring data for the Department for Energy and Climate Change (the Green Deal), or the inclusion of 'affordable rent' as the main product to add to your offer of new affordable housing in line with the new Affordable Homes Programme 2011-2015 funded by the Homes and Communities Agency.

The content of this rationalised form is the result of consultations with government policy divisions, local authorities through the Central and Local Government Information Partnership Housing sub-group and the wider public through a formal twelve-week public consultation.

Guidance changes

The guidance has been changed substantially from previous HSSA and BPSA guidance as many data items have been rationalised, new questions have been added to cover new government policies and the remaining data has been re-structured into a more flexible topic based framework. The guidance has also been made more comprehensive and provides some background on the main policy changes that have led to changes in the data collection. However, if you think there are still areas where it could be improved further we would welcome your comments.

There has been a change from the use of 'Housing Association' to 'private Registered Providers' in the guidance notes as the generic name for all social

² <http://www.communities.gov.uk/localgovernment/decentralisation/localismbill/>

³ <http://www.communities.gov.uk/publications/housing/housingstrategy2011>

landlords that are not local authorities. Previously private registered providers were referred to as 'housing associations' or 'Registered Social Landlords', although the term private Registered Providers of social housing has been commonly used by the Tenant Services Authority since 1 April 2010. This change is aimed at increasing consistency with the Tenant Services Authority, now part of the Homes and Communities Agency from April 2012.

Please note that the guidance does not mention the National Register of Social Housing because this register has been discontinued and we do not supply this data anymore for selected cells.

Submitting the data

You should submit the data using the Department for Communities and Local Government Interform system. To do this you should go to the website address: www.iform.co.uk. Enter your username and password to gain access to this form, then follow the on-screen instructions.

Any general queries on completing the form should be directed to the Data Collection Team according to the region in which your local authority resides:

London, South West:

Michelle Cornwell, 030 3444 2846,
Michelle.Cornwell@communities.gsi.gov.uk

West Midlands, South East:

Paulina Olorunnibe, 030 3444 2024,
Paulina.Olorunnibe@communities.gsi.gov.uk

North West, Yorks & Humber and East Midlands:

Bob Bhardwaj, 030 3444 1097, Bob.Bhardwaj@communities.gsi.gov.uk

North East, East of England:

Catherine Bernard, 030 3444 2267,
Catherine.Bernard@communities.gsi.gov.uk

The form should be submitted on Interform by **31st July 2012**

Points to note when completing the form

- For those local authorities that do not own stock within the Housing Revenue Account we have pre-filled the relevant cells with zeroes.

- For 2011/12, previously collected/historic data can be viewed in returns from previous years on the Interform system, by loading up the relevant return (e.g. HSSA, BPSA or P1B). Data from the Housing Revenue Account administrative returns held in the system can be checked only through the validation warning messages. From 2012/13 all previous data will be accessible through interform by loading the last year's return.
- Only one number should be entered in each box, and boxes should not be bracketed together.
- No boxes should be left blank; if no reasonable estimate can be made, enter a hash and provide details in the notes box on Interform on when the information will be available. We would prefer you made an estimate where at all possible, as we feel this is likely to be better than an estimate made by us.
- Please do not enter a zero if no information is known. '0' should only be entered where zero is meant.
- Some cells are mandatory must be completed in order to finalise the appendix (entering a hash or leaving the cell blank will not be allowed). We understand that for the first collection some authorities may find it difficult to provide certain data so we have only made 'mandatory' that data that we consider to be absolutely essential or local authorities should know from their existing systems.
- Where you feel it would be helpful please provide details of data sources in the notes box on Interform, as well as estimation methods and definitions used.

Financial data

All financial data should be recorded in £000 (except for question a3a, which should be completed in £m (£000,000) with 3 decimal places). For example, if the amount relevant to the cell is £53,000 then the figure you should enter into the cell is 53 and not 53,000 (as this will be read as £53,000,000). For question a3a if the total value of your stock is £1,234,567 please enter this as 1.235.

Price base

All figures should be in cash terms or prices (i.e. current and not real/constant prices) for the year they refer to.

Accounting basis – cash or accruals

The data for all financial figures regarding Cash Incentive Scheme grants (in section I) and private sector housing repairs assistance (in section F) and the

data on disposals (section B) should be on a *cash* basis. This is because these data are concerned with non-expenditure items e.g. receipts or grants. Cash basis is used for money related to movement of funds or funding (relating to the year payments or loans were made).

For data related to capital expenditure (section H) and the value of developer contributions (section I) please report data on an *accrual* basis. Government accounting system requires all revenue (and capital expenditure) to be on an accrual basis. Capital expenditure is associated with contractual works and the figure should correspond to the period when these were done.

Section A: Dwelling stock

All the questions in this section refer to data as of 1st April of the reporting year. **Note that information on the total number of dwellings of all tenures in your area is no longer requested on this form.** Data on the total number of dwellings in each area is based on the Census data and net additions from the Housing Flows Reconciliation return and are published by the Department in Live Table 100⁴.

Question 1: Number of dwellings located in your local authority area (using the Census definition)

In Question 1, a **dwelling** is defined in line with the 2001 and 2011 Census⁵, which is the same as the definition used for the Housing Flows Reconciliation return. It is defined 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 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. Note that hostels with more than one bed-spaces which are not managed ('managed' means full-time or part-time supervision of accommodation), should be counted as one self contained dwelling (i.e. the owner pays a single Council Tax).

Ancillary dwellings such as 'granny annexes' should be included provided they are self-contained, whether they are physically separated from the main residence or not, as long as the access to the annex is not shared by outside residents (e.g. a shared hallway).

Communal establishments should not be included. These are defined as establishments providing managed residential accommodation, and cover university and college halls of residents, hospital staff accommodation, hostels/homes, hotels, and holiday complexes, defence establishments (but not married quarters) and prisons. Thus dwellings falling within council tax exemption class M – "A hall of residence provided predominantly for the accommodation of students" – are not included. However, purpose-built (separate) homes (e.g. self-contained flats clustered into units with 4 to 6 bedrooms for students or nurses or private sector built units catering specially for single people) should be included. Each self-contained unit should be

⁴<http://www.communities.gov.uk/housing/housingresearch/housingstatistics/housingstatisticsby/stockincludingvacants/livetables/>

counted as a dwelling. This also applies to purpose-built hostels and staff accommodation for self contained use.

Dual or shared commerce/private use dwellings (e.g. living quarters above commercial premises) should also be included.

Item a1a: Local Authority Owned Dwellings (including those owned by other Local Authorities) (previously HSSA hsa1b) – This represents the total stock of local authority dwellings within your authority's geographical area, following the Census definition. It should include all council houses inside your administrative area including those owned by other local authorities, and those owned by your authority for non-housing purposes and by Housing Action Trusts. It is not expected that local authorities own any non-permanent dwellings but include these if there are any. Information on any 'out-of-area' dwellings owned by other local authorities in your district as at April 2011 used to be collected via the BPSA but this is not being collected here.

The figures should exclude:

- Dwellings leased or licensed to the authority,
- local authority stock leased exclusively by a housing association,
- any dwellings (partly) sold under shared ownership or rent-to-mortgage schemes,
- Right to Buy flats and dwellings leased out by the authority.

However, include local authority-owned dwellings occupied by wardens/caretakers.

Item a1b 'Other' public sector (previously HSSA hsa1d) – 'Other' public sector dwellings should follow the Census definition of a dwelling and include dwellings owned by any public sector body other than lower-tier local authorities (district councils, unitary authorities, metropolitan district councils and London boroughs) or private registered providers (housing associations). Please include dwellings owned by government departments (e.g. Ministry of Defence) and other public sector agencies (e.g. the NHS, the Forestry Commission, the Prison Service or county councils).

For Questions 2 to 4 - the **dwelling** definition used should be the same as that used for the Business Plan Statistical Appendix (BPSA) and the Housing Revenue Account Subsidy Claim Forms. Both of these collections have now ceased. Only dwellings owned by your local authority within your Housing Revenue Account should be reported and a dwelling is defined as:

- A building or part of a building that is provided for occupation by a single family unit (that is to say an individual or a family, in either case together with any lodger); or

- A group of 3 bed spaces in a hostel (the number of groups of bed spaces shall be calculated by dividing the number of bed spaces by 3, with any balance counting as one dwelling); or
- A cluster, defined as a group of rooms in a house in multiple occupation serving as separate accommodation for 2 or more persons who share a common kitchen, bathroom and lavatory, such that:
 - A house that accommodates 6 or fewer than 6 persons, shall count as one dwelling;
 - For a house that accommodates more than 6 persons the number of dwellings shall be calculated by dividing the number of persons by 6, with any balance counting as one dwelling.
- A building for which council tax should be paid. This includes static caravans, but excludes the caravans of travellers.

A dwelling falling within the description above shall not be treated as a dwelling if it is either:

- a dwelling which is occupied by a tenant to whom section 100(2) of the Housing Act 1988 applies; or
- an unoccupied dwelling which the authority has formally resolved should be demolished or disposed of and which is no longer available for letting; or
- a dwelling of which a lease has been granted under the rent to mortgage scheme;

Question 2: Number of Dwellings owned by your Local Authority as at 1 April

Questions 2 and 3 (except cell a2ib) have been included in this form following the move to Housing Revenue Account self-financing. With the implementation of self-financing, the Housing Revenue Account forms that were completed by Local Authorities via LOGASNET cease to exist. There are, however, a number of important data items that need to continue for either administrative or statistical purposes. Data covering stock and rents are now collected here.

Questions 2 and 3 should be completed in line with that previously provided on the Housing Revenue Account Subsidy returns. For the 2011-12 collection, there is an overlap in the data collected as the stock position as at 1st April 2011 was reported in the last collection of the Housing Revenue Account Base Data Return form. This is intentional to ensure that the guidance notes and forms can be tested and any issues addressed.

All dwellings which local authorities hold under the powers listed at section 74(1) of the Local Government and Housing Act 1989 should be included. Dwellings built under Private Finance Initiatives and shared ownership dwellings should be included, unless otherwise indicated.

A **Private Finance Initiative dwelling** is a dwelling included in a Private Finance Initiative scheme contract between the local authority and a Private Finance Initiative Operator. A Private Finance Initiative dwelling can also be a shared ownership dwelling.

Leaseholders/Shared Ownership Any dwelling disposed of on shared ownership terms should be counted as the part of the dwelling still owned by the local authorities, i.e. exclude that share of the equity in the dwelling acquired by the tenant. Where your authority shares responsibility for the property, count the number of dwellings as that implied by the proportion of the cost for which your authority has a net financial responsibility (i.e. 50% of expenditure implies 50% of dwellings), rounding to the nearest whole number where necessary.

Item a2a Bedsits – (was cell F015RI in the Housing Revenue Account forms) This should include any bedsits plus the authority's share of any bedsits in shared ownership. Note that dwellings which have been defined as houses in multiple occupancy should not be included here but in cell a2h.

Item a2b One bedroom – (was cell F009RI) This should equal the sum of all 1 bedroom dwellings plus the authority's share of any 1 bedroom dwellings in shared ownership, but not including any bedsits.

Item a2c Two bedrooms – (was cell F010RI) This should equal the sum of all 2 bedroom dwellings plus the authority's share of any 2 bedroom dwellings in shared ownership.

Item a2d Three bedrooms – (was cell F011RI) This should equal the sum of all 3 bedroom dwellings plus the authority's share of any 3 bedroom dwellings in shared ownership. Note that flats with more than 3 bedrooms should not be included here but in cells a2e to a2g as appropriate.

Item a2e Four bedrooms – (was cell F012RI) This should equal the sum of all 4 bedroom dwellings plus the authority's share of any 4 bedroom dwellings in shared ownership. Note that flats with more than 3 bedrooms should be included here or in cells a2f or a2g as appropriate, not in cell a2d.

Item a2f Five bedrooms – (was cell F013RI) This should equal the sum of all 5 bedroom dwellings plus the authority's share of any 5 bedroom dwellings in shared ownership. Note that flats with more than 3 bedrooms should be included here or in cell a2e or a2g as appropriate, not in cell a2d.

Item a2g Six or more bedrooms – (was cell F014RI) This should equal the sum of all 6+ bedroom dwellings plus the authority's share of any 6+ bedroom dwellings in shared ownership. Note that flats with more than 3 bedrooms should be included here or in cells a2d to a2f as appropriate, not in cell a2d.

Item a2h Dwelling equivalents of Houses in Multiple Occupation – (was cell F016RI) This should equal the sum of multi-occupied dwellings (see below) plus the authority's share of any dwellings of multiple occupancy in shared ownership.

The Dwelling Equivalents of Multi-occupied Dwellings have two components - a figure derived from bed spaces in hostels and a figure derived from "clusters" in Houses in Multiple Occupation. These equivalents should be calculated as follows.

1. Hostels: For hostels the dwelling equivalent is derived from the number of groups of three bed spaces in the hostel. Divide the total number of bed spaces in each hostel at 1 April of the reporting year by three, with any balance counting as one dwelling.

2. Houses in Multiple Occupation (with clusters): In houses in multiple occupation with shared facilities, the dwelling equivalent is derived from the number of "clusters" in the dwelling. A "cluster" is a group of rooms in a House in Multiple Occupation serving as separate accommodation for two or more persons but sharing common kitchen, bathroom and lavatory: where such a dwelling accommodates six or fewer persons, this counts as one cluster; where it accommodates more than six persons, the number of clusters is calculated by dividing the number of persons by six, with any balance counting as one cluster. The figure derived as the number of clusters is the dwellings equivalent for the Houses in Multiple Occupation.

For the 2011-2012 reporting, this should equal the sum of F014MM and F015MM cells reported for the Housing Revenue Account Base Data return.

Item a2ia Total – This is calculated as the sum of cells a2a to a2h.

Item a2ib Total (excluding Private Finance Initiative and Shared Ownership) – This information was previously collected in the BPSA as cell a1a. It should include all dwellings owned by your authority including those outside your own boundaries. Private Finance Initiative and shared ownership dwellings should be excluded so the reported data has to be less than or equal to that reported in item a2ia.

Question 3: Total value of stock at January 1999 prices

Question 3 covers the stock valuation element of the national rents formula introduced in 2000.

Item a3a: Total value of stock at January 1999 prices – (cell F001RI in the Housing Revenue Account forms). Please note that this figure should be reported in millions of pounds (£m), to 3 decimal places. This should show the total value of the stock existing at 1 April of the current year. The valuations may be derived from the beacon values obtained for resource accounting purposes. But they should be open market values assuming vacant possession and continued residential use. This concept corresponds to what

valuers call Existing Use Value as defined by the Royal Institution of Chartered Surveyors Appraisal and Valuation Manual (January 1996). In contrast to resource accounting, there should, therefore, be no downwards adjustment to open market valuations to reflect sub-market rents. Also, while the initial property valuation base for resource accounting was April 2000, the valuations should be as at January 1999 prices.

Since the valuation base date remains at January 1999, no general updating is required and we would expect valuations to be the same as those recorded for the previous year, subject to the following factors:

- a. changes in the number of dwellings.
- b. any explicit changes to valuations which have occurred since completion of the previous years' return, e.g. due to more accurate valuation of beacon properties, more detailed work having been carried out, adoption of an improved basis for backdating values to January 1999, or the discovery of errors in the previous analysis.
- c. subject to the council's discretion, any substantial renovation work which has had a material impact on the capital value of a dwelling. Note, however, that any such revision should always be backdated to January 1999 prices. **The effect of renovation work on the capital value needs to be assessed at January 1999 house prices and not on the basis of values at the time the work was carried out.**

In general the January 1999 capital values which are input to the calculation of the formula rent of a property do not change. The exception is where an authority wishes to change the rent charged to the tenant of an individual property where the January 1999 capital value of that property has changed significantly (by 20% or more) due to improvement, deterioration or conversion or where the authority has refined the accuracy of the method of valuation.

Question 4 Changes to Local Authority owned stock over 2011-12

Item a4a Number of demolitions (previously BPSA d2c) – include only whole dwellings that were demolished. Any partial demolition work should not be included here.

Item a4b Number of conversions (previously BPSA d3c) – Include only work which resulted in a change in the number of dwellings; for example, converting a large house into flats or combining two smaller flats into a single larger flat. Adaptations for the elderly and disabled people should not be considered as conversions. Record here the net change resulting from the conversion (i.e. after gains and losses). This number can therefore be negative (if more losses than gains) or positive (if more gains than losses).

Item a4c Number of new builds (previously BPSA d4ca+d4cb) – include all additions to local authority owned stock through new building, whether this is for general purposes or special needs (supported housing) use. These used to be recorded separately in the BPSA but now should be added together here, recording all local authority new build during last year.

Item a4d Number of acquisitions (previously BPSA d5ca+d5cb) – Record in this cell all acquisitions into local authority ownership from other tenures during the year. Dwellings acquired through change of use should also be included. Include all local authority acquisitions for general purposes and for special needs use. These used to be recorded separately in the BPSA but should be recorded together here.

Question 5 Private Sector demolition

Item a5a Total number of private sector dwellings demolished by your authority, or by a third party paid for by your authority (previously HSSA hsl1d) – This question should cover all demolitions of private sector dwellings demolished by your authority. 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 or Planning Departments and your Council Tax Office.

Note that any private sector property demolished by a local authority will be purchased by that authority first – dwellings should be included in this section if they were last owned by the private sector.

Mandatory cells

a1a, a1b, a2a, a2b, a2c, a2d, a2e, a2f, a2g, a2h, a2ib, a3a, a5a

Section B: Disposals

The data collected in this section was previously collected through the P1B Housing Monitoring form. The P1B form has now ceased and essential items are now collected through the new form. For local authorities who do not own Housing Revenue Account stock this section has been pre-filled with zero. These zeros can be over-written if you have made sales of relevant residual stock that you retain ownership of after closing your Housing Revenue Account.

The questions in this section refer to sales / transfers completed during the reporting year (i.e. those completed between 1st April and 31st March). For all financial data, all figures should be in cash terms (i.e. in current and not real prices) and on cash accounting basis (as opposed to an accruals basis).

Right to Buy applications

Question 1 (**Item b1a**) collects information on the total number of Right to Buy applications received on form RTB1 during the financial year, under Part V of the Housing Act 1985. Please include here any claims which were subsequently withdrawn, or where sales are subsequently to be processed under voluntary consents. This used to be collected via cell b1aa in P1B.

Sales/transfers completed

Question 2 covers sales under the Right to Buy scheme, the Social HomeBuy scheme and other sales of local authority social housing stock. Stock transfers, including Large Scale Voluntary Transfers, to Private Registered Providers are also included. Social HomeBuy sales were previously recorded in more detail in the P1B form. Include leasehold disposals where the authority does not hold the freehold and count each shared ownership sale at the time of disposal of the initial share only.

Items in column 'a' refer to the number of units sold / transferred. Column 'b' refers to the sum of the sale / transfer prices (in £000s) of the units recorded in column 'a' after applying the discounts recorded in column 'c' (in 000s). The discounts in column 'c' should not exceed the maximum discounts allowed, where applicable. The sum of the selling price in column 'b' and the discount in column 'c' equate to the estimated market price.

Item b2aa - Total number of Right to Buy sales (dwellings sold). This used to be cell b2aa in P1B.

Item b2ab - Selling price (net of discounts) for Right to Buy sales recorded in Item b2aa. The total amount for all the dwellings sold after all the discounts have been deducted should be reported here. Only the receipt from the sale

of the properties recorded in column 'a' should be entered; other transactions such as repayment of discounts, 'clawback' receipts or other sums outstanding should not be recorded here. This amount should be in £000s.

Item b2ac - This is the total discount allowed for the Right to Buy total sales recorded in Item b2aa. This used to be cell b2ac in P1B. The average discount given should not exceed the maximum discount allowed for each unit sold. This amount should be in £000s. Note that the increased discounts under the changes to the Right to Buy scheme announced in 2012 do not come into force until 2012/13.

Item b2ba - Total number of Social Homebuy sales. This is equivalent to the sum of the following data cells in the previous form P1B (which asked for a breakdown by equity share):

$cc2aa+cc2ba+cc2ca+cc2da+cc3aa+cc3ba+cc3ca+cc3da$

Item b2bb - This is the selling price for Social Homebuy sales. This amount should be in £000s. This is equivalent to the sum of the following data cells in P1B:

$cc2aa+cc2ba+cc2ca+cc2da+cc3aa+cc3ba+cc3ca+cc3da$

Item b2bc - This is the discount allowed for the Social Homebuy sales. This amount should be in £000s. This is equivalent to the sum of the following data cells in P1B:

$cc2aa+cc2ba+cc2ca+cc2da+cc3aa+cc3ba+cc3ca+cc3da$

Item b2ca - Number of dwellings sold through schemes other than Right to Buy and Social Homebuy to local authority sitting tenants (that is, tenants that are resident in the property they are purchasing). This used to be cell b2ba in P1B.

Item b2cb - Selling price for the number of other dwellings sold to sitting tenants recorded in b2ca. This amount should be in £000s. This used to be cell b2bb in P1B.

Item b2cc - Discounts allowed to other dwellings sold to sitting tenants recorded in b2ca. This amount should be in £000s. This used to be cell b2bc in P1B.

Item b2da - Number of 'other sales'. Record here any other sales of local authority stock that were not made through Right to Buy, Social HomeBuy and were not sold to sitting tenants. This is equivalent to summing the following data cells in P1B (which recorded sales for owner-occupation separately from the rest of other sales): $b2ca+b2ea$.

Item b2db - Selling price for 'other sales' recorded in b2da. This amount should be in £000s. This is equivalent to summing the following data cells in P1B: $b2cb+b2eb$.

Item b2dc – Discounts allowed for ‘other sales’ recorded in b2da. This amount should be in £000s. This data is not comparable to data from the P1B form as it did not ask for discounts for ‘other sales’ and only asked for discounts from other sales to ‘owner occupation’.

Item b2ea - Number of transfers to Private Registered Providers. Include Large Scale Voluntary Transfers completed in the reporting year. Details of the LSVTs are also published on the Homes and Communities Agency website at <http://www.homesandcommunities.co.uk/ourwork/existing-stock> (advice on Large Scale Voluntary Transfers) and the figure reported here should be the same as or greater than the LSVTs registered with the Homes and Communities Agency. This used to be cell b2da in P1B.

Item b2eb - Selling price for transfers to Private Registered Providers recorded in b2ea. This amount should be in £000s and should be gross of any levy to HM Treasury but net of any associated expenses. This used to be cell b2db in P1B.

Item b2fa - This is the total of summing up all the number of sales and transfers recorded in column a. This is equivalent to summing the following data cells in P1B: $b2fa + (cc2aa+cc2ba+cc2ca+cc2da) + (cc3aa+cc3ba+cc3ca+cc3da)$.

Item b2fb - This is the total of summing up all the selling price amounts recorded in £000s in column b. This is equivalent to summing the following data cells in P1B: $b2fb + (cc2ab+cc2bb+cc2cb+cc2db) + (cc3ab+cc3bb+cc3cb+cc3db)$

Item b2fc - This is the total of summing up all the discounts allowed and recorded in £000s in column c. This is equivalent to summing the following data cells in P1B: $b2fc + (cc2ac+cc2bc+cc2cc+cc2dc) + (cc3ac+cc3bc+cc3cc+cc3dc)$

Item b2faa - Number of total sales and transfers of flats. This is a subset of the total number of sales and transfers recorded in b2fa. This is equivalent to summing the following data cells in P1B: $b2f1a + (cc3aa+cc3ba+cc3ca+cc3da)$.

Item b2fab - Selling prices (net of discounts) for all the flats sold and recorded in b2faa. This amount, recorded in £000s, cannot be bigger than the amount recorded in b2fb for all dwellings sold. This item is equivalent to summing the following data cells in P1B: $b2f1b + (cc3ab+cc3bb+cc3cb+cc3db)$.

Item b2fac - Discounts allowed for all flats sold, recorded in b2faa. This amount, in £000s, cannot be bigger than the discounts allowed for all flats recorded in b2fc. This cell is equivalent to summing the following data cells in P1B: $b2f1c + (cc3ac+cc3bc+cc3cc+cc3dc)$.

Item b2faaa - Number of Right to Buy dwellings sold which are flats. This is a subset of all flats sold, recorded in b2faa. It is also a subset of all Right to Buy dwellings sold and recorded in b2aa. This used to be cell b2f2a in P1B.

Item b2faab - Selling price (after discounts) for Right to Buy flats sold and recorded in b2faaa. This amount should be in £000s and cannot be bigger than the selling price recorded for all flats in b2fab or the selling price recorded for all Right to Buy dwellings in b2ab. This used to be cell b2f2b in P1B.

Item b2faac - Discounts allowed for the sale of Right to Buy flats recorded in b2faaa. This amount, in £000s, cannot be bigger than the discounts allowed for the sale of all flats, recorded in b2fac, or the discounts allowed for all Right to Buy sales, recorded in b2ac. This used to be cell b2f2c in P1B.

Item b2faba - Number of Social Homebuy dwellings sold which are flats. This is a subset of all flats sold and recorded in b2faa and of all Social Homebuy dwellings sold and recorded in b2ba. This is equivalent to summing the following data cells in P1B: cc3aa+cc3ba+cc3ca+cc3da.

Item b2fabb - Selling price, recorded in £000s, for the sale of Social Homebuy flats recorded in b2faba. This amount cannot exceed the selling price recorded in b2fab for the sale of all flats or the selling price for all Right to Buy dwellings sold recorded in b2bb. This cell is equivalent to summing the following cells in P1B:

cc3ab+cc3bb+cc3cb+cc3db

Item b2fabc - Discounts allowed for the sale of Social Homebuy flats recorded in b2faba. This amount cannot exceed the discounts allowed for the sale of all flats, recorded in b2fac or the discounts allowed for the sale of all Social Homebuy dwellings, recorded in b2bc. This cell is equivalent to summing the following cells in P1B: cc3ac+cc3bc+cc3cc+cc3dc.

Mandatory cells

b1a, b2aa, b2ab, b2ac, b2ba, b2bb, b2bc, b2fa, b2fb, b2fc

Section C: Allocations

Waiting Lists

The Homelessness Act 2002 removed the statutory duty to maintain a Housing Register as of 31 January 2003. However, we expect local authorities will need to keep a waiting list of housing applicants in order to deliver their statutory allocation functions.

Authorities who have transferred all of their stock (e.g. through Large Scale Voluntary Transfer) should provide figures, irrespective of who is now responsible for managing the waiting list. All households on the waiting list should be included except for existing tenants of your authority seeking a transfer within your own local authority stock

If you have a common housing waiting list, Section C should be completed on the basis of this list.

Item c1a – This item records the total number of households on the waiting lists as of 1st of April of the reporting year. All local authorities should complete this question about households who are registered on their waiting list. All households on the waiting list should be included except for existing tenants of your authority seeking a transfer within your own local authority stock. All households recorded here should also be recorded in one and only one of the items c1aa to c1ae below that record the number of bedrooms they require. The number recorded in c1a should therefore be equal to the sum of items c1aa to c1ae below. This used to be cell hsc1ad in the HSSA.

Item c1aa - Record here the subset of households recorded in item c1a that require 1 bedroom. This used to be cell hsc1a1d in the HSSA.

Item c1ab - Record here the subset of households recorded in item c1a that require 2 bedrooms. This used to be cell hsc1a2d in the HSSA.

Item c1ac - Record here the subset of households recorded in item c1a that require 3 bedrooms. This used to be cell hsc1a3d in the HSSA.

Item c1ad - Record here the subset of households recorded in item c1a that require more than 3 bedrooms (i.e. 4 or more bedrooms). This used to be cell hsc1a4d in the HSSA.

Item c1ae - Record here the subset of households recorded in item c1ae that require an unspecified number of bedrooms or those on the register more than once. This should include those households that have said they require two or three bedrooms, for example, but they should only be recorded here (and not in the two or three bedroom categories above). If a household has submitted more than one application for different numbers of bedrooms, it should also only be recorded in this option once and in none of the above. If

more than one application has been submitted for the same number of bedrooms then the household should be recorded in the relevant option for the required number of bedrooms only once and not here. This used to be cell hsc1a5d in the HSSA.

Item c2a – This question records whether or not your authority has changed the waiting list criteria since the last reporting period due to the changes in the 2011 Localism Act⁶. Please only answer ‘yes’ (‘y’) if there have been changes and these are due to the changes outlined in the Act.

The Localism Act 2011 gives local authorities greater freedom to set their own policies about who should qualify to go on the waiting list for social housing in their area. This means that they are now able, if they wish, to prevent people who have no need of social housing from joining the waiting list. Authorities are still obliged to ensure that social homes go to the most vulnerable in society and those who need it most and every local housing authority in England must have an ‘allocation scheme’ for determining priorities and the procedures and all aspects to be followed in the process of allocating housing accommodation. The allocation scheme must offer a choice of housing accommodation or the opportunity to express preferences about the housing accommodation to be allocated to them.

Reasonable Preference

Item c3a - This records the subset of households in waiting lists, recorded in item c1a, that fall within one or more of the statutory reasonable preference categories as set out in section 167 of the Housing Act 1996 (to be replaced by section 166A once the allocation provisions in the Localism Act 2011 come into force). Local authority allocations schemes must be framed to give reasonable preference to applicants who fall within the categories set out in s.167(2), over those who do not. This used to be recorded in cell hsc2ad in the HSSA.

Each of the items from c3aa to c3ae below refers to one of the statutory ‘reasonable preference’ groups. The figure in c3a does not necessarily need to add up to the sum of the items c3aa to c3ae as households can be in more than one preference group. Households which are seeking a transfer within its own local authority stock should be excluded.

The reasonable preference categories are set centrally, but the interpretation and application of reasonable preference will be subject to local definitions. For example, one local authority may use the bedroom standard to define overcrowding, while another may use the statutory definition. Local authorities may also give different weights to each of the reasonable preference

⁶ The Localism Act can be accessed at <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

categories. They can apply these locally to determine who gets priority, subject to local definitions, taking into account local pressures. The fact that there is local variation does not in itself undermine the value of the information. Please indicate in the notes box if there are any particular issues with the application of your allocations policy that affect the interpretation of the data reported.

Item c3aa - Record here the number of households in waiting lists that fall into the reasonable preference group of 'people who are homeless within the meaning of Part VII of the Housing Act (regardless of whether or not they are owed a statutory homelessness duty)'. This is a subset of the total of households in a waiting list that are in any reasonable preference group recorded in c3a.

Item c3ab - Record here the number of households in waiting lists that fall into the reasonable preference group of 'people owed a homelessness duty' because:

- they have been accepted as unintentionally homeless (or threatened with homelessness) and in priority need [sections 193(2) and 195(2)],
- or intentionally homeless and in priority need [sections 193(2) and 195(2)],
- and people accepted as unintentionally homeless and not in priority need, and provided with accommodation at the authority's discretion [section 192(3)].

This is a subset of the total of households on a waiting list that are in a reasonable preference group recorded in c3a. This is also a subset of all those in the 'homeless' reasonable preference group recorded in Item c3aa as those owed a homelessness duty are all considered homeless.

Item c3ac - Record here the number of households in waiting lists that fall into the reasonable preference group of 'people occupying unsanitary or overcrowded housing, or otherwise living in unsatisfactory housing conditions'. This is a subset of the total of households in a waiting list that are in a reasonable preference group recorded in c3a.

Item c3ad - Record here the number of households in waiting lists that fall into the reasonable preference group of 'people who need to move on medical or welfare grounds, including grounds relating to a disability'. This is a subset of the total of households in a waiting list that are in a reasonable preference group recorded in c3a.

Item c3ae - Record here the number of households in waiting lists that fall into the reasonable preference group of 'people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or to others)'. This is a subset

of the total of households in a waiting list that are in a reasonable preference group recorded in c3a.

Item c4a – This records the number of households in waiting lists in ‘reasonable preference’ groups (and recorded in c3a) who are also given ‘additional preference’. It should only be answered by those local authorities that give ‘additional preference’ to those in reasonable preference groups with urgent housing needs.

In addition to the statutory reasonable preference groups, local authorities have the power to give ‘additional preference’ to households in reasonable preference groups that are in urgent housing need. Examples of people with urgent housing needs to whom housing authorities may consider giving additional preference within their allocation scheme include:

(a) those owed a homelessness duty as a result of violence or threats of violence likely to be carried out and who as a result require urgent re-housing

(b) those who need to move because of urgent medical reasons.

For further guidance on ‘reasonable preference’ and ‘additional preference’ please consult the following statutory guidance:

- Fair and flexible: statutory guidance on social housing allocations for local authorities in England - November 2009
<http://www.communities.gov.uk/documents/housing/pdf/1403131.pdf>
- Allocation of Accommodation: Code of guidance for local housing authorities - November 2002 Revision
<http://www.communities.gov.uk/documents/housing/pdf/157737.pdf>

Choice-based lettings

Item c5a -This records whether (‘Y’ for yes) or not (‘N’ for no) your local authority participates in a choice-based lettings scheme.

Choice-based lettings schemes provide greater choice in housing for new and existing social tenants in England. Choice-based lettings normally involve advertised properties that applicants can bid for. Part VI of the Housing Act 1996 (as amended by the Homelessness Act 2002) requires local authorities to include a statement in their social housing allocation scheme about their position on offering this choice to applicants.

For more information see the Department for Communities and Local Government website at the following address:

<http://webarchive.nationalarchives.gov.uk/+http://www.communities.gov.uk/housing/housingmanagementcare/choicebasedlettings/>

Mandatory cells

c1a, c3a, c5a

Section D: Lettings, Nominations and Mobility Schemes

Questions in this section regarding nominations should be answered by all local authorities, regardless of whether they own housing stock or not as those that do not own stock still retain an allocations function. The rest of this section should be completed only by local authorities that own social housing stock and we have pre-filled the cells with a zero for those authorities that do not own stock within the Housing Revenue Account. If you have transferred your stock during the year and need to report on lettings carried out during the reporting year please over-write the zeros as appropriate.

Whilst local authorities have been able to offer Affordable Rent on secure tenancies from 2011/12 in practice the scale of this is likely to be very small in the first year. Include all social lettings in this section at social or affordable rent levels. Flexible tenancies can only be offered by local authorities following implementation of the Localism Act from April 2012. This section will be developed for 2012/13 to record Affordable Rent lets and flexible tenancies.

Please complete this section even if you also complete CORE. Not all local authorities complete CORE – there were around 70% of local authority lettings reported on CORE in 2010/11. In the future it is intended that the majority of lettings data will be collected through CORE as the Department's preferred source but this will only be possible when CORE coverage is more complete.

Dwellings let to existing social housing tenants transferring into your authorities' own stock from a social housing dwelling

Include here the number of dwellings from your local authority stock let on a secure or introductory tenancy (i.e. exclude all lettings of dwellings let on a non-secure tenancy other than introductory tenancies) to an **existing social tenant** (all social tenants). Include lettings of your dwellings that are located outside the local authority district.

Items d1a to d3a, d5a to d6a, and d8a are mutually exclusive of one another (i.e. dwellings included in one question cannot also be included in any of the others).

Item d1a - Record here the number of dwellings let by your local authority to existing social tenants transferring from another dwelling held by your own local authority. Please exclude those let through mutual exchange (as they are included in d8a) .This used to be recorded in cell hsd1a in the HSSA.

Item d2a - Record here the number of dwellings let by your local authority to existing social tenants transferring from a dwelling held by another local authority. Please exclude those let through mutual exchange (as they are included in d8a). This used to be recorded in cell hsd2a in the HSSA

Item d3a - Record here the number of dwellings let by your local authority to existing social tenants transferring from a dwelling held by a Private Registered Provider. Please exclude those let through mutual exchange (as they are included in d8a). This used to be recorded in cell hsd3a in the HSSA

Item d4a - Record here the total number of dwellings let to existing social tenants. If Items d1a to d3a have been completed, they should sum up to the number recorded here. This used to be recorded in cell hsd4a in the HSSA

Item d4aa - Record here the subset of those dwellings let to existing social tenants (and recorded in d4a) who were previously resident outside your local authority area. This used to be recorded in cell hsd4a1 in the HSSA.

Dwellings let to new tenants to social housing

Record here only those dwellings owned by your local authority which are let to non-existing (new) tenants, i.e. tenants whose last dwelling (immediately prior to the letting of the dwelling owned by your local authority) was not a social housing dwelling (whether owned or managed by your local authority or another social landlord). Only include lettings on a secure or introductory tenancy; do not include tenancies that have been converted from introductory tenancies.

Item d5a - Dwellings let by your local authority to new social tenants provided under a secure tenancy (by virtue of Part 6 of the Housing Act 1996). Include lettings to tenants who succeeded to the new tenancy under section 87 of the Housing Act 1985. Exclude tenancies converted from non-secure or introductory tenancies (which are collected in d10a). This used to be recorded in cell hsd5a in the HSSA.

Item d6a - Dwellings let by your local authority to new social tenants provided under an introductory tenancy within the terms of Part 5 of the Housing Act 1996. This used to be recorded in cell hsd6a in the HSSA.

Item d7a - Total number of dwellings let to new social tenants let under secure or introductory tenancies. If Items d5a and d6a have been reported, they should sum up to the number recorded here. This total used to be recorded in cell hsd7a in the HSSA.

Item d7aa - Record here the subset of dwellings let to new tenants under secure or introductory tenants (recorded in item d7a) where the tenant has moved from outside your local authority area. This used to be recorded in cell hsd7a1 in the HSSA.

Mutual exchanges

To understand the movement of lettings made around the country, please provide information on how many dwellings owned by your local authority were let through mutual exchanges. This should only include dwellings let by your authority as a consequence of a mutual exchange. Information on exchanges between private Registered Provider properties is now being captured by the Tenant Services Authority. Mutual exchanges of your authority's properties arranged via a third party (such as the mutual exchange providers participating in *HomeSwap Direct*, the national home swap scheme) and those arranged independently by tenants should be included.

Item d8a - Record here the total number of dwellings owned by your Local Authority that were let through mutual exchange, including those dwellings located outside your local authority area. Where a mutual exchange has occurred within your local authority stock, it should be recorded as lettings of two dwellings. If only one of the dwellings involved in the mutual exchange is owned by your local authority, then it should be recorded only as one dwelling. Items d8aa and d8ab below report on the location of these dwellings and are mutually exclusive, summing up to the total recorded here. This used to be recorded in cell hsd8a in the HSSA.

Item d8aa - This records the number of dwellings owned by your local authority let through mutual exchanges where the tenant has moved within your local authority geographical area. If the mutual exchange has taken place within your own stock, both dwellings should be accounted for here. This is a subset of the total number of dwellings let through mutual exchange recorded in item d8a. It used to be recorded in cell hsd8a1 in the HSSA.

Item d8ab - This records the number of dwellings let through mutual exchanges where the tenant moved to a dwelling inside your local authority area from a dwelling outside. If your local authority owns both dwellings involved in the mutual exchange, they should still be recorded as two dwellings, otherwise just as one. This is a subset of the total number of dwellings let through mutual exchange recorded in item d8a. It used to be recorded in cell hsd8a2 in the HSSA.

Total local authority dwellings let

Item d9a - This is the calculated total for lettings of local authority owned dwellings. It sums up dwellings let to existing tenants (cell d4a), dwellings let to new tenants (d7a) and lets through mutual exchange (d8a). This used to be calculated in cell hsd9a in the HSSA.

Item d9aa - This is the subset of all local authority lettings (recorded in d9a) which are in 'General needs' housing. This used to be recorded in cell hsd9a1 in the HSSA.

'General needs' housing covers the bulk of housing stock for rent and includes both self-contained and shared housing. This is stock that is not designated for specific client groups requiring support or does not have the special design features that are specific to housing for older people and supported housing. Where additional support is offered to all residents as a matter of course, this stock is not general needs.

Item d9ab - This is the subset of all total local authority lettings (recorded in d9a) which are in 'Supported' housing. This used to be recorded in cell hsd9a2 in the HSSA.

'Supported housing' is housing which is either purpose designed or designated for a particular client group. It can be provided in shared or self-contained housing. Types of supported housing can include direct access hostels, group homes, purpose-built self-contained housing, residential care and nursing homes.

The delivery of support under the Supporting People framework does not necessarily result in the categorisation of housing as supported if the property is not purpose designed or designated for a particular client group. In the absence of either of these two conditions, housing is general needs. This would also be the case where floating support is provided.

Tenancy conversions

Item d10a (previously cell hsd10a in the HSSA) - Record here the number of tenancies originally let (in the current year or earlier) as introductory and other non-secure tenancies and converted to secure tenancies during the reporting year. These should not be included in d5a as a letting to a new secure tenant.

Nominations taken up

Local authorities that no longer own stock should still complete questions d11a and d12a.

'Nominations' refer to all lettings which are the result of a successful nomination made under Part 6 of the Housing Act 1996 under the terms of section 159(2)(b) or (c). This includes all successful nominations made under Part 6 of the 1996 Act by a Large Scale Voluntary Transfer (LSVT) management company or other body on behalf of your local authority (e.g. where the allocation function has been contracted out).

This should exclude any nominations to dwellings provided under full or shared-ownership schemes.

Where your local authority and the letting social landlord are partners to a Choice Based Letting scheme and the housing vacancies are put through the scheme, local authorities should ideally report only those lettings which are nominations. However, if this is not feasible, local authorities may record all social landlord lettings made through the Choice Based Letting scheme as nominations, provided the scheme involves a common allocation scheme (not just a common housing register) with a common set of prioritisation criteria (compatible with Part 6 of the Housing Act 1996) and a single point of entry. Please could you also mention this in the notes box.

Item d11a - Private Registered Provider dwellings let to households in response to a nomination from your authority (previously cell hsd11a in the HSSA). This should include all successful nominations to tenancies in dwellings owned by private Registered Providers.

Item d12a - Other social landlord dwellings let to households in response to a nomination from your authority (previously cell hsd12a in the HSSA). This should include all successful nominations to tenancies in dwellings owned by other social landlords (not private Registered Providers).

Item d12a should include:

- Any nominations to another local authority.
- All successful nominations made under Part 6 of the Housing Act 1996 to tenancies in dwellings owned by another social landlord (i.e. a landlord who falls within section 80 of the Housing Act 1985, e.g., a non-registered housing association or housing co-operative).
- Any nominations from your local authority not recorded in d11a

Other local authority lettings from own stock

Item d13a - (previously recorded in item hsd13a in the HSSA). Record here the number of existing tenants of your authority taking up a new social tenancy in another local authority district. This should exclude:

- mutual exchanges, including those arranged under a formal mutual exchange scheme, as these would be recorded in the in items d8a and d8ab of the receiving local authority.
- nominations by your local authority, as these would be recorded in items d11a and d12a.

Mandatory Cells

d4a, d7a, d8a, d9a, d10a, d11a, d12a.

Section E: Vacants

Vacant dwellings in your local authority area

The estimates of vacant dwellings in **question 1** should be completed by all local authorities, regardless of whether they own stock or not, as it refers to stock owned by any local authority or by 'other public sector' body (see guidance notes for definition of 'other public sector' in Section A). Information should be provided as at 1 April of the reporting year. Data on total vacant stock and those owned by private registered providers are not collected here as they are collated from other sources and published in the Department's Live Tables⁷.

The definition used for '**vacant**' should be consistent with the one used to complete the Council Tax Base form. A dwelling should be determined using the Census definition as used for Question 1 in Section A (and as previously used for the HSSA). Information should be provided as at 1 April at the end of the reporting year.

Vacant dwellings falling under the following Council Tax Exemption classes should be included:

- Class A: Vacant dwellings where major repair works or structural alterations are required, under way or recently completed (up to twelve months).
- Class B: Unoccupied dwellings owned by a charity (up to six months).
- Class C: A vacant dwelling (i.e. empty and substantially unfurnished) (up to six months).
- Class D: A dwelling left unoccupied by people who are detained e.g. in prison.
- Class E: An unoccupied dwelling which was previously the sole or main residence of a person who has moved into a hospital or care home.
- Class F: Dwellings left empty by deceased persons.
- Class G: An unoccupied dwelling where the occupation is prohibited by law.
- Class H: Unoccupied clergy dwellings.

⁷

<http://www.communities.gov.uk/housing/housingresearch/housingstatistics/housingstatisticsby/stockincludingvacants/livatables/>

- Class I: An unoccupied dwelling which was previously the sole or main residence of a person who is the owner or tenant and has moved to receive personal care.
- Class J: An unoccupied dwelling which was previously the sole or main residence of a person who is the owner or tenant and who has moved in order to provide personal care to another person.
- Class K: An unoccupied dwelling where the owner is a student who last lived in the dwelling as their main home.
- Class L: An unoccupied dwelling which has been taken into possession by a mortgage lender.
- Class Q: An unoccupied dwelling where the person who would otherwise be liable is a trustee in bankruptcy.

If council tax records are not available a local survey can be used in accordance with the above definitions. Please use the notes box to explain how you have estimated total vacant dwellings in your district if this is the case.

In addition to any dwellings falling within the exemption classes above, also include as vacant:

- any other dwellings which have been vacant for more than six months and are substantially unfurnished (your local authority may or may not grant a council tax discount or exemption on these dwellings).
- any group of bedsits, counted as one dwelling. Groups of bedsits should only count as vacant when they are all vacant

Vacants should not include:

- second homes or holiday lets;
- re-lets of temporary housing;
- halls of residence and houses normally occupied by students;
- dwellings used for armed or visiting forces;
- empty caravan pitches or boat moorings;
- vacant annexes;
- any dwellings falling under council tax exemption classes M to P and R to W

Item e1a - Record here the total number of vacant dwellings owned by any local authority (either your own or another local authority) within your district area. This used to be recorded under item hsa3ab in the HSSA.

Item e1b - Record here the total number of vacant dwellings owned by 'other public sector' bodies within your district area. Please refer to Section A guidance on 'other public sector' to complete this cell. This used to be recorded under item hsa3ad in the HSSA.

Vacant dwellings owned by your local authority

The estimates of vacant dwellings in **question 2** only cover dwellings owned by your local authority and therefore should only be completed by local authorities that own stock. For those authorities that do not own stock, we have pre-filled those cells with a zero.

The definition used for '**vacant**' should be largely consistent with the one used to complete the Council Tax Base form. Vacant dwellings should be counted under the definition of a dwelling used for Questions 2 to 4 in Section A (and used previously for the BPSA). That is, it should relate to dwellings within your Housing Revenue Account. Information should be provided as at 1 April at the end of the reporting year.

Items e2aa to e2dc These detail the number of vacant dwellings in your local authority stock at 1 April at the end of the reporting period, whether they are located within your local authority area or not. Vacant dwellings should be reported as either 'available for letting' (column 'a') or 'not available for letting' (column 'b'). These categories are mutually exclusive and cover all vacants owned by your local authority. Column 'c' sums all dwellings recorded under columns 'a' and 'b'. If you don't know whether the vacants are 'available' or 'not available for letting', please complete column 'c'.

Vacant dwellings 'available for letting' should include:

- Stock where the previous tenant is no longer being charged rent and no works are required before a new tenant can move in.
- Stock that has been handed over from a contractor, development section or maintenance section on completion of works, for new letting or re-letting, and is in a satisfactory condition for letting.
- Stock requiring normal maintenance and redecoration work between lets (as a result of tenant turnover). This includes maintenance between tenants moving out and new tenants moving in.

Vacant dwellings that are '**not** available for letting' should include:

- Stock that has been previously let, but which requires works before a new tenant can move in (which are more substantive than normal maintenance and redecoration works). This includes units where a contract for work has been let and works have not physically

commenced and / or the property has not been handed over for letting or re-letting.

- Stock awaiting sale, provided they were not originally developed for sale.
- Stock that is not available for letting due to unauthorised occupation or because it is awaiting demolition.

Vacant dwellings are also split into rows by how long the dwelling has been vacant. Row 'a' is for 0-6 weeks, row 'b' for between 6 weeks and 6 months and row 'c' covers those that have been long-term vacant (over 6 months). Rows 'a' to 'c' are mutually exclusive and cover all vacants owned by your local authority. Row 'd' sums the vacants recorded under rows 'a' to 'c'. If you don't know how long the dwellings have been vacant for, please complete totals for row 'd'.

Cell e2dc is mandatory and should be completed as this reports the total number of vacant dwellings owned by your local authority. This total can be greater or smaller than the total of vacants within your local authority area in e1a. This is because some of your local authority dwellings (reported in e2dc) may be located outside your geographic area, but some of the dwellings within your local authority area (and recorded in e1a) may be owned by another local authority.

Mandatory cells

e1a, e2dc

Section F: Condition of Dwelling Stock

Most questions in this section relate to stock owned by your local authority and should be completed on the basis of stock within your Housing Revenue Account (see detailed definition in Section A). However, some questions do include other tenures such as private sector dwellings. Please include here all those dwellings which are owner-occupied or privately rented, including those in shared ownership.

For local authorities that do not own Housing Revenue Account stock as at 1 April at the end of the reporting year we have pre-filled relevant cells with zero. However, if you have transferred your stock in year and have activity or expenditure to report please overwrite the zeros as appropriate.

Energy Efficiency

Energy Efficiency – stock owned by your local authority

This section should be completed by local authorities that own stock, as it refers to dwellings owned by your local authority, whether they are located within your local authority area or not. For those authorities that do not own stock, we have pre-filled the cells with zero on Interform.

Question 1 asks the average EPC/SAP rating (e.g. rating from A to G) of all dwellings owned by your local authority, as at 1st of April this reporting year (**Item f1a**) and planned for the next reporting year (**Item f1b**). These data were previously collected in the BPSA in items e4e and e4f.

The standard method of reporting energy efficiency is now the **Energy Performance Certificate** (EPC). The Energy Performance Certificate was introduced in 2007 as part of a programme to reflect European legislation and currently all buildings whenever sold, built or rented need an Energy Performance Certificate. The requirement for an Energy Performance Certificate is laid down by European Union Energy Performance of Buildings Directive 2002/91/EC.

An Energy Performance Certificate is a document which indicates the energy performance of a residential property. It places the property in a banding from A (most efficient) to G (least efficient), basing it on its Standard Assessment Procedure (SAP) rating, which ranges from 1 to 100 (most efficient). The rating is an index of the annual cost of the standard energy bills for heating the home, heating water and lighting but excludes costs of running appliances like TVs or washing machines.

The current Standard Assessment Procedure measure is now 2009 and a new update is due in 2013. The average rating should be calculated by using the Standard Assessment Procedure 2009 ratings of all properties: calculate the average rating (1-100) and then report the equivalent Energy Performance Certificate band (A-G). For example, if there are three dwellings with Standard Assessment Procedure ratings 38, 68 and 90, the average rating would be 65.3, equivalent to a band D rating. The rating band D would be the average rating to report. The table below summarises the Energy Performance Certificate bands and their 2009 Standard Assessment Procedure rating:

Energy Performance Certificate Band	Standard Assessment Procedure Rating Points
A	92-100 points (Most efficient)
B	81-91 points
C	69-80 points
D	55-68 points
E	39-54 points
F	21-38 points
G	1-20 points (Least efficient)

If you cannot report using Standard Assessment Procedure 2009 and need to use a previous standard (e.g. 2005) please calculate the equivalent Energy Performance Certificate rating as if using Standard Assessment Procedure 2009 but indicate so in the notes box.

Question 2 requests information about the number of dwellings owned by your local authority that received different types of renovation work to improve energy efficiency and generate renewable energy during last year (column 'a') and the dwellings planned to be improved the following year (column 'b'). These works are considered to improve the levels of comfort, reduce energy use and CO₂ emissions, and lower fuel bills.

Where works are to common parts, public and private open areas, or in the case of blocks of flats, to the structure, roofs or other shared elements, report the total number of dwellings among which the costs of works is to be apportioned. In the case of dwellings that have been sold, count only a proportion of the dwellings to reflect the council's remaining net financial responsibility, if any.

An individual dwelling may be counted under more than one category of works. For example, a dwelling which has a new efficient boiler and new loft insulation should be recorded under both questions.

Items f2aa and f2ab - report all buildings owned by your local authority where windows have been replaced / are planned to be replaced, either with single

glazing or double glazing windows. This information used to be previously collected in the BPSA in items d11c and d11e.

Items f2aaa and f2aab - record here the subset of buildings recorded in items f2aa and f2ab where the windows have been replaced / are planned to be replaced with windows that do not meet the current building regulations standard [e.g. not double glazed].

Items f2ba and f2bb- report all buildings owned by your local authority where boilers have been replaced / are planned to be replaced, regardless of the energy efficiency rating of the boiler.

Items f2baa and f2bab - record here the subset of buildings in items f2ba and f2bb where boilers have been replaced / are planned to be replaced with boilers that are not energy efficient (i.e. not A-rated or $\geq 90\%$ efficient).

Boilers are rated according to their efficiency in converting fuel to heat as a percentage. This rating is called SEDBUK - Seasonal Efficiency of Domestic Boilers in the UK. There are two SEDBUK rating systems, SEDBUK 2005 and the newly updated SEDBUK 2009. SEDBUK 2005 uses an A to G rating, A-rated boilers being more than 90% efficient. Since October 2010 SEDBUK 2009 no longer uses the A-G rating but only displays the percentage efficiency. Only A-rated boilers - rated at 90% or better - carry the Energy Saving Trust Recommended logo.

Items f2ca and f2cb - report here all dwellings owned by your local authority where there has been installation of insulation. This information used to be previously collected in the BPSA in items d15c and d15e.

Items f2caa and f2cab – Include here the subset of buildings where there has been installation of insulation (and recorded in items f2ca and f2cb) via solid wall insulation.

Solid walls have no cavity so there is no barrier to reduce heat flow through the walls. They can be insulated with internal insulation (from the inside) or external insulation (from the outside). Solid wall insulation may also be used for cavity walls that cannot be treated with cavity wall insulation (e.g. due to risk of damp penetration).

Items f2cba and f2cbb – Include here the subset of buildings where there has been installation of insulation (and recorded in items f2ca and f2cb) via insulation of cavity walls.

Cavity walls are made of two layers with a small gap or 'cavity' between them. This cavity acts as a barrier to reduce heat flow through the wall. Insulation of cavity walls fills the gap between the inner and outer layers of external walls with an insulating material, reducing heat loss.

Items f2cca and f2ccb – Include here the subset of buildings where there has been installation of insulation (and recorded in items f2ca and f2cb) via loft insulation.

Loft insulation laid in the loft space or between roof rafters to a depth of at least 270 mm (recommended depth for mineral wool insulation) significantly reduces heat loss through the roof. The insulation makes it much more difficult for heat to pass through the roof by providing a layer of material which has lots of air pockets that trap heat. The loft space must have adequate ventilation to prevent dampness.

Items f2cda and f2cdb – Include here the subset of buildings where there has been installation of insulation (and recorded in items f2ca and f2cb) via floor insulation. For example, timber floors on the ground floor can be insulated by lifting the floorboards and laying mineral wool insulation supported by netting between the joists.

Items f2da and f2db – Include here the number of dwellings owned by your local authority where there has been / it is planned to have installation of renewable technologies. This information used to be previously collected in the BPSA in items d19c and d19e.

Renewable technologies are defined as being powered by abundant, free sources of energy such as the sun, the wind or even plant and animal matter, as opposed to generating energy from non renewable sources like fossil fuels.

Include here also low carbon technologies such as heat pumps which are not completely renewable because they still require input of electrical energy but at much smaller scale than conventional technologies.

Some of the main options for these technologies are:

- Heat generating technologies – wood fuelled heating systems, solar water heating and heat pumps.
- Electricity generating technologies – wind turbines, solar electricity (photovoltaics), hydroelectricity and micro-combined heat and power.

Items f2daa and f2dab - Please specify here the renewable technologies that have been installed in your local authority stock. We have provided codes for the installation of the main renewable technologies. Please check which ones apply to you, sum the relevant codes and enter the sum in the relevant cells. For example, if you have installed photovoltaic panels and heat pumps this year, you should enter '5' in cell f2da. These are binary codes so each combination produces a unique number that can be translated back into the technologies used.

- | | |
|---|---------------------|
| 1 | photovoltaic panels |
| 2 | solar thermal |

4	heatpumps (air, ground or water)
8	biomass boilers
16	wind turbines
32	other

Energy Efficiency – private sector stock in your local authority

This section should be completed by all local authorities, whether they own stock or not, as it refers to private sector dwellings within your local authority area.

From 22nd April 2012 Energy Performance Certificates lodged on the national Energy Performance Certificate register (<https://www.epcregister.com/>) are being made publicly available⁸. Authorised organisations, including local authorities, can have access to the Energy Performance Certificate data in bulk. Details on how to obtain this data is available at

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/2121747.pdf>

You can base the average rating of private sector dwellings in your area on data extracted from the Energy Performance Certificate register, or from information collected through a local survey. Please indicate which source you have used in the notes box. If survey data is used and the date of this survey is not in the current reporting year, please also indicate this in the notes box.

Item f3a: Report here the average rating of private sector dwellings in your local authority area. The average rating should be calculated as for Question 1. This information used to be previously collected in the HSSA in item hsb4a.

Item f4a – Report here the percentage of private sector dwellings with Energy Performance Certificate band below E (i.e. F and G) in your local authority area. For example, if 10% of private sector dwellings have ratings which are either F or G you should report ‘10’ in this cell. This information was previously collected in the HSSA in item hsb5aa. If you report this cell you do not need to report cell f4b below.

Item f4b: Report here the Energy Performance Certificate rating equivalent to the lowest quartile within private sector dwellings in your local authority area. The lowest quartile Standard Assessment Procedure rating can be calculated by arranging the ratings of all private sector dwellings into ascending order and then taking the n/4th (or closest) rating where n is the number of ratings. The rating to be reported is the equivalent rating in the A to G scale. So if the lowest quartile in the rating is 22, the rating band to report in this cell would be

⁸ <http://www.communities.gov.uk/documents/planningandbuilding/pdf/2116850.pdf>

'F'. This information was previously collected in the HSSA in item hsb5ba. If you report this cell you do not need to report cell f4a above.

Housing Health and Safety Rating System

The Housing Health and Safety Rating System (HHSRS) is a risk assessment tool used to assess potential risks to the health and safety of occupants in all residential properties in England and Wales. It came into effect on the 6th of April 2006.

<http://www.communities.gov.uk/documents/housing/pdf/150940.pdf>

The HHSRS looks at the likelihood of an incident arising from the condition of the property and the likely harmful outcome. For example, how likely is a fire to break out, what will happen if one does?

Where there are hazards, the assessment could show the presence of serious (category 1) hazards and other less serious (category 2) hazards.

Please only record in this section those dwellings with category 1 hazards. Please note that this is equivalent to not meeting the 'Decent Home' standard used previously in the HSSA. However, there is not a current 'Decent Homes' programme for the private sector so the emphasis of the questions is on the Housing Health and Safety Rating System.

All associated costs should be reported in £000s.

Question 5 should be completed for stock owned by your local authority. For those authorities that do not own stock, we have pre-filled the cells with a zero. It refers to the condition of the stock as of 1st of April at the end of the reporting year (e.g. April 2012 when reporting for 2011/12). It should therefore exclude those dwellings that were made free from those hazards during the year.

Item f5a. Record here all dwellings with Category 1 hazards owned by your Local Authority (i.e. inside and outside your local authority area). This information was previously collected in item b6aa of the BPSA.

Item f5aa. This asks for the estimated cost of removing the Category 1 hazards from all dwellings recorded in Item f5a. Please record cost in thousands of pounds.

Item f5ab. Record here the subset of dwellings in item f5a which are within your Local Authority area. The number should be equal to or smaller than the number recorded in f5a.

Question 6 should be completed by all local authorities as it refers to dwellings of all tenures within your local authority area. This should include those owned by your local authority, housing associations or other social

landlords, other public sector bodies and private sector dwellings. It refers to the condition of the stock as of 1st of April at the end of the reporting year. It should therefore exclude those dwellings that were made free from those hazards during the year.

Your responses to Question 6 may be based on sample survey data. In this case, please use the survey data closest in time to the 1st April of the reporting year and indicate the date of the survey in the notes box.

Item f6a. Record here an estimate of the total number of dwellings with Category 1 hazards in your Local Authority area. The dwellings recorded in item f5ab should also be included here.

Item f6aa. Record here the estimated subset of dwellings owned by the private sector within your local area.

Item f6aaa. This refers to the estimated cost of removing the Category 1 hazards from the private sector dwellings recorded in Item f6aa. Record the cost in thousands of pounds.

Item f7a. Here should be recorded the number of private sector dwellings made free from Category 1 hazards during the reporting year as a direct result of the actions of your local authority. These dwellings should therefore not be included in item f6a.

Where Category 1 hazards are identified, the Housing Act 2004 puts authorities under a general duty to take appropriate action, including the enforcement action to remove them. Each Local Authority can define the principles that will follow when making regulatory decisions and, in particular, as to the most appropriate action following the identification of Category 1 hazards.

For further information see the 'HHSRS Enforcement guidance' below:

<http://www.communities.gov.uk/publications/housing/housingact2>

Houses in Multiple Occupation

This section should be completed by all local authorities, whether they own stock or not, as it refers to all dwellings within your local authority area.

The questions in this section relate to Houses in Multiple Occupation. An house in multiple occupation is defined as an entire house, flat or converted building which is let to three or more persons who form two or more households, who share facilities such as a kitchen, bathroom and toilet [sections 254-260 of the Housing Act 2004]. A full definition of houses in multiple occupation can be found on the Department for Communities and Local Government website, at the following address:

<http://www.communities.gov.uk/publications/housing/licensinghouses>

Licensing of houses in multiple occupation aims at improving the physical condition and management of various types of properties in the private rented sector. Mandatory licensing seeks to ensure that 'high risk' houses in multiple occupation are in a good condition and well managed. The Housing Act 2004 introduced these measures.

When providing estimates in **items f8a** and **f9a**, it is for the local authority to determine how to make a best estimate using local sources of information such as sample surveys and administrative data.

Item f8a. This should record an estimate of all houses in multiple occupation as of 1st of April at the end of the reporting year. This used to be collected through cell hsg2a in the HSSA.

Item f9a. Record here an estimate of the subset of houses in multiple occupation recorded in item f8a that fall into the mandatory licensable category. Please include in your estimate the number that have received a licence during the reporting year.

The number of licensable houses in multiple occupation is a proportion of the total that are considered at high risk. Mandatory licensing of houses in multiple occupation came into force on 6 April 2006, aimed at improving properties that meet particular criteria. A mandatory licensable dwelling is defined as a property of three or more storeys housing five or more persons forming two or more households. [Section 55(2)(a) of the Housing Act 2004 and Statutory Instrument 371/2006]. Local authorities are under a statutory duty to licence such properties. In each authority, the number of properties that fall into this category will vary.

Item f10a. Local authorities are at different stages in the mandatory licensing process. Only record here the number of dwellings that have been issued with mandatory licences as of 1st of April this year. This is a subset of those dwellings estimated to be licensable recorded in Item f9a.

Item f11a. Record here the subset of dwellings identified as being mandatory licensable (and included in your estimate in f9a) which have been found to have Category 1 hazards (following the Housing Health and Safety Rating System) under inspection as of 1st of April this year.

The Housing Act 2004 states that a Housing Health and Safety Rating System inspection is required on a licensed property within 5 years of the application date. If a 'Category 1' hazard is found the local authority has a statutory duty to take the most appropriate action. For further information on Category 1 hazards, please refer to guidance provided above.

Private Sector Housing Repairs Assistance

Please note that the Private Sector Renewal programme funded centrally by the Department has been discontinued. This section now captures local authority activities under their private sector housing renewal policies, using the powers set out in the Regulatory Reform (Housing Assistance) Order 2002. It is now up to the local authorities to allocate budgets to meet their local needs.

Question 12 requests information on loans, grants and other assistance from your local authority to the private sector during the reporting year, and the number of dwellings improved. It should be answered by all local authorities, whether they own stock or not. If you have provided assistance to dwellings outside your local authority area, please include this here as well and make a note of those in the notes box. This question collects information previously collected through questions 7 to 9 in Section K of the HSSA.

Figures should be given in cash terms and on cash basis.

A loan is defined as any form of assistance which requires repayment at some point in the loan period. This excludes grants with a conditional repayment clause which may or may not be activated. Where schemes are operated as part of a partnership the authority should provide the best estimate of the number of dwellings improved and associated expenditure of grants and loans. Include loans which are provided by the local authority but made through a third party. In this case also include the annual payment by the local authority to the third party agency to fund the giving of the loans which is providing financial assistance for private sector renewal in its area.

In general, money given out counts as a grant rather than as 'other assistance' if there is a clear end-point to the project for which the money was given. 'Other assistance' is usually an on-going project.

The **number of dwellings** improved should only include those where the grant / loan has been completed (i.e. all instalment payments have been made). In contrast, expenditure figures should refer to when payments were made. For expenditure on grants and/or loans figures, all payments made in the year, including any instalment payments, should be included. The following examples clarify the requirements:

- i. A grant/loan of £1,000 is phased in two years, the first instalment is £700 in year 1, and the last instalment is in year two. We should have the number of grants (dwellings improved) in year 1 as zero and year 2 as one. Expenditure is £700 in year 1 and £300 in year 2.
- ii. A grant/loan with one single payment of £500 with works that start in year one and is completed in year 1. Though due to delays in approving or paying for the works, the payment is not made until year

2, then again number of grants (dwellings improved) in year 1 is zero and year 2 is one but the expenditure figure would be zero in year 1 and £500 in year 2.

Items 12a and 12b: Record for owner-occupiers (Item 12a) and for privately rented (Item 12b), the number of total dwellings improved (column a), the local authority expenditure on grants (column b) and local authority expenditure on loans and other assistance (column c) to improve such dwellings. The expenditure items should be recorded in thousands.

Item 12ca: This is the total number of dwellings improved through assistance by your local authority funding. It should sum up to the improved owner-occupier dwellings and those privately rented recorded in items 12aa and 12ba.

Decent Homes Delivery

Questions 13 to 23 refer to the delivery of the Decent Homes programme for dwellings owned by your local authority. This data was previously collected through the BPSA. We have pre-filled the cells in this section with a zero for those local authorities that do not own any stock. The Decent Homes standard applies to and should be reported on social housing except leasehold and shared ownership properties. Guidance on the definition of a decent home, which will help you quantify the level of non-decent and potentially non-decent housing in your stock, was issued in June 2006, and is available at the following address:

<http://www.communities.gov.uk/documents/housing/pdf/138355.pdf>

Separate guidance explaining how you can quantify the level of non-decent and potentially non-decent housing as part of a stock survey carried out in line with the guidance issued in August 2000:

<http://www.communities.gov.uk/documents/housing/pdf/156837.pdf>

(Collecting, managing and using housing stock information).

When responding to these questions, please note that from 6 April 2006, the Housing Health & Safety Rating System replaced the fitness standard as an element of the Decent Homes Standard. Decent Homes calculations should be based on this system rather than the Fitness standard:

<http://www.communities.gov.uk/documents/housing/pdf/150940.pdf>

Please only record figures using the Housing Health & Safety Rating System standard – do not provide figures using the previous unfitness standard. If you do not know these figures using the Housing Health & Safety Rating System definition, please provide an explanation in the notes box, including an approximate date for when you will be using this system. Local authorities are

encouraged to carry out stock condition surveys on a regular basis. As a result, it is anticipated that the majority of authorities will now be using Housing Health & Safety Rating System rather than the old Fitness Standard.

Change in the number of non-decents (and associated expenditure) during the reporting year.

Question 13 collects information on changes affecting the number of non-decent dwellings during the reporting year. This information used to be collected through Section B of the BPSA.

Item f13a - records the number of dwellings made decent during the reporting year. It should always be positive. This used to be collected through item b1b in the BPSA.

Item f13b - records the number of dwellings that received work to prevent them becoming non-decent during the reporting year. It should always be positive. The information about the number of dwellings receiving work to prevent them becoming non-decent is included as this reflects the importance of not only reducing the non-decent stock within your stock but also the need to prevent decent dwellings from deteriorating into non-decency. This used to be collected through item b1c in the BPSA.

Item f13c - records the number of dwellings that became non-decent during the reporting year. It should always be positive. This used to be collected through item b1d in the BPSA.

Item f13d – this records the reduction in the number of non-decent dwellings due to tenant refusals, demolitions and partial transfers, recorded separately under items f13da to f13dc.

Items f13da to f13dc – these record the reduction in the number of non-decent dwellings due to tenant refusals (f13da), demolitions (f13db) and partial transfers (f13dc). In all cases only count these dwellings where they had been included in the total number of non-decent dwellings at the end of the last reporting period.

Please note that where an individual tenant does not want work carried out on their home to bring it up to the decent homes standard, then the home can remain below the standard until the property is vacated, at which point the necessary work can be undertaken. Whilst the home is occupied it should not be counted as non-decent for reporting purposes (so it should be included under item f13da where the refusal has newly occurred in the reporting period). However, where works are required to maintain the structural integrity of the dwelling or prevent other components within the dwelling from deteriorating, or where a category 1 hazard must receive early attention, if these dwellings had been counted as non-decent dwellings in the previous

year's return (under cell f13e or cell b1e in the BPSA) they should be again counted in cell f13e this year. If the dwellings have been found to need such works during the reporting year they should also be counted under item f13e below as they became non-decent during the year.

For item f13db, please note that only demolitions of non-decent dwellings that were included in the total count of non-decent dwellings at the end of the last reporting period should be reported here. As dwellings scheduled to be demolished are excluded from the total number of non-decent dwellings in f13e only those dwellings demolished which had not been scheduled as per 1st of April last reporting year should be included here.

A partial transfer is where a local authority transfers some (not all) of its housing stock to a housing association. Please only record here dwellings that had been recorded as non-decent dwellings in the previous year return (under item f13e here or b1e in the BPSA) and have been transferred to another social landlord.

Item f13e - This used to be collected through item b1e in the BPSA. It records the number of non-decent dwellings as of 1st of April of the current year. It should always be positive. It should reflect:

- the number of non-decent dwellings as of 1st of April of the previous year (that is, as reported in b1e of 2010-11 BPSA or in item f13d for later reporting years)
- plus the number of dwellings becoming non-decent during the reporting year (and reported in cell f13c in this return)
- less the number of non-decent dwellings made decent (and reported in cell f13a in this return) and the reduction in non-decent dwellings due to tenant refusals, demolitions or partial transfers (and recorded in cells f13da to f13dc in this return).

If you have been unable to provide all the information on the flows of dwellings into and out of non-decency or do not have an estimate of the number of non-decent at 1st April for the previous year, please provide an estimate of total non-decent stock as of 1st of April this year. Non decent dwellings which are scheduled for demolition should not be included in the count of non-decent.

Question 14 collects the associated expenditure (cost) to make the dwellings recorded in question 13 decent or to prevent them becoming non-decent. It should also be positive. This information used to be collected through items b2b to b2e in the BPSA. The information should be recorded in thousands (£000s).

Item f14a - records the money spent in making the number of dwellings decent recorded in f13a. This used to be recorded in item b2b in the BPSA.

Item f14b - records the money spent in preventing the number of dwellings becoming non-decent recorded in f13b. This used to be recorded in item b2c in the BPSA.

Item f14c - records the associated cost of the number of dwellings becoming non-decent recorded in item f13c. This used to be recorded in item b2d in the BPSA.

Item f14e - records the cost to make decent all the stock of non-decent dwellings as of 1st of April this year, recorded in item f13e.

Question 15 records the overall extent of tenants refusing work as at 1st April of the end of the reporting period, i.e. the cumulative total to date. It provides an estimate of all tenant refusals across the whole stock (regardless of condition).

The cumulative total is estimated by:

- the number of refusals up to 31 March last year (since the time you started to keep a record of refusals), as recorded in this question in the last return (or in question b5 in the BPSA)
- plus the number of refusals during this reporting year
- less the number of refusals ended i.e. where a tenant agrees to works or moves out and works are done.

Item f15a – Please record here the cumulative total of dwellings where the tenant has refused work and they are technically ‘non-decent’. This total would include the reduction in the number of non-decent dwellings due to tenant refusal reported for this year in item f13da.

Item f15b- Please record here the cumulative total of dwellings as of 1st April this year where the tenant has refused works but the dwellings are considered decent.

Question 16 provides a picture of why your stock fails to meet the Decent Home standard. It asks for the number of dwellings that fail to meet each of the four criteria of the Decent Home standard (column ‘a’) and the associated cost (column ‘b’). All associated costs should be reported in £000s. The average cost in column ‘c’ is calculated for you by dividing the total cost in ‘b’ by the number of dwellings in ‘a’.

Item f16a presents the number of your local authority dwellings that do not meet the Decent Homes standard and it is pre-filled from the number you reported in item f13e. This number may be equal to or smaller than the sum of the dwellings that fail the Decent Home standard for each criterion because one dwelling may fail more than one of those criteria.

Item f16b is the cost associated with the total number of decent homes dwellings and is pre-filled from the cost you reported in item f14e.

Items f16aa to f16ac are pre-filled from items f5a and f5aa as they report the number of non-decent dwellings that fail the minimum standard criterion by having Category 1 hazards and the associated costs of meeting this standard. The average cost in f16ac is calculated for you by dividing the total cost in f16ab by the number of dwellings in f16aa.

Items f16ba to f16bc – report here the number of non-decent dwellings that fail the criterion of being in a reasonable state of repair, and the associated cost of meeting this standard. The average cost in f16bc is calculated for you by dividing the total cost in f16bb by the number of dwellings in f16ba.

Items f16ca to f16cc – report here the number of non-decent dwellings that fail the criterion of having reasonably modern amenities and services, and the associated cost of meeting this standard. The average cost in f16cc is calculated for you by dividing the total cost in f16cb by the number of dwellings in f16ca.

Items f16da to f16dc – report here the number of non-decent dwellings that fail the criterion of having a reasonable degree of thermal comfort, and the associated cost of meeting this standard. The average cost in f16dc is calculated for you by dividing the total cost in f16db by the number of dwellings in f16da.

Item f17a please report here the percentage of your local authority dwellings that are non-decent. This should be calculated by using the number of non-decent homes as of 1st April this year, reported in item f13e, and the total number of your local authority dwellings reported in item a2ib, by the formula $f13e/a2ib*100$.

Question 18 requests a profile of the predicted number of non-decent dwellings for your local authority stock in the coming years (**items f18a to f18e**). This forecast is required to enable future monitoring of progress and ensure you keep track on the delivery of decent homes. You should report your best estimate of the number of non-decent homes expected each year, not any targets that you may have set.

Decent Homes Backlog Funding Outputs during the reporting year

This section should only be completed by those local authorities that receive Decent Homes Backlog Funding. For those authorities that were not allocated any Decent Homes Backlog Funding we have pre-filled this section with zeroes. Please ignore the warning messages that only apply if you are

completing those cells. If your local authority does not receive funding for every year, we have pre-filled Interform with zeroes where appropriate.

The housing minister announced in February 2011 the allocation of nearly £1.6bn in funding capital investment to help towards completing the Decent Homes programme in the council housing sector. See <http://www.communities.gov.uk/news/housing/1847419>

Local authorities submitted bids to the Homes and Communities Agency to receive funding and 46 local authorities were successful in their bids. For more information please visit:

<http://www.homesandcommunities.co.uk/ourwork/existing-stock>

Item f19a – Report here the number of decent homes backlog as of 1st April of this reporting year. For reporting year 2011/12, the Decent Homes backlog remaining will equal f13e, the total number of non-decent dwellings remaining.

For later years, the Decent Homes backlog remaining should equal:

- Total number of non-decent dwellings reported in item f19a in your previous return.
- less the number of backlog dwellings made decent during the reporting year (and reported in item f20b in this return)

Item f20a – Report here the number of backlog dwellings made decent during the reporting year with backlog funding. This should be a subset of all the dwellings made decent (and reported in f13a).

Item f20b – This shows the total number of backlog dwellings made decent in the reporting year. For 2011/12 it is pre-filled from the number you have reported in item f13a. For future years it will not be pre-filled as there may be dwellings made decent in future which were not part of the original backlog.

Item f21a – Report here the number of dwellings that received capital works using backlog funding during the reporting year. This should include those dwellings that were made decent as a result of those works and recorded in item f20a but also those that received capital work but remain non-decent and included in item f19a.

Question 22 provides a forecast of the annual backlog stock made decent over the remaining years of the backlog funding programme (to 2014/15). The Homes and Communities Agency will monitor this data and may challenge any large downward revisions of future expectations. Please provide a forecast of the dwellings to be made decent through backlog funding in row 'a'. The forecast in row 'b' should refer to all the dwellings expected to be made decent through all funding sources, including those through backlog funding in row 'a'. The last column of the forecast calculates the totals for

rows 'a' and 'b' and provides the forecasted dwellings expected to become decent through the remainder of the programme.

Question 23 asks for the total cumulative number of apprenticeships secured with backlog funding through the programme. For the reporting year 2011/12, please record in item **f23a** the number of apprenticeships secured through backlog funding during 2011/12. For subsequent years, please provide the total cumulative number of apprenticeships secured through backlog funding, reporting:

- the cumulative number of apprenticeships reported in item f23a in last year's return
- plus the number of apprenticeships secured during the current reporting year.

Capital Expenditure on local authority owned stock during reporting year

This section should only be completed by those authorities that own stock as it refers to housing capital expenditure which is applicable to the Housing Revenue Account. For the rest of local authorities, the cells have been pre-filled with a zero. However, if you have transferred your stock in year and have activity or expenditure to report please over-write the zeros as appropriate

Data on all housing capital expenditure is reported separately by local authorities through their capital returns made to Local Government Finance Statistics.

All costs should be reported on an accruals basis, i.e. when the work is carried out rather than when the bill is paid. For example, if a contract is carried out over two years the number of dwellings and costs of the work should be apportioned across the two financial years in proportion to the work carried out in each year.

Where your authority shares responsibility for capital works, count only the proportion of the cost for which your authority will have a net financial responsibility (i.e. after the costs borne by owners or out of indemnity insurance is deducted from capital payments). Quote the number of dwellings implied by the proportion above (i.e. 50% of expenditure implies 50% of dwellings), rounding to the nearest whole number where necessary.

Costs should include consultant's fees, contractor's preliminaries, contingencies and other related costs. Also include costs for equivalent building and professional services provided in-house. Do not include your authority's management and administration costs. Present all expenditure

figures in **£000's** and rounded to the nearest £1000 unless stated otherwise in the form. Quote total expenditure and not costs per dwelling. Where there are no dwellings requiring investment, there should be no associated costs and vice versa.

Item f24a - Please record here the total capital expenditure (in £000s) on your local authority stock within the Housing Revenue Account during the reporting year. As well as expenditure on capital works recorded in question 25 below, also include other capital expenditure such as on software and computer systems. This used to be previously collected in item hsh1ae in the HSSA.

Question 25 requests the number of Housing Revenue Account dwellings that received any capital works during the reporting year, and the associated costs of doing the work. Please bear in mind that you should count those dwellings under shared ownership or Private Finance Initiative here.

Item f25aa and **Item f25ab** – Please record here the number of Housing Revenue Account dwellings that received any capital renovation works such as installation, replacement or major repairs and the associated cost in £000s. This information used to be previously collected in items d1c and d1d in the BPSA.

In **items f25aaa to f25akb** record the specific capital installation or major repair undertaken (i.e. rewiring, roof structure, roof covering, etc.) and the associated expenditure in £000s. If a dwelling has received more than one type of work it should be recorded more than once. If you have done capital works not specified in any of the rows above, please record it under 'other' in row 'k'.

Please note that the number of dwellings for items f25aga, f25aha, f25aia and f25aja has been pre-filled for you from the information you already reported for the sub-section on energy efficiency and it is shown here for completeness. You should only report on the costs incurred for those capital works in column 'b'.

Data on these capital works used to be previously collected through items d7c to d20f in the BPSA, although some works such as installation of 'common areas' are not separately collected now and should be included under the 'other' category in row 'k'.

Items f25ba and **f25bb** – Item f25ba is pre-filled here from what you entered in item a4a to report the dwellings that have been demolished. It is shown for completeness. Please record in item f25bb the expenditure in £000s associated with these demolitions. This information used to be previously collected in items d2c and d2d in the BPSA.

Items f25ca and **f25cb** – Item f25ca is pre-filled here from what you entered in item a4b to report the dwellings that have been converted. It is shown for

completeness. Please record in item f25cb the expenditure in £000s associated with these conversions. This information used to be previously collected in items d3c and d3d in the BPSA.

Items f25da and f25db –Item f25da is pre-filled here from what you entered in item a4c to report the new build dwellings. It is shown for completeness. Please record in item f25db the expenditure in £000s associated with these new builds. This information used to be previously collected in the BPSA in items d4ca to d4db as it used to distinguish between those for general needs and special needs. Now that distinction is not needed.

Items f25ea and f25eb –Item f25ea is pre-filled here from what you entered in item a4d to report the new acquisitions. It is shown for completeness. Please record in item f25eb the expenditure in £000s associated with these new acquisitions. This information used to be previously collected in the BPSA in items d5ca to d5db as it used to distinguish between those for general needs and special needs. Now that distinction is not needed.

Item f25fa and f25fb – Please record here the number of dwellings that received any capital works during the reporting year, and the associated expenditure. The number of dwellings should be less than or equal to the sum of dwellings from rows ‘a’ to ‘e’ above. This is because those dwellings receiving more than one capital work should only be counted once. The expenditure associated in f25fb should equal the sum of the expenditures recorded in rows ‘a’ to ‘e’ above. This information used to be previously collected in items d6c and d6d in the BPSA.

Mandatory cells

f5ab, f8a, f13e, f19a, f24a

Section G: Stock Management

This section collects information about key management issues related to your local authority stock. For those authorities that do not own stock, we have pre-filled the cells with a zero. However, if you have transferred your stock in year and have activity to report please over-write the zeros as appropriate. This was previously collected through sections E and F in the BPSA and should be completed for stock within your Housing Revenue Account.

Management of local authority stock

Item g1a – Record here the average re-let time in days to two decimal places. This is defined as the time in calendar days from when the tenancy is terminated up to and including the date when the new tenancy agreement starts (that is, the period for which the property is considered to be ‘void’). This was previously collected through cell e3e in the BPSA.

Where a notice has been served, the tenancy will not count as terminated until the notice period has ended and the local authority has possession of the property.

Please exclude properties:

- let through mutual exchanges
- undergoing ‘major works’
- which the council intends to sell or demolish.

A void should be classed as a ‘major works’ void only if an existing tenant would have had to be decanted in order for the works to take place. The void period should start from the date that the works are completed.

Evictions obtained by local authority landlords

Item g2a collects data on the number of evictions that your local authority has made during the reporting year under Section 82 of the Housing Act 1985 and section 127 of the Housing Act 1996. This was previously collected through item f2a in the BPSA.

An eviction is defined here as a tenancy brought to an end by the execution of a warrant of possession by court bailiffs. Eviction does not include abandonment, even where a property is abandoned in the period between a warrant of possession and the execution of that warrant.

Please include all evictions made during the reporting year, regardless of the year in which the possession order or warrant of possession itself was obtained, the type of tenancy to which it relates, or whether the original possession order was an outright, postponed or suspended possession order.

You should exclude evictions that have not been effected during the reporting year, regardless of the date of the possession order or warrant of possession.

Items g2aa to g2ad record separately the number of dwellings in which there has been an eviction by your local authority (and recorded in g2a) by reason for eviction. These items are mutually exclusive and together add up to the total number of evictions recorded in g2a.

Item g2aa - record here the number of dwellings where there was an eviction by your local authority (and recorded in g2a) because of rent arrears. Please do not include here those dwellings where there has been an eviction because of anti-social behaviour *and* rent arrears as these should be recorded in g2ac. This was previously recorded in item f2aa in the BPSA.

Item g2ab - record here the number of dwellings where there was an eviction by your local authority (and recorded in g2a) because of anti-social behaviour. Please do not include here those dwellings where there has been an eviction because of anti-social behaviour *and* rent arrears as these should be recorded in g2ac. This was previously recorded in item f2ab in the BPSA.

Item g2ac - record here the number of dwellings where there was an eviction by your local authority (and recorded in g2a) because of both anti-social behaviour *and* rent arrears (if the only reason is anti-social behaviour or rent arrears please record in g2aa or g2ab as appropriate). This was previously recorded in item f2ac in the BPSA.

Item g2ad - record here the number of dwellings where there was an eviction by your local authority (and recorded in g2a) because of a reason other than anti-social behaviour or rent arrears. You may specify the other reason in the notes box if you wish.

Mandatory cells

g2a

Section H: Local Authority Rents and Rents Arrears

This section gathers information on rents and rent management of the stock owned by your local authority within your Housing Revenue Account, whether it is located within your local authority area or in another local authority area. For local authorities that do not own Housing Revenue Account stock as at 1 April at the end of the reporting year we have pre-filled relevant cells with zero on Interform. However, if you have transferred your stock in year and have activity or expenditure to report please over-write the zeros as appropriate

Whilst local authorities have been able to offer Affordable Rent on secure tenancies in 2011/12 in practice the scale of this is likely to be very small in the first year. Include all social lettings in this section at social or affordable rent levels. This section will be developed for 2012/13 to separately record Affordable Rent levels.

Local Authority Rents

This sub-section has been included on the return following the move to Housing Revenue Account self-financing from April 2012. With self-financing, the forms that were completed by Local Authorities via LOGASNET are no longer required. The forms that will no longer exist are:

Housing Revenue Account Subsidy Claim Form – 01, 02, 03 & 04

Housing Revenue Account Base Data Capture Forms – B1 & B2

This sub-section collects a number of important data on rent levels that need to continue for either administrative or statistical purposes. Information on rents, for example, is needed for the calculation of the Limit Rent by the Department of Work and Pensions. Other data on stock composition from these Housing Revenue Account forms is requested in section A. The data requested here should, where appropriate, be consistent with that previously provided on the Housing Revenue Account Subsidy Claim Form 02.

For the reporting year 2011-12, there will be a duplication of collection as the 2011-12 is the last year for which rental estimates were collected in the Housing Revenue Account subsidy forms. This is intentional to ensure that the guidance notes and forms can be tested and any issues can be addressed. For 2012-13 onwards this data will only be collected through the new form. Throughout this section the Housing Revenue Account definition of a dwelling will apply. Please report rents to two decimal places.

Item h1a – Report here the number of weeks of the last reporting year in which the rent was actually charged (that is, excluding the number of ‘rent free’ weeks). This used to be collected through item F036IN in the Housing Revenue Account Subsidy Claim form.

Item h2a – Report here the average weekly rent per dwelling on an actual basis. This average weekly rent should reflect the total number of dwellings as reported in Section A, including houses in multiple occupation and hostels. Please refer to Section A for guidance on definitions about these categories. Where the rent year is not 52 weeks, the entry should not be averaged over a 52 week year but only based on the chargeable rent weeks for each dwelling. This used to be collected through item F038IN in the Subsidy Claim form.

Please include:

- sheltered housing
- void properties and the rent which would be payable on them.
- hostels and houses in multiple occupation.

But exclude:

- leased properties
- service charges
- charges for heating/water rates, etc
- charges/ premiums for sheltered/warden facilities.

Item h3a – Report here the average weekly rent per dwelling on a standardised 52 week basis (this is calculated on Interform). Where the rent year is not 52 weeks, the entry should therefore be averaged over a 52 week year. This information can therefore be calculated from the ‘actual’ average weekly rent reported in item h2a, by averaging it through the 52 week standard year (in essence, adjusting it for the number of ‘rent free’ weeks). This used to be collected through item F039IN in the Subsidy Claim form and is the figure that is published by the Department in live tables.

Items h4a to h4g collect information on average weekly rents per dwelling on a standardised 52 week basis (as for item h3a), broken down by the number of bedrooms. Include sheltered housing and void properties, but exclude leased housing and hostels and houses in multiple occupation (this differs to h3a which includes Houses in Multiple Occupation). Rents should not include charges for heating/water rates, or charges/ premiums for sheltered/warden facilities.

Item h4a – Report here the average weekly rent of bedsits on a 52 week standardised basis. This used to be collected through item F041IN in the Subsidy Claim form.

Item h4b – Report here the average weekly rent of one bedroom dwellings on a 52 week standardised basis. This used to be collected through item F044IN in the Subsidy Claim form.

Item h4c – Report here the average weekly rent of two bedroom dwellings on a 52 week standardised basis. This used to be collected through item F047IN in the Subsidy Claim form.

Item h4d – Report here the average weekly rent of three bedroom dwellings on a 52 week standardised basis. This used to be collected through item F050IN in the Subsidy Claim form.

Item h4e – Report here the average weekly rent of four bedroom dwellings on a 52 week standardised basis. This used to be collected through item F053IN in the Subsidy Claim form.

Item h4f – Report here the average weekly rent of five bedroom dwellings on a 52 week standardised basis. This used to be collected through item F056IN in the Subsidy Claim form.

Item h4g – Report here the average weekly rent of six or more bedroom dwellings on a 52 week standardised basis. This used to be collected through item F059IN in the Subsidy Claim form.

Item h4h – Report here the average weekly rent of all dwellings covered by items h4a to h4g, on a 52 week standardised basis. Please note that this estimate differs to the figure reported in item h3a as it excludes hostels and Houses in Multiple Occupation. You should calculate this by an average of the weekly rents reported in cells h4a to h4g, using the stock figures in Section A. This used to be collected through item F062IN in the Subsidy Claim form.

Local Authority Rent Arrears

This section covers information on rent arrears. This information was previously collected in the BPSA.

Item h5a – Report here current tenants' cumulative arrears of rent at the end of the reporting period. Please provide this data to two decimal places. Rent owed by tenants who have merely moved from one dwelling to another within your local authority stock should be included here and not in item h6a. Pre-payments should not be offset against arrears of rent collectable. This information was previously collected via item e8e in the BPSA.

For your calculation of rent arrears please exclude:

- arrears relating to former tenants,
- council tax, water rates, heating/service charges,
- housing benefit overpayments,

- arrears of DWP "arrears direct" payments,
- cash in transit and inter-account transfers,
- rent not yet collectable as a result of local collection arrangements.

Item h6a - Report here former tenants' cumulative arrears of rent at the end of the reporting period. Former tenants refer to persons who have ceased to be tenants of the authority; those who have merely moved to another dwelling within your local authority stock should be included in item h5a. Please provide this data to two decimal places. You should exclude arrears that have been written off on or before the end of the reporting period. Please refer to guidance for item h5a on what else to exclude in your rent arrears calculation. This information was previously collected via item e9e in the BPSA.

Item h7a – Report here the estimated arrears of rent outstanding at the end of the reporting year. The entry should show the arrears of rent that fell due during the reporting year and remained outstanding at the end of it i.e. the amount of rent due for the year which was not collected. Payments from tenants in arrears should be assumed to pay off the oldest debt first unless there are specific reasons not to (e.g. a dispute over a specific amount). You should report this as a positive value without any decimals. This item, when deducted from and expressed as a percentage of the total rent collectable during the reporting year in item h12a, will produce the authority's Rent Collection rate shown in h14a. This information was previously collected via item e10e in the BPSA.

The entry should exclude:

- arrears for earlier years,
- council tax, water rates, heating/service charges,
- housing benefit overpayments,
- cash in transit and inter-account transfers,
- rent not yet collectable as a result of local collection arrangements and pre-payments.

Item h8a – Record here the rent arrears that were written off your Housing Revenue Account during the reporting year. You should report this as a positive value without any decimals. This information was previously collected via item e11e in the BPSA.

Item h9a - Please report here the total value of rent roll (including rent rebates), to two decimal places. The entry should show the income accruing during the reporting year from dwellings within the Housing Revenue Account, including:

- rent rebates,
- temporary rent reductions and refunds,
- rent arrears arising during the year,
- rent income from unoccupied dwellings, based on the amount the authority would have reasonably charged had the premises been occupied.

But excluding council tax, water rates, heating and service charges.

This item used to be previously collected via item e12e in the BPSA. The total value of rent roll reported here, after deducting rent reductions or refunds and rent losses (reported in h10a and h11a, respectively) is equal to the total collectable rent calculated for item h12a.

Item h10a – Report here any temporary rent reductions and other refunds made during the reporting year within your Housing Revenue Account to take account of special circumstances (e.g. works in progress or other temporary loss of amenity). Please report this to two decimal places. This used to be previously collected through item e13 in the BPSA. These reductions and refunds should be included in the total value of rent roll reported in item h9a.

Item h11a – Please record here the rent loss on void (unoccupied) dwellings within your Housing Revenue Account during the reporting year. Enter as positive value to two decimal places. The loss of rent income should be based on the amount the authority would have reasonably charged had the premises been occupied, excluding water, heating and service charges. This used to be previously collected through item e14 in the BPSA.

Item h12a – This derived item shows the rent income to your Housing Revenue Account (i.e. the total collectable rent). This is calculated for you by deducting your reported values for rent reductions or refunds and rent losses from the total value of rent roll (h9a-h10a-h11a), without decimal places. This information was previously shown in item e15e in the BPSA.

Item h13a – This derived item calculates for you the total cumulative arrears as a percentage of rent roll ($((h5a+h6a) / h9a) \times 100$), to one decimal place. This information was previously shown in item e16e in the BPSA.

Item h14a – This derived item calculates for you the rent collection rate, by deducting your reported estimate of rent arrears written off in h8a from the calculated rent income in h12a, expressed as a percentage $((h12a - h8a) / h12a \times 100)$. It is shown to one decimal place. This information was previously shown in item e17e in the BPSA.

Mandatory cells

h1a, h2a, h3a

Section I: Affordable Housing Supply

This section should be completed by all local authorities, whether you own stock or not. It refers to dwellings within your geographical authority area. This means that any dwellings provided in your area by other local authorities should be included, but those provided by your authority outside your area should not. Data on additional affordable housing was previously collected through section N in the HSSA although the structure has been changed considerably here to accommodate changes in housing policy and to explicitly exclude data already reported to the Homes and Communities Agency. Therefore, most of the data collected here cannot be directly compared to the data previously collected through the HSSA.

Cash incentive grants are also reported in this section. The number of units delivered through the Cash Incentive Scheme is included by the Department in the measurement of affordable housing supply and in the calculation of the New Homes Bonus enhancement. This was previously collected through section J in the HSSA.

This section does **not** ask you to provide details on **all** additional affordable housing delivered in your area. The Department's national statistics on gross supply of affordable housing provide data on all additional affordable housing supplied each year and these are compiled from a number of data sources, including the Homes and Communities Agency.

The Department's statistics on total affordable supply in each area are at <http://www.communities.gov.uk/housing/housingresearch/housingstatistics/usingstatisticsby/affordablehousingsupply/> and are used to calculate the grant allocations for the New Homes Bonus enhancement. Further details on the official statistics on affordable housing supply, as used in the New Homes Bonus enhancement can be found at:

<http://www.communities.gov.uk/documents/housing/pdf/1846522.pdf>

Only affordable homes completed in the current reporting year and not recorded by the Homes and Communities Agency should be included, whether funded by the Homes and Communities Agency or not, as specified in the form. This is to avoid overlap with data collected by Homes and Communities Agency and minimise duplication of reporting.

The Homes and Communities Agency publish six monthly official statistics on housing provided by their programmes. These can be seen at:

<http://www.homesandcommunities.co.uk/national-housing-statistics>

Data for the financial year are published by the Homes and Communities Agency in May/June and from 2011/12 it is intended that tables will be available showing the local authority breakdown. Further information on the affordable housing reported to the Homes and Communities Agency by private Registered Providers (housing associations) or private developers in your area can be obtained by contacting your Homes and Communities Agency local office. See <http://www.homesandcommunities.co.uk/offices>

Definitions

The following definitions of affordable housing apply throughout this section:

Affordable housing – all affordable housing reported here should be in line with Planning Policy Statement 3: Housing (published June 2011 <http://www.communities.gov.uk/archived/publications/planningandbuilding/pps3housing>) as additional housing units (or bed spaces) provided to specified eligible households whose needs are not met by the market.⁹

Affordable rent – Affordable Rent is the principal element of the new supply offer through the new Affordable Homes Programme, 2011-2015, funded by the Homes and Communities Agency. Affordable rented housing is housing let by registered providers of social housing to households who are eligible for social rented housing. Affordable Rent is not subject to the national rent regime but is subject to other rent controls that require a rent of no more than 80 per cent of the local market rent. For more detailed information, follow the link below:

<http://www.homesandcommunities.co.uk/affordable-homes>

From 1 April 2012, Local Authorities will be able to offer Affordable Rent on flexible tenancy terms. Prior to this they may offer Affordable Rent on secure tenancy terms.

Social rent - Social rented housing is housing owned and managed by local authorities and other registered providers, for which guideline target rents are determined through the national rent regime. It may also include rented housing owned or managed by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Homes and Communities Agency as a condition of grant. Although 'affordable rent' will be the main new supply offer, in some circumstances there will be still be limited offer of 'social rent' housing.

⁹ From April 2012, PPS3 has been replaced by the National Planning Policy Framework <http://www.communities.gov.uk/publications/planningandbuilding/nppf>

Intermediate affordable housing comprises housing at rent above social rent but below market rents (intermediate rent) and housing at prices below market price such those offered through shared equity/ownership products (affordable home ownership).

Intermediate rent - Intermediate rents are rents above those of social rent but below market price or rents which meets the PPS3 criteria. It does not include Affordable Rent. If Rent to HomeBuy schemes have been completed and let on intermediate rent terms these should be reported under affordable home ownership schemes and should only be reported once, i.e. at the point of completion for the intermediate rent phase, they should not be included again at the point they are sold as shared ownership. The initial intermediate rent phase, up to 5 years, is only temporary as at any time tenants can choose to move to shared ownership terms.

Affordable home ownership (also referred to as Low Cost Home Ownership). Affordable home ownership is usually on the basis of shared ownership or shared equity. Provision is often supported by government subsidy through a range of products such as HomeBuy and FirstBuy¹⁰. Affordable home ownership options have a role to play in helping first time buyers who may be excluded from purchasing a home by affordability or deposit constraints. Discounted or low cost homes should not be counted as affordable home ownership unless the requirements of PPS3 are met. The NewBuy scheme, whereby the government provides additional security for the mortgage of a new build property, is not an affordable home ownership product.

A '**completion**' is defined as taking place when the property is built or purchased and transferred to the housing provider. This will generally take place when a Practical Completion certificate is issued or when the completion of the sale takes place.

Practical Completion takes place when the works described in the contract documents are sufficiently finished and free of defects that the employer (usually the Registered Provider) is willing to accept the properties as operational i.e. able to be used. It is not a clear-cut definition, but is a judgement made on a scheme by scheme basis. A Certificate of Practical Completion may be issued when all the dwellings are handed over to the registered provider, but some external works are incomplete, such as landscaping or boundary walls.

Homes should be included in a given financial year where Practical Completion (or completion of the sale) and transfer to the housing provider has taken place by 31 March. If the property is only let, or available for letting,

¹⁰ <http://www.homesandcommunities.co.uk/ourwork/affordable-home-ownership>

in the following year it should still be recorded in the year that it was completed and transferred to the RP. This definition of completion is consistent with the grant conditions applied by the Homes and Communities Agency.

Acquisitions (non-new build) – Additions to affordable housing supply can also take place without building a new property. This can include the purchase of private sector stock which is then provided as affordable housing. It may also include empty properties brought back into use. These will normally be long term empty properties where rehabilitation works are required and which would not otherwise come back into use without intervention. Acquisitions of existing social stock should not be counted unless there are substantive works carried out which leads to an addition in affordable supply. Similarly, conversion of existing affordable properties where there is substantive rehabilitation works carried out which result in a gain in self contained affordable units can be counted but repairs, refurbishment or extension of existing properties should not be counted as these will not lead to an addition in affordable supply. All figures should be reported on a gross basis, that is the number of additional affordable units provided; negative figures should not be recorded.

Rural Exception Sites - The principles of provision of affordable housing on Rural Exception Sites are set out in PPS3¹¹.

Developer contributions through planning obligations. Planning obligations, usually secured under **Section 106** of the Town and Country Planning Act 1990, are legal agreements between local planning authorities and persons with an interest in a piece of land (or "developers"), and are intended to make acceptable development which would otherwise be unacceptable in planning terms. Obligations can also be secured through unilateral undertakings by developers. Planning obligations can be provided by developers "in kind" (where the developer builds or provides directly the matters necessary to fulfil the obligation), by means of a financial payment, or in some cases a combination of both.

Different types of developer contribution through planning obligations for affordable housing include where the developer agrees to contribute land for affordable housing, where developers agree to sell built units (and their land) to a Registered Provider at a price that allows for the provision of affordable housing, and where the contribution is by way of a commuted payment.

Under the *Town and Country Planning (General Development Procedure) (Amendment) (England) Order 2002 (SI 2002 no. 828)*, local planning authorities are required to place information about all planning obligations,

¹¹ PPS3 will be replaced by the National Planning Policy Framework

including those which secure affordable housing contributions on their statutory planning register.

Homes and Communities Agency¹² – Most questions in Section I ask for only those affordable housing units **not** reported to the Homes and Communities Agency to be included. Delivery under the Homes and Communities Agency's Affordable Housing Programme, and its predecessor the National Affordable Housing Programme, is monitored through the Homes and Communities Agency's Investment Management System. Providers are required to report onto the Investment Management System the starts and completions of affordable housing which are in receipt of grant funding through the range of products funded by the Homes and Communities Agency. This includes both new build development and acquisitions/conversions. It is also expected that providers who enter into a framework contract with the Homes and Communities Agency for the delivery of new supply report to them all affordable homes delivered without grant. This will allow consistency of data and monitoring of delivery of such homes. See

<http://www.homesandcommunities.co.uk/sites/default/files/our-work/affordable-homes-framework.pdf>

Partner private Registered Providers (and all members of the partnership) are also required to record all units delivered via Recycled Capital Grant Fund (RCGF) or Disposals Proceed Fund (DPF) (whether part of a S106 planning obligation or not). Some affordable housing is also delivered through the Homes and Communities Agency's Property and Regeneration Programme and monitored on the Homes and Communities Agency's Project Control System.

Information on the affordable housing reported to the Homes and Communities Agency by private Registered Providers (housing associations) or private developers in your area can be obtained by contacting your Homes and Communities Agency local office.

See <http://www.homesandcommunities.co.uk/offices>

Additional supply should be reported according to who owns the property once it is completed:

Local authority dwellings should include:

- those owned and offered for social / affordable housing by the local authority or their ALMOs (exclude acquisitions of existing social stock),

¹² From April 2012 the Greater London Authority will take over responsibility for the Homes and Communities functions and activities. Reporting for London will initially continue to go through the Investment Management System.

- private sector stock leased to local authorities for 21 years or more, which meets the criteria for affordable housing as set out in PPS3,
- dwellings owned and offered for sale as affordable home ownership e.g. local authority shared ownership schemes, which meet the criteria set out in PPS3.

Private Registered Provider dwellings include:

- those owned by private Registered Providers (including housing associations), whether they are built/acquired by the private Registered Providers with local authority financial support or their own financial arrangements,
- homes built/acquired by other bodies and sold to these private Registered Providers,
- private sector stock leased to these private Registered Providers for 21 years or more for social or affordable rent, which meets the criteria for affordable housing as set out in PPS3.
- dwellings owned and offered for sale as affordable home ownership e.g. HomeBuy schemes, which meet the criteria set out in PPS3.

Private Registered Providers are those who are subject to voluntary registration with the Tenant Services Authority under the Housing and Regeneration Act 2008. Local Authorities are subject to the compulsory registration provisions in Section 114A of the Act. The voluntary registration provisions in the Act apply to any other organisation wishing to be a registered provider of social housing. Any organisation which was already registered with the Tenant Services Authority (including those registered with the Housing Corporation) on 1 April 2010 ("registered social landlords") automatically moved to the new register. Successful applicants for voluntary registration, as well as those organisations which moved across from the previous register, are known as "private registered providers" of social housing. Therefore, private registered providers include registered housing associations.

Non-registered providers are those who are not registered with the social housing regulator and could include:

- unregistered housing associations,
- private sector developers,
- community led groups (i.e. not a housing association, local authority or ALMO). These groups may manage or arrange for others to manage the home.

Providers which are not registered with the social housing regulator cannot receive grant from the Homes and Communities Agency to fund social housing. Therefore we do not specify 'without grant funding' or 'not reported to the Homes and Communities Agency' as all provision by them would be

without Homes and Communities Agency grant. Non-registered providers cannot provide properties at Affordable Rent.

Private sector stock leased to local authorities or other registered providers for social or affordable rent leased for a term of between 3 and 21 years should be recorded as non-registered provider, provided it meets the criteria for affordable housing as set out in PPS3.

Provision of New Build Affordable Housing

Questions 1 to 5 record affordable units that have been built and completed during the reporting year but not reported to the Homes and Communities Agency.

Item i1a- Report here the number of additional new build affordable units provided in settlements with populations of 3,000 or less. These can be identified via the Rural Settlement Gazetteer (see <http://housing-planning.swo.org.uk/EasySiteWeb/GatewayLink.aspx?allId=47431>). Dwellings can appear here and in item i2a at the same time, i.e. they are not mutually exclusive.

Item i2a- Report the total number of new build units provided in respect of Rural Exception Sites here. Dwellings can appear here and in item i1a at the same time, i.e. they are not mutually exclusive. Dwellings reported here should also be reported in the appropriate question 3 to 5 below where they are not also reported to the Homes and Communities Agency.

Questions 3 to 5 break down the requested data on new affordable dwellings by relevant ownership categories: local authority owned (Q3), private registered providers (Q4) and non-registered providers (Q5).

For each of the relevant ownership categories, the information is divided by each main affordable housing product. For Question 3, for example, the breakdown is (a) social rent, (b) affordable rent, (c) intermediate rent, (d) affordable home ownership and (e) total.

For each relevant product, data is broken down by relevant funding streams, into two columns:

(a) without developer contributions – any dwelling built without an associated developer contribution as required through planning obligations.

(b) with developer contributions - Include here all the dwellings delivered with developer contributions under planning obligations (section 106). This will include those units supported by developer contributions and other funding sources, such as local authority support, apart from Homes and Communities Agency grant funding.

All dwellings should either be included in 'with developer contributions' or in 'without developer contributions' and they are mutually exclusive.

Item i3aa – Record here new build local authority owned affordable dwellings completed in the reporting year without developer contributions, which have been provided as ‘social rent’ and not reported to the Homes and Communities Agency.

Item i3ab – Record here new build local authority owned affordable dwellings completed in the reporting year with developer contributions, which have been provided as ‘social rent’ and not reported to the Homes and Communities Agency.

Item i3ba – Record here new build local authority owned affordable dwellings completed in the reporting year without developer contributions, which have been provided as ‘affordable rent’ and not reported to the Homes and Communities Agency.

Item i3bb – Record here new build local authority owned affordable dwellings completed in the reporting year with developer contributions, which have been provided as ‘affordable rent’ and not reported to the Homes and Communities Agency.

Item i3ca – Record here new build local authority owned affordable dwellings completed in the reporting year without developer contributions, which have been provided as ‘intermediate rent’ and not reported to the Homes and Communities Agency.

Item i3cb – Record here new build local authority owned affordable dwellings completed in the reporting year with developer contributions, which have been provided as ‘intermediate rent’ and not reported to the Homes and Communities Agency.

Item i3da – Record here new build local authority owned affordable dwellings completed in the reporting year without developer contributions, which have been provided as ‘affordable home ownership’ and not reported to the Homes and Communities Agency.

Item i3db – Record here new build local authority owned affordable dwellings completed in the reporting year with developer contributions, which have been provided as ‘affordable home ownership’ and not reported to the Homes and Communities Agency.

Item i3ea – Record here the total number of new build local authority owned affordable dwellings completed in the reporting year without developer contributions and not reported to the Homes and Communities Agency. This should be equal to the sum of items in rows ‘a’ to ‘d’ in column ‘a’ (if they have all been reported).

Item i3ea – Record here the total number of new build local authority owned affordable dwellings completed in the reporting year with developer contributions and not reported to the Homes and Communities Agency. This

should be equal to the sum of items in rows 'a' to 'd' in column 'b' (if they have all been reported).

Item i4aa – Record here new build Private Registered Provider owned affordable dwellings completed in the reporting year without developer contributions, which have been provided as 'social rent' and not reported to the Homes and Communities Agency.

Item i4ab – Record here new build Private Registered Provider owned affordable dwellings completed in the reporting year with developer contributions, which have been provided as 'social rent' and not reported to the Homes and Communities Agency.

Item i4ba – Record here new build Private Registered Provider owned affordable dwellings completed in the reporting year without developer contributions, which have been provided as 'intermediate rent' and not reported to the Homes and Communities Agency.

Item i4bb – Record here new build Private Registered Provider owned affordable dwellings completed in the reporting year with developer contributions, which have been provided as 'intermediate rent' and not reported to the Homes and Communities Agency.

Item i4ca – Record here new build Private Registered Provider owned affordable dwellings completed in the reporting year without developer contributions, which have been provided as 'affordable home ownership' and not reported to the Homes and Communities Agency.

Item i4cb – Record here new build Private Registered Provider owned affordable dwellings completed in the reporting year with developer contributions, which have been provided as 'affordable home ownership' and not reported to the Homes and Communities Agency.

Item i4da – Record here the total number of new build Private Registered Provider owned affordable dwellings completed in the reporting year without developer contributions and not reported to the Homes and Communities Agency. This should be equal to the sum of items in rows 'a' to 'c' in column 'a' (if they have all been reported).

Item i4da – Record here the total number of new build Private Registered Provider owned affordable dwellings completed in the reporting year with developer contributions and not reported to the Homes and Communities Agency. This should be equal to the sum of items in rows 'a' to 'c' in column 'b' (if they have all been reported).

Item i5aa – Record here new build non-registered provider owned affordable dwellings completed in the reporting year without developer contributions, which have been provided as 'social rent' and not reported to the Homes and Communities Agency.

Item i5ab – Record here new build non-registered provider owned affordable dwellings completed in the reporting year with developer contributions, which have been provided as ‘social rent’ and not reported to the Homes and Communities Agency.

Item i5ba – Record here new build non-registered provider owned affordable dwellings completed in the reporting year without developer contributions, which have been provided as ‘intermediate rent’ and not reported to the Homes and Communities Agency.

Item i5bb – Record here new build non-registered provider owned affordable dwellings completed in the reporting year with developer contributions, which have been provided as ‘intermediate rent’ and not reported to the Homes and Communities Agency.

Item i5ca – Record here new build non-registered provider owned affordable dwellings completed in the reporting year without developer contributions, which have been provided as ‘affordable home ownership’ and not reported to the Homes and Communities Agency.

Item i5cb – Record here new build non-registered provider owned affordable dwellings completed in the reporting year with developer contributions, which have been provided as ‘affordable home ownership’ and not reported to the Homes and Communities Agency.

Item i5da – Record here the total number of new build non-registered provider owned affordable dwellings completed in the reporting year without developer contributions and not reported to the Homes and Communities Agency. This should be equal to the sum of items in rows ‘a’ to ‘c’ in column ‘a’ (if they have all been reported).

Item i5da – Record here the total number of new build non-registered provider owned affordable dwellings completed in the reporting year with developer contributions and not reported to the Homes and Communities Agency. This should be equal to the sum of items in rows ‘a’ to ‘c’ in column ‘b’ (if they have all been reported).

Provision of additional affordable housing other than new build (acquisitions)

This sub-section collects information on additional affordable units delivered during the reporting year that are not new build. ‘Other than new build’ includes acquisitions, empty homes brought back into use, and conversions, where these result in additional supply.

The 'Other than New Build' sub-section is smaller than the sub-section for 'new build' as it does not include information through planning obligations as that only applies to new build.

Item i6a - Report here the total number of additional non-new build units provided for affordable housing in settlements with populations of 3,000 or less.

Questions 7 to 9 request information on the same ownership and relevant products as for 'New Build', although here, to ease presentation, the products are presented across columns and the same relevant ownership categories are presented in rows. Only include units not reported to the Homes and Communities Agency.

Item i7a – Report here the additional local authority owned affordable dwellings that are not new build and are provided as social rent.

Item i7b does not exist as it is expected that local authorities will not be acquiring properties and letting them under intermediate rent.

Item i7c – Report here the additional local authority owned affordable dwellings that are not new build and are provided as affordable rent.

Item i7d – Report here the additional local authority owned affordable dwellings that are not new build and are provided for affordable home ownership.

Item i7e- Report here the total additional local authority owned affordable dwellings that are not new build. It should equal the sum of the reported items i7a to i7d.

Item i8a – Report here the additional affordable dwellings owned by private registered providers that are not new build and are provided as social rent.

Item i8b – Report here the additional affordable dwellings owned by private registered providers that are not new build and are provided as intermediate rent.

Item i8c does not exist as any Affordable Rent properties provided by Private Registered Providers will be reported to the Homes and Communities Agency.

Item i8d – Report here the additional affordable dwellings owned by private registered providers that are not new build and are provided for affordable home ownership.

Item i8e- Report here the total additional affordable dwellings owned by private registered providers that are not new build. It should equal the sum of the reported items i8a to i8d.

Item i9a – Report here the additional affordable dwellings owned by non-registered providers that are not new build and are provided as social rent.

Item i9b – Report here the additional affordable dwellings owned by non-registered providers that are not new build and are provided as intermediate rent.

Item i9c does not exist as non-registered providers cannot provide Affordable Rent.

Item i9d – Report here the additional affordable dwellings, owned by non-registered providers, that are not new build and are provided for affordable home ownership.

Item i9e- Report here the total additional affordable dwellings owned by non-registered providers that are not new build. This should equal the sum of the totals reported items i9a, i9b and i9d.

Planning for Affordable Housing

This sub-section refers to final detailed (i.e. not outline) planning permissions granted during the reporting year for affordable dwellings associated with a developer contribution through planning obligations. It is aimed at providing a forward picture of future new build affordable housing provision through planning obligations.

If a previous permission has expired and a new detailed permission therefore been granted, the new detailed permission should be included so that the data provides an assessment of the pipeline of permissions for new affordable housing.

The data is broken down here by product as in the 'New Build' sub-section with the added 'unknown affordable tenure' category in case this is yet to be determined. Categories "a" to "e" are mutually exclusive and should include all dwellings that have been granted final planning permission.

Item i10a - Record here the number of dwellings that have been granted final detailed planning permission during the reporting year and are planned to be let as 'social rent'.

Item i10b - Record here the number of dwellings that have been granted final detailed planning permission during the reporting year and are planned to be let as 'affordable rent'.

Item i10c - Record here the number of dwellings that have been granted final detailed planning permission during the reporting year and are planned to be let as 'intermediate rent'.

Item i10d - Record here the number of dwellings that have been granted final detailed planning permission during the reporting year and are planned to be sold as 'affordable home ownership'.

Item i10e- Record here the number of dwellings that have been granted final detailed planning permission during the reporting year when the tenure is yet to be determined.

Item i10f- Record here the total number of dwellings that have been granted final detailed planning permission during the reporting year. This should equal to the sum of items i10a to i10e if reported.

Other Developer Contributions to Affordable Housing

The presumption is for developer contributions to affordable housing through planning obligations (section 106) to be provided in-kind and on-site (as collected in questions i3 to i5 and i10). Exceptionally, a local planning authority may agree that it is preferable for a developer to make a financial or other contribution towards the provision of affordable housing on another site in the authority's area.

Questions 12 to 14 ask for the amount of financial contributions held at the start of the year, the amount of financial contributions received during the year, and the amount of financial contributions spent, in order to get a complete picture of the flows of these developer contributions. All financial amounts should be in cash terms and on cash accounting basis. This subsection has not changed from the data collected through the HSSA.

Item i11a- Report here the amount of land (in hectares) that has been received through developer contributions to use towards the provision of affordable housing, regardless of whether the land was received for free or the land was discounted. For example, if 50 hectares of land were received for free and 25 hectares of land were received at a discounted rate, the number recorded would be 75. This data was previously collected through item hsn20a in the HSSA.

Item i12a – Report here the amount of financial contributions held at the start of the year towards the provision of affordable housing from developers via planning obligations (“s106 agreements”). It should be calculated by summing the financial contributions received and recorded in last year's form (in item i13a or HSSA hsn24a) and subtracting the contributions spent and recorded in last year's form (in item i14a or HSSA hsn25a) to the contributions held at the start of the year (Item i12a) as recorded in last year's form. If for any reason this data should show different value please explain in the notes box why this is the case. This data was previously collected through item hsn23a in the HSSA.

Item i13a – Record the amount of financial contributions received during the year towards the provision of affordable housing from developers via planning

obligations (“s106 agreements”). This data was previously collected through item hsn24a in the HSSA.

Item i14a – Record the amount of financial contributions spent during the year on the provision of affordable housing from developers via planning obligations (“s106 agreements”). This data was previously collected through item hsn25a in the HSSA.

Cash Incentive Scheme Grants

Cash Incentive Scheme grants cover grants made under Section 129 of the Housing Act 1988. Currently there is no central funding from Government for the Cash Incentive Scheme, so local authorities must fund schemes from their own capital resources. It is up to each local authority to decide whether to run a Cash Incentive Scheme scheme - they do not need the Secretary of State's consent.

The objectives of the grant are to release local authority accommodation for letting to those in housing need and to encourage owner occupation where it is sustainable. It works by landlords paying a grant to a tenant to assist them to buy a property in the private sector. Local authorities can target the scheme to free up accommodation in areas of the borough where there is a shortage of social housing; or to release types of property for which there is a high demand, e.g. family sized accommodation. Please only include in this section the grants that are for the purchase of private sector properties by social tenants (i.e. freeing up social housing dwellings).

This data was previously collected in section J in the HSSA, separately from data covering affordable housing, but this data is used in the measurement of affordable housing supply and in the calculation of the New Homes Bonus enhancement so it is included now here. Amounts should be in cash terms and on cash basis. More information on cash incentive grants is available on the Department's website:

<http://webarchive.nationalarchives.gov.uk/+/http://www.communities.gov.uk/housing/buyingselling/ownershipschemes/cashincentivescheme/>

Item i15a - Record here the number of Cash Incentive Grants (units) on which the final payment has been made during the reporting year. This data was previously collected through item hsj1d in the HSSA.

Item i16a - Record here all financial payments (in thousands) made during the reporting year, including all final grant payments for units recorded in item i15a but also any instalment payments for which final payments are yet to be made. This data was previously collected through item hsj2d in the HSSA.

Mandatory cells

i1a, i2a, i3aa, i6a, i7e, i10f, i15a