

## **GYPSY AND TRAVELLER CARAVAN COUNT GUIDANCE NOTES FOR JULY 2011**

### **GUIDANCE TO WHOLE RETURN**

These guidance notes have been prepared for the **July 2011** caravan count return.

The return is made electronically using the Interform facility.

The return requires a count of Gypsy and Traveller caravans/moveable dwellings present in the local authority area on the specified count day, and the locations of those caravans. A distinction is made according to the status of the site occupied.

### **1. RECENT CHANGES TO THE FORM:**

Changes have been made to the form to collect information on new affordable residential pitches constructed since the last July count. Information is required on new *residential* affordable pitches constructed between July 2010 and July 2011.

An affordable traveller pitch is one provided by the local authority or a Registered Provider or one provided by a community group or other private provision which meets the definition of 'affordable housing'<sup>(1)</sup> as described in Annex B of Planning Policy Statement 3<sup>(1)</sup> ie "Affordable housing includes social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Affordable housing should: – Meet the needs of eligible households including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices. – Include provision for the home to remain at an affordable price for future eligible households or, if these restrictions are lifted, for the subsidy to be recycled for alternative affordable housing provision.

<sup>(1)</sup> <http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement3.pdf>

Under the government's new homes bonus (NHB) scheme a premium is paid to local authorities in respect of new affordable housing. This will include new affordable traveller pitches that meet the definition of 'affordable housing'.

Data collected as part of the Count will inform DGLC in the allocation of this premium to local authorities.

Please contact in Junaid Azam in DCLG's Incentives team if you have a question on the definition of affordable housing or the issue of the new homes

bonus incentive. His contact details are 030344 43598 email address:  
[junaid.azam@communities.gsi.gov.uk](mailto:junaid.azam@communities.gsi.gov.uk)

You may need to liaise with your Housing Department to identify new pitches that meet the affordable housing definition.

## 2. DEFINITIONS

### 2.1 Who are covered by the Caravan Count?

Sites and encampments should be included in the return if the occupants are:

- Traditional and Ethnic Gypsies and Travellers or
- Members of the non-traditional New Traveller groups

who live in caravans or other moveable dwellings.

### 2.2 Definition of a 'caravan'

The Count should include:

- all mobile homes, caravans, trailers and other living vehicles on Gypsy and Traveller sites and encampments, whether or not they meet the strict legal definition of a caravan
- touring caravans on Gypsy and Traveller sites and encampments even if not lived in permanently
- tents, benders or yurts where these are the 'permanent' living accommodation of Gypsies or Travellers

**NOTE:** Travelling Showpeople are to be excluded from the July count

**NOTE:** Barges and houseboats are still to be **excluded**.

### 2.3 Definition of 'Temporary Planning Permission'

A site with temporary planning permission is one where planning permission has been granted by the local planning authority, or by the Secretary of State or a planning inspector acting on his behalf, subject to a planning condition which restricts the timeframe of the permission for a specified period, after which the permission will cease to have effect.

### 2.4 Definition of 'Personal Planning Permission'

Where a local planning authority or the Secretary of State or a planning inspector acting on his behalf has granted planning permission subject to a planning condition restricting use of the land to a named individual or individuals, and there is no condition restricting the timeframe of the permission, ie 'personal permission', this should be viewed as 'permanent planning permission'.

### 2.5 Definition of a 'Socially Rented Site'

'Socially Rented Sites' are those sites operated by Local Authorities or Registered Providers of Social Housing (RPs) (formerly known as Registered Social Landlords) to accommodate Gypsies and Travellers.

Any local authority sites leased to, or managed by, a non-local authority body or individual (except where they are acting as an RP) under arrangements which do not give the local authority detailed control of the site should be regarded as Privately Funded sites.

## **2.6 Definition of a 'Privately Funded Site'**

Privately Funded Sites are those which are on land owned by Gypsies and Travellers and which have been granted permanent planning permission or which has been granted planning permission on a temporary basis which is still current on the day of the count.

Privately funded sites also include sites owned by any other private individual or body with planning permission for use as a Gypsy and Traveller site.

Any local authority sites leased to, or managed by, a non-local authority body or individual (except where they are acting as an RP) under arrangements which do not give the local authority detailed control of the site should be regarded as Privately Funded sites.

## **2.7 Definition of an 'Unauthorised Development'**

An 'Unauthorised Development' is a site which is on land owned by Gypsies and Travellers and which has not been granted permanent or temporary planning permission.

**2.8** The purpose of collecting data on the location and size of authorised private sites and unauthorised developments of land without planning permission is to provide the Department with a better understanding of the geographical spread of locations in which Gypsies and Travellers choose to establish their own sites. Although we recognise that plots on a large development can be under separate ownership and are therefore, strictly speaking, separate "sites", we are primarily interested in the concentration of caravans in particular areas. We have also noted that collecting data on the ownership of individual plots can entail a great deal of work for some local authorities, including personal interviews with residents in some instances. We do not wish to overburden officers in respect of the bi-annual Count, and we would therefore request that where large numbers of caravans on plots under different ownership are found in one area, that they are recorded as one "site" where possible. We would continue, however, to request that you carefully record the distinction between caravans on unauthorised developments and authorised private plots in such locations, and that you also continue to record the number of caravans present on count day as accurately as possible.

## **2.9 Definition of an 'Unauthorised Encampment'**

An 'Unauthorised Encampment' is a site which is on land not owned by Gypsies and Travellers and which has not been granted planning permission. The land may be in public or private ownership, including the highway.

### 3. MORE INFORMATION

More detailed guidance on how each cell in each Part of the return should be completed follows, and online help is also available on the Interform system.

### 4. A SINGLE RETURN IN FOUR PARTS

The Parts are:

#### Part 1 - Socially Rented Sites with Planning Permission

This Part is site-specific. A 'page' can be created on the Interform system for each Socially rented site, with information on the total number of caravans/moveable dwellings present on count day, and the number of pitches on each site. We have noted that postcodes for public sites are sometimes unavailable or inaccurate and therefore we would need map references for sites - see **Annex A**. Your authority's Planning Department will be able to offer assistance in obtaining this information.

In addition, questions are included to determine the ownership and management of each site which may, in some areas, be different authorities, whether site vacancies are short or long term, and the average rent per pitch on sites managed by your authority.

#### Part 2 - Privately Funded Sites with Permanent Planning Permission and Temporary Planning Permission

This Part is area specific within a 1 km square within the local authority area and collects basic information on the number, size and location of private authorised sites (private sites with permanent planning permission and private sites with temporary planning permission). It includes the total number of caravans/moveable dwellings present on count day. Map references are sought for site locations where available, given the accuracy and availability of postcode data (as above). Please refer to **Annex A** for guidance on how site locations should be recorded.

**NOTE:** only those sites which are exclusively occupied by Gypsies and Travellers should be included in the Count. Park home sites and holiday caravan parks of any kind are to be **excluded**.

#### Part 3 - Unauthorised Sites without Planning Permission (unauthorised developments)

This Part is also area specific within a 1 km square within the local authority area and collects basic information on the number, size and location of unauthorised sites on Gypsies'/Travellers' own land. It includes the total number of caravans/moveable dwellings present on count day.

## Part 4 - Unauthorised Encampments

This is a single Part per return, relevant to the whole local authority area and not site-specific. It asks for the total number of caravans and moveable dwellings on unauthorised encampments on the day of the count. It also asks for the total number of locations in which caravans/ moveable dwellings have been counted.

### 5. FURTHER HELP

In the case of problems in making this return which cannot be solved by reference to guidance notes provided, please contact:

#### FOR HELP WITH DEFINITIONS OR WHAT TO INCLUDE:

Stan Neil on 0303 444 4080; [stan.neil@communities.gsi.gov.uk](mailto:stan.neil@communities.gsi.gov.uk)

#### FOR HELP WITH THE INTERFORM SYSTEM:

**General Helpline: 0117 372 8989**

**Regions: South East, North East and London**

**Dean Jefferies ([dean.jefferies@communities.gsi.gov.uk](mailto:dean.jefferies@communities.gsi.gov.uk)) on 0117 372 8710**

**Regions: East of England, North West and West Midlands**

**Hayley Spratt ([hayley.spratt@communities.gsi.gov.uk](mailto:hayley.spratt@communities.gsi.gov.uk)) on 0117 372 8056**

**Regions: South West, Yorkshire and the Humber and East Midlands**

**Bernice Whiteley ([bernice.whiteley@communities.gsi.gov.uk](mailto:bernice.whiteley@communities.gsi.gov.uk)) on 0117 372 8051**

## 6. INTERFORM

### SITE SUMMARY PAGE

This screen is a record of the sites/locations you have set up under each of the four categories and is derived automatically after each record is created. You can also add new records from this screen and give final sign off of the completed return.

A declaration is made here of the total number of new affordable residential pitches constructed in your local authority area between July 2010 and July 2011. You will also need to affirm that that the new affordable pitches meet the definition of 'affordable housing' under the definition given in Planning Policy Statement 3 (PPS3).

### **Deletion of site/location records**

If you make an error in creating a site/location (for instance by including a site under the wrong category), or if you review your records for a subsequent return and need to remove a record for whatever reason, by clicking on the red text "reset" button in the menu bar of the site or location record you can delete that record. It will be indicated on the site summary screen as deleted by the word "Yes" in the deleted column. A reason for the deletion must be given in the "Reason" cell in the reset screen before proceeding to click on the red text "Delete" button. Any site deleted due to a change in category should be re-created in the new category.

Once all sites have been created and checked for accuracy, obsolete sites have been deleted and any changes in category made, you can proceed to complete the count data for each extant site in each category.

### **PART 1:** **SOCIALLY RENTED SITES**

#### **General guidance**

In the return it is intended that a 'screen' will be completed for every socially rented site in your area.

'Socially rented sites' are those sites operated by local authorities or Registered Providers (formerly known as Registered Social Landlords (RSLs)) to accommodate Gypsies and Travellers. Any local authority sites leased to, or managed by, a non-local authority body or individual (except where they are acting as a Registered Provider) under arrangements which do not give the local authority detailed control of the site should be regarded as Privately Funded sites and included in Part 2 of this return.

## A: Site identification

### Cells: site name/address

Please provide the name by which the site is known, along with its address. It is not necessary to include a postcode. **(NB: this data will be brought forward from any records entered in the previous count return)**

### Cell: map reference

Please fill in the map coordinates here - see **Annex A** for guidance. **(NB: this data will be brought forward from any records entered in the previous count return)**

### Cell: year site opened

Please indicate in which year the site was first opened in the format YYYY. **(NB: this data will be brought forward from any records entered in the previous count return)**

### Cell: year site refurbished

This should be the most recent year in which the site received major refurbishment or works which significantly improved site services, condition or design. Enter in the format YYYY or zero if no refurbishment/improvements have been carried out.

### Cell: ownership

From the drop-down list please indicate the type of body which owns the site (see below) and type the name of the site owner in the following box.

### Cell: management

From the drop-down list please indicate the type of body which manages the site (see below) and type the name of the managing body in the following box.

#### Definitions

CiC = City Council  
CC = County Council  
DC = District Council  
LB = London Borough  
MBC = Metropolitan Borough Council  
RP = Registered Providers (of social housing)  
UA = Unitary Authority  
OT = Other

### Cell: Average Rent per Pitch

Please indicate the average weekly rent per pitch on the site (please do not factor in the cost of electricity, water and so on if these are normally paid separately by residents through the use of prepayment cards, coin meters etc)



## **B: Gypsy and Traveller-Number/Types of Pitches**

### **Cells: number/type of pitches**

These fields identify the number and type of pitches, residential and transit. Please indicate with the appropriate number where a site has vacant pitches and use a zero where a site has no capacity of that particular type (for instance where a site has no transit pitches, please enter zero in all of the transit fields). **(NB: this data will be brought forward from any records entered in the previous count return - we would not expect this data to change unless the site has been refurbished or improved - cell above)**

### **Cells: length of vacancy**

Please indicate whether pitches have been unoccupied for only a short period, or for some considerable time (due to pitches requiring major refurbishment before they can be reoccupied, for example) or a mixture of both.

### **Cells: caravan capacity**

Please indicate here the total number of caravans that can be accommodated on the site. Where there is no provision of a particular type on the site please enter zero in the appropriate field. **(NB: this data will be brought forward from any records entered in the previous count return - we would not expect this data to change unless the site has been refurbished or improved - cell above)**

### **Cell: number of caravans/moveable dwellings**

Please enter the total number of caravans/moveable dwellings present on count day on both residential and transit sites. Include **all** caravans/moveable dwellings, including those belonging to visitors, squatters or other unauthorised occupiers if they are present.

### **Cell: Total number of new affordable residential pitches**

Please enter the total number of new affordable residential pitches constructed between July 2010 and July 2011.



**Part 2:**  
**Privately Funded Gypsy and Traveller sites with Temporary Planning Permission and Permanent Planning Permission**

**General guidance**

In the return it is intended that a record will be completed for each 1km by 1km grid square in your area where Gypsy and Traveller caravans are present. See **Annex A**.

- **‘Privately Funded sites with temporary planning permission’** should include sites on land owned by Gypsies/Travellers for which a temporary planning permission has been granted.

A site with temporary planning permission is one where planning permission has been granted by the local planning authority, or by the Secretary of State or a planning inspector acting on his behalf, subject to a planning condition which restricts the timeframe of the permission for a specified period, after which the permission will cease to have effect.

- **‘Privately Funded Gypsy and Traveller sites with permanent planning permission’** may include:
  - sites with planning permission owned by Gypsies and Travellers for their own and/or their family’s occupation and/or for commercial letting
  - sites owned by any other private individual or body with planning permission for use as a Gypsy and Traveller site
  - sites owned by a local authority but leased to, or managed by, a non-local authority body or individual under arrangements which do not give the local authority control of site management (critically of rent setting and lettings)
  - Where a local planning authority or the Secretary of State or a planning inspector acting on his behalf has granted planning permission subject to a planning condition restricting use of the land to a named individual or individuals, and there is no condition restricting the timeframe of the permission, this should be viewed as ‘permanent planning permission’
  - ‘With planning permission’ may be interpreted to include sites without ‘planning permission’ as such, but with established use rights or other planning status (excluding temporary planning permission) which means that planning enforcement action cannot be taken

## A: Location Identification

### Cell: location name

This is not mandatory for completion but is for you to enter any name (eg. ward, site, locale) which will help you distinguish one location record from another. **(NB: this data (where given) will be brought forward from any records entered in the previous count return.)**

### Cell: OS Grid Reference

Please complete this section as per the notes in **Annex A**. **(NB: this data will be brought forward from any records entered in the previous count return)**

## B: Gypsy and Traveller-Number of Sites/Caravans

### Cell: number of sites

Indicate the total number of distinct sites on which caravans have been recorded in a particular 1km by 1km area. See **Annex A**. **(Please note it is number of sites not plots which we want you to record here).**

### Cells: total number of caravans/moveable dwellings

You must complete these cells for the total number of caravans/moveable dwellings present on count day. Include **all** caravans/moveable dwellings, including those belonging to visitors, squatters or other unauthorised occupiers, if they are present on count day.

### Cell: Temporary Planning Permission Expiry Date-Site-1

Please indicate the date of expiry of temporary planning permission in format YYYYMMDD

### Cell: Temporary Planning Permission Expiry Date- Site- 2

Please indicate the date of expiry of temporary planning permission in format YYYYMMDD

Where there are more than two sites on an area, please include a note giving the expiry date of temporary planning permission for each site.

### Cell: Total number of new affordable residential pitches that meet the “affordable housing” definition

Please enter the total number of new affordable residential pitches that meet the definition of ‘affordable housing’ under Planning Policy Statement 3. Please enter only those with permanent planning permission.

### Part 3:

## Unauthorised Gypsy and Traveller sites without planning permission on Gypsies'/Travellers' own land

### General guidance

In the return it is intended that a record will be completed for each 1km by 1km OS grid square in your area where Gypsy and Traveller caravans are present. See **Annex A**.

'Unauthorised Gypsy and Traveller sites without planning permission on Gypsies'/Travellers' own land' are those sites where Gypsies and Travellers are living on their own land in caravans/moveable dwellings without planning consent (or established use rights) to do so. Such sites may vary in size and in the extent to which the land has been 'developed' with roadways, distinct plots, hard-standings, amenity blocks etc.

#### **A: Location Name**

##### **Cell: location name**

This is not mandatory for completion but is for you to enter any name (eg. ward, site, locale) which will help you distinguish one location record from another. **(NB: this data (where given) will be brought forward from any records entered in the previous count return.)**

##### **Cell: OS Grid Reference**

Please complete this as per the notes in Annex A. **(NB: this data will be brought forward from any records entered in the previous count return.)**

#### **B: Gypsy and Traveller-Number of Caravans and Sites**

##### **Cell: 'tolerated' sites**

Enter the number of distinct sites at which caravans/moveable dwellings were counted. A 'tolerated' site is one where the local authority has decided not to seek the removal of the encampment, and where the encampment has been, or is likely to be, allowed to remain for an indefinite period of months or years. **(Please note it is number of sites not plots which we want you to record here).**

##### **Cell: 'not tolerated' sites**

Enter the number of sites on which caravans are found which are 'not tolerated' i.e. where:

- a planning enforcement notice has been served (including Temporary Stop Notices)
- the results of a planning enquiry are pending
- an injunction has been sought
- where the compliance period has been extended

(Please note it is number of sites not plots which we want you to record here).

**Cell: caravans on 'tolerated' sites**

Enter the number of caravans/moveable dwellings on 'tolerated' sites.

**Cell: caravans on 'not tolerated' sites**

Enter the number of caravans/moveable dwellings on 'not tolerated' sites.

**Part 4:**

**Unauthorised encampments on land not owned by Gypsies and Travellers.**

**A: Gypsy and Traveller- Number of Caravans and Encampments  
General guidance**

Part 4 relates to unauthorised encampments within the local authority area – that is caravans/moveable dwellings on sites without planning permission on land not owned by Gypsies and Travellers. The land may be in public or private ownership, including the highway.

**B: Gypsy and Traveller- Number of Caravans and Encampments**

**Cell: 'tolerated' encampments**

Enter the number of separate locations at which caravans/moveable dwellings were counted on 'tolerated' encampments. A 'tolerated' encampment is one where the local authority and/or the land owner have decided not to seek the removal of the encampment, and where the encampment has been or is likely to be 'tolerated' for an indefinite period of time.

**NOTE:** This does not include those encampments allowed to remain for a short period pending welfare enquiries or where a departure date is being negotiated with the Gypsies and Travellers.

**Cell: 'not tolerated' encampments**

Enter the number of separate locations at which caravans/moveable dwellings were counted on 'not tolerated' encampments. A 'not tolerated' encampment is one where the local authority or police are using, or are preparing to use, their powers under the Criminal Justice and Public Order Act 1994 to remove the encampment, or where the landowner (including the local authority) has instigated, or is preparing to instigate, action either through the courts or under common law rights to regain possession of the land.

**Cell: caravans on 'tolerated' encampments**

Enter the number of caravans/moveable dwellings on 'tolerated' encampments.

**Cell: caravans on 'not tolerated' encampments**



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Enter the number of caravans/moveable dwellings on 'not tolerated' encampments.

## 7. GYPSY and TRAVELLER AND CARAVAN COUNT

### FREQUENTLY ASKED QUESTIONS

#### GENERAL

##### Nil returns

**Q:** There were no Gypsies and Travellers in my area on count day. How do I register a nil return on Interform?

**A:** If you had a nil return last time you simply need to change both "Yes/No" drop down boxes to "Yes" in the sign off section of the summary sheet, update the contact details if necessary then click on "save" on the button bar at the top of the screen. Click on "Proceed" then "Menu" from the summary sheet and "Exit" from the Welcome screen.

If you have partial records brought forward from the previous count (Parts 1, 2 or 3) you should, prior to taking the action above, delete these. You need to create a Part 4 if you have unauthorised encampments. (*That is, you do not need to create a Part 4 unless there are any unauthorised sites to report.*)

##### Grid references

**Q:** The grid references I have entered have not been accepted by Interform. The error message says the reference is outside the range for this authority. However, I have read the reference from a 1:50,000 OS map (or better) and it is definitely correct. Why won't your system accept my grid reference?

**A:** There is a superscript digit for both eastings and northings which is commonly missed when reading OS maps which should precede your map readings. I am re-sending you Annex A to our guidance notes and a further note/example map describing how to read this superscript digit. Alternatively, follow the guidance in Annex A on how to read grid references using [www.streetmap.co.uk](http://www.streetmap.co.uk) which is a quick, simple and effective way of obtaining accurate grid ref readings especially if you have a valid post code to read from.

##### Read only

**Q:** I am in the summary sheet/ a part 1/2/3/4 record and it is marked "Read Only". I can't save my data!

**A:** Your account for the particular record or the summary sheet is locked and needs to be unlocked. If there is no urgency and you are able to go back into the system tomorrow to enter your data it should unlock overnight but please ring us if it is still locked. If you cannot wait and you must enter the data today, or the deadline for submission of your data is approaching, we can get

our IT department to manually unlock it. Just because the summary sheet and/or 1 or more part 1-4 records are locked does not mean that all of your records are locked. You will still be able to access unlocked records to add/update your data pending unlocking of the other records/summary sheet.

## SUMMARY SHEET

### Record deletion

**Q:** A site/location brought forward from the last count/created in error needs to be deleted. How do I do this?

**A:** Click on the site/location link of the record you wish to delete from the summary sheet. When in the record click on "Reset" in the top menu bar. In the white box enter a reason for the deletion (eg. record created in error; site now closed; transfer from socially funded to privately funded site) then click on the "Delete" button at the bottom right of the screen. Follow on screen instructions in the affirmative. You will be taken back to the summary sheet. There will be a "Yes" in the "Deleted?" column alongside the record you have deleted along with the reason you have given for deletion. Even though the link may be shown with a red !!ERR alongside it this will have no effect on the overall sign off of your return.

### Red !!ERR

**Q:** Why is there a red "!!ERR" against the record links on the summary sheet? I haven't added any data so how have these errors been created?

**A:** All records with partial data brought forward from the previous count (this is all parts 1, 2 and 3 records with the exception of part 4) are brought forward as erroneous records as a default to ensure that each Part is completed or deleted before the return can be signed off as 'Final'. This does not mean there are errors in the record but that there are blank fields which must be completed with valid data for the record to be saved as complete and final.

### Help! I've been ejected!

**Q:** When I try to enter a record from the summary sheet/create my first record I keep getting thrown out of the system. It is very frustrating!

**A:** This problem is common to a lot of users and usually happens once per session. Log back in and the problem should cease. This may be happening due to incompatible Internet browser settings. Alternatively your off line cache file may need clearing. Please contact your own IT department if you need help with this problem. **If after your browser settings have been adjusted and/or cache cleared you are still having access problem contact Geoffrey Aspinall in our own IT department on 0303 444 2344 who can help.**



## **Adding new records**

**Q:** How do I add new part 1 site record or part 2/3 location records (or part 4 record for the first time)?

**A:** At the bottom of the summary sheet click on the blue links as follows:

Part 1 - "Add New Site" - "Socially funded"

Part 2 - "Add New location" - "Privately funded"

Part 3 - "Add New location" - "Unauthorised Own Land"

Part 4 - "Add New location" - "Unauthorised NOT Own Land" \*

\* This link will disappear after the first record has been added as we only expect one part 4 record per authority. For parts 1 to 3 as many records as required can be created. Any created in error can be deleted following the delete procedure described above.

## **UM2 Error message**

**Q:** I have filled a part 1/2/3 record with data and saved it but I get a message to say there was a problem in saving my data and error code "UM2". Then I lose all my data in this record! What is happening?

**A:** This is an oddity which we are trying to resolve! It usually arises due to a long address being entered in the location name box with commas. It seems that the field does not like commas after the 30<sup>th</sup> character. Two solutions - 1. omit commas or 2. restrict location name to something simple like site name, Ward name etc. This field is for you to enter something to easily identify the record apart from other part 2/3 records so a full site address is not required. We recognise the location from the grid reference provided.

If this problem should persist we recommend that you enter a couple of pieces of the data and then save the record. Repeat this until the error occurs whereupon it should be clearer as to the cause. It also means that you won't have to keep entering all the data as anything previously saved will have been written to the database already.

## **No Part 4 this time**

**Q:** I have inadvertently created a part 4 record. How can I remove it?

**A:** Simply enter the record, fill all cells with zeros and save the record as complete/final.

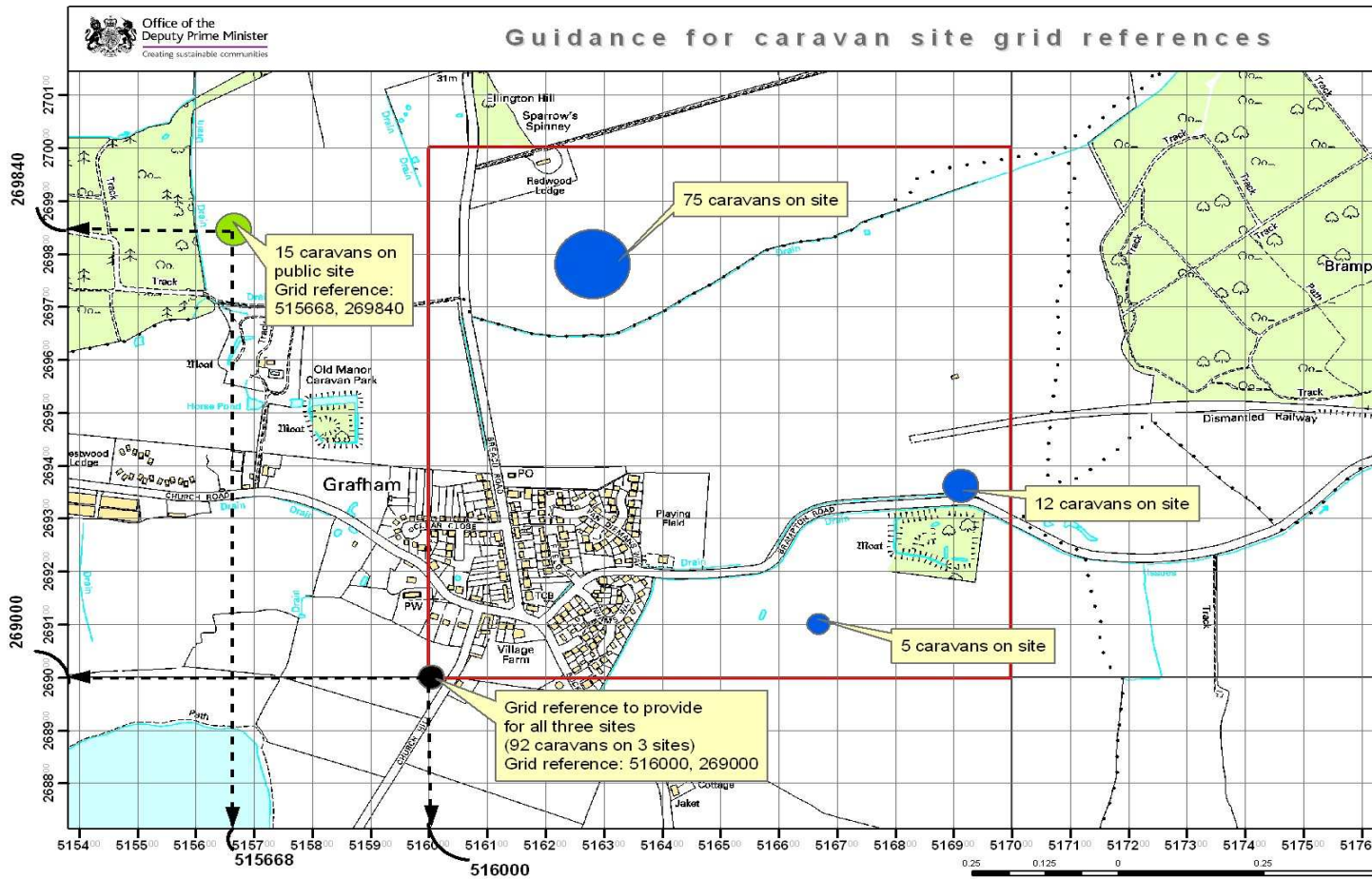
## Completion of Map References for Sites

Any geographical feature in England can be identified to a distance of one metre from the six figure "easting" and six figure "northing" coordinates found on Ordnance Survey maps. When stating map coordinates for a particular location, the convention is that the "easting" figure (along the bottom of the map) is recorded first, followed by the "northing" figure (up the side of the map). To assist you with entering the correct coordinates for each site, or group of sites, the coordinates which you input on the Interform system will be checked against the geographical boundaries of your local authority's area. If you attempt to input map coordinates that are outside these boundaries, you will be prompted to re-enter the data.

For Part 1 of the Count, please provide the full six by six figure Ordnance Survey Map coordinates for each publicly owned and managed Gypsy and Traveller site. In the example shown overleaf, there is a public site which is indicated by a green dot. The site is located at "easting" coordinates 515668 and "northing" coordinates 269840. These coordinates can be determined either by consulting an 1:50,000 scale or better Ordnance Survey Map or, if you are on site, by using a handheld GPS (Global Positioning System) device which you may be able to obtain from colleagues in your planning department (please note that if you are using such a device it should be set to display **Ordnance Survey map** coordinates **not** longitude and latitude coordinates - longitude and latitude data cannot be input into the Interform system).

For Parts 2 and 3 of the Count, please complete a page for each 1km by 1km area within your local authority's boundaries where Gypsy and Traveller sites are present, using the OS map coordinates of the south eastern corner of each 1km square. Please provide the first 3 "eastings" and first 3 "northings" coordinates, which will be sufficient to identify the location down to a 1km square. Looking at the example overleaf, for the 1km by 1km area with the coordinates 516000 "easting" and 269000 "northing", there are three private sites. These should be recorded on one "page" on Interform, listing 3 sites with a total of 92 (ie. 75 + 12 + 5) caravans in all (it is only necessary to key in the first three digits of the "easting" and "northing" coordinates as the remaining 3 digits will be automatically added by the system).

*The area for the map extract overleaf was chosen entirely at random. This map shows part of the District of Huntingdonshire, however the sites shown here do not correlate with real sites in this area.*



For groups of nearby sites, take just one grid reference to represent the location of all sites.  
Sum up total number of caravans across all relevant sites.  
For grid references, the Easting is read before the Northing and both should contain 6 digits.

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## Annex B: Definitions

### **Affordable housing**

Affordable housing includes social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market.

Affordable housing should:

- Meet the needs of eligible households including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices.
- Include provision for the home to remain at an affordable price for future eligible households or, if these restrictions are lifted, for the subsidy to be recycled for alternative affordable housing provision.

### **Social rented housing is:**

Rented housing owned and managed by local authorities and registered social landlords, for which guideline target rents are determined through the national rent regime. The proposals set out in the Three Year Review of Rent Restructuring (July 2004) were implemented as policy in April 2006. It may also include rented housing owned or managed by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority or with the Homes and Communities Agency as a condition of grant.

### **Affordable rented housing is:**

Rented housing let by registered providers of social housing to households who are eligible for social rented housing. Affordable Rent is not subject to the national rent regime<sup>34</sup> but is subject to other rent controls that require a rent of no more than 80 per cent of the local market rent.<sup>35,36</sup>

### **Intermediate affordable housing is:**

Housing at prices and rents above those of social rent, but below market price or rents, and which meet the criteria set out above. These can include shared equity products (e.g. HomeBuy), other low cost homes for sale and intermediate rent but does not include affordable rented housing.

*These definitions replace those given in previous editions of PPS3 (2006 and 2010) and related guidance such as Delivering Affordable Housing 2006.*

The definition does not exclude homes provided by private sector bodies or provided without grant funding. Where such homes meet the definition above, they may be considered, for planning purposes, as affordable housing. Whereas, those homes that do not meet the definition, for example, 'low cost market' housing, may not be considered, for planning purposes, as affordable housing.

<sup>34</sup> The national rent regime is the regime under which the social rents of tenants of social housing are set, with particular reference to the Guide to Social Rent Reforms (March 2001) and the Rent Influencing Regime Guidance (October 2001).

<sup>35</sup> Including service charges, where applicable.

<sup>36</sup> Local market rents are calculated using the Royal Institution for Chartered Surveyors (RICS) approved valuation methods. The Tenant Services Authority has issued an explanatory note on these:  
[www.tenantservicesauthority.org/upload/doc/RICS\\_rental\\_valuation\\_note\\_20110118140714.doc](http://www.tenantservicesauthority.org/upload/doc/RICS_rental_valuation_note_20110118140714.doc)