



Ministry
of Defence

JSP 464
Tri-Service Accommodation Regulations Volume 2:
Single Living Accommodation and Substitute
Service Single Accommodation

Part 2: Guidance

Foreword

It is a condition of service in recognition of their inherently mobile lifestyles, frequently remote bases and terms of service, that Regular Service (including FTRS(FC)) personnel are provided with high quality subsidised accommodation, which is a fundamental part of the overall package for Service personnel, which can take the form, subject to PStatCat and individual circumstances, of either publicly provided family or single accommodation (or an appropriate substitute) either at, or within an appropriate distance from, their duty unit, or an appropriate allowances package.

JSP 464 Volume 2 Parts 1 and 2 is the authoritative policy and guidance for the provision of Single Living Accommodation (SLA) and Substitute Service Single Accommodation (SSSA) both in the UK and Overseas.

**Lt Gen Richard Nugee
Chief of Defence People
Defence Authority for People**

Preface

How to use this JSP

1. JSP 464 Volume 2 Parts 1 and 2 provides the policy and guidelines for the provision of Single Living Accommodation (SLA) and the substitute equivalents to trained personnel¹ on a worldwide basis, except for accommodation in operational theatres and temporary accommodation at training areas where separate single Service arrangements will apply. In operational theatres under the OPCON of CJO, PJHQ J1 will declare the minimum accommodation standards. This may require personnel to live in accommodation standards below that otherwise expected of SLA and include sharing where deemed appropriate. This JSP contains the policy and direction on the provision of accommodation and guidance on the processes involved and best practice to apply. The policies contained within this JSP have been equality and diversity impact assessed in accordance with Departmental policy. This resulted in a Part 1 screening only completed (no direct discrimination or adverse impact identified). This JSP will be reviewed at least annually.
2. The JSP is structured in two parts:
 - a. Part 1- Directive, which provides direction that must be followed, in accordance with statute or policy mandated by Defence or on Defence by Central Government.
 - b. Part 2 - Guidance, which provides the guidance and best practice that will assist the user to comply with the Directive(s) detailed in Part 1.

Coherence with other Defence Authority Policy and Guidance

3. Where applicable, this document contains links to other relevant JSPs, some of which may be published by different Defence Authorities. Where particular dependencies exist, these other Defence Authorities have been consulted in the formulation of the policy and guidance detailed in this publication.

Related JSPs	Title
JSP 464 Vol 1 Part 1 - Directive	Tri Service Accommodation Regulations Vol 1 Part 1: Service Family Accommodation (SFA) and Substitute Service Family Accommodation – UK and Overseas
JSP 464 Vol 1 Part 2 - Guidance	Tri Service Accommodation Regulations Vol 1 Part 1: Service Family Accommodation (SFA) and Substitute Service Family Accommodation – UK and Overseas
JSP 464 Vol 2 Part 1 - Directive	Tri Service Accommodation Regulations Vol 2: Single Living Accommodation and Substitute Service Single Accommodation
JSP 464 Vol 3 Part 1 - Directive	Tri Service Accommodation Regulations Vol 3: Service Accommodation Charges, Combined Accommodation Assessment System (CAAS) and 4 Tier Grading (4TG)
JSP 464 Vol 3 Part 2 - Guidance	Tri Service Accommodation Regulations Vol 3: Service Accommodation Charges, Combined Accommodation Assessment System (CAAS) and 4 Tier Grading (4TG)

¹ Trained personnel – personnel undergoing Phase 3 training or serving in front line units (unless posted/detached to other duties).

JSP 752	Tri Service Regulations for Expenses and Allowances
JSP 754	Tri Service Regulations Pay

Further Advice and Feedback – Contacts

4. The owner of this JSP is People SP Support Accommodation Policy. For further information on any aspect of this guide, or questions not answered within the subsequent sections, or to provide feedback on the content, contact:

Job Title/E-mail	Project focus
People-Accommodation Policy 3	Sponsor

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1 Principles

Strategic Overview

0101. 1. Provision of Service Accommodation. It is a condition of service in recognition of their inherently mobile lifestyles, frequently remote bases and terms of service, that Regular Service (including FTRS(FC)) personnel are provided with high quality subsidised accommodation.

2. **Responsibility for Policy.** Chief Defence People (CDP) is responsible for the formulation of Defence living accommodation policy and delegates the lead to Director Service Personnel Policy (D SP Pol), who delegates day to day responsibility to Head People Accommodation (Hd Accom). In discharging these responsibilities Hd Accom may consult with the single Service Housing Colonels².

3. **Governance.** JSP 464 - Tri Service Accommodation Regulations (TSARs) is the overarching and definitive policy source document for the provision of Defence living accommodation and takes primacy on all accommodation matters. Sponsorship and periodic review of the policy is vested in People-Accommodation and any proposal for change should be submitted via the single Service Housing Colonel staff. Any review or changes are considered through the Accommodation Policy Working Group (APWG) and Accommodation Steering Group (ASG), which include representation from the single Services, Joint Force Command, Defence Infrastructure Organisation and Defence Equipment and Support.

JSP 464 Vol 2 – Single Living Accommodation

4. **Scope.** JSP 464 Volume 2 Parts 1 and 2 provides the policy and guidelines for the provision of Single Living Accommodation (SLA) and the substitute equivalents to trained personnel³ on a worldwide basis, except for accommodation in operational theatres and temporary accommodation at training areas where separate single Service arrangements will apply. In operational theatres under the OPCON of CJO, PJHQ J1 will declare the minimum accommodation standards. This may require personnel to live in accommodation standards below that otherwise expected of SLA and include sharing where deemed appropriate.

Accommodation Definitions

A summary of accommodation-related definitions pertaining to SLA is at Annex A to Chapter 1.

Annex

A. Accommodation-Related Definitions

² Navy - Navy NPS-PeopleE SPT DACOS, Army - Army PersCap-PersSvc-AH - , RAF- Air-COSPers-Del Com Spt DACOS

³ Trained personnel – personnel undergoing Phase 3 training or serving in front line units (unless posted/detached to other duties).

ACCOMMODATION-RELATED DEFINITIONS

1. **Personal Status Category (PStatCat)** - The Marital Status of Service personnel is defined by Personal Status Category (PStatCat). A list of PStatCat definitions can be found at JSP 752 Chapter 1 Section 4.
2. **Single Service Personnel** - Personnel who are in PStatCat 3, 4 and 5.
3. **Unaccompanied Service Personnel** - Personnel in PStatCat 1 who have declared their intention to serve VOLSEP or INVOLSEP, and PStatCat 2 personnel serving detached.
4. **Single Living Accommodation (SLA)** - Accommodation provided to single and unaccompanied personnel. It is normally provided by means of a Mess or accommodation block, or in the form of substitute accommodation.
5. **Substitute Single Living Accommodation** - Accommodation which replicates SLA which could take any of the following forms:
 - a. **Substitute Service Single Accommodation (SSSA)** - Rented accommodation provided, allocated and managed by the MOD Accommodation Agency Contractor.
 - b. **Lodging Allowance (UK only)** - An allowance payable to Service personnel to enable them to make private arrangements to live in rented accommodation.
 - c. **Misappropriated SFA as SLA (worldwide)** - SFA misappropriated by a unit from a housing provider for use as SLA.
 - d. **Hirings (outside UK)** - Rented accommodation for use as SLA provided either through the payment of Overseas Rent Allowance to individual personnel or through the central provision of such accommodation.
6. **Living In** - The occupation of officially provided SLA or the substitute equivalents.
7. **Living Out** - The voluntary but authorised occupation of private accommodation (which may be owned or rented) by single and unaccompanied Service personnel.
8. **Travel by public transport** - Taken to mean travel by surface train, underground, bus and where appropriate internal ferry routes (eg Gosport Ferry).

2 Single Living Accommodation (SLA)

Location of SLA

1. **SLA at Duty Station.** Whenever possible, SLA is to be provided at the Service person's duty station, either within the wire or immediately adjacent to the establishment (within 10 minutes walk). Provision of SLA elsewhere in the same Garrison or Naval Port Area, or at a location outside the Garrison or Port Area may only be authorised at the discretion of the Local Service Commander.
2. **SLA in London Only (non-formed units only).** For those Service personnel posted to London non-formed units only), SLA is to be provided within 60 minutes travelling time by public transport (taken to mean travel by surface train, underground or bus) of the place of duty. This does not apply to personnel assigned to 'formed units' in London who will continue to be accommodated iaw the principle contained in Volume 2 Part 1 Chapter 2 paragraphs 0201 and 0207 or those personnel on the VCDS 45 Minute Travel List (see para 3).
3. **VCDS 45 Minute Travel List in London.** Personnel filling appointments on the VCDS 45 Minute Travel List in London are to be accommodated within 45 minutes travel by public transport⁴ of their place of duty.

⁴ Taken to mean travel by surface train, underground or bus

3 Entitlement to SLA

Entitled Service Personnel

Entitlement Criteria

1. To be entitled to SLA Service personnel must be:
 - a. *Undertaking their initial training, or be serving on a regular engagement with the UK Armed Forces, or be a Full Commitment (FC) Reservist as defined in single Service instructions.*
 - b. In Personal Status Category (PStatCat) 1 (serving unaccompanied), 2 (serving detached), 3, 4 or 5 as defined in JSP 752 Chapter 1 Section 4.
 - c. PStatCat 1 personnel undergoing marital/civil partnership breakdown who are authorised by the Local Service Commander to occupy SLA for up to a 3 month 'cooling off' period prior to marital/civil partnership reconciliation or estrangement (and change of PStatCat).

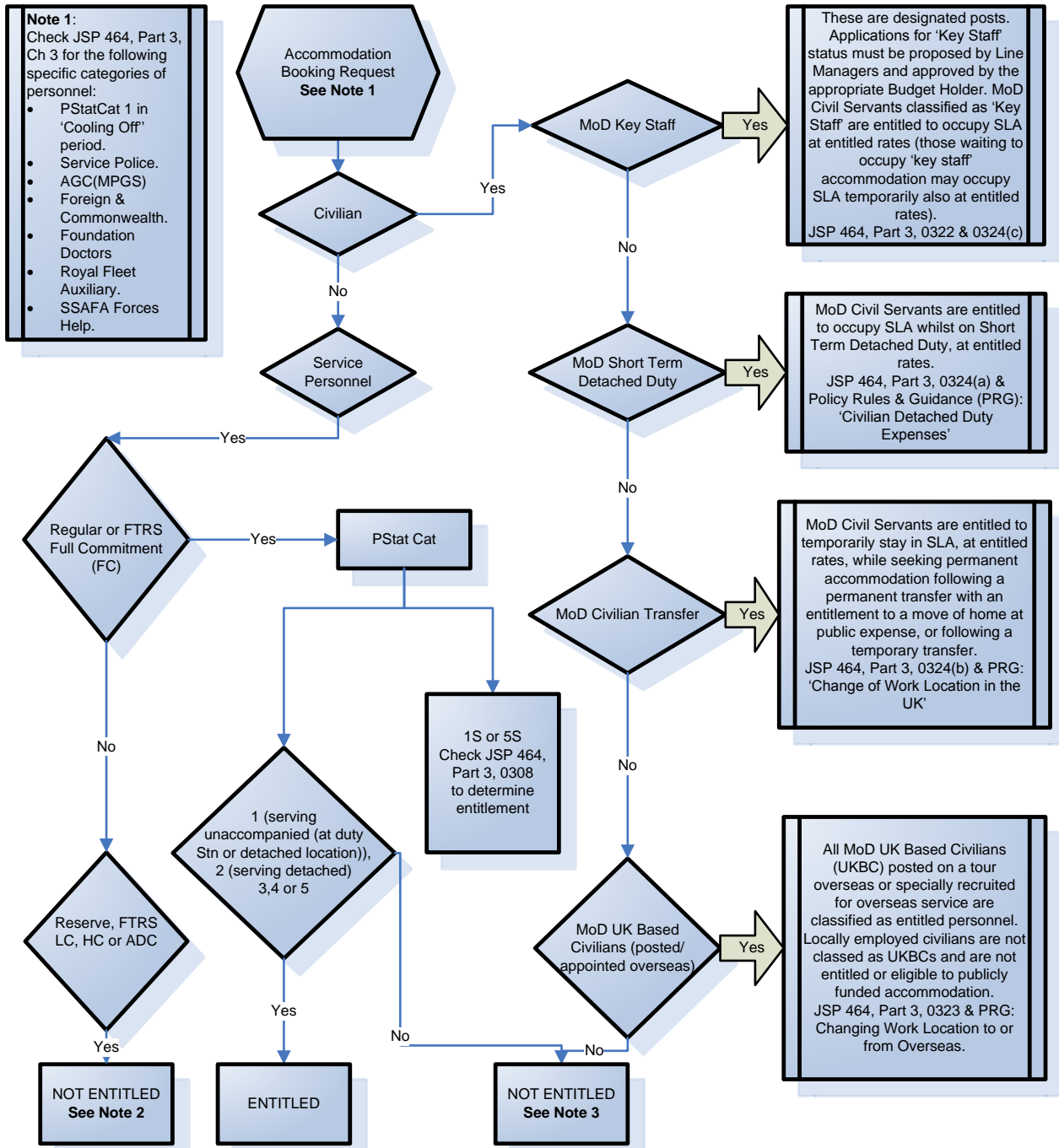
Service personnel must not be:

- d. **Long Service Advance of Pay (LSAP) claimants.** If the Service person, or spouse/civil partner in the case of serving couples, purchases (or extends) a property using the Long Service Advance of Pay Scheme (LSAP), there is no entitlement to SFA or SLA at that place of duty, or any other place of duty, within 50 miles or 1 ½ hours of the property, during the period that the LSAP loan is being repaid. Exceptions are detailed in JSP 752 Chapter 2 Section 4 para 02.0439. For Forces Help to Buy (FHTB), there is no entitlement to SFA or SLA at that place of duty, or any other place of duty, within 50 miles of the property, during the period that the FHTB advance is being repaid. Exceptions are detailed in JSP 464 Volume 1 Part 1 Chapter 12 para 1220.

Annex

- A. Entitlement Criteria for SLA

ENTITLEMENT CRITERIA FOR SLA



Note 2:
General: FTRS Home Commitment (HC), Limited Commitment (LC), and Additional Duties Commitment (ADC) personnel are NOT ENTITLED to SLA, but may occupy it where it is available at NON-ENTITLED rates. Their occupation of SLA must not result in regular or FTRS-FC having to be placed in SSSA. FTRS-HC, LC and ADC are NOT to occupy SSSA. Exceptions to this policy may be authorised in exceptional circumstances. JSP 464, Part 3, Ch 3 refers.
Detached Duty: FTRS HC/LC/ADC on mandated detached duty (attending training courses as part of their primary role) will pay ENTITLED rates for the duration of that duty only.

Note 3: See JSP 456, Vol 2, Ch 5 for categories of non-entitled personnel and charging regimes for messing & accommodation in SLA, including exceptions to charging of non-entitled rates. Non-entitled personnel may occupy SLA where it is available at NON-ENTITLED rates, as long as their occupation does not result in regular or FTRS (FC) having to be placed in SSSA. Non-entitled personnel are NOT to occupy SSSA. MoD DIO Fin is responsible for setting non-entitled charges for SLA and MoD DES for non-entitled Cash & Casual Meal Charges, and for publishing the rates in a DIN. JSP 464, Part 3, Ch 4 & Annex A to Chapter 4 summarises, but the DINs issued by MoD DIO Fin and MoD DES have primacy.

4 Application, Allocation and Move into SLA

Application for SLA

1. **Service personnel's responsibilities.** When personnel are notified that they are to be posted to a new duty station, it is their responsibility to contact their future unit by telephone or letter to notify them when they require accommodation, and to ascertain the availability of SLA or the substitute equivalents. Officers and SNCOs should contact the PMC/Mess Manager of their respective messes. Other ranks should contact the Quartermaster or the Unit's accommodation cell (unless they have been previously contacted by their new unit which may well have received a copy of their Posting Order).
2. **Certificate of Occupation.** At the time of move in, the unit is responsible for the completion of the Certificate of Occupation of SLA (JSP 464 Volume 2 Part 2 Chapter 4 Annex A) in consultation with the occupant of the SLA. Whilst the Certificate is most suitable for personnel occupying single room SLA on a permanent basis, it may also be used, at the Services' discretion, for moving personnel into transit accommodation and Type Y and X SLA. The purpose of the Certificate is to ensure that the occupant takes responsibility for their accommodation. It also ensures that a full inventory check of the accommodation, including a record of the condition of the furniture, fixtures, fittings and decorative state is agreed between the unit and the occupant and recorded. At move out, this record will form the basis for the identification of any damage which has occurred during the period of occupation, some or all of which might be charged to the occupant as barrack damages (see Volume 2 Part 1 Chapter 6, para 0614).

Annex

- A. Certificate of Occupation of SLA

**CERTIFICATE OF OCCUPATION OF SLA
MOVE IN / MOVE OUT ⁵**

Last 4/Rank/Name of Occupant.....
Sub Unit / Unit.....
Block/Room Number.....
Address.....
.....
.....
Date of Occupation/Vacation*.....
Posted In/Move from*room.....block.....

Room	Decor & Tidiness	Works Services in progress / expected
Bedroom		
En suite		
Store room		
Second room ⁶		

⁵ Annotate correct * choice throughout Certificate as applicable.

⁶ For Senior Officers' studies.

Action Taken		
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Move In/Move Out* Signature Block

SNCO IC/DEPUTY*

I certify that necessary Barrack Damage action has been taken⁷

I certify that I have Moved In/Moved Out* the Occupant mentioned above

Signature

Name in Block Capitals

Date

OCCUPANT

I accept/handover* this accommodation as described above.....

Name in Block Capitals

Date

⁷ Delete if inapplicable.

5 Policy Guidelines for the Occupation of SLA

Barrack Regimes

1. **Responsibilities.** Barrack regimes for personnel occupying SLA is a matter for local regulation by Local Service Commanders in accordance with single Service policies, and are to be published in local Standing Orders/Instructions as appropriate.

6 Vacation of SLA

Notification of Move Out

1. **Occupant's responsibilities.** Occupants are responsible for notifying their unit (PMC/Mess Manager/ QM/Accommodation Cell) that they are posted (units may be aware if they have received a copy of the individual's Posting Order), and the expected date of vacation of their SLA.

Certificate of Cessation of Entitlement to Occupy Service Accommodation (SLA/SSSA)

2. **Issue of Certificate.** The Unit Admin Officer is to issue the Certificate (Volume 2 Part 2 Chapter 6 Annex A) to any Service person that requests it in order to assist the Service person seeking social housing on expiry of their entitlement to occupy SLA / SSSA. This Certificate should be requested / issued at least 6 months before cessation of entitlement to allow appropriate arrangements to be made.

Annex

A. Certificate of Cessation of Entitlement to Occupy Service Accommodation (SLA/SSSA)

	<h1>MINISTRY OF DEFENCE</h1>	Mod Form 1166 Introduced 4/03 (Updated 9/10)
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CERTIFICATE OF CESSATION OF ENTITLEMENT TO OCCUPY SERVICE ACCOMMODATION (SLA / SSSA) AND OF IMPENDING HOMELESSNESS

I certify that	(Name)	
	(Rank & Number)	
Of	(Unit)	
Will cease to be entitled to occupy	(Address of SLA or Substitute SLA)	
From	(Date)	

By reason of loss of entitlement to occupy Service Accommodation.

An application for housing was made toHousing Authority / Housing Association on (copy of letter attached)

The person has the following special circumstances.....

Signed: _____
 Name: _____
 Designation: _____
 Date: _____

UNIT ADMIN OFFICE STAMP

1. This certificate provides evidence of impending homelessness arising from cessation of entitlement to occupy Single Living Accommodation or Substitute Single Service Accommodation.
2. The certificate should be completed by the Unit Admin Officer and sent at the earliest possible date to the Housing Authority / Association to which application for accommodation has been made, preferably as soon as it is known that entitlement to occupy Service Accommodation will cease.
3. A period of at least six months notice should normally be allowed so that the appropriate arrangements can be made.
4. Copies of this form are published in the Homelessness Code of Guidance for Local Authorities, issued by DCLG July 2006 (Annex 15), Welsh Assembly and Scottish Executive.

7 Substitute Service Single Accommodation (SSSA)

SSSA

1. **General.** On those occasions where SLA is not available, SSSA will be provided. Whilst the Substitute Accommodation Team (SAT(SSSA)) in DIO SD Accommodation will centrally oversee the provision of SSSA by the MOD Contractor, the Services' chains of command are responsible for approving and funding SSSA. Key documentation pertaining to the SSSA scheme is at the following Annexes:

Annexes

- A. SSSA Application Form and Guidance Notes
- B. Licence to Occupy SSSA
- C. SSSA Regulations
- D. Furnishing and Equipment Specification and Standard – SSSA



**MOD Form 1154
(Revised 22 Feb 2016)**

MINISTRY OF DEFENCE

**APPLICATION TO OCCUPY
SUBSTITUTE SERVICE SINGLE ACCOMMODATION (SSSA)**

GUIDANCE NOTES FOR THE COMPLETION OF THE SSSA APPLICATION FORM

PLEASE ENSURE YOU HAVE READ AND UNDERSTOOD THESE GUIDANCE NOTES AND THE POLICY (JSP 464 VOLUME 2 CHAP 8) FOR SCALING AND SOURCING OF SSSA PRIOR TO COMPLETING THE ATTACHED APPLICATION FORM (MOD FORM 1154).

1. MOD Form 1154 is a Tri-Service Application Form which is to be submitted by Service personnel requiring SSSA and FIA prior to posting to a new duty station. All sections of the form must be completed in black ink and in block capitals. Please complete legibly and with as much detail as possible.
2. The completion of all relevant sections of the form is mandatory. Without the information requested it will not be possible for Substitute Accommodation Team (SAT(SSSA)) / Accommodation Contractor to process the application. This may result in the form being returned to the applicant and a subsequent delay in finding appropriate SSSA. This form is to be completed as follows:
 - a. The applicant should complete Parts 1-4 and then forward the Form to the Unit Budget Manager at the new duty station (for the new duty station/unit/business area - minimum of OF3/C2) for financial scrutiny before certifying the form at Part 5.
 - b. The budget manager at the new duty station should pass the form immediately to the Unit HR for authorisation by OC PMS/RAO/LO (minimum OF3) at Part 6. . **All applicants should then forward the Form to the SAT(SSSA)**⁸, except for Army establishments who should forward it for authorisation to the Bde Commander for the area where they will be serving, prior to forwarding to the SAT(SSSA).
3. Personnel filling 'In Command' appointments may be provided with SSSA in lieu of SFA in certain circumstances. The entitlement will be deemed to exist if the applicant exercises Commanding Officers Powers of Punishment as defined within the Armed Forces Act 2006. In cases of doubt, the appropriate single Service Housing Colonel will arbitrate.
4. Your assignment information is stated on your Assignment Order.
5. There is no eligibility to SSSA more than 2 days prior to the date of assignment.

⁸ Substitute Accommodation Team (SSSA), Defence Infrastructure Organisation Operations Accommodation, Room WO25, Swales Pavilion, RAF Wyton, Huntingdon, Cambs PE28 2EA.

6. Own property. If you own or have a financial stake⁹ in a property at the time of your assignment within the radii laid down in JSP464 (Tri Service Accommodation Regulations), you will be expected to occupy the property and will not be entitled to SSSA. If, on receipt of your assignment order, you already have a property let, you will be expected to occupy that property at the first opportunity, which will often be at the end of the initial 6 months tenancy for the SSSA property provided for the interim. When occupying your own property in lieu of SSSA, you are entitled to claim the appropriate rate of FIA and daily expenses.

7. Retention of current SFA. If you currently occupy SFA and want to serve unaccompanied at your next assignment, you are required to notify your current Housing Provider that you are assigned and that you wish to request retention of your SFA. This notification must be made within 14 days of receipt of your Assignment Order (unless you are deployed on operations or at sea when this may not be possible, in which case you are to notify your Housing Provider within 14 days of your return). If you are not entitled to retain SFA (see JSP 464 Part 1 Chap 8 Section VIII), then you can seek to occupy on an eligible basis and, if granted, will be liable to 28 days Notice to Vacate. If NTV is issued, you will be required to serve accompanied and occupy SFA at your duty station.

8. Pets. It is not permitted to request to keep pets in shared SSSA. Those ranks who are permitted sole occupancy (Band A) can request to keep a pet, however you should be aware this is not always achievable. Landlords will often request a higher rent before agreeing to permit pets in a SSSA property – the Applicant will be responsible for any increase to the rental costs which exceed the Indicative Rental Comparable. Landlords may also state additional cleaning requirements (including post-occupancy fumigation). If it is appropriate to keep the pet proposed in SSSA, all associated costs will be borne by the individual and will be annotated on the Property Acceptance Certificate (PAC).

9. SSSA is procured in so far as possible to replicate SLA **entitlements**, and although a degree of personal choice is permitted with regard to location, **it is not permitted to request an over entitlement of property**, including an extra bedroom. You may be required to pay a Personal Contribution (PC) if you request a property that is within the entitlement criteria and within the radii but is above the Indicative Rental Comparable due to its location.

10. Personal Preferences. Personnel may state specific preferences to the scheme's Property Advisor at Part 3, however any preferences that incur additional costs to the MOD (e.g. specific location, pets) will be calculated by the SAT(SSSA) and a PC will be payable by the Service person. Note that those ranks required to share cannot request to keep pets in SSSA. Requests for properties / areas outside the radii / time criteria in JSP 464 Part 3 will not be accepted. Any PC will be annotated on the Property Acceptance Certificate and debited directly through JPA once Unit HR have been notified. It is the Service person's responsibility to inform the relevant Unit Admin Office there is a PC, provide proof of the PC and check to ensure the correct amount is deducted from your pay.

11. Sole Occupancy SSSA for JO / OR Applicants. Authority to procure single occupancy SSSA for Junior Officers (OF2 and below) and Other Rank applicants will only be granted for exceptional Service or welfare reasons and must be sought in writing (with all associated casework) from the single Service Housing Colonel prior to submission of this form. It should be noted that individuals who are PStat 3/4 with occasional visiting rights with their child(ren) are not considered exceptional cases. This does not include requests to keep pets. In the event that sole occupancy is approved, the applicant will be required to pay a PC (Chap 8 Annex C Para 6b2) to reflect the additional costs incurred.

12. Once the Form 1154 is completed, data submitted may be cross-referenced by Unit HR with JPA records. Disciplinary action may be taken if you knowingly submit incorrect information /

⁹ The MOD reserves the right to confirm the details of ownership by checking data entries in the Land Registry, the Registers of Scotland and Land Registry for Northern Ireland.

withhold information that affects your entitlement to accommodation. This includes failure to notify the MOD contractor of your intention to vacate the property due to either receiving an assignment order or alternative accommodation becoming available.

13. Any amendments to this Form are indicated in red text (as at the date indicated below).



MINISTRY OF DEFENCE

APPLICATION TO OCCUPY
SUBSTITUTE SERVICE SINGLE ACCOMMODATION (SSSA)

Unique Transaction Number
(Only for SAT / MOD ContractorUse)

Please ensure that you complete all sections of the form in BLOCK CAPITALS and black ink. Failure to do so may result in your form being returned and delay your application.

Important – before completing this form, please read the guidance notes and the policy for SSSA contained in JSP 464 Volume 2 Part 2 Chapter 7 Annex C.

PART 1 - BASIC PERSONAL APPLICATION DETAILS

Note: complete Part 1 with personal details applicable as at new occupation date.

Service: (RN, Army ¹⁰ , RAF, FTRS (FC))		Service Number:	
Rank: (eg Wg Cdr / Sgt)(Chaplains – Equiv Military Rank)		Civilian Title (eg Mr / Mrs / Dr)	
Forename(s):		Surname:	
Date of Birth (dd/mm/yy):		Gender:	
Personal Status (PStat) Category (JSP 464 Ch 1) on occupation:		Discharge / Termination Date (dd/mm/yy)	
Address where correspondence / offer should be sent:			
_____ _____ _____			
Postcode/BFPO: _____			
Civilian Contact Tel No: _____ (inc Intl / STD code)			
Military Contact Tel No: _____			
Mobile Tel No: _____			
Personal E-Mail address:	_____		
Are you assuming a designated 'in Command' appointment (See Note 3). In the event of uncertainty, clarification will be provided by Single Service Housing Colonel Staffs.			Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'In Command': what is your appointment?		_____	

¹⁰ MPGS are not entitled to SSSA.

PART 2A - FUTURE APPOINTMENT DETAILS FOR WHICH YOU REQUIRE SSSA

Unit assigned to and location (complete as many details as are known):	Point of Contact:			
	Full Unit Address:			
Job / Post Title:	Postcode / BFPO:			
	Email (if known):			
	Military Tel No:			
	Civilian Tel No:			
	(Inc Std / Int Dial Code)			
Assignment Date (dd/mm/yy) (Joining date at new unit):				
Date SSSA required (dd/mm/yy) (See Note 5)				
If you are posted to MOD London, is your new appointment on the VCDS 45 Minute List?	Yes		No	
Future Availability Date (FAD) (as per JPA Assignment Order) (dd/mm/yy)				
Receiving Unit 'Unit Indicator Number' (UIN)				
Do you have additional needs that may require adapted accommodation?	Yes		No	
If yes, please support this application with the appropriate authoritative medical evidence.				

PART 2B: (applicable to PStat Cat 1, 2 and 5S Only)				
For the duration of my tour, my family will be living at the following address (including postcode):				
The address given above is: (delete as appropriate)				
SFA / Surplus SFA / SSFA / Private / Other: (Please state) _____				
Is this property within 50 miles / 1 ½ hours travelling time (by public transport) of your new Duty station?	Yes		No	
If yes, please provide information as to why you cannot occupy this property and travel from it on a daily basis.				

PART 2C - Please complete all statements in this section to establish your entitlement to SSSA at your next Place of Duty iaw JSP 464 Vol 2. Please tick the boxes that accurately reflect your entitlement / eligibility / personal circumstances associated with this application.

I verify the following information is correct and provided to support this application for SSSA:

(Tick as appropriate)

1. I have been informed by my new Duty Station that there is no suitable Single Living Accommodation (SLA) available within 45 minutes travelling by public transport / 10 miles where there is no public transport. There is also no available SLA at any Service locations within a 10 mile radius of my new Duty Station.
2. I own / have a financial interest in a property within 45 minutes / 10 miles of my Place of Duty that this application relates to / is for (See Question 10 and Note 6):
3. I require Substitute Service Single Accommodation (SSSA).
4. If you currently reside in Service Family Accommodation (SFA) or Substitute Service Family Accommodation (SSFA) and intend to serve unaccompanied at your new duty station:

Yes	No

Have you applied to the NPHPD for retention of your current SFA (See Note 7)?

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Date of letter granting retention of SFA:

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5. Are you, by virtue of your **appointment** at this Duty Station (see Note 3), entitled to be accommodated separately in SSSA for Service reasons?
6. Are you already in SSSA and need to be re-housed because your current landlord has given notice to the MOD?

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If your answer to Q6 is Yes, what is the date given on your "Notice to Vacate"?

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7. Do you wish to keep a pet at the property? (See Note 8 and give full details in Section 3).
8. Are you a smoker and intend to smoke in the property?
9. Do you intend to occupy SSSA at least 4 nights per week?

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10. Where you have a financial interest in a property within 45 minutes or 60 minutes for those serving in London / 10 miles of your place of duty:

I will occupy my own property as an owner / occupier in lieu of SSSA and claim the appropriate rate of FIA (Food and Incidentals Allowance) and HDT (Home to Duty Travel) only.

--	--

I am applying for SSSA because the property is uninhabitable and it is undergoing renovation or some other building work? Expected date of completion is: _____

--	--

Are you applying for SSSA because the property is subject to an existing lease and early termination would incur financial penalties?

--	--

If currently let, give the date that the current lease expires:

--	--

Are there other reasons why you are applying for SSSA? (If yes, please outline below and attach further details).

--	--

Brief Details:

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PART 3 – PERSONAL PREFERENCES

Only complete Part 3 of this application form if you have any exceptional personal circumstances which need to be taken into consideration or if you wish to include a personal preference for a specific location (applicable to sole occupancy and sharer bands) or intend to request to occupy a property with a pet (applicable to sole occupancy bands only). (See Notes 10 and 11):

MOD directs the Contractor to source accommodation to strict criteria to ensure that SSSA broadly equates to the standard of SLA the Services aspire to provide for their personnel. However, MOD also recognises that personnel (for whatever reason) may have personal preferences. As such, MOD does permit personnel a limited degree of choice regarding location when requesting the contractor to procure SSSA. The Service person must, however, be aware that a Personal Contribution (PC) may be payable if the Service person requests the MOD Contractor to provide a property which is within the entitlement and radii but above the Indicative Rental Comparable (NB - self sourcing of properties is not permitted).

I would like the MOD Contractor to be aware of the following exceptional personal circumstances/preferences when sourcing SSSA in accordance with this application. I agree to pay any Personal Contribution resulting from these specific requests:

Signature:		Rank/Name:	

PART 4 – DATA PROTECTION ACT 2018 AND APPLICANT’S CERTIFICATION

PLEASE NOTE

I understand and accept that in pursuing this application the Defence Infrastructure Organisation may be required to release certain information to the Accommodation Agency Contractor, other agencies and bodies within the Ministry of Defence (eg Pay/Record Offices, Local commands etc) or other 3rd parties involved in the provision of substitute accommodation and that this will take place in accordance with the provisions of the Data Protection Act 1998.

I confirm that I have:-

- a. Read and understood the regulations governing Substitute Service Single Accommodation (SSSA);
- b. Read and understood the regulations governing the payment of Food and Incidentals Allowance (FIA) and wish to claim the appropriate rate;
- c. I will notify my Unit HR immediately of any change in personal circumstances which renders invalid any statement made on this or any subsequent application for SSSA and/or FIA.
- d. I understand that I will be required to sign a Property Acceptance Certificate committing me to the SSSA I am shown.
- e. I will notify the MOD contractor and my Unit HR of any change in assignment or Duty location which affects this Application. I note that a failure to comply with these regulations will lead to my publicly provided accommodation and allowance entitlements being subject to formal review and potentially being withdrawn.
- f. (PStatCat1 personnel only). Where my family occupy surplus SFA and I am serving unaccompanied at my duty station, I am aware that if Notice to Vacate is served for the surplus SFA, I will be required to serve accompanied at the duty station.

IT SHOULD BE NOTED THAT IT IS A SERIOUS OFFENCE TO MAKE OR CONSPIRE TO MAKE ANY FALSE STATEMENT ON THIS APPLICATION FORM. SUCH AN OFFENCE COULD LEAD TO DISCIPLINARY ACTION AND/OR EVENTUAL DISMISSAL.

Signature:	Rank:
Full Name:	Date:

The applicant is to forward the original of this Form by first class post to the Unit Budget Manager at the new duty station.

PART 5: UNIT BUDGET MANAGER (NEW DUTY STATION) – FINANCIAL APPROVAL
(Rank – SO2/Equivalent)

Note: This section of the application form is to enable budget managers to ensure that the application form has been fully and correctly completed. It is also to enable Budget Managers to check that the correct UIN has been used and be aware that SSSA costs will be incurred against their budget.

Budget Manager Approval (Maj/Sqn Ldr/Lt Cdr/C2 or equivalent): I provide financial approval for (budget manager to delete **the appropriate box/boxes** below):

Allocation of Substitute Service Single Accommodation (SSSA)	Yes	No	N/A
Payment of Food & Incidentals Allowance (FIA):	Yes	No	N/A
I am aware that the Applicant's family are occupying surplus SFA but am content to authorise SSSA. In the event that Notice to Vacate is served for the surplus SFA, the Applicant is aware that he will be required to serve accompanied at the Duty Unit.	Yes	No	N/A
JO's / OR's – Authority HAS exceptionally been given on Service/Welfare grounds to procure single occupancy accommodation for the applicant (Note 11).	Yes	No	N/A
This is to be charged against UIN <input type="text"/> which is the employing / designated UIN for the applicant concerned and charged to the TLB RAC.			
Signature:		Rank/Grade:	
Full Name:		Date:	
Unit Address (including post title and telephone contact numbers):			

PART 6 UNIT HR (NEW DUTY STATION) CERTIFICATION

I certify that the applicant has my authority to occupy Substitute Service Single Accommodation (SSSA) for the following reason (please tick the appropriate boxes):

There is no suitable Single Living Accommodation (SLA) available within 45 mins travel by public transport (10 miles if there is no viable public transport) of the applicant's duty station. There is also no available SLA at any Service locations within a 10 mile radius.	Yes	No	N/A
The applicant is exempt from occupying Single Living Accommodation (SLA) by virtue of their Rank and / or appointment;	Yes	No	N/A
The applicant's spouse/civil partner/dependant children live within 50 miles/1½ hours travelling time (by public transport) of the duty station but the nature of his/her duties precludes daily travel from that address.	Yes	No	N/A
I am content that the Personal Preferences at Part 3 are reasonable and I note that the Applicant accepts any additional costs to be paid as a Personal Contribution as a result of these preferences.	Yes	No	N/A
Although the applicant owns, part owns or has a financial interest in a property at the duty station, they cannot occupy it for Service or personal/domestic reasons until the date stated.	Yes	No	N/A
	Date available:		
I certify that the applicant is entitled to claim Food & Incidentals Allowance (FIA) in accordance with JSP 752.	Yes	No	N/A
Where the applicant's family are occupying surplus SFA, I confirm that the applicant is aware that he is required to inform the MOD Contractor and their Unit HR of any change in circumstances.	Yes	No	N/A
I confirm that Unit records have been annotated in respect of the authorisations for SSSA, FIA & Personal Contribution.	Yes	No	N/A
I certify that I will review this applicant's entitlement to SSSA on a 6 monthly basis iaw JSP 464 Vol 2 Annex C para 28. If at the time of the 6 monthly review suitable Single Living Accommodation (SLA) becomes available at the applicant's duty station or the SP's own home becomes available within the SSSA radii regulations stated in TSARs, the applicant will be required to occupy it.			
Certified by the applicant's Unit HR at new duty station.			
Signature:		Rank¹¹:	
Full Name:		Date:	
Mil / Civilian Telephone Contact Numbers:			

¹¹ For RN Command TLB applicants, certification by a Lt Cdr/Maj (RM) (or Army/RAF equivalent) or above is required. For For RAF TLB applicants, Part 6 should be signed by OC PMS or equivalent as a minimum. On occasion, units can formally delegate this authority to OF2 level, or civilian equivalent, and are to notify DIO Substitute Accommodation Team accordingly. Delegation is to be formally recorded at local level for assurance purposes.

PART 7: ARMY ONLY:- RF BDE APPROVED SIGNATORY

This application has been scrutinised and is authorised in accordance with COS / DG Pers LF LF/Plans/2/4/1/I&E dated 22 Jul 09 – LF SSSA Authority wef 1 Aug 09 and LF/RF/1-12-6-1 dated 14 Aug 09 – LF – SSSA Governance.

I accept that the requirement for SSSA in the circumstances outlined in this application is valid.	
Signature:	Rank:
Full Name:	Date:
RF Bde:	

ALL APPLICANTS:
PLEASE FORWARD THIS FORM IMMEDIATELY TO:
SUBSTITUTE ACCOMMODATION TEAM (SSSA), Defence
Infrastructure Organisation Operations Accommodation, Room WO25,
Swales Pavillion, RAF Wyton, Huntingdon, PE28 2EA

PART 8: ADMINISTRATIVE ACTION BY DEFENCE INFRASTRUCTURE ORGANISATION SUBSTITUTE ACCOMMODATION TEAM (SSSA)

I confirm that this application form has been fully completed iaw the instructions contained within the JSP.

Signature:	Rank:
Full Name:	Date:

MEARS GROUP

and

OCCUPIER

**Substitute Single Service Accommodations (SSSA)
Licence to Occupy**

Please read this Licence carefully

THIS LICENCE sets out the basis on which you will be permitted to occupy a property leased by MEARS GROUP PLC. The terms and conditions that will apply in occupying the property with sole possession, subject to the requirements agreed between MEARS GROUP PLC and MoD and the provisions set out in the paragraphs below, do not create a Tenancy.

1. MEARS GROUP PLC permits you by way of this Licence to occupy and use the property in common with such other persons as may be agreed between MEARS GROUP PLC and the MoD.
2. The Licensee agrees to:
 - 2.1 Occupy the property alone, or in the case of shared accommodation, jointly occupy the property with other eligible personnel and not sublet or allow another person to reside at the property on a permanent residency basis;
 - 2.1.1 Spouses and children may visit and stay overnight, if available space allows and the other occupants agree, but only for periods not exceeding 28 days in any 61 days. Non family visitors should be accompanied throughout the visit by the Licensee.
 - 2.2 Be accountable for using and treating the property and its contents in a responsible and sensible manner, in particular:
 - 2.2.1 keeping the interior of the property, the fixtures, fittings and furniture in a hygienically clean and functional condition including the replacement , when necessary, of all light bulbs, fuses for electrical plugs and batteries for smoke alarms;
 - 2.2.2 to clean the internal sides of all windows (glass and frames) at least once in every calendar month and in the case of any glass being damaged or broken at the property, whether the cause of the damage be down to the Licensee or not, to follow the steps outlined in clauses 2.4, 2.4.1, 2.4.2 and 2.4.3 and if the glass is broken as a result of any fault or negligence on the part of the Licensee or invitee then all costs associated with repairing the glass to the same standard will be met in full by the Licensee;
 - 2.2.3 for shared SSSA properties all communal areas of the property are the responsibility of all the occupants. Should MEARS GROUP PLC at any time feel that the habitability is impaired due to the cleanliness, tidiness or general hygiene of the communal areas then MEARS GROUP PLC will arrange for remedial action to be taken. The cost of any such remedial action will be apportioned equally between the occupants. All rooms must be kept clean and communal rooms must be free of personal effects
 - 2.2.4 not to hang any washing clothes or other articles outside the Premises other than in a place designated or permitted by the Landlord or Landlord's Agent and not to hang or place wet or damp articles of washing upon any item of furniture, Fixture or Fitting or room heater

2.2.5 Where a garden exists and:

- a. where the Licensee(s) has given written agreement to maintain the garden on the Property Acceptance Certificate and;
- b. where usable gardening equipment has been provided by the Landlord to carry out garden maintenance;
- c. the Licensee(s) should not however fell, lop or prune any tree situated in the garden area of the property or change the general or design of the garden without first receiving the written consent of the Landlord through MEARS GROUP PLC;

2.2.6 Caring For Appliances

care for any appliances and/or fixtures and fittings supplied with the property, taking note of any instruction booklets and/or special care requirements that have been provided by the Landlord or the Landlords Agent carefully before use. If an instruction booklet has not been supplied or is lost, please notify MEARS GROUP PLC who will endeavour to obtain a booklet from either the Landlord or the Letting Agents. Particular attention to instructions should be made to appliances such as waste disposal units, water softeners and oil tanks.

2.2.7 In addition to Kit Insurance, the Licensee will be responsible for arranging their own contents insurance for personal possessions kept within the property.

2.3 Obtain the prior written consent from MEARS GROUP PLC before keeping any animal or pet in the property which will be subject to the following conditions:

- 2.3.1 the animal or pet should not cause a nuisance to the neighbours of the nearby properties. Failure to comply will result in the Licensee being asked to have the animal or pet removed immediately from the property;
- 2.3.2 any fouling by the animal is to be cleared by the Licensee immediately;
- 2.3.3 any damage caused by the animal is to be repaired at the Licensee's expense;
- 2.3.4 the animal is not kept for the purpose of breeding;
- 2.3.5 the carpets are to be professionally cleaned at the end of the Licensee's occupation at the property and the Licensee shall meet the full cost of such cleaning. Receipts for such works to be submitted to MEARS GROUP PLC at the end of occupation;
- 2.3.6 at the end of the Licence the property must be professionally

fumigated for the purpose of destroying any pests that may remain. The full cost of such pest control will be met by the Licensee. Receipts for such works to be submitted to the MEARS GROUP PLC at the end of occupation;

- 2.3.7 the Landlord through MEARS GROUP PLC reserves the right to insist upon the removal of the animal from the premises within two days of receipt of any notice that the relevant clauses relating to the keeping of a pet or animal within the property have been contravened;
- 2.4 Shall follow the procedures outlined in the User Guide for Service Personnel Occupying Substitute Service Single Accommodation whereby the Licensee is requested that during normal office hours (Monday to Thursday - 0900 to 1730 & Fridays 0900 – 1700) to immediately notify MEARS GROUP PLC when maintenance issues or defects at the property occur.
- 2.4.1 In cases of emergency, in order to maintain the habitability or security of the property, the Licensee agrees to immediately contact MEARS GROUP PLC during normal office hours (as above). If the emergency is out of normal office hours (as above) the Licensee must contact MEARS GROUP PLC on: **TEL 0800 032 4547** and quote MEARS GROUP PLC or the UTN, together with property address and details of the emergency. The Licensee must be aware that CMP Assistance will only deal with matters that are reported out of normal office hours and are considered detrimental to the structure or habitability of the property.
- 2.4.2
- **The Licensee agrees that will contact Mears in all maintenance related issues**
- The Licensee agrees that whilst they are obliged to report all maintenance issues (as outlined above in 2.4, 2.4.1, 2.4.2) they are also accountable for taking reasonable steps, where possible, to
- 2.4.3 preserve the property in order to limit the effect of any damage that may occur and to advise MEARS GROUP PLC of the steps they have taken at the time of reporting the maintenance issue or defect.
- 2.5 Shall not alter the property in any way and specifically:
- 2.5.1 Shall not change, add or modify the electrical, gas or plumbing systems;
- 2.5.2 Shall not alter the scheme of exterior or interior decoration in anyway without the prior written consent of the Landlord through MEARS GROUP PLC;
- 2.5.3 Shall not alter change or install any locks on any doors or windows in or about the property without first obtaining the prior written consent of MEARS GROUP PLC, except in times of emergency;
- 2.5.3.1 If any change of locks that may require additional keys to be made, to immediately furnish MEARS GROUP PLC with an identical set of keys and to deliver the same up to the Landlord through MEARS GROUP PLC together with all original keys at the expiration of the Licence.

- 2.5.3.2 In the event that all keys are not returned to the Landlord at the expiration of the Licence, any costs incurred by the Landlord in replacing locks to which the lost keys belong, will be borne by the Licensee.
- 2.5.4 Shall not remove any Fixtures or Fittings of the Premises or to store them in any way or place inside or outside the Premises which should reasonably lead to damage to the Fixtures and Fittings deteriorating more quickly than if they have remained in the same location as at the beginning of the Tenancy.
- 2.5.5 Shall not suspend or attach to any part of the property by any means whatsoever any pictures posters or any other articles That may result in damage to the property.
- 2.6 Shall not leave the property unoccupied between 1 November to 30 April without maintaining a sufficient level of heating to the property to prevent frost damage to the domestic hot water and central heating systems; furthermore shall take prudent steps to adequately heat and ventilate the property at all times to help prevent condensation. Where condensation may occur, take care to wipe down and clean surfaces as required to stop the build up of mould growth or damage to the premises.
- 2.7 Keep the property locked using all locks available and secured when unoccupied and ensure that any security alarms are set whenever the property is vacant and inform MEARS GROUP PLC in writing at the beginning of any period of absence that will exceed 14 days. Failure to set a security alarm may invalidate a Landlord's property insurance and render the Licensee liable for any losses incurred by the Landlord. If any burglar alarm codes are changed during the Tenancy the Licensee will provide MEARS GROUP PLC the new code within 7 working days;
3. The procedures for bill payments in SSSA are as follows:
- 3.1 Utility Bills: The Licensee(s) will not be required to take any action regarding the payment of utility bills as the companies have been instructed to send bills directly to MEARS GROUP PLC for payment. If, however, the Licensee(s) receive bills requiring payment they should forward them immediately to MEARS GROUP PLC – **Unit 5, Cartell Business Centre, Stroudley Road, Basingstoke, RG24 8FW** Failure to forward bills may result in inconvenience should their utility companies take action to cut off supplies.
- 3.2 Council Tax and Water Rates: The Licensee(s) will not be required to take any action regarding the payment of Council Tax and Water Rates. Local Authorities have been instructed to send bills directly to MEARS GROUP PLC for payment. If, however, the Licensee(s) receive bills requiring payment they should forward them immediately to MEARS GROUP PLC (at the address provided above). Failure to forward bills may result in inconvenience to the individual(s) concerned.
- 3.3 Television Licence: The Licensee(s) will not be required to take any action to obtain a TV Licence for the television provided with the property. MEARS GROUP PLC will administer this in the Licensee(s) behalf with the licences

held at MEARS GROUP PLC. If, however, the Licensee(s) receive a demand for Licence renewal they should forward it immediately to MEARS GROUP PLC. Failure to forward licence renewals may result in inconvenience to the individual(s) concerned. If the Licensee(s) requires any further information in this matter during his/her occupation they should contact MEARS GROUP PLC.

- 3.4 Telephone: It is the responsibility of the Licensee, or in the case of shared accommodation the nominated individual, to pay the quarterly telephone bill and forward a copy of it, together with the Payment of Utilities Form, to MEARS GROUP PLC. Mears will arrange for the line rental and equipment rental elements of the bill to be reimbursed into the claimant's bank account within 14 working days. Only the cheapest available line rental will be refunded (BT Option 1). For those where equipment rental is not an option, Mears will reimburse the cost of purchasing a handset up to the value of £20.00. For those in shared accommodation the nominated individual responsible for paying the bill should seek reimbursement from the other occupants for the remaining elements of the bill not reimbursable by Mears. The Licensee(s) must ensure that the telephone service and telephone number provided at the beginning of the Licence remain available to the Landlord at the end of the Licence.
- 3.5 Unconventional Costs: The Licensee(s) will be reimbursed the cost of reasonable, as determined by MEARS GROUP PLC, bills for unconventional fuels/utilities. The Licensee, or in the case of shared accommodation the nominated Licensee, is responsible for paying the bill and forwarding a copy, together with Payment of Utilities Forms, to Mears who will arrange to reimburse the claimant's bank account within 14 working days. Unconventional costs include, emptying septic tank/cesspits, sewage removal.
- 3.6 Chimneys: The Licensee(s) is responsible for arranging for chimney(s) (if any) to be swept at least once in every 6 months and at the termination of the tenancy. The Licensee, or in the case of shared accommodation the nominated Licensee, is responsible for paying the bill and forwarding a copy together with the Payment of Utilities Form, to Mears who will arrange to reimburse the claimant's bank account within 14 working days.
4. In addition to occupying and using the property, the Licensee(s) agrees to behave responsibly and considerately to others at all times and
- 4.1 Shall use the property only as their private residence and not to assign, sublet, share or allow another person to reside at the property;
- 4.2 Shall not use the property to carry on any business, trade, club or similar activity;
- 4.3 Shall not use or allow anyone to use the property for any illegal or immoral purpose;
- 4.3.1 Shall not smoke or allow others to smoke within the Premises without the written consent from the Landlord

- 4.4 Shall not do anything which may invalidate the insurance of the property or increase the rate of premium payable for such insurance and specifically;
 - 4.4.1 Shall not keep any materials or substances which are or may become a fire hazard or potentially dangerous to people in the vicinity of the property;
 - 4.4.2 Shall not use a paraffin or portable gas heater in the property;
 - 4.4.3 Shall not do anything in the vicinity of the property which may damage or become a nuisance or annoyance to the owners or occupiers of any adjoining or neighbouring properties;
- 4.5 Shall not use or play a musical instrument, radio, television set or apparatus for reproducing recorded sound in such a manner that it is audible outside the property;
- 4.6 Shall not take part in or allow any activities at the property which are or may become a nuisance to the occupiers of any neighbouring or adjoining properties;
- 4.7 Shall not put up any aerial (internally or externally), advertisement, poster, notice or announcement so that it is visible from outside the property;
 - 4.7.1 satellite dishes may only be erected once permission has been sought and agreed in writing from MEARS GROUP PLC. The Licensee must be aware that they may be requested to remove the satellite dish at the end of their occupation at the property and at this point the Landlord may insist that any damage caused by the erection/removal of the dish be made good at the Licensee's expense.
- 4.8 Shall ensure that sinks, drains and pipes within the property do not become blocked;
 - 4.8.1 if any sinks, drains and pipes within the property become blocked as a result of any act default or negligence on the part of the Licensee or any invitee, the Licensee will be responsible for contractor's costs of rectification.
- 4.9 Place all rubbish in the receptacle provided which should remain in the place designated for it;
- 4.10 Permit MEARS GROUP PLC or the owner, Landlord or agent, with or without others, reasonable access to enter the property on reasonable notification and acceptance of the requirement (not less than 48 hours notice except in cases of emergency). In cases of dispute the Licensee is to raise with MEARS GROUP PLC who will engage with DIO SAT in order to arbitrate a solution. DIO SAT decision is final in this regard. in order to:
 - 4.10.1 inspect the state and condition of the property;
 - 4.10.2 do any works or repairs which are necessary or desirable or which must be undertaken to comply with any legal requirement;

- 4.10.3 do work on or in relation to any adjoining or neighbouring property;
- 4.10.4 permit prospective purchasers accompanied by the Landlord or the Landlord's Management Agent, to view the property at all reasonable times by prior written appointment and display as the Landlord directs any sale notices;
- 4.10.5 during the last 2 months before the end of the Licence to permit prospective tenants, accompanied by the Landlord or Landlord's Managing Agents, to view the property at all reasonable times by prior appointment and to display as the Landlord directs any letting notices, in accordance with Clause 4.10;
- 4.11 To comply with any notices received from the Landlord or MEARS GROUP PLC during the Licence relating to the use of the property and which are binding on the Landlord by virtue of any lease of the property;
 - 4.11.1 forthwith to send to the Landlord or MEARS GROUP PLC any notices, orders or documents that relate or might affect the property together with any letters delivered to the property addressed to the Landlord.
- 5. To use the means of access to the property with due consideration for others and in particular, where the property may be part of a larger building:
 - 5.1 Keep closed any communal main entrance door to the building of which the property forms part;
 - 5.2 Shall not leave any property, goods, parcels or refuse in any communal entrance, halls, staircases or passages in the building;
 - 5.3 Shall not loiter or obstruct any communal entrance halls, staircases or passages in the building;
- 6. The Licensee is:
 - 6.1 Committed to the occupancy of the property for a minimum period of 6 months;
 - 6.2 will only be entitled to vacate for Service reasons; or
 - 6.3 where prior approval has been sought from MOD, and the specific reasons given for moving are supported by the Commanding Officer of the employing Unit.
- 7. When this Licence has been terminated, the Licensee(s) agrees to:
 - 7.1 Vacate the property and hand over all keys to such person as notified by MEARS GROUP PLC;
 - 7.1.1 co-operate with MEARS GROUP PLC in order for the inventory to be checked and ensure that all the items listed in the inventory are

accounted for and located in their original position;

- 7.1.2 leave the property in a hygienically clean and tidy condition and to the standard identified at move, removing all personal belongings, together with all rubbish.
- 7.1.3 be in attendance at the move out, or nominate a proxy to be in attendance on the date agreed with the MEARS GROUP PLC Property Adviser in order to:
- 7.1.4 acknowledge agreement of any dilapidations, or private arrangements that have been made to compensate the Landlord for dilapidations, or ensure that any disagreements are recorded on the Occupation End Certificate (O.E.C.) after taking into account fair wear and tear;
- 7.1.5 sign the Occupation End Certificate (OEC) acknowledging the end of occupation of the property.
- 7.1.6 to reimburse MoD all sums paid to the Landlord in respect of:
 - any damage to the property or its contents arising from any act, default or negligence on your part or any invitee to the property taking into account fair wear and tear;
 - the cost for removing any items that have been left (inadvertently or not) at the property;

subject to the decision of the MoD in the case of any dispute which shall be binding on you.

8. The benefit of this Licence is personal to you and may not be transferred, assigned or shared
9. You agree to give MEARS GROUP PLC at least 40 days written notice of your intention to vacate the property on a permanent basis in accordance with the relevant Service regulations relating to SSSA, with any such notice to be forwarded by fax and post to:

MEARS GROUP PLC Ltd
Unit 5, Cartell Business Park
Stroudley Road
Basingstoke
RG24 8FW

Telephone: **0800 032 4547**

In cases where this is not possible due to service reasons, an explanation is to be forwarded with the notice. In other cases you may be held liable for any charge levied against MoD.

10. MEARS GROUP PLC may terminate this Licence by giving you not less than 60

days written notice if:

- 10.1 you fail to comply with your obligations under this Licence;
 - 10.2 MEARS GROUP PLC are requested by the Project Manager to terminate this Licence;
11. MEARS GROUP PLC may terminate this Licence by giving you less than 40 days written notice if:
- 11.1 destruction or damage renders the Property uninhabitable as a residence;
or
 - 11.2 MEARS GROUP PLC, the Landlord or his mortgage requires possession of the property
12. You should communicate any matters arising from this Licence to MEARS GROUP PLC at the following address: Unit 5, Cartell Business Park, Stroudley Road, Basingstoke, RG24 8FW

Name

.....
Signed for and on behalf of Mears Limited

Dated

.....
Signed on behalf of the Licensee

Dated.....

SUBSTITUTE SERVICE SINGLE ACCOMMODATION (SSSA) REGULATIONS

INTRODUCTION

1. SSSA will be provided by the MOD Accommodation Agency contractor from the commercial rental market on those occasions when there is insufficient Single Living Accommodation (SLA) to meet the demand in accordance with the following regulations. In principle, SSSA will replicate the provision of SLA, however, because of the unpredictability of the commercial rental market, occupants of SSSA should be made aware that there is no security of tenure beyond the first 6 months of the lease.
2. The provision of SSSA is subject to strict criteria governing entitlement, property specification, furnishing, standard, distance from place of work.. The operational delivery of SSSA is overseen by the MOD Project Manager (HQ DIO SD Accommodation) and the DIO Substitute Accommodation Team (SAT(SSSA)) on behalf of the 3 Services.

BUDGETARY RESPONSIBILITY

3. Units are responsible for authorising SSSA by issuing a Non Availability Certificate (NAC). Most costs associated with the provision of SSSA and the allowances to which the occupant is entitled fall to the occupant's unit (see paragraph 32). The SAT(SSSA) will advise units on the expected cost of rent and agency fees and guidance on the average charges for utility supply may also be available.

ENTITLEMENT TO SSSA

4. **Entitlement criteria.** Individuals may apply for SSSA up to 2 working days prior to the date of posting to a new duty unit subject to the following criteria:
 - a. Suitable SLA is not available (at the time of requirement) up to 45 minutes travelling time by public transport (or up to 10 miles when there is no viable public transport at the discretion of the Local Service Commander) of the duty station.
 - b. They should expect to occupy SSSA for a minimum of 6 months (but see paragraphs 45 and 46 regarding personnel who require accommodation for less than 6 months) and spend not less than 4 nights each week in the accommodation.
 - c. They are single or serving unaccompanied. In the case of personnel in PSTATCAT 1, 1s/c, 2 or 5s/c, they must either be separated from their family who are residing in Service Family Accommodation (SFA), Substitute Service Family Accommodation (SSFA) or their own property which is more than 50 miles or 1½ hours travelling time (by public transport) from their duty station. If the Commanding Officer considers that due to exceptional circumstances these limits should be reduced, a case is to be submitted through the chain of command to the MOD Project Manager. Where the SP's family occupy surplus SFA and the SP is serving unaccompanied at the duty station, and Notice to Quit has been served, the SP will be required to serve accompanied. Where both spouse/civil partner are serving members of the Armed Forces and are serving unaccompanied at different duty

stations, where no SLA exists both have an entitlement to SSSA.

d. They are awaiting allocation of SFA, where no SLA exists providing the waiting period is likely to exceed 6 months (but see paragraph 46 for further guidance). However, entitlement to SSSA will cease when individuals are allocated SFA at the permanent duty station.

5. **Non-entitled personnel.** The following personnel are not entitled to SSSA:

a. Those serving outside UK.

b. Those individuals serving at a temporary duty station, on detached duty or a posting of less than 6 months are not normally entitled (but see paragraphs 45 and 46 for further guidance).

c. University, medical or dental cadets (other than Royal Naval Engineering Scholarship Scheme) or other personnel undertaking full time education who do not receive full rates of pay.

d. Personnel who own/part own¹² a property up to 45 minutes travelling time by public transport (or up to 10 miles when there is no viable public transport at the discretion of the Local Service Commander) of the permanent duty station will not be provided with SSSA by MoD. However, such personnel should be aware that they may occupy their property in lieu of SSSA and, in so doing, be entitled to claim the appropriate rate of FIA and daily travelling expenses in accordance with JSP 752 (but not refunds for utilities, telephone line and equipment rental, TV licence and Council Tax), unless they are married/in a civil partnership or PStatCat 2 and the property is their main or family residence. Personnel will not be expected to occupy their property if:

(1) The property is uninhabitable because it is undergoing renovation or subject to some other building related work (such as underpinning for subsidence).

(2) The property is subject to an existing lease and early termination would have financial penalties.

(3) In these circumstances personnel may be allocated SSSA on the basis that they will occupy their property when it becomes habitable or at the first break point in the lease arrangements.

e. For RAF only, Local Service Personnel (LSPs), except where specifically authorised by the chain of command.

f. Service personnel already holding an SFA licence at the same duty station in which SSSA is being applied.

¹² Ownership of property includes both legal and beneficial ownership. Personnel will be considered to have beneficial (part) ownership of a property if they have contributed to the purchase price by supplying capital (including a deposit payment) and/or by regularly paying/contributing to the mortgage payments.

PROPERTY ENTITLEMENTS

6. **Entitlement criteria and rules for sharing SSSA.** SSSA property will replicate SLA as far as is possible and is to be provided as follows:

a. **Lieutenant Commander/Major/ Squadron Leader) and above.** Officers of OF 3 rank and above are eligible for sole occupancy properties based on a one bedroomed flat but may share a property as a matter of choice in accordance with the sharing rules below. The entitlement criteria are at Appendix 1.

b. **Junior officers and other ranks.** Junior officers and other ranks will be required to share with others of the same sex and similar rank in multiple occupancy properties (each is to have a separate bedroom), unless:

(1) The single Service 'Housing Colonels' determine that the same sex sharing rule may be waived when applicants of both sexes are willing to share SSSA and the respective Command has agreed that sharing should be permitted. Cohabitation is not permitted.

(2) The single Service 'Housing Colonel' may consider an exception to this policy due to Service reasons / or a request to live in a single occupancy property for exceptional personal / welfare circumstances. Personnel applying for personal reasons will be required to pay a Personal Contribution in respect of increased costs. These requests are to be staffed for approval prior to the submission of their SSSA application to the SAT(SSSA) in accordance with Section 8 of MOD Form 1154.

7. **Smoking/non smoking properties.** In the case of shared properties, where possible, the MOD Contractor will provide either smoking or non smoking properties. Where this is not possible the MOD Project Manager is to be informed who will consult with the occupant's unit to determine whether a single occupancy property should be provided.

8. **Distance from place of duty.** SSSA property will normally be provided up to 45 minutes travelling time by public transport (or up to 10 miles when there is no viable public transport at the discretion of the Local Service Commander) of the place of duty. The only exception is when rented property is not available. In these circumstances, the MOD Contractor will seek the Project Manager's approval to expand the radius until appropriate property can be identified. The Project Manager will consult with the applicant's unit as necessary.

APPLICATION FOR SSSA

9. **Application process.** Personnel who are informed that there is no suitable SLA available at their new duty station are to apply for SSSA on MOD Form 1154 - SSSA Application Form (see Annex A to Chapter 7). The Application Form is to be certified and authorised in accordance with the instructions on the front of the Form (thereby providing the applicant with a NAC). Once authorised, the receiving unit is to forward the Application Form on to the SAT(SSSA) who will conduct a policy coherence check. Once satisfied that the application is within regulations, the SAT(SSSA) will forward the application to the MOD Contractor who will annotate a Unique Transaction Number (UTN) and provide accommodation to meet the requirement.

10. **Timescale.** Personnel must submit the SSSA Application Form a minimum of 27 working days prior to their accommodation required date (which may be specified up to 2 working days prior to the date of posting), thereby providing sufficient time for the administration of the application in accordance with the following timings:

- a. Processing by receiving/administrative unit – 5 working days
- b. Transmission to and processing by Bde HQ (Army only); onward transmission to the SAT(SSSA) – 5 working days.
- c. Processing by the SAT(SSSA) – 5 working days
- d. Administration by the contractor (identification and showing of properties) – 10 working days.
- e. Notice of address – 2 working days.

Personnel who submit applications at shorter notice are to be aware that the MOD Contractor may be unable to meet their required date but will make every effort to do so.

11. **Special requirements.** Applicants are to state the following special requirements on the SSSA Application Form:

- a. **Disabilities/Special Needs.** Any disability or special needs which will influence the specification of the SSSA, e.g. access to the property.
- b. **Pets.** If it is their intention to keep pets (only applicable to single occupancy properties). The keeping of pets in shared properties is not permitted. Personnel who keep pets in SSSA without approval may cause Letting Agents/Landlords to terminate the lease. Sharer bands cannot be allocated over entitlement properties in order to keep a pet.
- c. **Smoking.** If they require a smoking or non smoking property. Whilst this cannot be guaranteed the MOD Contractor will make every effort to satisfy personal preferences.

12. **Action by the MOD Contractor.** On receipt of the SSSA Application Form the MOD Contractor will establish contact with the applicant by telephone and/or e-mail in order to:

- a. Confirm the accommodation requirements.
- b. Confirm the required date and the applicant's availability to view properties.
- c. Confirm any personal preferences or special requirements as previously authorised by the SAT(SSSA).

The MOD Contractor will despatch the SSSA Accommodation User Guide to the applicant which provides further information on the SSSA scheme.

PROVISION OF PROPERTY

13. **The Property.** The MOD contractor is required to provide applicants with a property in accordance with strict criteria governing size, specification, rental comparable and distance from place of work (as per paragraphs 6 - 8). The applicant may express a preference in respect to location but there is no guarantee that the contractor will be able to meet personal preferences. Properties may be verified by the SAT as meeting MOD's requirements before being shown to applicants – see Appendix 1 for detailed

accommodation criteria.

14. **Parking Facilities.** Outside urban locations, off road parking facilities are to be provided at each residence. These facilities can take the form of a garage, a car port, a reserved space in a residents' car park or a property's drive. **Within city locations, if off road parking is not available then a residents parking scheme is acceptable.** This may also include provision of a Season Ticket/Permit¹³

15. **Viewing and selection of property.** Applicants (or their proxy – see paragraph 16) will be required to view the property found by the MOD contractor at a mutually agreeable time (and preferably within a 24 hour period) and to select the viewed property.

16. **Proxy.** Personnel may nominate a proxy to view and select a property on their behalf. A proxy certificate is contained in the MOD contractor's Accommodation User Guide. Decisions taken by the proxy are final and the applicant will have no subsequent redress. **Accordingly, personnel should ensure that their proxy is reliable and fully understands their entitlements and any personal preferences they have.** Proxies should only be used as a last resort.

17. **University Halls of Residence.** Where individuals are attending a university or educational establishment as a full time student, in receipt of full rates of pay, and they are required to occupy (or wish to occupy where this is a cheaper option than SSSA) accommodation in the University Halls of Residence or equivalent, this accommodation should normally be administered by the MOD Contractor. Where this is not possible and the claimant is required to pay for the accommodation directly, he/she is to be reimbursed on an actuals basis by their unit pay office for the accommodation fees charged. Alternatively, budget managers may wish to pay charges direct. Costs are to be booked against RAC LBW001.

18. **Over Entitlement Properties.** Personnel are not permitted to request to occupy properties which are over their entitlement (see Appendix 1 to Annex C).

19. **Personal Preferences.** Personnel may specify a personal preference regarding location (sole occupancy and sharer bands) or requesting permission to keep pets (sole occupancy bands only) in the property, but where this results in additional costs, the Service person will be charged a Personal Contribution. Where the MOD contractor sources properties within the rental comparable and radii and the Service person's preference for location or request to keep a pet subsequently results in a property that exceeds the rental comparable, the SP will incur a Personal Contribution.

20. **Non-selection of property.** **Service Personnel must consider their decision carefully before rejecting an offer of SSSA. If the SP rejects the property, for exceptional personal reasons, they are advised to move into the property and appeal through their Unit/Chain of Command (see paragraph 50 regarding appeals process). If they reject the property and do not move in on appeal, the MOD contractor will not provide temporary accommodation.** If an applicant (or their proxy) fails to accept the offered property, or delays in deciding at the at the time of the viewing, **that they are to appeal on the basis of exceptional personal reasons** and consequently the property is no longer available, they will be deemed to have put themselves outside the SSSA scheme (but see paragraph 50 regarding appeals). **If rejecting SSSA for exceptional personal reasons notified at the point of application, the SP**

¹³ Season ticket parking is acceptable within 500 yards of the property address

should ensure they have full evidence to support the rejection, and that this is submitted at the time of any appeal.

21. **Self-Sourcing of SSSA.** Applicants are not permitted to self-source SSSA properties.

ACCEPTANCE AND MOVE INTO SSSA

22. **Property Acceptance Certificate.** On selection of the preferred property personnel will be required to sign the Property Acceptance Certificate (PAC) which signifies their agreement to the property and also acknowledges that they have read and understood the terms and conditions laid out in their Licence To Occupy (LTO) (see paragraph 23). Deficiencies, damages, lack of cleanliness and any agreement that remedial work (such as cleaning or redecoration) will be undertaken prior to occupation are to be recorded on the PAC. Failure to note discrepancies may negate later claims. The extent of any personal contribution (paragraph 19) is to be recorded on the PAC, a copy of which will be kept by the MOD contractor.

23. **Licence to Occupy (LTO).** The LTO lays down the terms and conditions of occupancy (JSP 464 (TSARs) Part 3 Chap 8 Annex B). Personnel do not sign the licence but in signing the PAC, they acknowledge they have read and agree to conditions of the LTO. In some cases there may be a requirement to sign an addendum to the LTO issued by the Contractor for any clauses that fall outside the standard licence (eg Pets Addendum for properties where the Landlord accept pets). A copy of the Licence and any addendum will be provided to the Licensee.

24. **Move into the property.** The MOD contractor is required to conduct a full inventory check of the property at the time of move in which is to include a record of the state of the decoration, carpets, curtains and fixtures and fittings in the property. Personnel are to ensure that the inventory is a true and complete record since it will form the basis of the property check undertaken at move out. A copy of the inventory will be kept by the MOD contractor.

OCCUPATION OF SSSA

25. **Cohabitation.** Under no circumstances may single personnel and single and lone parents co-habit with a partner (who is not their legal spouse/civil partner) in SSSA. 'Cohabitation' describes a situation where the SSSA becomes the home of another person (see paragraph 26 in respect to visits by the spouse/civil partner/family of unaccompanied personnel occupying SSSA).

26. **Temporary Spouse/Civil Partner/Family Visits.** Unaccompanied personnel occupying SSSA (and in receipt of unaccompanied allowances) may have spouse/civil partner/family visits for no more than 28 days (aggregated or continuous) in any 61 day period. Entitlement for SSSA will cease on the 29th day. At this point FIA will cease, Grade 1 SFA charges will commence and the individual will become liable for all bills associated with the property with the exception of council tax and water rates. This liability will continue until such time as the individual again becomes compliant with these regulations and thus entitled to SSSA.

27. **Sub-letting.** Personnel allocated SSSA are to occupy that property and are

prohibited from sub-letting that property. Sub-letting in the context of these regulations is defined as any unauthorised sharing of the property.

28. **Review of the NAC.** Commanding Officers are to review the NAC for those occupying SSSA every 6 months in order to confirm that personnel continue to meet all the entitlement criteria. In particular they must confirm that:

- a. There is no suitable SLA available.
- b. The claimant does not own/part¹⁴ own a property at the duty station or, if so, the property cannot be occupied for the reasons stated at paragraph 5d(1) and (2).
- c. A married/in a civil partnership or PStatCat 2 claimant's family has not occupied public or private accommodation within 50 miles or 1½ hours travelling time (by public transport) of the duty station.
- d. A married/in a civil partnership or PStatCat 2 claimant is not travelling daily from his/her family's residence.

29. **Redecoration.** Occupants of SSSA are not permitted to alter the decoration of the interior of the property without the written permission of the MOD Contractor.

30. **Changing bedrooms in shared properties.** Personnel in shared properties may only change their bedroom with the permission of the SAT(SSSA) and only once a full inventory and condition check of the bedrooms has been undertaken by the MOD Contractor.

31. **Mid-tour moves from SSSA.** There are 5 mid-tour move scenarios as follows:

- a. **Withdrawal of the NAC.** If the NAC is withdrawn as a result of a review (Paragraph 28), personnel (or their unit) are to give the MOD contractor 40 days notice to vacate the property. In the event that SLA has become available personnel are entitled to travel and unaccompanied baggage provisions to move from the SSSA to the SLA in accordance with single Service regulations.
- b. **Early termination of the lease.** In the event that the Letting Agent/Landlord seeks vacant possession of the property personnel will receive 40 days notice to vacate from the MOD contractor. Personnel will be required to move to alternative SSSA provided by the MOD contractor prior to expiry of the notice period. Personnel are entitled to travel and unaccompanied baggage provisions to move to alternative SSSA (or SLA if it is available) in accordance with single Service regulations.
- c. **Health, safety and security concerns.** If SSSA becomes uninhabitable for health, safety or security reasons a case is to be made by the unit Commanding officer to the Project Manager for authority for personnel to be moved to alternative SSSA. In the event that approval is given, personnel (or their unit) are to give the MOD contractor 40 days notice to vacate. Depending on the urgency of the case the MOD contractor will make every effort to re-house personnel as quickly as possible.

¹⁴ Ownership of property includes both legal and beneficial ownership. Personnel will be considered to have beneficial (part) ownership of property if they have contributed to the purchase price by supplying capital (including a deposit payment) and/or by regularly paying/contributing to the mortgage payments.

Personnel are entitled to travel and unaccompanied baggage provisions to move to alternative SSSA (or SLA if it is available) in accordance with single Service regulations.

d. **Untenable shared SSSA.** In the event that the MOD contractor is unable to fill vacant bedrooms in shared properties (Paragraph 53), the Project Manager, in consultation with the units of the personnel remaining in occupation of the property, will determine whether they should be re-housed in alternative SSSA. Should this be necessary, personnel (or their units) are to give the MOD contractor 40 days notice to vacate. On submission of a new Form 1154 and following receipt of approval to move, the MOD contractor will make arrangements to re-house personnel prior to expiry of the notice period. Personnel are entitled to travel and unaccompanied baggage provisions to move to alternative SSSA (or SLA if it is available) in accordance with single Service regulations.

e. **Personal reasons.** In the event that personnel wish to move SSSA for personal reasons a case is to be made by the Unit Commanding Officer to the Project Manager for authority for personnel to be moved to alternative SSSA. In the event that approval is given, personnel (or their Unit) are to give the MOD contractor 40 days notice to vacate. On submission of the new Form 1154 the MOD contractor will make arrangements to re-house personnel prior to expiry of the notice period. Under these circumstances units may, at their discretion, pass the costs of re-housing on to the person requesting the change of accommodation. There is no entitlement to travel and unaccompanied baggage provisions.

SSSA COSTS

32. **Costs falling to the unit.** The following costs for SSSA properties will be charged to unit UIN's by the MOD Contractor:

- a. MOD Contractor's fees (as stated in the MOD Contract) for the provision of services.
- b. Rent for the property and miscellaneous fees.
- c. Utility bills.
- d. Council tax
- e. TV Licence.
- f. Telephone line and equipment rental.
- g. Dilapidations identified at move out (some or all of which may be passed on to the occupant by the unit if caused through negligence – see paragraph 56).

33. **Costs falling to the occupant.** The occupant is responsible for meeting the costs of:

- a. Any personal contribution towards the rent.
- b. Telephone calls.

- c. MOD contractor charges if the occupant chooses to move mid-tour for personal reasons.

ALLOWANCES AND CHARGES

34. **Night Subsistence (NS)¹⁵ – Preliminary visits to view properties at a new place of duty in GB.** Personnel serving in GB who are in receipt of a NAC to occupy SSSA at their new place of duty may travel at public expense on a preliminary visit to view accommodation (see paragraph 15). Travelling expenses and 1 night's NS at the new place of duty may be claimed. This period may be extended by up to 3 further night's (ie a total of 4 nights) on approval by the individual's Commanding Officer. Claims for more than 1 night NS should include a certificate from the claimant's Commanding Officer confirming that the additional nights were as a result of Service reasons.

35. **Night Subsistence (NS) - Delays in the provision of SSSA.** Payment of up to 7 night's NS is authorised in the event that:

- a. The MOD contractor is unable to make arrangements for accommodating the applicant by the accommodation required date.
- b. Selected SSSA properties subsequently become unavailable

If SSSA within this initial 7 day period is not available the MOD Project Manager, in consultation with the applicant's unit, will authorise further periods of NS as appropriate.

36. **Food and Incidentals Allowance (FIA).** Personnel occupying SSSA are entitled to claim FIA in accordance with single Service regulations.

37. **Home to Duty Travel (HDT).** Personnel occupying SSSA are entitled to claim Home to Duty Travel in accordance with JSP 752.

38. **Accommodation Charges.** All personnel occupying SSSA will be debited accommodation charges and CILOCT as if they were living in Grade 2 SLA, regardless of the accommodation occupied, in accordance with single Service regulations. Owner occupiers and/or personnel who opt out of the scheme will not be debited accommodation charges or Contribution in Lieu of Council Tax (CILOCT).

PAYMENT OF PROPERTY RELATED BILLS

39. **Utility Bills.** Occupants who receive bills are to forward them to the MOD Contractor for payment. Failure to forward bills may result in inconvenience to individuals should utility companies take action to cut-off supplies. Where personnel have chosen a property which is not self contained or is part of a property occupied by another person (eg as a lodger), all utilities and Council Tax are to be included in the rent. If utility bills exceed the current MOD comparable for similar properties, MOD reserves the right to recover the excess charges from the individual.

40. **Council Tax and Water Rates.** If occupants receive any of these bills they are to forward them to the MOD Contractor for payment. Failure to forward bills may result in

¹⁵ See JSP 752 Chapter 3 Section 1 03.0105.

inconvenience to individuals.

41. **Television Licence.** The MOD Contractor is responsible for the purchase and the annual renewal of a TV licence for the property. TV Licences will be held at the MOD contractor's headquarters.

42. **Telephone Bills.** Personnel are to pay the quarterly telephone bill themselves and forward a copy of the bill together with the form at Appendix 2 to the MOD Contractor. The MOD Contractor will arrange for the line rental and equipment elements of the bill to be reimbursed into the claimant's bank account within 14 working days. Only the cheapest available line rental costs will be refunded (BT Option 1 or equivalent). For those where equipment rental is not an option, the MOD Contractor will reimburse the cost of purchasing a handset up to the value of £20.00. For those in shared accommodation, one person from the property should be nominated to carry out the aforementioned procedures. They will be responsible for organising a refund between the other occupants as appropriate.

43. **Mobile Telephone Bills.** For personnel occupying unconventional property where conventional telephones cannot be connected, the rental charge for a mobile telephone will be reimbursed up to the limit of the cost of a conventional telephone line and equipment rental.

44. **Unconventional Fuels/Utilities.** Personnel will be reimbursed the cost of reasonable (as determined by the Project Manager) unconventional fuel/utility bills. Personnel are to pay the bill themselves then forward a copy of the bill, together with the form at Appendix 2, to the MOD Contractor who will arrange to reimburse the claimant's bank account within 14 working days. Unconventional utilities include electricity keys/swipe cards, septic tank/cess pit emptying, sewage removal from boats or mobile homes.

PERSONNEL ASSIGNED FOR PERIODS UNDER 6 MONTHS

45. **Accommodation options.** On those occasions when SLA is not available for personnel who are assigned for periods under 6 months, accommodation may be provided through one (or more) of the following means:

- a. Payment of NS.
- b. Provision of SSSA.
- c. Payment of short term Lodging Allowance.

46. **Guidance.** It is the responsibility of the employing unit's Commanding Officer to determine the most appropriate method of providing accommodation for personnel taking into account conditions of service, the circumstances of the individual and budgetary considerations in accordance with the following guidance:

a. **Periods up to 30 days.** For periods of duty up to 30 days NS should normally be authorised. NS may be authorised for periods in excess of 30 days when it is proved to be the most cost effective option (see paragraph 46(b)(3)). Units should contact the Project Manager for guidance.

b. **Periods between 30 days and 6 months.** There are 4 options:

- (1) **Spare SSSA capacity.** On completion of MOD Form 1154, provision of

existing spare capacity in the SSSA scheme. This should normally be possible in high volume areas such as London, Glasgow, Bristol and Bath and may be possible in other areas. In such circumstances individuals may only be offered 1 property but the appeals procedure at paragraph 50 still applies with regard to complaints. Units should contact the Project Manager for assistance in identifying spare SSSA capacity.

(2) **Provision of new SSSA.** On completion of MOD Form 1154, new SSSA may be provided in high volume areas on the basis that a further occupant will be identified to take over the property if/when it becomes vacant within 6 months. Units who chose to seek new SSSA under these circumstances should be aware that they may be liable for the full 6 months rent if a subsequent occupant cannot be found.

(3) **SSSA versus NS.** The most cost effective solution between payment of NS or provision of newly sourced SSSA. This decision should be made having taken into account the actual time the claimant is likely to spend in the accommodation and is a balance between:

Total number of days accommodation is required at new duty unit (excluding periods of detached duty away from duty unit) x cost of NS

versus

Total cost of SSSA (including utilities) for a possible 6 month period + cost of FIA for actual period of duty at new duty unit

(4) **Short term Lodging Allowance.** Authority must be sought from the Project Manager for payment of short term Lodging Allowance.

CHANGES TO AND CESSATION OF ENTITLEMENT

47. **Changes in Circumstances.** Personnel are to notify their Commanding Officer immediately of any change in personal circumstances which renders invalid any statement made on the initial, or any subsequent, application for SSSA.

48. **Promotion/Reduction in Rank.** Where promotion or reduction in rank alters the entitlement to accommodation occupants are to inform the Project Manager to determine whether a move to new accommodation would be appropriate. Consideration should be given to the remaining length of appointment (if less than 6 months remain a move should not normally be authorised). Similarly, should an individual have served less than the initial 6 months tenancy a move should not normally be approved until after the 6 month point bearing in mind the minimum notice period to vacate and any other mitigating Service factors.

49. **Additions to the VCDS 45 Minute Travel List.** Additions to the VCDS 45 Minute Travel list require approval at 3* level and should be forwarded to MA/VCDS who sponsors the List.

APPEAL PROCEDURE

50. Personnel will have the opportunity to appeal if they consider that the property they have been offered by the MOD contractor does not meet their entitlement **or they reject it**

for exceptional personal reasons. The exceptional personal reasons must have been notified at the time of application. The Service person, or their proxy' should raise the appeal within 24 hours of the viewing appointment. The process of the appeal is as follows:

- a. The MOD contractor will attempt to remedy any problem within their power at the time of the appointment
- b. The Service Person or proxy should raise their appeal via email to their Unit/Chain of Command, ensuring the Substitute Accommodation Team (SAT) are copied in (DIOOpsAccn-HQSubAccom@mod.gov.uk). The applicant should ensure they have provided full evidence to support the rejection and that this is submitted at the time of any appeal. Any appeal should be answered within 72hrs/3 working days, from receipt of the appeal.expense.
- c. As the property will have been pre-approved by the SAT, if the applicant's Unit/Chain of Command deem that the property shown meets the entitlement and that the applicant has not provided sufficient grounds to turn down the offer on appeal, for personal reasons, the applicant will be required to accept the property..
- d. If the Unit/Chain of Command agrees with the applicant, then the appeal should be raised to the appropriate Housing Colonel's office (Regional Command for the Army) for an independent decision to be made, within 3 working days from receipt of the appeal. The SAT should then be informed of the outcome.
- e. Failure to accept a property will be taken to mean that the applicant has waived their entitlement to publicly funded single living accommodation and they will be required to make private arrangements at their own expense. They may re-apply for SSSA after 6 months, if an entitlement still exists.
- f. If the applicant removes themselves from the scheme, the SAT should be informed as soon as possible so that the application can be closed.
- g. Personnel retain their right of complaint through the normal Service channels.

CESSATION OF ENTITLEMENT TO SSSA

51. Personnel will cease to have an entitlement to SSSA in the following circumstances:

- a. Entitlement for SSSA will cease on the 29th day (aggregated or continuous) in any 61 day period of a spouse/civil partner/family visit (see paragraph 24 for the financial consequences).
- b. Personnel accommodated in SSSA who are absent from their permanent duty station may retain their accommodation for up to 61 days, when the expected period of absence is to be less than 62 days, in the following circumstances:
 - (1) When absent on detached duty/loan temporary duty/temporary duty.
 - (2) When admitted for treatment to hospital, sick quarters or a medical rehabilitation unit.
 - (3) When absent on sick or authorised leave within an appointment / draft /

posting (but not disembarkation, terminal, invaliding or DOMCOL leave).

(4) When sentenced to a period of detention or imprisonment following which the individual will be retained in the Service and will return to the same permanent duty station.

c. Retention of SSSA beyond 61 days may be authorised by Commanding Officers who are of at least OF4 rank on a budgetary and welfare basis¹⁶. To support the retention of SSSA, Commanding Officers are to have undertaken and recorded an analysis of the full cost and welfare implications of the options and satisfied themselves that retention of SSSA is the most cost effective solution to the MOD whilst meeting the individual's basic welfare needs. The analysis is to consider the provision for the storage of personal effects and the accommodation plans during any R&R and PODL for those deploying. Where Commanding Officers are below OF4 rank, approval must be sought through single Service chains of command to the appropriate single Service personnel staff. The MOD Project Manager will provide guidance on costs etc if required.

d. Units should be aware that a continuing liability for rent and utility bills may exist where the initial tenancy agreement has still to reach the 6 month point notwithstanding the cessation of the individual's entitlement to retain SSSA. The Project Manager will provide budgetary/tenancy information if required.

Personnel whose entitlement for SSSA has ceased due to the above reasons must make a fresh application for accommodation.

VACATION OF SSSA

52. **Notice to Vacate.** Personnel are to provide the MOD contractor with a minimum of 40 days written notice of their intention to vacate SSSA in accordance with the Licence to Occupy which they have signed. During the initial 6 months in any particular SSSA property this period of notice is extended to preclude vacation of the property before the 6 month point. Where this is not possible due to service reasons an explanation is to be forwarded with the notice that is tendered. Personnel who fail to give 40 days (or the balance of 6 months where this is appropriate) notice of vacation for non Service reasons may be required to continue to pay accommodation charges as if they were still occupying the property from the date they vacate the property until the 40 day notice period has elapsed.

53. **Vacation of shared property.**

a. **Junior Officer and Other Rank shared property.** When one occupant vacates a shared property the MOD contractor will be responsible for showing the vacant bedroom to other applicants. If there is insufficient demand to fill the vacancy the MOD contractor will notify the Project Manager who, in consultation with the units of the remaining occupants, will take a decision on the continued viability of the property. In cases where the property is no longer financially tenable it may be that the remaining occupants are re-housed in alternative SSSA.

¹⁶ Normally restricted to personnel in PStatCat 3, 4 & 5, where no other accommodation options are available.

b. **Officers (Lt Cdr and equivalent and above) sharing by choice.** Should an officer who is sharing by choice vacate a property the remaining occupant(s) is/are responsible for:

- (1) Finding a further sharer (the Project Manager may be able to help).
- (2) Vacating the property and moving into alternative SSSA.
- (3) Meeting any difference in rent themselves until a further occupant is identified.

54. **Preparation of SSSA for move out.** On receipt/giving of notice to vacate the MOD Contractor will send the occupant a 'checklist for occupants vacating SSSA' which provides guidance on the cleaning and preparation of the property for move out. Personnel with pets will be required to pay for the cleaning of carpets (or alternative floor coverings) of the property prior to vacation.

55. **Move out.** Occupants (or their proxy) are to attend a move out which will be arranged by the MOD contractor on a mutually agreeable date prior to expiry of the lease. The primary purpose of the move out is for the occupant to return the property to the MOD contractor, however, the MOD contractor may choose to conduct a concurrent hand back to the Letting Agent/Landlord if there is no successive Service occupant. If appropriate a unit representative may be in attendance. A full inspection of the property will take place against the inventory agreed at the time of move in. The Occupation End Certificate (OEC) is to be signed by the occupant and the MOD contractor's staff.

56. **Dilapidations.** Dilapidations (taken to mean damage (including loss) to the property, its fixtures and fittings and the contents supplied by the Letting Agent/Landlord in accordance with MOD's requirements) will be identified and recorded on the OEC. The occupant is to sign the OEC and annotate their agreement (or non agreement) to the dilapidations identified. Occupants are not responsible for damage arising from fair wear and tear. In all but the simplest cases (which may be resolved at the time of move out by payment to the MOD contractor or the Letting Agent/Landlord), the MOD contractor will be responsible for costing dilapidations in accordance with MOD procedures and in consultation with the MOD Project Manager before settling with the Agent/Landlord and seeking reimbursement from MOD. In this instance the liability for the dilapidations will be charged to the occupant's unit. The unit is then responsible for seeking reimbursement from the occupant if the dilapidations were a result of the occupant's negligence or the negligence of their family or their visitors, or caused by their pets.

57. **Cessation of charges, allowances and costs.** Charges, allowances and costs will cease with effect the date of move out from the property.

FURTHER ADVICE

58. Further advice on the SSSA scheme may be sought by contacting:

- a. The Unit Administrative Office.
- b. The SAT(SSSA) (01480 52451 x 8681).
- c. The MOD Project Manager at HQ DIO SD Accommodation (01480 52451 ext 8681).

SSSA ACCOMMODATION ENTITLEMENTS

IMPORTANT – PLEASE READ PRIOR TO SUBMITTING SSSA APPLICATION:

All personal preference (including specifying location) requests that affect the property search must be authorised by the MoD Project Manager or appropriate Single Service Housing Colonel (See paragraph 6 (b)(2) on a case-by-case basis. Any Personal Contribution incurred as a result of a personal preference will be annotated to the Property Acceptance certificate and recovered via JPA.

Band	Rank	Accommodation entitlement
A	Lt Cdr/Maj/Sqn Ldr & above (See Note 1)	A self contained one bedroom flat with separate sitting room, bathroom and kitchen.
B	All other officers (Expected to share [see note 2])	An individual bedroom/sitting room in a flat or house share with either, individual self-catering facilities or a kitchen shared between no more than 3 persons and bathroom shared on the same basis.
C	WOs, CPOs / SSgt / FSgt, PO / Sgt (Expected to share [see note 2])	An individual bedroom/sitting room in a flat or house share with either, individual self catering facilities or a kitchen shared between no more than 3 persons and bathroom shared on the same basis.
D	LR/Cpl and below (Expected to share [see note 2])	A flat or house share that provides an Individual bedroom for each person, shared sitting room, kitchen and bathroom.

Note 1: Officers of the same rank in Band A may opt to share accommodation.

Note 2 B, C and D band Occupants are expected to share unless they have been authorised sole occupancy by the appropriate sS Housing Colonel. These requests are to be staffed for approval prior to the submission of their SSSA application to the SAT (SSSA) in accordance with section 8 of MOD Form 1154.

Failure to complete the existing 1154 application correctly, with the appropriate authorities attached will result in your application being passed back to SAT(SSSA) by the contractor and may delay your move in date.

PAYMENT OF UTILITIES BILLS PROFORMA

This proforma should be completed and attached to any bills associated with Substitute Service Single Accommodation (SSSA) for onward transmission to the Mears Accommodation Team, Unit 5, Cartel business centre, Stroudley road, Basingstoke, RG24 8FW for payment.

PERSONAL DETAILS

Service No	Rank	Initials	Surname	UIN	UTN

ACCOMMODATION ADDRESS

House/Flat No & Street:	
Town:	
County:	
Post Code:	

OTHER OCCUPANTS

Service No	Rank	Initials	Surname	UIN	UTN

ATTACHMENTS

	CUSTOMER CODE	AMOUNT (£)
Gas Bill:		
Electricity Bill:		
Water and/or Sewerage Bill:		
Telephone Bill:		
Other: (please specify)		

* I certify that the attached bill(s) is for services supplied solely for the use by eligible personnel accommodated at this address.

* I have not paid the attached bill(s) and request payment direct to the appropriate company.

* I have paid the attached bill(s) and request a refund direct to my bank account (details below).

(* Please delete as applicable)

CLAIMANT'S SIGNATURE	DATE

BANK ACCOUNT Please fill in details below for Bank Payments	
Sort Code:	Account Number:

MINIMUM FURNISHINGS AND EQUIPMENT SPECIFICATION AND STANDARD - SSSA

1. The Service provider is to ensure that potential properties are furnished and equipped to the minimum specification listed below before properties are shown to prospective occupants. It is accepted that some flexibility is required and the Service person must be willing to accept the accommodation if substitutes or alternatives are provided. In cases of doubt/dispute over what constitutes an acceptable level of equipment/furnishings, the MOD Project Officer should be consulted. Rejection of a property for superficial reasons will not be accepted.

SPECIFICATION¹⁷

Each occupied bedroom

Single bed per occupant
Bedside table or acceptable alternative
Bedside lamp
Fitted carpet or acceptable alternative
Double chest of drawers (with lockable drawer if door not lockable)
Wardrobe
Desk/Table (in shared accommodation)
Mirror
2 power points (single or double)
Easy chair
Bookcase or suitable shelving

Lounge

Colour TV with free-to-air digital facility
Telephone line and handset (can be in any integral communal area, ie Lounge, Kitchen, Hall)
Settee
Comfortable chair (2 if more than one occupant)
Coffee table
Bookcase or suitable storage
Dining table and 4 chairs (can be in kitchen or dining room)
Fitted carpet or acceptable alternative
2 power points (single or double)

¹⁷ Furniture provision under the Overseas Furniture Provision Scheme for rented accommodation/hirings to be utilised as SLA in overseas areas should be based on the furnishing specification for SSSA, except items compensated within Local Overseas Allowance are not permitted, and, where local messing facilities exist, the kitchen items shown in the specification should not be provided.

Bathroom

Sink
Cupboard or shelving
Mirror
Shower and/or bath
Lavatory (this can be in a separate room but if so must have a sink fitted in the room)
Lavatory brush

Kitchen

4 Power points (double or single) above work surface
Fridge/Freezer
Washing Machine / Tumble Dryer (Washer/Dryer)
Cooker
Microwave
Kettle
Sink
Canteen or cutlery (place settings for 4 minimum)
Set of saucepans (3 of various sizes) or acceptable alternatives
Frying pan
Set of kitchen utensils including:
 Tin opener
 Bottle opener
 Large sharp knife
 Small sharp knife
Colander
Measuring jug
Set of ovenproof dishes or acceptable alternative
Roasting dishes or acceptable alternative
4 mugs }
4 bowls } minimum
4 dinner plates }
4 side plates }
4 glasses }
Toaster or grill
Steam Iron
Ironing Board (with cover)
Mop/Squeegee
Vacuum cleaner
Dustpan and brush
Bucket
Smoke alarms (as required)
Bin or refuse container

STANDARD

Standard of Décor. Properties are to be provided in good decorative condition throughout. Paintwork and wall coverings, skirting boards, door frames and other woodwork and tiling in kitchens and bathrooms and elsewhere in the property is to be clean, sound and complete. Door handles and locks are to function and be supplied with a key(s).

Bed. The bed is to consist of a mattress and divan (excluding bedding) which are to be clean, unmarked, complete and serviceable. The bed is to be fitted with a headboard. A futon, sofa bed, camp bed or fold up bed is not acceptable. Double beds may be provided in lieu of single beds.

Furniture. Items of furniture are to be clean, complete, unmarked and serviceable. Tables, cupboards, bookcases, desks etc are to be constructed from wood (or composite equivalent) or metal and are to be solid and robust. Dining chairs may be constructed from wood or metal. The settee and chairs may be covered with fabric or leather and are to be complete, unmarked and serviceable. Plastic furniture is not acceptable (for example garden furniture). Antique furniture, fixtures and decorative items may be provided at the Letting Agent's/ Landlord's risk.

Cutlery and Crockery. Cutlery, crockery and kitchen utensils are to be unmarked and hygienically clean. Burnt, damaged, stained, chipped or broken items are not acceptable. Items do not necessarily need to comprise a set although this would be preferred.

White goods. White goods (fridge/freezer, washer/dryer, microwave, kettle, toaster and iron) are to be clean, complete and functional. Damaged, scratched, incomplete items are unacceptable.

Cooker. The cooker is to be clean inside and out (grease free and without burnt on deposits), complete and functional.

Electrical Appliances. All electrical appliances are to be fitted with suitably fused plugs with serviceable flexes. Frayed flexes, cracked or damaged plugs are unacceptable.

Light Fittings. All light fittings are to be fitted with a lampshade and light bulbs. The Service occupant is responsible for replacing light bulbs.

Curtains. All windows are to be fitted with a blind or curtains which match the décor of the rooms. Window coverings are to be clean, complete and functional. Coverings which are torn, damaged, do not open or close or incomplete are unacceptable.

Floor coverings. Floors are to be covered with carpets and or other suitable coverings which are complete, clean, unmarked and serviceable.

Smoke alarm. A functioning smoke alarm is to be provided. The Service occupant is responsible for replacing smoke alarm batteries.

Carbon Monoxide alarm. A functioning CO alarm is to be provided where there are gas appliances in the property. The Service occupant is responsible for replacing CO alarm batteries.