



Ministry of Housing,
Communities &
Local Government

DELTA: User Guide

AIR Quarterly Approved Inspectors Return

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Useful Information

About the return

The purpose of this return is to collect quarterly information about the new dwelling that you inspect for building and control reasons. This is used to provide estimates of all new house building activity **and to build a time-series of Approved Inspector work.**

Completed forms for Apr-Jun 2019 should be submitted by 26th July 2019.

New dwelling figures **should exclude** dwellings created through conversion of existing dwellings and by change of use such as commercial buildings to residential. Extensions and alterations to existing dwellings **should be excluded.**

New dwellings **should include** houses and flats and student cluster flats and self-contained retirement accommodation. Communal accommodation such as traditional student halls of residents and care homes **should not be included.**

The data collected is used to provide estimates of all new house building activity in England and in each local authority area after it is combined with parallel data from the National House Building Council, Local Authority Building Control and other private Approved Inspectors. Figures for your authority are added to others to produce the National Statistics on house building; new build dwellings. **Please note, if your building control work reports to a strategic (multiple local authority) building control partnership, all figures must still be provided for each local authority area in which the new build dwelling starts and completions occurred.** This is key information which informs Government policy, promotes public transparency and democratic accountability, and is used by the public, businesses, academics and the media to assess housing market and economic conditions generally. These statistics are published quarterly in a National Statistics release and set of tables on the Department for Communities and Local Government website at the following link:

<https://www.gov.uk/government/collections/house-building-statistics>

Contacts for help

If you have any problems providing the data required in the return please contact housingdata@communities.gov.uk, and a member of the team will get back to you.

If you experience any technical issues with the DELTA system, please contact the DELTA Helpdesk via email on DELTA@tso.co.uk or call 0333 202 5084.

Please visit <https://delta.communities.gov.uk/login> to login to DELTA using the **username** and **password** provided to you previously. If you have not received log in details, please contact DELTA@tso.co.uk or call 0333 202 5084.

Revisions

Despite private approved inspectors best efforts, it is unlikely that all data submitted are completely accurate, whether through the receipt of subsequent information not available at the submission deadline, errors in calculation, or another reason. As such, our Revisions Policy allows for private approved inspectors to correct errors found, to maximise the quality of our published data. Most revisions see only minor changes made to data, with little to no impact on published national statistics. These changes will be published at the next scheduled release, with no specific announcement, and the previously released data is not revised.

Should you need to make revisions to your submitted data covering the previous nine quarters, we encourage you to make these when completing the April-June quarter (which is collected in July), as revisions going back this far are only published annually. As standard, during each collection window we open 10 quarters (including 9 quarters with previously submitted data) to enable you to make revisions to previous quarters where necessary. These can be accessed via your collection requests. Should you have any issues, please email housingdata@communities.gov.uk.

In contrast, some revisions are considered major revisions. These might date further back than the previous year's figure and have a notable impact at the national level. They might arise from substantial errors in the statistical process, or other major methodological issues, whether by local authorities or central government. Major revisions may require a non-scheduled revision of the statistical release to be published, along with a correction notice explaining the error. We aim for transparency in such cases, to maximise the perception of quality in all official statistical releases. If you think that you need to make a major revision, please get in touch with our team at housingdata@communities.gov.uk. We will then arrange access to the relevant form so you can make the required corrections. You will receive an email, with a link to the data you have previously submitted and requested to revise. Following this link will allow you to amend the data for that year and re-submit.

The policy on revisions has been developed in accordance with the UK Statistics Authority Code of Practice for Statistics and the Ministry of Housing, Communities and Local Government Revisions Policy (found at <https://www.gov.uk/government/publications/statistical-notice-dclg-revisions-policy>).

Completing the Returns

Completed forms should be submitted on DELTA by the data collection deadline.

Please take a printout or copy of the return for future reference.

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

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

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

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

Please visit <https://delta.communities.gov.uk/login> to login to DELTA using the **username** and **password** provided to you previously. If you have not received log in details, please contact the DELTA@tso.co.uk or call 0333 202 5084.

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

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

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

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

1. Click on 'Submissions' to submit data.

The screenshot shows the 'DELTA Submissions' page. At the top, there is a header with the GOV.UK logo, the word 'Submissions', and links for 'Change password' and 'Logout'. Below the header, there is a pink 'ALPHA' banner with the text 'This is a new service - your [feedback](#) will help us to improve it.' The breadcrumb trail shows 'Home' and 'Rutland TestRutland'. The main heading is 'Welcome to DELTA'. Below this, there is a paragraph explaining that DELTA is DCLG's data reporting system used for statistical data collection and grant payments. At the bottom, there are two links: 'Submissions' (highlighted with a green underline) and a descriptive text: 'For data providers to submit data for a statistical data collection or for grant payments. Collected data is also available to view and download from here..'. A callout box with the number '1' has an arrow pointing to the 'Submissions' link.


2. Click on 'Collection Requests'.

The screenshot shows the 'DELTA Submissions' page. The header includes the DELTA logo, 'Submissions', and links for 'Change password' and 'Logout'. Below the header, there is a pink 'ALPHA' banner with the text 'This is a new service - your [feedback](#) will help us to improve it.' The breadcrumb trail shows 'Home > Submissions' and 'Rutland TestRutland'. The main heading is 'Submissions'. Below this, there is a paragraph explaining that users can view collection requests and submit data for statistical data collection or grant payments. At the bottom, there are two links: 'Collection requests' (highlighted with a green underline) and 'Data store' (highlighted with a green underline). The 'Collection requests' link has a descriptive text: 'Here data providers can view their collection requests and submit their data.' The 'Data store' link has a descriptive text: 'In the Data Store you can search for submitted data and select records to edit, download or export.' A callout box with the number '2' has an arrow pointing to the 'Collection requests' link.

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

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

List of collection requests

Show filters 

Name	Description	Availability date	Submission deadline	Status	Actions
air-2019-jan-mar	AIR Form for Jan-Mar	Apr 01, 2019	Apr 26, 2019	Closed	More ▼
air-2019-apr-jun	AIR Form Apr-Jun	Jul 01, 2019	Jul 26, 2019	Testing	More ▼
air-2019-jul-sep	AIR Form Jul-Sept	Oct 01, 2019	Oct 25, 2019	Testing	More ▼
air-2019-oct-dec	AIR Form Oct-Dec	Jan 01, 2020	Jan 31, 2020	Testing	More ▼

4.
 - a. Once you have navigated to the correct form, under **Actions** select the drop-down menu '**More**' for the instance on which you wish to submit data.
 - b. Select '**Provide Data**'.

List of collection requests

Show filters

AIR-2019-

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Name	Description	Availability date	Submission deadline	Status	Actions
air-2019-jan-mar	AIR Form for Jan-Mar	Apr 01, 2019	Apr 26, 2019	Closed	More ▼
air-2019-apr-jun	AIR Form Apr-Jun	Jul 01, 2019	Jul 26, 2019	Testing	More ▼
air-2019-jul-sep	AIR Form Jul-Sept	Oct 01, 2019	Oct 25, 2019	Testing	More ▼
air-2019-oct-dec	AIR Form Oct-Dec	Jan 01, 2020	Jan 31, 2020	Testing	More ▼

Note: In the example above, the selected form would refer to the P2-2019-apr-jun form, with collection between July 1st and July 26th 2019.

Warning

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

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

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

Form

B. New build dwellings started during the quarter

Note

Please exclude from the below Local Authority Building Control/NHBC/other Independent Approved Inspectors figures and conversions/change of use. The reported figures should be new house building activity inspected by your company only.

If tenure is unknown, please enter as private enterprise.

Row No.	Local Authority Area	ONS Code	Private Enterprise	Housing Association	Local Authority	Total
1	Please select:					
Add Another						
Totals of Starts			0	0	0	0

C. New build dwellings completed during the quarter

Note

Please exclude from the below Local Authority Building Control/NHBC/other Independent Approved Inspectors figures and conversions/change of use. The reported figures should be new house building activity inspected by your company only.

If tenure is unknown, please enter as private enterprise.

Row No.	Local Authority Area	ONS Code	Private Enterprise	Housing Association	Local Authority	Total
1	Please select:					
Add Another						
Totals of Completions			0	0	0	0

Points to note when completing the return:

- All fields must be completed
- Where an entry is unknown or unavailable # should be entered.
- Please give estimates if you are unable to fill in a box with an exact figure.
- Where an entry is zero, 0 should be entered
- When asked to provide an explanation please use the Additional Comments box
- Include new house building activity inspected by your company only
- Exclude work undertaken by the NHBC and the local authority building control.
- Exclude all conversions, change of use and rehabilitation for dwellings.

Section B

For each Local Authority where you have carried out work in the quarter indicated, enter the activity of all new build inspections carried out by your company for starts. For each Local Authority where you have carried out work in the quarter indicated, enter the activity of all new build inspections carried out by your company for **starts**. Click on the cell 'Local Authority Area' and a drop-down list of all current local authorities will appear, click on the appropriate local authority name to select.

Click on the cell 'Local Authority Area' and a drop-down list of all current local authorities will appear, click on the appropriate local authority name to select. **Please only select Local Authority Area's in England.**

Section C

For each Local Authority where you have carried out work in the quarter indicated, enter the activity of all new build inspections carried out by your company for **completions**.

Click on the cell 'Local Authority Area' and a drop-down list of all current local authorities will appear, click on the appropriate local authority name to select. **Please only select Local Authority Area's in England.**

Column 1 (Private Enterprise dwellings):

Include all new dwellings financed and built by private developers. This includes any such dwellings built on local authority land, but not dwellings built on behalf of Registered Social Landlords. Include here all dwellings for which the tenure is not known. This might include dwellings started by a private builder under a Section 106 agreement, where as yet no registered social landlord has been found for the social housing component.

Include all new dwellings provided for statutory purposes other than under the Housing Act 1985, or for an authority other than the housing authority, e.g. for a Government Department, Police, Fire or other public authority.

Include any new dwellings for which the tenure is not known. For example, where some schemes have mix of private and affordable housing, the final tenure may be unknown.

Column 2 (Private Registered Providers [Housing Association] dwellings):

Include all new dwellings built by or on behalf of Private Registered Providers (housing associations). Construction is most likely carried out by private builders. Include also new dwellings built by or on behalf of housing associations not registered with Homes England.. Dwellings should also be included if the housing association is not registered with the Housing Corporation, or if it was set up following a Large Scale Voluntary Transfer of dwellings out of local authority control. Exclude the rehabilitation of dwellings. Exclude dwellings purchased by housing associations or local housing companies from private sector after the dwellings concerned have been completed.

Column 3 (Local Authority dwellings):

Include all new dwellings being built by, or on behalf of, your authority within your authority's boundaries, on land owned or held on a long lease by your authority. **Include in your figures those being built by another local authority within your authority's boundaries.** Include any new housebuilding which is part of a larger scheme of local authority dwellings; even if this new-build is only to replace the loss of dwellings arising from the demolition or conversion of existing local authority stock. Exclude all new dwellings provided for statutory purposes other than under the Housing Act 1985, or for an authority other than the housing authority, eg. For a Government Department, Police, Fire or other public authority. Exclude all new dwellings built on local authority land by housing associations, or by private developers for eventual sale.

Column 4 (Total):

Please include all new dwellings started and completed during the quarter. These totals should equal the sum of the three boxes to the left.

Confirm Please confirm that this return is based on LA Inspected New Build properties only.

Additional Comments Please use this box if you wish to provide additional comments about the entries made in this return. You should use this box to explain data entries detailed in any non-mandatory errors (where the data does not need to be changed to clear them, and the error is in orange). Errors will appear, both as you complete the form and after validation. **All errors need to be resolved before submission is possible.**

Signing off the return

Signing off the return

*

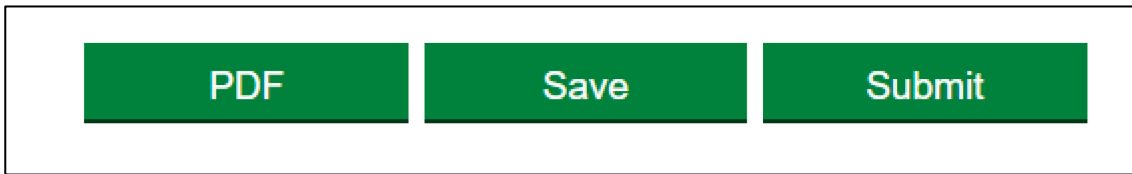
- the data supplied has been subject to audit by internal or external auditors
- the data supplied has been extracted from the authority's operational system and has been subject to random quality checks
- the data supplied has been extracted from the authority's operational system and has been subject to period quality checks
- no checks have been undertaken on either the source data or the subsequent output.

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

Reminder

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

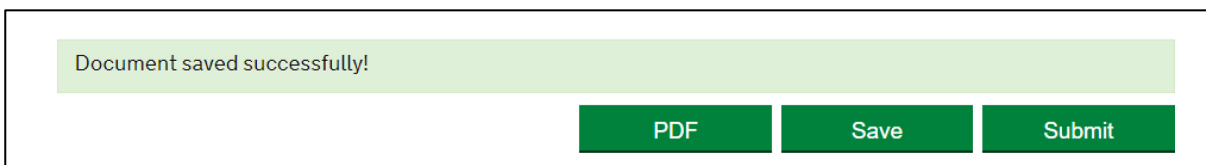
Viewing, Saving and Submitting



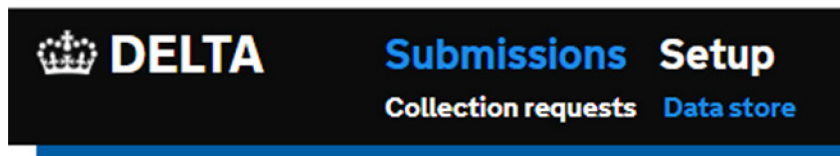
The final part of the form offers three options, which each perform different functions.

Submitting Data:

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



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



Viewing and Saving:

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

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

Definitions

Dwelling:

A **dwelling** is defined as a self-contained accommodation. Self-contained is where all the rooms (including kitchen, bathroom and toilet) in a household are behind a single door which only that household can use. A permanent has a design life of over 60 years. Communal housing and establishments providing managed residential accommodation should not be included in the P2 return. These cover university and college halls of residence, hospital staff accommodation, hostels/ homes, hotels/holiday complexes, defence establishments (except marriage quarters) and prisons. However, purpose-built student housing should be included if it is self-contained (e.g. Self-contained flats clustered into units with 4 to 6 bedrooms) rather than communal. Each self-contained unit should be counted as a dwelling.

Starts (commencement of construction):

For house building starts we are seeking to capture when building of each unit commences. A dwelling is counted as a start on the date work begins on the laying of the foundation, including 'slabbing' for houses that require it, but not including site preparation. Thus when foundation work commences on a pair of semi-detached houses two houses are counted as started, and when work begins on a block of flats all the dwellings in that block are counted as started.

In the instance of a single house this would be the foundation inspection but on multi-unit apartment buildings this would be the foundation for the whole structure. This is to allow a more accurate and timely representation of the number of dwelling units under construction at any given time. This is particularly relevant on large housing sites encompassing large numbers of individual units on a single Building Regulation Application or Initial Notice and large apartment blocks covering many hundreds of units spanning a long construction period.

Completions:

In principle, a dwelling is regarded as complete when it becomes ready for occupation or when a completion certificate is issued whether it is in fact occupied or not.

Dwellings should be reported as completed when they become ready for occupation. This will be the quarter in which notice of completion or occupation is given, whichever is the earlier. If full information is not available for all dwellings please provide estimates.

On apartment blocks the release of a partial completion certificate or occupation certificate would indicate completion of a unit of housing for the purpose of Government Housing Statistics only (not to be confused with or supplement the common definition of a completion or final certificate of building works under the Building Regulations). Again this is to allow a more accurate and timely representation of the number of dwelling units available for occupation at any given time.

Location of starts and completions:

Totals should be shown by the English local authority (district or unitary), in which they are located. Where local authorities have grouped together as 'building control partnerships, the starts and completions should be shown by each district or unitary.



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For all our latest news and updates follow us on Twitter: <https://twitter.com/MHCLG>

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