



Regulator of
Social Housing

NROSH+ Statistical Data Return 2017/18

Large Provider Guidance Notes

Version 1.3 (May 2018)

Survey Deadline: 31 May 2018



Contents

Introduction	3
Completing the Statistical Data Return	5
Entity Level Information	8
Census of Low Cost Rental and Rents	14
Low Cost Home Ownership	23
Non-Social Housing	27
Stock Usage	29
Stock Balance Sheet	34
Affordable Rent	44
Glossary	48
Change History	63
Annex A	64

Introduction

The Statistical Data Return (SDR) is an annual census conducted by the Regulator of Social Housing (the regulator) and completed by English private registered providers (providers) of social housing. Data for this return must be submitted electronically via the NROSH+ system (<https://nroshplus.regulatorofsocialhousing.org.uk/>).

Purpose of this return

The SDR is used by the regulator to collect a wide range of data on stock and rent levels from providers. This data forms a core part of the 'market intelligence' gathered by the regulator and supports our economic regulation by providing both a sector and provider level view of social housing activity. The data collected via the SDR also allows the regulator to identify and monitor emerging trends within the sector.

Who should complete this return?

All registered providers of social housing in England are required to complete the SDR.

The submission of late and incomplete or inaccurate regulatory data may be indicative of a weak control environment. Hence, failure to provide accurate and timely data may be reflected in our judgement of a provider's compliance with the regulatory standards. In particular, but not exclusively, it may provide evidence of a breach of the specific expectation in the Governance and Financial Viability Standard to communicate with the regulator in an accurate and timely manner, including through regulatory returns.

The regulator is committed to regulating in a proportionate and appropriate manner. In line with this commitment, smaller providers (those owning fewer than 1,000 units of social housing) are required to submit a smaller return consisting of three parts (referred to as 'small' providers). Providers who own 1,000 or more units of social housing (referred to as 'large' providers) complete a larger return consisting of seven parts.

Providers who have moved across the 1,000 unit threshold (in either direction) during the previous year should contact the Referrals & Regulatory Enquiries (RRE) team prior to completing their return. This will allow the correct size of return to be allocated. Completing the wrong size of return will lead to some data being lost when the reallocation is done.

Using the NROSH+ system

NROSH+ is the regulator's data collection website. Submission of the SDR return is made through this website only. The website is available at <https://nroshplus.regulatorofsocialhousing.org.uk>

There are three processes which must be completed by a provider when making a submission via NROSH+;

- Data entry

- Data validation
- Submission

Each process is explained in more detail in the NROSH+ System User Guide.

Additional requirements

It remains a requirement to submit audited annual accounts to the regulator's registry within six months of the provider's financial year-end. This may be done using the Manage Regulatory Documents facility in NROSH+, or submitted by email to RNTeam@rsh.gov.uk

Alternatively, hard copies can be sent to:

Registry,
Regulator of Social Housing,
Level 1 A, City Tower, Piccadilly Plaza,
Manchester
M1 4BT

Audit management letters and Fraud Reports can also be submitted through NROSH+. The System User Guide describes how to do this in the section headed Upload Regulatory Documents.

Help and support

The NROSH+ website contains a number of guidance documents which are designed to take users through the process of submitting returns and using the system.

In addition, as we receive enquiries about the completion of the returns, FAQs will be added to the website as a reference tool for all users.

Providers can ask for more information about any process of data submission either by telephone or email. All questions are directed in the first instance to the RRE team. Their contact details and availability are:

Telephone: 0300 1245 225

Email: NROSHenquiries@rsh.gov.uk

Availability: Monday to Friday; 9am to 5pm (excluding bank holidays)

Please note: the RRE team have 'read only' access to data submission templates and to any data in the system. They will not have the facility to input or change data on user's behalf and the responsibility for completing the submission remains with the provider.

Completing the Statistical Data Return

The NROSH+ System User Guide provides a comprehensive guide to using the NROSH+ system, including details of how to access the surveys, import data and submit completed returns. It is essential reading before attempting to use any of the surveys.

This guidance is intended to support the completion of the Statistical Data Return via the NROSH+ system. Whilst examples and definitions are provided, Registered Providers are reminded that it is their responsibility to correctly categorise and record stock accurately according to the latest applicable legislation.

The SDR return is comprised of seven parts, which should be completed by large providers. Every question in each part should be completed.

All data submitted should represent the position as at 31 March 2018 or, where specifically noted, cover the period 1 April 2017 to 31 March 2018.

If providers want to include additional notes to clarify any answers, NROSH+ allows the upload of additional supporting documents to accompany the return. Users can provide additional notes in any one of Microsoft Word, Excel or PDF formats.

The deadline for submission of this return on NROSH+ is 31 May 2018 for all providers. It is recommended that providers complete and submit their return as soon as possible as this will allow more time to resolve any queries the regulator may raise with the submission.

The NROSH+ website will be offline from 18:00 Monday 26 March 2018 through to 08:00 Tuesday 3 April 2018. During this period, providers will not be able to access or modify any of their data.

Structure of the return

The SDR for large providers is comprised of the following parts - guidance notes are provided for each Part in the remainder of this document:

Part 1: Entity Level Information

Administration questions and organisational information about the registered provider.

Part 2: Census of Low Cost Rental and Rents

Statistical questions about the low cost (social) rental housing owned and managed by registered providers.

Part 3: Census of Low Cost Home Ownership

Statistical questions about the low cost (social leased) home ownership housing owned and managed by registered providers.

Part 4: Census of Non-social Housing

Statistical question about the non-social housing owned and managed by registered providers.

Part 5: Stock Usage

Questions about the occupancy of low cost rental units.

Part 6: Stock Balance Sheet

Questions about the changes in stock ownership in the last year and development activity.

Part 7: Affordable Rent housing

Questions about Affordable Rent programme and rents.

A table is provided at the start of each section giving an overview of the stock and ownership requirements of each question. Providers should refer to the detailed guidance for each question as these detail specific requirements and exclusions for component parts of questions.

Providers should complete all applicable questions for all of their stock, making reference to the table to determine which stock types are relevant to which questions. Each question also has an indicator to show whether or not to include stock held outside of England (location).

Units

Where the SDR refers to units, this means units of housing. Providers should only include units of housing and should not include garages, common areas or any former housing units currently used for non-housing purposes such as office space.

SDR data entry and import templates

A template version of the return is available from the Documents and Templates area of NROSH+. The spreadsheet templates are all protected to prevent the danger of corruption or data damage. Input is only possible into blue cells and text boxes. Cells shaded purple will automatically calculate based on data entered in preceding fields.

The templates cannot be reformatted (cell width, decimal places etc) and users should not attempt to change them. Please refer to the System User Guide for advice if a template will not upload - it is most likely to be corrupted in some way. The Copy / Paste Special (values only) function is the most effective way to transfer data into the templates from other documents without affecting the template.

It is only possible to upload templates which originated from NROSH+. Users may want to create a version which mirrors the layout, but should note that these cannot then be used to import data into NROSH+. However, users can use the replica to collate data, and create links to other spreadsheets. The data compiled can then be copied and the values only pasted (using Paste Special function) into the NROSH+ master version.

In relation to the SDR, the following items are of particular relevance to this return. These notes highlight specific issues and are not intended to replace the NROSH+ System User Guide. All users should familiarise themselves with those sections of the Guide which cover data entry:

- The Excel templates are provided in the Documents and Templates section of NROSH+, and these are the only documents which users can use to import data into the system.
- Users can key data directly into the cells of these templates or copy in from another source.
- When copying data into these templates, users must use the Paste Special function (values only, no formatting) or users will corrupt the template.

- The 'definitive data' is that which is saved on the NROSH+ system and visible to users on-screen.
- Users can create a copy of this at any time by exporting the data as a file for their records in either Excel or PDF format.
- The output/exported document cannot be used to re-import the data as exported files do not contain the protected features of the templates. However, users can copy the data from an exported file into a template (using Copy and Paste Special).
- Before importing data always check on-screen for any pre-populated fields or fields which have already been completed as importing a template will overwrite any pre-existing data stored on NROSH+.
- It may be more efficient to correct individual cells of data on-screen. For example, to correct a simple validation issue, rather than correct the data in a template and import it.

Validation checks before submission

In NROSH+, once data has been entered for a 'part', it will need to be validated. Any issue messages should then be reviewed and changes made. The process of validation is detailed within the NROSH+ System User Guide.

There are a number of data entry validations embedded in the template and the online version of the return. Most of them are concerned with data being entered as positive or negative figures, integer values or to a pre-specified number of decimal points. In addition there are a number of key validations which require the data in one line to agree or relate to data in other lines.

There are a number of hard validation issues, which will need to be cleared before the return can be submitted. There are also soft validations which will require sense checking before the return can be submitted. If users are unable to reconcile any hard validation issues or are experiencing other difficulties please contact the RRE team (see Help and Support above).

Providers may also choose to provide contextual information and comments useful to the regulator in reviewing the return to minimise the amount of follow up work required. This is particularly important when a provider has soft validation issues that have been reviewed but need to be explained to the regulator. These should be provided in a Word, Excel or PDF document and uploaded on to NROSH+ using the Upload Supporting Documents tool which can be found in the My NROSH+ options.

Entity Level Information

This section of the SDR captures basic organisational details and contact information for key staff. In addition to this, it also captures information on providers' membership of group structures and the code of governance they have adopted.

All information provided in this part should be recorded to show the position as at 31 March 2018.

Organisational details

The NROSH+ website requires providers to enter and maintain a suite of organisational and contact details, including the Chief Executive, Chair, Finance Director, Audit Committee Chair, Regulatory contact nominated primary user (who receives NROSH+ communication and controls access rights for other staff) and a Fees contact. This contact information must be kept updated throughout the year, as the Regulator will use this information as the basis by which it will make contact with your organisation on regulatory matters.

All providers should ensure that user and organisational details in NROSH+ are updated by 2 March 2018, especially the contact details of the nominated primary user.

If your organisation has recently registered as a provider of social housing with the regulator and you have not received login details, please send the registered code number, name and the email address of your nominated primary user to NROSHenquiries@rsh.gov.uk no later than 2 March 2018. Nominated primary users will receive a system-generated email with a password for NROSH+ within three working days.

When completing address fields for staff contacts, providers have the option of having the system use the organisational address supplied in Question 1. If this is selected, the address fields will be copied from Question 1 to the contact address, overwriting any data already entered.

Question 1

Record the name and registered address for your organisation. This must be the address that is registered with the regulator even if this is not your head office or primary location.

These details will be pre-populated from the system but can be edited or overwritten by imports. If your organisation has changed its' name from what is pre-populated, please contact the RRE team (see Help and Support above).

Question 2

The provider number will be pre-populated by the system and is not editable.

Question 3

Providers should indicate whether they are a for-profit or non-profit organisation. Responses to this question should match the designation recorded with the regulator.

Question 4

Record whether your organisation is an Almshouse, Co-operative housing association, Community Land Trust or Fully Mutual housing association as specified in the WRWA and regulations made under it.

Providers should answer No to this question if they do not fully meet any of the above definitions.

Question 5

Record the Code of Governance that your organisation has adopted (whether in part or in full).

Question 6

Providers should select either 'Yes' or 'No' to indicate if their organisation owned 1,000 or more units of social housing as at 31 March 2018.

Smaller providers (those owning fewer than 1,000 units of social housing) are required to submit a smaller return consisting of three parts (referred to as 'small' providers). Providers who own 1,000 or more units of social housing (referred to as 'large' providers) complete a larger return consisting of seven parts. Definitions of social housing and ownership can be found in the glossary section of this document.

Providers who have moved across the 1,000 unit threshold (in either direction) during the previous year should contact the RRE team prior to completing their return. This will allow the correct size of return to be allocated. Completing the wrong size of return will lead to some data being lost when the reallocation is done.

Question 7

Record the period the return covers if it is not 1 April 2017 to 31 March 2018.

This option should only be used if a provider is newly registered and has not operated for the full survey period.

Question 8

Record the name of the person responsible for the submission of the SDR.

The person listed will be contacted initially should the regulator have any queries about the

contents of the submission.

Question 9

Provide a valid email address of the person responsible for the submission of this return.

Question 10

Provide a telephone number of the person responsible for the submission of this return.

Questions 11 to 16b

These questions gather information about formal group structures that providers may belong to. Providers should first indicate whether they are in a formally constituted group structure, and if so, which one and their status within it. If using the import template, leave questions blank which do not apply.

Providers should refer to the Glossary section of this document for further clarification on terms. A flowchart detailing how to complete this section is provided below. Worked examples of different group structures and how the providers in them should complete this section are provided in Annex A.

Providers should note that changing their answer to Question 11 will erase all data entered in Questions 12 to 16b.

Question 11

Providers should select either 'Yes' or 'No' to indicate if their organisation was part of a formally constituted group structure as at 31 March 2018. If 'No' is selected, responses will not be required for questions 12 to 16b.

Question 12

Providers should select either 'Yes' or 'No' to indicate if their organisation was the ultimate parent of their group structure as at 31 March 2018.

Question 13

Providers who are not the ultimate parent of the group should select either 'Yes' or 'No' to indicate if their organisation was a parent organisation within their group structure as at 31 March 2018.

Question 14

Providers should record the details of all their subsidiaries registered with the regulator for whom they were the immediate parent as at 31 March 2018. Providers using the template should ensure that they record both the provider number and name of their registered subsidiaries prior to importing.

Providers that are parent organisations but who do not have any immediate subsidiaries registered with the regulator should leave this question blank.

Question 15

Providers should record the details of all their unregistered subsidiaries for whom they were the immediate parent as at 31 March 2018.

Providers that are parent organisations but who do not have any immediate subsidiaries that are not registered with the regulator should leave this question and question 15a blank.

Question 15a

Providers with unregistered immediate subsidiaries should record the details of any unregistered subsidiaries that were controlled by the organisations listed in question 15 as at 31 March 2018.

Providers whose unregistered subsidiaries do not have unregistered subsidiaries of their own should leave this question blank.

Question 16

Providers who are part of a group structure but not the ultimate parent should select either 'Yes' or 'No' to indicate whether their immediate parent was a registered provider as at 31 March 2018.

Question 16a

Providers who answered 'Yes' to question 16 should record details of their immediate registered parent organisation as at 31 March 2018. Providers using the template should ensure that they record both the provider number and name of their registered parent prior to importing.

Question 16b

Providers who answered 'No' to question 16 should record details of their immediate unregistered parent organisation as at 31 March 2018.

Question 17

Record the name of the primary regulatory contact. The person listed will be the initial contact for general regulation queries and routine correspondence from the regulator.

Question 18

Provide a telephone number for the person who is the primary regulatory contact.

Question 19

Provide a valid email address of the person who is the primary regulatory contact.

Question 20

Record the correspondence address for your organisation.

This will be the default address to which the regulator will send information, including letters for your Chief Executive and others (unless you tell us differently – see the key contact details section below).

Questions 21 to 44

These questions are used to record the contact details for the key officers in the submitting organisation.

For providers owning 1,000 or more units of social housing, the regulator requires contact details for an organisation's Fees Contact, Chief Executive, Chair, Finance Director, and Audit Committee Chair. If a provider does not have an Audit Committee Chair then the Vice Chair of the organisation should be recorded instead.

For providers owning fewer than 1,000 units of social housing, the regulator only requires contact details for an organisation's Fees Contact, Chief Executive and Chair. Contact details for the organisation's Finance Director, and Audit Committee Chair should be provided if those posts exist.

If your organisation does not have a Chief Executive, please provide the name and contact details of the equivalent post-holder.

In group arrangements, the subsidiary organisations may not have a Fees Contact, Chief Executive or Finance Director, as these posts are provided by the group parent. In this situation, the subsidiary providers should either enter the details of the equivalent post-holders (for example the Managing Director and Finance Officer) or of those individuals who hold the post at Group level. This may depend on the governance arrangements existing within the group.

Users should ensure that contact details for key staff members are entered correctly as these details will be used by the regulator when contacting providers.

Census of Low Cost Rental and Rents

Question	Social Housing Rental						Social Leased	Non-Social	Ownership and Management			Location	
	General Needs	Supported Housing	Housing for Older People	Care Homes	Affordable Rent	Intermediate Rent			Owned + Managed by the provider	Owned by the provider, Managed by others	Managed by the provider for others	English LAs	All LAs
1													
2	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓
3		✓	✓						✓	✓		✓	✓
4	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
5	✓	✓	✓		✓	✓			✓	✓		✓	✓
6	✓	✓	✓		✓	✓			✓	✓		✓	✓
7	✓	✓	✓		✓	✓			✓		✓	✓	✓
8	✓								✓	✓		✓	
9		✓	✓						✓	✓		✓	
10	✓				✓	✓	✓	✓	✓	✓		✓	
11		✓	✓		✓	✓	✓	✓	✓	✓		✓	

This section of the SDR captures information about the low cost rental units (social housing for rent) and temporary social housing which providers own and/or manage, in total and for each local authority (LA) area in which the stock is located. The rents and service charges for the stock as at 31 March 2018 are also required for each of the English LAs in which a provider owns stock. This part also captures information on whether stock complies with the Decent Homes Standard (DHS).

All information provided in this part should be recorded to show the position as at 31 March 2018.

Where there are tables which ask for totals by LA, the table that needs to be completed is opened up on the screen via the Edit Individual LA Data button. LAs are selected by name, and once selected, the name displays in the table along with the current ONS code as a cross-check. The running totals from each column of that table are displayed on the main page, along with the number of LAs in the list.

Question 1

Providers who own or manage (whether for themselves or on behalf of others) any low cost (social housing) rental accommodation should answer 'Yes' to this question.

Providers who do not own or manage (whether for themselves or on behalf of others) any low cost (social housing) rental accommodation should answer 'No' to this question. No further responses will be required in this section if 'No' is selected.

Question 2

Record the total number of all the low cost rental (social housing for rent) units owned and/or managed, and how these break down by type. You must include all low cost rental stock regardless of geographical location (whether inside or outside of England) and each unit should only be counted once.

Under column 1, record units that your organisation owns and directly manages.

Under column 2, record units that your organisation owns but which are managed by another organisation. The registration status or group/non-group member relationship of the managing agent to your organisation is not relevant to this question.

Under column 3, record units that your organisation manages on behalf of another organisation. The group/non-group member relationship your organisation to the organisation you are managing stock for is not relevant to this question.

Units should only be recorded as supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

It is possible that some units previously recorded as supported housing or as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

Separate entries will need to be made under each column for the following stock types:

- General needs: General needs units that are not categorised as Affordable Rent
- Intermediate rent: Intermediate rent units of any type
- Affordable Rent: Affordable Rent general needs and Affordable Rent supported housing/housing for older people should be combined for this question
- Supported housing: Supported housing units that are not categorised as Affordable Rent
- Care homes: Record the number of bedspaces rather than the number of care home buildings. This is the only question where care home units should be included. All other questions in the SDR exclude care homes.
- Housing for older people: Housing for older people units that are not categorised as Affordable Rent.

Providers should refer to the glossary for further definitions of stock types.

Question 3

Record how owned supported housing and housing for older people units/bedspaces are split between self-contained units (column 1) and non-self-contained units and bedspaces (column 2).

Units should only be recorded as supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

It is possible that some units previously recorded as supported housing or as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

Record how many of the units reported in the Total line are units defined as specialised supported housing (as specified in the WRWA and regulations made under it. These will also be split between self-contained and non-self-contained units.

The total units reported for this question should be less than or equal to the total owned (of either management type) supported housing or housing for older people stock reported in Question 2.

Question 4

Record the total number of temporary social housing units that are owned and/or managed. Temporary social housing is specified in the WRWA and regulations made under it.

Under column 1, record units that your organisation owns and directly manages.

Under column 2, record units that your organisation owns but which are managed by another organisation. The registration status or group/non-group member relationship of the managing agent to your organisation is not relevant to this question.

Under column 3, record units that your organisation manages on behalf of another organisation. The group/non-group member relationship your organisation to the organisation you are managing stock for is not relevant to this question.

This question covers all stock held by your organisation and not just social rental stock. Include all units classified as temporary social housing from the following stock categories:

- Social rental
- Non-social rental
- Low Cost Home Ownership

Question 5

Record the total number of units owned to which the Decent Homes Standard (DHS) applies.

In general, the regulator would expect almost all of the social rental stock owned by a provider to be covered by the DHS. This would typically be the total number of units recorded in columns 1 and 2 of Question 2 not including care homes and any units held outside of England.

Question 6

Provide information about your low cost rental accommodation owned (whether managed or not), where it is located, and its DHS compliance.

Units should only be recorded as supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

It is possible that some units previously recorded as supported housing or as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

For each LA, provide a total for the numbers of units of the following types:

- General needs self-contained units: This should be a figure combining general needs units, any intermediate rent units and/or Affordable Rent general needs self-contained units you own.
- General needs non-self-contained units: This should be a figure combining general needs units, any intermediate rent units and/or Affordable Rent general needs non-self-contained units you own.
- Supported housing: This should be a figure combining supported housing and Affordable Rent supported housing units. No separation based on self-contained/non-self-contained is required.
- Housing for older people: This should be a figure combining housing for older people and Affordable Rent housing for older people units. No separation based on self-contained/non-self-contained is required.
- The total number of all of these units which fail the DHS.

The stock totals reported in this question should be less than or equal to the total owned stock reported in Question 2.

The total number of DHS failures should be less than or equal to the total stock covered in Question 5.

Question 7

Provide information about your low cost rental accommodation managed (whether owned or not) and where it is located.

Units should only be recorded as supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

It is possible that some units previously recorded as supported housing or as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

For each LA, provide a total for the numbers of units of the following types:

- General needs self-contained units: This should be a figure combining general needs units, any intermediate rent units and/or Affordable Rent general needs self-contained units you manage.
- General needs non-self-contained units: This should be a figure combining general needs units, any intermediate rent units and/or Affordable Rent general needs non-self-contained units you manage.

- Supported housing: This should be a figure combining supported housing and Affordable Rent supported housing units. No separation based on self-contained/non-self-contained is required.
- Housing for older people: This should be a figure combining housing for older people and Affordable Rent housing for older people units. No separation based on self-contained/non-self-contained is required.

The stock totals reported in this question should be less than or equal to the total managed stock reported in Question 2.

Question 8

For each local authority area in England where you own general needs units/bedspaces, record the number of units, average rents or service charges as at 31 March 2018.

For the purposes of this return, a unit is only considered to be subject to HIST arrangements where the provider has taken a decision not to apply the usual statutory or regulatory rules in relation to that unit as a result of the tenant's/tenants' higher income status.

Units/bedspaces, rents and service charges should be recorded for the following categories broken down by property size:

- Total units/bedspaces (excluding units/bedspaces that are intermediate rent, Affordable Rent, temporary social housing or subject to HIST arrangements)
- Average weekly rent (excluding units/bedspaces that are intermediate rent, Affordable Rent, temporary social housing or subject to HIST arrangements)
- Number of units/bedspaces with service charges eligible for housing benefit (excluding units/bedspaces that are intermediate rent, Affordable Rent, temporary social housing or subject to HIST arrangements)
- Average service charge eligible for housing benefit (excluding units/bedspaces that are intermediate rent, Affordable Rent, temporary social housing or subject to HIST arrangements)
- Number of units/bedspaces with service charges not eligible for housing benefit (excluding units/bedspaces that are intermediate rent, Affordable Rent, temporary social housing or subject to HIST arrangements)
- Average service charge not eligible for housing benefit (excluding units/bedspaces that are intermediate rent, Affordable Rent, temporary social housing or subject to HIST arrangements)
- Total number of units/bedspaces that have an absolute (full) exception as defined in the regulations as made under the Welfare Reform and Work Act (2016) (excluding units/bedspaces that are intermediate rent, Affordable Rent, temporary social housing or subject to HIST arrangements)
- Average social rent rate calculated as per the Welfare Reform and Work Act (2016) (excluding units/bedspaces that are intermediate rent, Affordable Rent, temporary social housing or subject to HIST arrangements)
- Total number of units/bedspaces subject to HIST arrangements

- Average weekly rent of properties subject to HIST arrangements

This question covers all owned general needs units/bedspaces regardless of their management status. Providers should source this data from their managing agents as required.

Questions relating to service charges eligible or ineligible for Housing Benefit also apply to tenants that have been transitioned to Universal Credit.

All rent and service charge figures must be weighted averages and calculated on a 52 week basis. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

Note that the question relating to exceptions is a significant change from prior surveys. Prior to 2017 providers were previously asked to state the number of units to which Target Rent applied which would normally be the majority of stock. Since 2017 providers are now asked to record the number of full (absolute) exceptions as specified in the WRWA and regulations made under it which is likely to be a small minority of stock.

The rent setting rules contained in the WRWA and regulations made under it are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. The regulator cannot interpret legislation for providers.

Vacant units must be included in this question. The rent and service charge figures for these units should be either those charged under the previous tenancy or the intended future charges when the property is let/re-let.

The total number of units reported in this question must be less than or equal to the total number of owned general needs units reported in Question 2. For providers who do not own units outside of England, the total figures should typically match.

Question 9

For each local authority area in England where you own supported housing/housing for older people units, record the number of units, average rents or service charges as at 31 March 2018.

For the purposes of this return, a unit is only considered to be subject to HIST arrangements where the provider has taken a decision not to comply with the usual statutory or regulatory rules in relation to that unit as a result of the tenant's/tenants' higher income status.

Units/bedspaces, rents and service charges should be recorded for the following categories broken down by property size:

- Total units/bedspaces (excluding units/bedspaces that are intermediate rent, Affordable Rent, temporary social housing or subject to HIST arrangements)
- Average weekly rent (excluding units/bedspaces that are intermediate rent, Affordable Rent, temporary social housing or subject to HIST arrangements)
- Number of units/bedspaces with service charges eligible for housing benefit (excluding units/bedspaces that are intermediate rent, Affordable Rent, temporary social housing or subject to HIST arrangements)
- Average service charge eligible for housing benefit (excluding units/bedspaces that are

intermediate rent, Affordable Rent, temporary social housing or subject to HIST arrangements)

- Number of units/bedspaces with service charges not eligible for housing benefit (excluding units/bedspaces that are intermediate rent, Affordable Rent, temporary social housing or subject to HIST arrangements)
- Average service charge not eligible for housing benefit (excluding units/bedspaces that are intermediate rent, Affordable Rent, temporary social housing or subject to HIST arrangements)
- Total number of units/bedspaces that have an absolute (full) exception as defined in the regulations as made under the Welfare Reform and Work Act (2016) (excluding units/bedspaces that are intermediate rent, Affordable Rent, temporary social housing or subject to HIST arrangements)
- Average social rent rate calculated as per the Welfare Reform and Work Act (2016) (excluding units/bedspaces that are intermediate rent, Affordable Rent, temporary social housing or subject to HIST arrangements)
- Total number of units/bedspaces subject to HIST arrangements
- Average weekly rent of properties subject to HIST arrangements

Supported housing and housing for older people units must be combined when answering this question.

Units should only be recorded as supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

It is possible that some units previously recorded as supported housing or as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

This question covers all owned supported housing and housing for older people units/bedspaces regardless of their management status. Providers should source this data from their managing agents as required.

Questions relating to service charges eligible or ineligible for Housing Benefit also apply to tenants that have been transitioned to Universal Credit.

All rent and service charge figures must be weighted averages and calculated on a 52 week basis. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

Note that the question relating to exceptions is a significant change from prior surveys. Prior to 2017 providers were previously asked to state the number of units to which Target Rent applied which would normally be the majority of stock. Since 2017 providers are now asked to record the number of full (absolute) exceptions as specified in the WRWA and regulations made under it which is likely to be a small minority of stock.

The rent setting rules contained in the WRWA and regulations made under it are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. The regulator cannot interpret legislation for providers.

Vacant units must be included in this question. The rent and service charge figures for these units

should be either those charged under the previous tenancy or the intended future charges when the property is let/re-let.

The total number of units reported in this question must be less than or equal to the total number of owned supported housing/housing for older people units reported in Question 2. For providers who do not own units outside of England, the total figures should typically match.

Question 10

For each local authority area in England where you own general needs temporary social housing units/bedspaces, record the number of units, average weekly rents or service charges as at 31 March 2018.

Units/bedspaces, rents and service charges should be recorded for the following categories broken down by property size:

- Total units/bedspaces
- Average weekly rent
- Number of units/bedspaces with service charges eligible for housing benefit
- Average service charge eligible for housing benefit
- Number of units/bedspaces with service charges not eligible for housing benefit
- Average service charge not eligible for housing benefit

This question covers all owned general needs temporary social housing units/bedspaces regardless of their management status. Providers should source this data from their managing agents as required.

Questions relating to service charges eligible or ineligible for Housing Benefit also apply to tenants that have been transitioned to Universal Credit.

All rent and service charge figures must be weighted averages and calculated on a 52 week basis. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

Vacant units must be included in this question. The rent and service charge figures for these units should be either those charged under the previous tenancy or the intended future charges when the property is let/re-let.

The total number of temporary social housing units reported in this question must be less than or equal to the total number of owned temporary social housing units reported in Question 4.

Question 11

For each local authority area in England where you own supported housing/housing for older people temporary social housing units, record the number of units, average rents or service charges as at 31 March 2018.

Units/bedspaces, rents and service charges should be recorded for the following categories broken down by property size:

- Total units/bedspaces
- Average weekly rent
- Number of units/bedspaces with service charges eligible for housing benefit
- Average service charge eligible for housing benefit
- Number of units/bedspaces with service charges not eligible for housing benefit
- Average service charge not eligible for housing benefit

Temporary social housing supported housing and housing for older people units must be combined when answering this question.

Units should only be recorded as temporary social housing supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

This question covers all temporary social housing supported housing and housing for older people units/bedspaces owned regardless of their management status. Providers should source this data from their managing agents as required.

It is possible that some units previously recorded as supported housing or as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

Questions relating to service charges eligible or ineligible for Housing Benefit also apply to tenants that have been transitioned to Universal Credit.

All rent and service charge figures must be weighted averages and calculated on a 52 week basis. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

Vacant units must be included in this question. The rent and service charge figures for these units should be either those charged under the previous tenancy or the intended future charges when the property is let/re-let.

The total number of temporary social housing units reported in this question must be less than or equal to the total number of owned temporary social housing units reported in Question 4.

Low Cost Home Ownership

Question	Social Housing Rental						Social Leased	Non-Social	Ownership and Management			Location	
	General Needs	Supported Housing	Housing for Older People	Care Homes	Affordable Rent	Intermediate Rent			Owned + Managed by the provider	Owned by the provider, Managed by others	Managed by the provider for others	English LAs	All LAs
1													
2							✓		✓	✓	✓	✓	✓
3							✓		✓	✓	✓	✓	✓
4							✓		✓	✓		✓	✓
5							✓		✓	✓		✓	✓
6							✓		✓	✓		✓	✓
7							✓		✓	✓		✓	✓

This section captures information about the low cost (social leased) home ownership accommodation providers own or manage, both overall and for each LA area in which the stock is located.

Question 1

Providers who own or manage (whether for themselves or on behalf of others) any low cost (social) home ownership accommodation should answer 'Yes' to this question.

Providers who do not own or manage (whether for themselves or on behalf of others) any low cost (social) home ownership accommodation should answer 'No' to this question. No further responses will be required in this section if 'No' is selected.

Question 2

Record the total number of all the low cost (social) home ownership units owned and/or managed, and how these split between those where the purchaser has not acquired 100% of the equity and those where the purchaser has acquired 100% of the equity but not the freehold interest. You must include all low cost home ownership stock regardless of geographical location (whether inside or outside of England) and each unit should only be counted once.

Under column 1, record units that your organisation owns and directly manages.

Under column 2, record units that your organisation owns but which are managed by another organisation. The registration status or group/non-group member relationship of the managing agent to your organisation is not relevant to this question.

Under column 3, record units that your organisation manages on behalf of another organisation. The group/non-group member relationship your organisation to the organisation you are managing stock for is not relevant to this question.

Separate entries will need to be made under each column for the following stock types:

- Low cost home ownership where the purchaser has not acquired 100% of the equity.
- Social leased homes where the purchaser has acquired 100% of the equity but not the freehold interest

Where a scheme restricts the maximum share to less than 100%, all purchases of the maximum share must be recorded under the line for the purchaser having acquired 100% of the equity but not the freehold interest.

Question 3

Provide information about the low cost (social) home ownership accommodation owned and/or managed, where it is located, and sales information. For each LA, provide a total for the numbers of units of the following types:

- Owned units where the purchaser has not acquired 100% of the equity. This figure should equal the total stock with less than 100% equity purchased in columns 1 and 2 of Question 2.
- Managed units where the purchaser has not acquired 100% of the equity. This figure should equal the total stock with less than 100% equity purchased in column 3 of Question 2.
- First tranche low cost home ownership sales in year ending 31 March 2018.
- 100% staircased low cost home ownership sales in year ending 31 March 2018.

Where a scheme restricts the maximum share to less than 100%, all purchases of the maximum share must be recorded as a 100% staircased sale.

Question 4

Enter the total number of social housing units acquired by the provider but not previously let during the year 1 April 2017 to 31 March 2018 and the nature of the acquisition, broken down into the following categories:

- Newly built low cost home ownership, built by or for the registered provider (SHG funded)
- Newly built low cost home ownership, built by or for the registered provider (non-SHG funded)
- Newly acquired low cost home ownership, acquired by or for the registered provider from a non-registered entity (SHG funded)
- Newly acquired low cost home ownership, acquired by or for the RP from a non-registered entity (non-SHG funded)
- Low cost home ownership units transferred/purchased from another registered provider
- Conversions to low cost home ownership from other tenures (from within existing stock)
- All other gains

Include all properties that another organisation has transferred to the provider for whom the form is being completed, where the ownership has been transferred from one provider to another by lease or transfer of the freehold. This includes properties transferred within a group structure.

Exclude undeveloped sites or dwellings that are still in the process of being developed.

Question 5

Enter the total number of low cost home ownership units which have been developed for sale but are not yet sold, and by the period since these were ready for sale. The table is divided into periods of:

- Ready for sale 6 months or less
- Ready for sale more than 6 months

Include all units unsold by 31 March 2018, irrespective of when they reached practical completion (which could be in a prior year).

Units are regarded as ready for sale from the date of practical completion of the building works. Therefore these figures should include units where building work had reached practical completion but ownership had not been transferred from the provider to the purchaser by 31 March 2018, although contracts might have been exchanged.

Question 6

Record the total number of sales of low cost home ownership sales completed during the period 1 April 2017 to 31 March 2018. These should be divided into:

- Sales of units funded by social housing grant
- Sales of units not funded by social housing grant

Include all sales of low cost home ownership units irrespective of when they were developed (which could be in a prior year).

Include sales at any price, even nil consideration. Record only sales that have been completed. Do not include cases where only exchange of contracts has taken place as these are still formally owned by the provider.

Only include sales where the purchaser has purchased the final stage e.g. 100 per cent or 75 per cent (shared ownership for older people). In some shared ownership schemes, the maximum share may be limited to 80 per cent and the provider must retain an interest in the unit - although this can be sold to another landlord.

Question 7

Record the number of low cost home ownership units disposed of during the period 1 April 2017 to 31 March 2018, excluding sales to tenants. Disposals should be recorded against the following

categories:

- Low cost home ownership units transferred/sold to another registered provider
- Low cost home ownership units transferred/sold to an unregistered entity
- Conversions from low cost home ownership to other social tenures (retained in registered providers total stock)
- All other disposals

Include sales at any price, even nil consideration. Record only sales that have been completed. Do not include cases where only exchange of contracts has taken place as these are still formally owned by the provider.

Non-Social Housing

Question	Social Housing Rental						Social Leased	Non-Social	Ownership and Management			Location	
	General Needs	Supported Housing	Housing for Older People	Care Homes	Affordable Rent	Intermediate Rent			Owned + Managed by the provider	Owned by the provider, Managed by others	Managed by the provider for others	English LAs	All LAs
1													
2								✓	✓	✓	✓	✓	✓
3								✓	✓	✓		✓	✓
4								✓	✓	✓		✓	✓

This section records details of the total numbers of housing for rent, part ownership or leased housing that is not social housing and which providers own and/or manage. Providers should only include units of housing and should not include garages, common areas or any former housing units currently used for non-housing purposes such as office space.

Question 1

Providers who own or manage (whether for themselves or on behalf of others) any non-social housing stock should answer 'Yes' to this question.

Providers who do not own or manage (whether for themselves or on behalf of others) any non-social housing stock should answer 'No' to this question. No further responses will be required in this section if 'No' is selected.

Question 2

Record the total number of all the non-social housing units owned and/or managed, and how these break down by whether they are rental or leased units. You must include all non-social housing units regardless of geographical location (whether inside or outside of England) and each unit should only be counted once.

Under column 1, record units that your organisation owns and directly manages.

Under column 2, record units that your organisation owns but which are managed by another organisation. The registration status or group/non-group member relationship of the managing agent to your organisation is not relevant to this question.

Under column 3, record units that your organisation manages on behalf of another organisation. The group/non-group member relationship your organisation to the organisation you are managing stock for is not relevant to this question.

Separate entries will need to be made under each column for the following stock types:

- Non-social rental units: Include all rental stock, including all self-contained and shared housing to which the definition of social housing does not apply.
- Non-social leased units: Include all leased housing to which the definition of social housing does not apply.

Question 3

Record the amount of newly built accommodation built by or for your organisation for non-social uses during the period 1 April 2017 to 31 March 2018. These should be divided into the following categories:

- Outright sale: Record all units developed for outright sale regardless of whether they have been sold or not.
- Market rent: Record all units developed for market rent regardless of whether they have been let or not.
- Other: Record all other units of non-social rent accommodation developed during the year. Units such as student accommodation or non-social care homes should be included in this category.

New build units should only be included where works have been fully completed and the units are ready for occupation (rented or sold). Undeveloped sites or units that are still in the process of development should be excluded. Where a block of units is partially completed, include only those units that are ready for occupation.

Question 4

Enter the total number of non-social housing units which have been developed for outright sale but are not yet sold, and by the period since these were ready for sale. The table is divided into periods of:

- Ready for sale 6 months or less
- Ready for sale more than 6 months

Include all units unsold by 31 March 2018, irrespective of when they reached practical completion (which could be in a prior year).

Units are regarded as ready for sale from the date of practical completion of the building works. Therefore these figures should include units where building work had reached practical completion but ownership had not been transferred from the provider to the purchaser by 31 March 2018, although contracts might have been exchanged.

Stock Usage

Question	Social Housing Rental						Social Leased	Non-Social	Ownership and Management			Location	
	General Needs	Supported Housing	Housing for Older People	Care Homes	Affordable Rent	Intermediate Rent			Owned + Managed by the provider	Owned by the provider, Managed by others	Managed by the provider for others	English LAs	All LAs
1													
2	✓	✓	✓		✓	✓			✓	✓		✓	✓
3	✓	✓	✓		✓	✓			✓	✓		✓	
4	✓	✓	✓		✓	✓			✓	✓		✓	
5	✓	✓	✓		✓	✓			✓	✓		✓	✓
6	✓				✓	✓			✓	✓		✓	✓

This section records information on the number of lettings made throughout the year to 31 March and the amount of stock vacant as at 31 March.

The questions on mutual exchanges and evictions (Q3 and Q4) are not compulsory; they are not required by the regulator and therefore completion is voluntary. Providers who do not want to provide information for these questions should leave them blank. The data collected for these questions will be passed to the Ministry of Housing, Communities and Local Government, who have asked the regulator to include them to allow the impact of policies in these areas to be monitored in an efficient and cost-effective way.

Question 1

Providers who have made lettings throughout the year to 31 March, had stock vacant as at 31 March or who wish to report mutual exchanges or evictions should answer 'Yes' to this question.

Providers who have not made lettings throughout the year to 31 March, had no stock vacant as at 31 March or who do not wish to report mutual exchanges or evictions should answer 'No' to this question. No further responses will be required in this section if 'No' is selected.

Question 2

Record the total number of lettings made in the year to 31 March 2018 for stock owned irrespective of management arrangements.

Units should only be recorded as supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

It is possible that some units previously recorded as supported housing or as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

Lettings should be recorded under the following categories:

- General needs lettings: This should be a figure combining general needs lettings, any lettings of intermediate rent units and/or Affordable Rent general needs lettings.
- Supported housing lettings: This should be a figure combining supported housing and Affordable Rent supported housing lettings.
- Housing for older people lettings: This should be a figure combining housing for older people and Affordable Rent housing for older people lettings.

In each category, include lettings for both self-contained and non-self-contained units.

Question 3 (Optional)

This question is optional. Enter the number of lettings made through mutual exchanges in England.

The property type from which a mutual exchange is recorded must reflect the stock categorisation within Part 2 Census of Low Cost Rent and Rentals, where units should only be recorded as supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

It is possible that some units previously recorded as supported housing or as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

Entries must be made for the following categories of social housing:

- General needs mutual exchanges: This should be a figure combining general needs mutual exchanges, any mutual exchanges of intermediate rent units and/or Affordable Rent general needs mutual exchanges.
- Supported housing mutual exchanges: This should be a figure combining supported housing and Affordable Rent supported housing mutual exchanges.
- Housing for older people mutual exchanges: This should be a figure combining housing for older people and Affordable Rent housing for older people mutual exchanges.

In each category, include lettings for both self-contained and non-self-contained units.

All dwellings let as a consequence of a mutual exchange should be recorded. Where a mutual exchange has occurred entirely within stock a provider owns, it should be recorded as the lettings of two dwellings. When a mutual exchange occurs and one of the partners is a tenant of another landlord, providers should only include the letting of the dwelling they own.

If you do not wish to answer this question, please leave it entirely blank rather than entering zeroes.

Question 4 (Optional)

This question is optional. Providers should enter the total number of evictions in England carried

out during the year from their owned stock (including intermediate rent and Affordable Rent units).

The property type from which an eviction is recorded must reflect the stock categorisation within Part 2 Census of Low Cost Rent and Rentals, where units should only be recorded as supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

Under column 1, record evictions from general needs units. In addition to evictions from general needs units, also include any evictions from intermediate rent and/or Affordable Rent general needs units you own

Under column 2, record evictions from supported housing and housing for older people units. In addition to evictions from supported housing and housing for older people units, also include any evictions from Affordable Rent supported housing and housing for older people units you own.

Units should only be recorded as supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

It is possible that some units previously recorded as supported housing or as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

Separate entries will need to be made under each column for the following types of evictions:

- Evictions for rent arrears
- Evictions for anti-social behaviour (ASB)
- Evictions for both rent arrears and ASB
- Evictions for any other reason

Only include properties recovered following the execution of a warrant of possession by the court bailiffs. All evictions should be included, even those from immediate licenses where they meet the above criteria.

In the final row of this table, enter the numbers of those evictions recorded for ASB (in line 2) which were from a demoted tenancy. These will be cases where anti-social behaviour was a reason or component of the reasons for the eviction and where the tenancy is subject to a demotion order granted by the court.

If you do not wish to answer this question, please leave it entirely blank rather than entering zeroes.

Question 5

Record the number of owned vacant units as at 31 March 2018 by the type of stock, whether it is available or not for letting, and the duration of vacancy.

The type of stock recorded as vacant must reflect the stock categorisation within Part 2 Census of Low Cost Rent and Rentals, where units should only be recorded as supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

Under column 1, record units that have been vacant for 6 weeks or less.

Under column 2, record unit that have been vacant for between 6 weeks and 6 months.

Under column 3, record units that have been vacant for longer than 6 months.

Separate entries will need to be made under each column for the following stock types:

- General needs units vacant and available for letting: This should be a figure combining vacant and available general needs units, any intermediate rent units vacant and available and/or Affordable Rent general needs units that are vacant and available.
- General needs units vacant and unavailable for letting: This should be a figure combining vacant and unavailable general needs units, any intermediate rent units vacant and unavailable and/or Affordable Rent general needs units that are vacant and unavailable.
- Supported housing units vacant and available for letting: This should be a figure combining vacant and available supported housing units and/or Affordable Rent supported housing units that are vacant and available.
- Supported housing units vacant and unavailable for letting: This should be a figure combining vacant and unavailable supported housing units and/or Affordable Rent supported housing units that are vacant and unavailable.
- Housing for older people units vacant and available for letting: This should be a figure combining vacant and available housing for older people units and/or Affordable Rent housing for older people units that are vacant and available.
- Housing for older people units vacant and unavailable for letting: This should be a figure combining vacant and unavailable housing for older people units and/or Affordable Rent housing for older people units that are vacant and unavailable.

Units should only be recorded as supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

It is possible that some units previously recorded as supported housing or as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

Providers should refer to the glossary section of this guidance for definitions of when a unit would be considered available for letting or not.

The total number of vacant units should be less than or equal to the total units owned as reported in the Census of Low Cost Rental and Rents.

Question 6

Provide information about your vacant self-contained general needs units and where they are located. For each LA, provide a total for the numbers of units of the following types:

- General needs self-contained units vacant and available for letting: This should be a figure combining vacant and available general needs units, any intermediate rent units vacant and

available and/or Affordable Rent general needs units that are vacant and available.

- General needs self-contained units vacant and unavailable for letting: This should be a figure combining vacant and unavailable general needs units, any intermediate rent units vacant and unavailable and/or Affordable Rent general needs units that are vacant and unavailable.

The total vacant self-contained general needs units reported in this question must be less than or equal to the total vacant general needs units reported in Question 5. The total vacant self-contained general needs units reported in this question must be less than or equal to the total self-contained units reported in Question 8 of the Census of Low Cost Rental and Rents.

Stock Balance Sheet

Question	Social Housing Rental						Social Leased	Non-Social	Ownership and Management			Location	
	General Needs	Supported Housing	Housing for Older People	Care Homes	Affordable Rent	Intermediate Rent			Owned + Managed by the provider	Owned by the provider, Managed by others	Managed by the provider for others	English LAs	All LAs
1													
2	✓	✓	✓		✓	✓			✓	✓		✓	✓
3	✓	✓	✓		✓	✓			✓	✓		✓	✓
4a	✓	✓	✓		✓	✓			✓	✓		✓	✓
4b	✓	✓	✓		✓	✓			✓	✓		✓	✓
4c	✓	✓	✓		✓	✓			✓	✓		✓	✓
5	✓	✓	✓		✓	✓			✓	✓		✓	✓
6	✓	✓	✓		✓	✓			✓	✓		✓	✓
6a	✓	✓	✓		✓	✓			✓	✓		✓	✓
7													
8a													
8a													
9	✓	✓	✓		✓	✓			✓	✓		✓	✓

This section of the SDR captures information on the number of sales (and who these were to), demolitions, new builds, acquisitions or movements to report on units which you own carried out during the year to 31 March. Total sales, demolitions and losses are also required for each LA that providers own or owned stock in during the year to 31 March 2018.

Completion of this section of the SDR was optional last year but is now mandatory for all large providers. The Stock Balance Sheet replaces the Stock Movement section from previous returns.

Question 1

Providers who have had any sales, demolitions, new builds, acquisitions or movements to report on units which you owned during the period 1 April 2017 to 31 March 2018 should answer 'Yes' to this question.

Providers who have not had any sales, demolitions, new builds, acquisitions or movements to report on units which you owned during the period 1 April 2017 to 31 March 2018 should answer 'No' to this question. No further responses will be required in this section if 'No' is selected.

Question 2

This question requires you to enter the number of owned social rental units your organisation reported in the SDR last year.

Units should be recorded as per the categories and definitions used in the previous year's SDR

submission. If units have moved between categories as a result of reclassification then those movements should be recorded under question 6 of this part of the SDR.

- Under column 1, record the number of general needs units your organisation owned last year.
- Under column 2, record a combined figure for the number of supported housing and housing for older people units your organisation owned last year.
- Under column 3, record the number of intermediate rent units your organisation owned last year. This should be a combined figure for any general needs, supported housing or housing for older people units let under intermediate rent arrangements.
- Under column 4, record the number of Affordable Rent units your organisation owned last year. This should be a combined figure for any Affordable Rent general needs, Affordable Rent supported housing or Affordable Rent housing for older people units.

If your organisation registered with the regulator of social housing during the period 1 April 2017 to 31 March 2018, record the number of units held at the point of registration.

If your organisation was created through a stock transfer and held no low cost rental units prior to this, record 0 units in this question. The units acquired through the transfer should be recorded as gains in the questions below.

The social housing regulator will check the figures reported in this question for mismatches against previously reported stock and will contact providers to seek an explanation.

If your organisation is recording stock levels that do not match those supplied in the previous SDR, a supporting document must be uploaded to explain the difference. Providers should do this if they have identified errors in their previous submission.

Question 3

Record the total rental social stock your organisation has acquired during the period 1 April 2017 to 31 March 2018 regardless of how they were funded.

Units should only be recorded as supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

It is possible that some units previously recorded as supported housing or as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

- Under column 1, record the number of general needs units your organisation acquired during the period
- Under column 2, record a combined figure for the number of supported housing and housing for older people units your organisation acquired during the period
- Under column 3, record the number of intermediate rent units your organisation acquired during the period. This should be a combined figure for any general needs, supported housing or housing for older people units let under intermediate rent arrangements.

- Under column 4, record the number of Affordable Rent units your organisation acquired during the period. This should be a combined figure for any Affordable Rent general needs, Affordable Rent supported housing or Affordable Rent housing for older people units.

Separate entries will need to be made for the following types of acquisitions:

- Newly built rental accommodation built by or for the registered provider
- Units purchased by the registered provider for rent
- Units transferred to the registered provider for rent
- All other gains: Record all other gains from outside your existing social housing stock (movements between social housing categories should be listed in question 6)

Units gained under a column due to movements between social housing categories should not be recorded under All Other Gains. Movements between social housing categories should be recorded under question 6 of this part of the SDR.

New build units should only be included where works have been fully completed and the units are ready for occupation (rented or sold). Undeveloped sites or units that are still in the process of development should be excluded. Where a block of units is partially completed, include only those units that are ready for occupation.

Units that have been purchased or transferred which need rehabilitation or modification prior to letting should be included in these figures.

Include all properties that another organisation has transferred to the provider for whom the form is being completed, where the ownership has been transferred from one provider to another by lease or transfer of the freehold. This includes properties transferred within a group structure.

If an acquisition is only part of a shared housing scheme – for example, if an extension has been built – record only the additional bedspaces gained.

Include purchases at any price, even nil consideration. Record only purchases that have been completed. Do not include cases where only exchange of contracts has taken place as these are not yet formally owned by your organisation.

If you have recorded any units under All Other Gains then use the text box to provide an explanation of what is covered by this. If there is not sufficient space to explain these gains, please upload a supporting document and indicate that you have done so here.

If you did not report other gains then please leave the text box blank.

Questions 4.a.i and 4.a.ii

These questions records the sales of owned units of low cost rental accommodation made during the period 1 April 2017 to 31 March 2018 that were not sales to tenants. Sales to tenants are recorded in Questions 4b and 4c.

Units should only be recorded as supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

It is possible that some units previously recorded as supported housing or as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

Under column 1, record the number of general needs units your organisation sold during the period.

Under column 2, record a combined figure for the number of supported housing and housing for older people units your organisation sold during the period.

Under column 3, record the number of intermediate rent units your organisation sold during the period. This should be a combined figure for any general needs, supported housing or housing for older people units let under intermediate rent arrangements.

Under column 4, record the number of Affordable Rent units your organisation sold during the period. This should be a combined figure for any Affordable Rent general needs, Affordable Rent supported housing or Affordable Rent housing for older people units.

Under column 6, providers should record how many of the total sales recorded for each line were tenanted. A unit is considered to have been tenanted if occupied at the point of sale, where sale has the effect that the PRP ceases to be the landlord **other than where the sale is to the occupier.**

Separate entries will need to be made under each column for the following types of sale:

Sales for social housing use:

- Sales to a registered provider in the same group: Record all sales of units for social housing use to registered providers who are part of the same formal group structure as your organisation. Do not record sales to unregistered entities that are part of your group structure under this line.
- Sales to another registered provider: Record all sales of units for social housing use to registered providers who are not part of the same formal group structure as your organisation.
- Sales to a local authority registered provider: Record all sales of units for social housing use to local authority registered providers.

Sales for non-social housing use:

- Sales to a registered provider in the same group: Record all sales of units for non-social housing use to registered providers who are part of the same formal group structure as your organisation. Do not record sales to unregistered entities that are part of your group structure under this line.
- Sales to an unregistered entity in the same group: Record all sales of units for non-social housing use to unregistered providers who are in the same group structure as your organisation.
- Sales to another registered provider: Record all sales of units for non-social housing use to registered providers who are not part of the same formal group structure as your organisation.
- Sales to a local authority registered provider: Record all sales of units for non-social housing use to local authority registered providers.

- Sales to the open market: Record all sales of units to the open market. Sales of units to individuals who are tenants of your group but not your organisation should be included in this line.
- Sales to other: Record all other sales of low cost social rental units under this line. Sales to unregistered entities that are part of your group should be recorded in this category.

If you have recorded any units under Sales to Other then use the text box to provide an explanation of what is covered by this, if there is not sufficient space to explain these gains, please upload a supporting document and indicate that you have done so here.

If you did not report other sales then please leave the text box blank.

Include sales at any price, even nil consideration. Record only sales that have been completed. Do not include cases where only exchange of contracts has taken place as these are still formally owned by the provider.

Question 4b

This question records the sales of owned units of low cost rental accommodation made to tenants on a freehold basis during the period 1 April 2017 to 31 March 2018.

Units should only be recorded as supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

It is possible that some units previously recorded as supported housing or as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

Under column 1, record the number of general needs units your organisation sold during the period.

Under column 2, record a combined figure for the number of supported housing and housing for older people units your organisation sold during the period.

Under column 3, record the number of intermediate rent units of any type your organisation sold during the period.

Under column 4, record the number of Affordable Rent units your organisation sold during the period. This should be a combined figure for any Affordable Rent general needs, Affordable Rent supported housing or Affordable Rent housing for older people units.

Separate entries will need to be made under each column for the following sales types:

- Right to Buy (including Preserved Right to Buy but excluding Voluntary RTB)
- Voluntary Right to Buy: This line should only be used by providers who are part of the official Voluntary Right to Buy pilot scheme. See the glossary for more information.
- Right to Acquire
- Social HomeBuy sales on shared ownership terms

- Other shared equity HomeBuy schemes
- Social HomeBuy outright purchase
- Other outright sales to sitting tenants

Social HomeBuy sales made on shared ownership terms will normally appear in question 4c. If it is an outright purchase, whether it is freehold or leasehold will most likely reflect whether the property is a house or a flat.

Sales through Other shared equity loan or shared ownership schemes will include properties sold to sitting tenants under equity loan or shared ownership schemes. Exclude from this category:

- Properties which received no grant, for either the initial provision or the assistance into home ownership
- Acquisitions from the private sector with equity loans under mortgage rescue schemes
- Initial sales into shared ownership to Rent to HomeBuy tenants should not appear here

Include sales at any price, even nil consideration. Record only sales that have been completed. Do not include cases where only exchange of contracts has taken place as these are still formally owned by the provider.

Question 4c

This question records the sales of owned units of low cost rental accommodation made to tenants on a leasehold basis during the period 1 April 2017 to 31 March 2018.

Units should only be recorded as supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

It is possible that some units previously recorded as supported housing or as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

Under column 1, record the number of general needs units your organisation sold during the period.

Under column 2, record a combined figure for the number of supported housing and housing for older people units your organisation sold during the period.

Under column 3, record the number of intermediate rent units of any type your organisation sold during the period.

Under column 4, record the number of Affordable Rent units your organisation sold during the period. This should be a combined figure for any Affordable Rent general needs, Affordable Rent supported housing or Affordable Rent housing for older people units.

Separate entries will need to be made under each column for the following sales types:

- Right to Buy (including Preserved Right to Buy but excluding Voluntary RTB)

- Voluntary Right to Buy: This line should only be used by providers who are part of the official Voluntary Right to Buy pilot scheme. See the glossary for more information.
- Right to Acquire
- Social HomeBuy sales on shared ownership terms
- Other shared equity HomeBuy schemes
- Social HomeBuy outright purchase
- Other outright sales to sitting tenants

Social HomeBuy sales made on shared ownership terms will normally be on a leasehold basis so should be recorded under this question. If it is an outright purchase, whether it is freehold or leasehold will most likely reflect whether the property is a house or a flat.

Sales through Other shared equity loan or shared ownership schemes will include properties sold to sitting tenants under equity loan or shared ownership schemes. Exclude from this category:

- Properties which received no grant, for either the initial provision or the assistance into home ownership
- Acquisitions from the private sector with equity loans under mortgage rescue schemes
- Initial sales into shared ownership to Rent to HomeBuy tenants should not appear here

If you have recorded any units under Other outright sales in either Question 4b or Question 4c then use the text box to provide an explanation of what is covered by this. If there is not sufficient space to explain these gains, please upload a supporting document and indicate that you have done so here.

If you did not report other sales then please leave the text box blank.

Include sales at any price, even nil consideration. Record only sales that have been completed. Do not include cases where only exchange of contracts has taken place as these are still formally owned by the provider.

Question 5

Record the number of owned units of low cost social rental accommodation lost during the period 1 April 2017 to 31 March 2018 that were not lost through sales.

Units should only be recorded as supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

It is possible that some units previously recorded as supported housing or as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

Under column 1, record the number of general needs units your organisation lost during the period.

Under column 2, record a combined figure for the number of supported housing and housing for older people units your organisation lost during the period.

Under column 3, record the number of intermediate rent units of any type your organisation lost during the period.

Under column 4, record the number of Affordable Rent units your organisation lost during the period. This should be a combined figure for any Affordable Rent general needs, Affordable Rent supported housing or Affordable Rent housing for older people units.

Separate entries will need to be made under each column for the following types of losses:

- Conversions to Low Cost Home Ownership. We would expect a corresponding gain to be reported in the Low Cost Home Ownership section.
- Loss of social housing rental stock as a result of expiry or termination of leases
- Conversion to non-social tenures
- Demolitions
- All other losses to your existing social housing stock (movements between social housing categories should be listed in question 6)

Units lost under a column due to movements between social housing categories should not be recorded under All Other Losses. Movements between social housing categories should be recorded under question 6 of this part of the SDR.

Enter the total number of low cost rental accommodation units demolished during the period 1 April 2017 to 31 March 2018. Demolition includes all properties where demolition works had started by 31 March 2018, but excludes those where demolition had commenced by 31 March 2017 (as these were counted in the return made last year).

If you have recorded any units under All Other Losses then use the text box to provide an explanation of what is covered by this. If there is not sufficient space to explain these gains, please upload a supporting document and indicate that you have done so here.

If you did not report other losses in then please leave the text box blank.

Question 6

This question records the number of units that have moved between low cost rental accommodation categories during the period 1 April 2017 to 31 March 2018.

Units should only be recorded as supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

It is possible that some units previously recorded as supported housing or as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

Under column 1, record the number of units converted to or from general needs during the period.

Under column 2, record a combined figure for the number of units converted to or from supported housing and housing for older people during the period.

Under column 3, record the number of units converted to or from intermediate rent during the period.

Under column 4, record the number of units converted to or from Affordable Rent during the period. This should be a combined figure for any Affordable Rent general needs, Affordable Rent supported housing or Affordable Rent housing for older people units.

Separate entries will need to be made under each column for the following types of movements:

- Movement of units FROM social rent stock category: Record the number of units of the given stock category that were converted to another category during the period.
- Movement of units TO social rent stock category: Record the number of units of another category that were converted to the given stock category during the period.

For example, if a general needs unit was converted to Affordable Rent during the period, this would cause the unit to be counted in the general needs column on the FROM line and in the Affordable Rent column on the TO line.

Conversions of unit directly between supported housing and housing for older people and vice versa do not need to be recorded.

The total number of units across all categories recorded as moving FROM must equal the total number of units across all categories recorded as moving TO.

Question 7

The net change in stock will be automatically calculated for each category based on the gains, losses and category movements recorded in Questions 3, 4 and 6. These fields are not editable.

Question 8a

The expected stock figures reported in this question is automatically calculated for each category by applying the net change in stock from Question 7 to the opening stock figures supplied in Question 2. These fields are not editable.

These figures represent what the regulator of social housing would expect your organisations stock levels to be based on the stock movements reported in this section.

Question 8b

The stock figures for each category are automatically populated from those entered in Question 2 of the Census of Low Cost Rental and Rents. These figures are not editable in this section but can be altered by editing the figures supplied in Question 2 of the Census of Low Cost Rental and Rents.

It is expected that the figures reported in this question match those displayed in Question 8a. If they do not, please re-check the figures you have supplied for any errors. If you feel that your figures are accurate but there is still a mismatch, please upload a supporting document explaining why.

Question 9

Provide information about sales, demolitions and other losses by local authority during the period 1 April 2017 to 31 March 2018. For each LA, provide a total for the numbers of units of the following types:

- Total sales to registered providers: Record sales to registered providers under this line. Your group relationship to the providers is not considered in this question. Sales to local authority registered providers should also be included under this category.
- Total sales to tenants: Record all sales of low cost rental accommodation to tenants.
- Total sales to other: Record all other sales under this category.
- Total demolitions: Record the total number of low cost rental accommodation units demolished.
- Other losses: Record all other losses under this category.

The total number of sales to registered providers recorded in this question must equal the total sales to registered providers recorded in Question 4.a.i and 4.a.ii. The total number of sales to tenants recorded in this question must equal the total sales to tenants recorded in Question 4.b and 4.c. The total number of sales to others recorded in this question must equal the total sales to others recorded in Question 4.a.ii.

The total number of demolitions recorded in this question must equal the total demolitions recorded in Question 5. The total number of other losses recorded in this question must equal the total other losses recorded in Question 5.

Affordable Rent

Question	Social Housing Rental						Social Leased	Non-Social	Ownership and Management			Location	
	General Needs	Supported Housing	Housing for Older People	Care Homes	Affordable Rent	Intermediate Rent			Owned + Managed by the provider	Owned by the provider, Managed by others	Managed by the provider for others	English LAs	All LAs
1													
2													
3					✓				✓	✓		✓	
4					✓				✓	✓		✓	
5					✓				✓	✓		✓	
6					✓				✓	✓		✓	
7					✓				✓	✓		✓	

This section of the SDR should be completed by providers who indicated in Question 2 of the Census of Low Cost Rental and Rents that they own Affordable Rent housing.

Include all units let under Homes England (formerly known as Homes and Communities Agency) and GLA Affordable Homes programmes. Providers should also include all units delivered as Affordable Rent via short form agreements. See glossary for more information.

It should be noted that the classification of units as Affordable Rent is not dependent on the rent level charged to the tenant. A unit will continue to be classed as Affordable Rent, regardless of the actual rent charged, until the provider converts it to another stock type.

Question 1

Providers who own any Affordable Rent units should answer 'Yes' to this question.

Providers who do not own any Affordable Rent units should answer 'No' to this question. No further responses will be required in this section if 'No' is selected.

Question 2

The number of Affordable Rent units owned and/or managed will be pre-populated by the system once Question 2 of the Census of Low Cost Rental and Rents has been completed.

These fields are not editable. If you have made a mistake in reporting your Affordable Rent units, edit the figures supplied in Question 2 of the Census of Low Cost Rental and Rents.

Question 3

For each local authority area in England where you own Affordable Rent general needs units, record the number of units, average rents or service charges as at 31 March 2018.

For the purposes of this return, a unit is only considered to be subject to HIST arrangements where the provider has taken a decision not to comply with the usual statutory or regulatory rules in relation to that unit as a result of the tenant's/tenants' higher income status.

Units/bedspaces, rents and service charges should be recorded for the following categories broken down by property size:

- Total units/bedspaces (excluding units that are subject to HIST arrangements)
- Average weekly rent (excluding units that are subject to HIST arrangements)
- Number of units/bedspaces with service charges eligible for housing benefit (excluding units that are subject to HIST arrangements)
- Average service charge eligible for housing benefit (excluding units that are subject to HIST arrangements)
- Number of units/bedspaces with service charges not eligible for housing benefit (excluding units that are subject to HIST arrangements)
- Average service charge not eligible for housing benefit (excluding units that are subject to HIST arrangements)
- Total number of units/bedspaces subject to HIST arrangements
- Average weekly rent of properties subject to HIST arrangements

This question covers all owned Affordable Rent general needs units regardless of their management status. Providers should source this data from their managing agents as required.

Questions relating to service charges eligible or ineligible for Housing Benefit also apply to tenants that have been transitioned to Universal Credit.

All rent and service charge figures must be weighted averages and calculated on a 52 week basis. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

Vacant units must be included in this question. The rent and service charge figures for these units should be either those charged under the previous tenancy or the intended future charges when the property is let/re-let.

The total number of units reported in this question must be less than or equal to the total number of owned Affordable Rent units reported in Question 2.

Question 4

For each local authority area in England where you own Affordable Rent supported housing/ housing for older people units, record the number of units, average rents or service charges as at

31 March 2018.

For the purposes of this return, a unit is only considered to be subject to HIST arrangements where the provider has taken a decision not to comply with the usual statutory or regulatory rules in relation to that unit as a result of the tenant's/tenants' higher income status.

Units/bedspaces, rents and service charges should be recorded for the following categories broken down by property size:

- Total units/bedspaces (excluding units that are subject to HIST arrangements)
- Average weekly rent (excluding units that are subject to HIST arrangements)
- Number of units/bedspaces with service charges eligible for housing benefit (excluding units that are subject to HIST arrangements)
- Average service charge eligible for housing benefit (excluding units that are subject to HIST arrangements)
- Number of units/bedspaces with service charges not eligible for housing benefit (excluding units that are subject to HIST arrangements)
- Average service charge not eligible for housing benefit (excluding units that are subject to HIST arrangements)
- Total number of units/bedspaces subject to HIST arrangements
- Average weekly rent of properties subject to HIST arrangements

Affordable Rent supported housing and housing for older people units must be combined when answering this question.

Units should only be recorded as supported housing or housing for older people if they meet the definition of supported housing specified in the WRWA and regulations made under it.

It is possible that some units previously recorded as supported housing or as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

Questions relating to service charges eligible or ineligible for Housing Benefit also apply to tenants that have been transitioned to Universal Credit.

This question covers all owned Affordable Rent supported housing and housing for older people units regardless of their management status. Providers should source this data from their managing agents as required.

All rent and service charge figures must be weighted averages and calculated on a 52 week basis. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

Vacant units must be included in this question. The rent and service charge figures for these units should be either those charged under the previous tenancy or the intended future charges when the property is let/re-let.

The total number of units reported in this question must be less than or equal to the total number of owned Affordable Rent units reported in Question 2.

Question 5

Record the total number of owned units converted to or from an Affordable Rent tenure during the period 1 April 2017 to 31 March 2018. The management status of units is not considered in this question.

Conversions should be recorded under the following categories:

- Conversions of units from a social rental tenure to Affordable Rent
- Conversions of units from any other form of rental tenure to Affordable Rent
- Conversions of units from Affordable Rent to any other form of rental tenure

For each category, combine the total conversions for Affordable Rent general needs, supported housing and housing for older people units.

If a unit has been converted to and from Affordable Rent multiple times in the year, record each conversion rather than the final state.

Question 6

Record the total number of lettings of Affordable Rent units made in the period 1 April 2017 to 31 March 2018. Combine the total lettings of Affordable Rent general needs, supported housing and housing for older people units into a single figure.

Question 7

Record the total number of sales of Affordable Rent units made in the period 1 April 2017 to 31 March 2018 under the following categories:

Sale to tenants: Include all sales of Affordable Rent units to tenants of your organisation.

Sales to other: Record all other sales of Affordable Rent units in this category.

Combine the total sale of Affordable Rent general needs, supported housing and housing for older people units into a single figure.

Include sales at any price, even nil consideration. Record only sales that have been completed. Do not include cases where only exchange of contracts has taken place as these are still formally owned by the provider.

Glossary

52 week basis for rents and service charges

All rent and service charge figures reported in the SDR must be stated on a 52 week basis. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

For example, if a provider collects a rental payment of £100 each fortnight – multiply this by 26 and then divide by 52 – the weekly payment would be £50.

$$\frac{\text{Average rental payment} \times \text{Number of payments per year}}{52}$$

Additionally, if a provider offers a number of 'rent-free weeks' to tenants each year, the figures submitted to NROSH+ should be averaged out to give the rent on a 52 week basis. For example, a provider charges £80 per week but operates four rent-free weeks during the year. Multiply the weekly payment by 48 and then divide by 52 giving a weekly charge of £73.85.

Affordable Rent

Units should only be recorded as Affordable Rent if they fully meet the definition of affordable rent housing specified in the WRWA and regulations made under it, but broadly speaking:

- Affordable Rent units are made available by providers to households that are eligible for social rented housing at a rent level of no more than 80% of local market rents.
- Affordable Rent units may include both newly built (with or without grant input) and conversions from existing social rented units to Affordable Rent units, but only where this forms part of a new supply agreement with the Homes and Communities Agency.
- Affordable Rent units may be for general needs, supported housing or housing for older people and some parts of the return we expect them to be included in those categories when asked. In other cases we will ask providers to record Affordable Rent unit data separately and there is a discrete part which includes rental and lettings data only for these units.
- Units let on Affordable Rent terms fall within the definition of social housing.
- It should be noted that the classification of units as Affordable Rent is not dependent on the rent level charged to the tenant. A unit will continue to be classed as Affordable Rent, regardless of the actual rent charged, until the provider converts it to another stock type.

The rent setting rules contained in the WRWA and regulations made under it are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. The regulator cannot interpret legislation for providers.

Bedspaces

A bedspace is any space for one person in a bed. This is defined as follows: A bedspace is an area in a dormitory or a private bedroom for one single bed. A double bedroom would count as two bedspaces; a small bedroom which could only accommodate a single bed would count as one bedspace. A single bedsit would count as one bedspace; a double bedsit as two bedspaces. In some housing management systems this is the permitted number of occupants or capacity. Bedspaces are also non-self-contained housing.

Capped Rent

Capped Rent is a subcategory of Affordable Rent offered as part of the GLA's Affordable Rent programme. As such, units let as Capped Rent should be included in all sections covered by Affordable Rent.

Care homes

Units should be recorded as care homes in the SDR if they are social housing (see definition below) as well as meeting the definition of care home specified in the WRWA and regulations made under it. In general, this is likely to mean that only units in care homes providing personal care (rather than nursing care) should be reflected in this category. Other care homes units should be recorded as non-social housing. For care homes the number of bedspaces, rather than the number of care homes, should be recorded.

The rent setting rules contained in the WRWA and regulations made under it are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. The regulator cannot interpret legislation for providers.

Decent Home Standard (DHS)

The regulator's Home standard requires providers to ensure that units meet the standard set out in section five of the Government's Decent Homes Guidance and continue to maintain units to at least this standard. The Guidance is set out in A Decent Home: Definition and Guidance for Implementation, published by the Ministry of housing, Communities and Local Government in June 2006, and any guidance issued by the department or its successors, in relation to that document. See <https://www.gov.uk/government/publications/a-decent-home-definition-and-guidance>.

The standard applies to almost all low cost rental social housing, but not to low cost leasehold and shared ownership properties. It therefore includes general needs, sheltered housing, non-self-contained and supported housing (the Standard does not apply to Care Homes.) In summary, a decent home is one that meets the following four criteria:

- it meets the current statutory minimum standard for housing
- it is in a reasonable state of repair
- it has reasonably modern facilities and services
- it provides a reasonable degree of thermal comfort

Demoted tenancies

Under Section 6A of the Housing Act 1988, providers may apply to the court for a demotion order in respect of a secure tenancy. If the order is granted the secure tenancy is terminated and is temporarily replaced by a less secure form of tenancy.

The court may only make the order if the tenant or another resident or a visitor to the tenant's home has behaved, or threatened to behave, in an anti-social manner or has, or has threatened to, use the premises for unlawful purposes, as defined in section 153A of the Housing Act 1996.

The period of demotion will initially be for 12 months but may be extended if the landlord serves notice of proceedings for possession during this period.

Discounted Rent

Discounted Rent is a subcategory of Affordable Rent offered as part of the GLA's Affordable Rent programme. As such, units let as Discounted Rent should be included in all sections covered by Affordable Rent.

Evictions

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

Providers should include all evictions from low cost rental dwellings owned by the provider - general needs, supported housing, housing for older people, intermediate rent and Affordable Rent. Include all evictions during the year, regardless of the year in which the possession order or warrant of possession itself was obtained, the type of tenancy to which it relates, or whether the original possession order was an outright, postponed or suspended possession order. Evictions from immediate licenses should also be included.

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

Exceptions (rents)

Providers are asked to record the number of relevant units that have an absolute exception ('absolute' is the terminology used in the definition, but these exceptions may also be described colloquially as full exceptions) from the statutory rent setting requirements set out in the WRWA and regulations made under it. Relevant units for the purposes of this SDR question do not include intermediate rent, affordable rent or HIST units (see other definitions).

Providers should only record units as having the benefit of an absolute exception if they have clearly established that such an exception applies, and providers should seek legal advice if they are unsure about this. Providers should note in particular that under the legislation (which is the definition we are using, as explained above) the following are not absolute exceptions:

- the one year exception provided during the first relevant year (as defined in the legislation) for supported housing which is not specialised supported accommodation,
- the exceptions for almshouse accommodation, and accommodation provided by a co-operative housing association, a fully mutual housing association or a community land trust.

The rent setting rules contained in the WRWA and regulations made under it are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. The regulator cannot interpret legislation for providers.

Exemptions

Providers should only record units as having the benefit of an exemption from the statutory requirements set out in the WRWA and regulations made under it if they have applied for and been granted an exemption applicable to those units for the period in question by the regulator (with the Secretary of State's consent). The rent setting rules contained in the WRWA and regulations made under it are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. The regulator cannot interpret legislation for providers.

Floating support or move-on support

A floating support service is defined as 'a support service that is administered to residents living in general needs accommodation'. This may include support services provided under specific programmes such as the Rough Sleepers initiative. There must be an expectation that the support for some or all of the residents will 'float off' and move to other properties as those residents cease to require the support.

Even if a resident living in general needs stock receives 'floating' or 'move-on' support or support paid for by Supporting People grant, their home continues to be designated as general needs housing.

Formula rent

See the glossary entry for social rent rate.

General needs

General needs housing covers the bulk of housing stock for rent. It includes both self-contained and non-self-contained hostel/shared housing units and bedspaces. General needs housing is stock that is not designated for specific client groups.

Governing body

The term 'Governing body' refers to the trustees, board or committee of management.

Group

For the purpose of this return, providers are defined as being members of a group structure if they are subsidiaries and associates of one another within the meaning of those terms as set out in Section 271 of the Housing and Regeneration Act 2008.

A return should be completed by each provider within the group. However, where the provider is a parent body in a group structure, and it does not own or manage any housing stock, then it is only required to complete the Entity Level Information (Part 1). However, we do require these providers to maintain the organisational information on the NROSH+ website as a means of ensuring effective communication and the efficient operation of other returns which require completion.

High Income Social Tenants (HIST) properties

For the purposes of this return, a unit is only considered to be subject to HIST arrangements where the provider has taken a decision not to comply with the usual statutory or regulatory rules in relation to that unit as a result of the tenant's/tenants' higher income status.

Housing for older people

Properties should be described as housing for older people only if they are made available exclusively to older people and fully meet the definition of supported housing specified in the WRWA and regulations made under it.

It is possible that some units previously recorded as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

The rent setting rules contained in the WRWA and regulations made under it are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. The regulator cannot interpret legislation for providers.

Intermediate rent

Units should only be recorded as intermediate rent if they fully meet the definition of intermediate rent accommodation specified in the WRWA and regulations made under it. The rent setting rules contained in the WRWA and regulations made under it are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. The regulator cannot interpret legislation for providers.

Leasehold

Where this data return requests details of leasehold properties, providers should report on all forms of residential leasehold property where the provider retains some proportion of the equity (e.g. in shared ownership, where less than 100% of the equity has been purchased, or leasehold housing for older people).

Additionally providers should report leasehold residential properties where the provider has sold a leasehold interest (e.g. under the right to buy) to a residential occupier but retains an interest (freehold or leasehold) of its own. This often applies to blocks of flats and other forms of construction where there are common areas and facilities. This includes scenarios where the provider retains the responsibility for maintaining common areas and services, the financial costs of which can be transferred in line with the terms of a lease.

Providers should not report commercial non-residential leasehold properties, or properties where it has granted a lease other than to a residential occupier (e.g. where a provider lets a property to another social housing provider).

Letting

The guidance for defining the logs to be completed for CORE (Continuous Recording) system in 2016-17 is available on-line from its website

<https://core.communities.gov.uk/content/LearnAboutCORE.html>

The information requested in this Return includes lettings in CORE as well as other lettings and assignments.

Low Cost Home Ownership (social leased housing)

Low Cost Home Ownership accommodation is defined in the Housing and Regeneration Act 2008 as being that occupied or made available for occupation in accordance with shared ownership arrangements, equity percentage arrangements, or shared ownership trusts; and it is made available to people whose needs are not adequately served by the commercial housing market.

For the purposes of this data return, this type of property includes arrangements where the landlord retains an interest in the property and the purchaser has not acquired 100% of the equity in the property (the purchaser may have the right to staircase their ownership of equity over time but has not yet staircased to 100%). It also includes properties where the maximum equity share is restricted to below 100%.

Low cost rental accommodation

The Housing and Regeneration Act 2008 defines accommodation as low cost rental accommodation where it is:

- Made available for rent
- The rent is below the market rate
- It is made available to people whose needs are not adequately served by the commercial housing market

For the purposes of our data collection, we break down low cost rental accommodation into six categories. These are:

- General needs
- Intermediate rent
- Affordable rent
- Supported housing
- Care homes
- Housing for older people

Management

For the purposes of our data collection, a property is **managed** by the provider responsible for the day to day management of the tenancy or licence (e.g. issuing paperwork, collecting rent, etc.). If a provider **manages** the property under an agreement but does not **own** it (see definition of **ownership**), that organisation is not the landlord but it may report the unit as under **management**. (See also **ownership**.)

If an organisation is responsible for the provision of care to the tenant, but not for the kind of functions described as management above, it is not the managing organisation for these purposes.

Mortgage rescue scheme

This scheme has two options: Shared Equity, where the household remains as a homeowner (and the equity loan is usually the provider's only interest in the property) and Mortgage to Rent, where the household becomes a tenant of the provider.

For the purposes of this return, the shared equity units are excluded, and the latter is included as social housing.

Mortgage to Rent

A property is purchased by a provider and let to the household on an Assured Shorthold Tenancy with rent charged at 80% of market rent.

Mutual exchange

All dwellings let by the provider as a consequence of a mutual exchange should be recorded. Where a mutual exchange has occurred within the providers stock, it should be recorded as lettings of two dwellings. When a mutual exchange occurs between tenants of two different landlords, only record the letting of the dwelling owned by the provider for whom the form is being completed.

Non-self-contained housing

This is defined as follows: A non-self-contained dwelling will consist of a room or rooms (within a block of flats, sheltered scheme, hostel, house in multiple occupation or similar entity) which is/are private to the tenant but which require sharing of some or all living, cooking, bathroom or toilet amenities. In this case the size of the dwelling will be measured by the number of rooms, bedspaces, floorspace etc. of the area for which the occupant has exclusive use.

Therefore a non-self-contained property will have more than one occupant or household and each has their own separate tenancy or licence (excluding joint tenancies). The number of units will be the number of households/occupants with their own occupancy agreements, e.g.:

- A family sharing a room in a women's refuge is one unit
- Two unconnected people sharing a room designed for sharing in a drug-rehabilitation project is two units/bedspaces

Households who share a hall or staircase which is needed in order to get from one part of the accommodation to another are in non-self-contained accommodation. Non-self-contained housing can be either general needs or supported housing.

We do not expect providers to separate out non-self-contained accommodation any further by numbers of rooms or bedspaces; it is suggested to count the number of households with their own separate tenancy/licence/occupancy agreement.

See also guidance notes on self-contained accommodation, and bedspaces.

Non-social housing

Stock to which the definition of social housing (see below for definition of social housing) does not apply.

Ownership

For the purposes of this data collection, a provider **owns** property when it: (a) holds the freehold title or a leasehold interest in that property; and (b) is the body with a direct legal relationship with the occupants of the property (this body is often described as the **landlord**). All residential property owned in this sense should be reported as requested in the SDR whether or not it is social housing, and whether or not it is currently occupied. No non-residential properties should be reported in the SDR.

In this context there is an important difference between **landlords** and **managing agents**. The **landlord** is the body with legal responsibility under the tenancy or licence and entitled to charge rent or a licence fee from occupants of the property. Landlords may (and usually do) directly manage the properties they own or they may have an agreement for another organisation for the management of lettings and rent collection. The form of any management agreement may vary, however the landlord retains overall control of the property and all occupiers of its properties are tenants (or in some cases licensees) of that provider. For the purposes of this data collection, when indicating the numbers of properties **owned** providers should report units which are owned and directly managed as well as units which are owned but not directly managed.

Properties should not be reported as being owned by more than one provider.

If the owner has a leasehold interest in the property, that lease can be of any duration, as the length of lease that the landlord holds does not determine whether it is owned or not. In earlier data collections, a minimum period of lease was stated as a condition for ownership. That is no longer a relevant consideration for the purposes of this data collection.

Parent body

For the purposes of this return, providers are defined as being parent bodies when they are a body of which another body or bodies is/are (a) subsidiary(ies) within the meaning of Section 271 of the Housing and Regeneration Act 2008.

Registered Provider

An organisation that is registered with the Regulator of Social Housing.

Rent to Save

Rent to Save is a flexible home ownership product offered by the GLA that allows tenants to rent properties at a sub-market level whilst saving for a deposit on the unit. For the purposes of this return, units offered under this scheme should be classed as Intermediate Rent during the rental period and Low Cost Home Ownership once the purchase has been made.

Right to Buy

This refers to the statutory rights of secure tenants to purchase the property they occupy from their landlord (public sector). The main legal provisions are contained in Part 5 of the Housing Act 1985, as amended.

When a Local Authority transfers stock to a social landlord, its tenants who were eligible to purchase their home under the Right to Buy scheme continue to retain this right with their new landlord, subject to certain conditions. This is called the Preserved Right to Buy (although under some circumstances tenants retain the full Right to Buy).

Right to Acquire

This refers to the statutory rights of certain secure/assured tenants to purchase the property they occupy from a private registered provider. The legal provisions are contained in Sections 16 and 17 of the Housing Act 1996 and the Right to Acquire Regulations 1997.

Self-contained unit

A self-contained unit is one in which all the rooms (including kitchen, bathroom and toilet) in a household's accommodation are behind a door which only that household can use and therefore allows that household exclusive use of them. Some self-contained units, especially flats, may have some common services such as a central boiler for heating and/or hot water. Households which share a common entrance hall, but otherwise have all their accommodation behind their own front door are self-contained.

It may be difficult, in some supported housing for example, to draw the line between self-contained and non-self-contained units. In these circumstances, consider the primary purpose behind the design of the property. For example, if only rudimentary cooking facilities are provided – on the assumption that residents' meals will be prepared elsewhere – then this is probably non-self-contained.

A self-contained unit/house for letting to a group of people under one tenancy agreement would be one unit, regardless of whether the occupants are a family unit or a group of unrelated people. However, if each room within the house is to be let on a separate tenancy, then each room is counted as a unit/bedspace.

A room is a self-contained bedsit if it has its own bath/shower/toilet facilities and/or its own cooking facilities. If it shares all of these facilities with other rooms, then it is a non-self-contained bedspace.

Service charges

Service charges are separate from rents and for the purposes of the SDR we work to the definition of service charges in section 33 of the WRWA.

In the SDR, service charges are divided into those which are eligible for housing benefit and those that are not. The prevailing legislation and amendments provide general guidance on what costs are eligible and ineligible for Housing Benefit.

When calculating service charges, do not include negative values/rebates which apply to individual tenants.

Shared equity schemes

In equity loan schemes, sometimes known as equity percentage schemes or equity share schemes, a purchaser provides a certain amount of the purchase price through deposit and mortgage, with the remainder coming as an equity loan from the provider. In publicly funded versions, the Government contributes some grant to the provider to enable it to make the equity loan.

The equity loan represents a percentage of the purchase price and is repayable voluntarily, in whole or in part. The amount to be redeemed depends on the change in value of the property. So, if an equity loan represented 50% of the original purchase price of £200,000, and the property had increased in value to £240,000 at the time of redemption, the amount required to redeem that loan would be £120,000. No interest is charged on the equity loan but, in some variants, a small annual fee becomes payable after a few years.

The equity loan is usually a PRP's only interest in the property. In such cases the PRP is not the owner of the property for purposes of this return. Occasionally, a PRP is the freeholder as well as having the equity loan.

Social housing

The Housing and Regeneration Act 2008 sets out the meaning of social housing, which is defined as:

- Low cost rental accommodation
- Low cost home ownership accommodation
- Accommodation owned by a private registered provider as previously defined in the Housing Act 1996, regardless of whether it falls within either of the above two categories. Exceptions to this category of social housing are:
 - * Accommodation let on the open market
 - * Accommodation let only to full time students
 - * Care homes in which nursing care is provided
 - * Accommodation provided for asylum seekers (unless that accommodation was purchased, constructed or renovated by means of grant funding through housing association grant, social housing grant or financial assistance from Homes England (formerly known as Homes and Communities Agency)).

Social HomeBuy

A scheme in which sitting tenants are assisted by a discount to buy their home either outright or on shared ownership terms. The purchaser buys a minimum initial stake of 25% of their rented home at a discount. A private registered provider will retain the rest of the equity and will be able to charge a levy of up to 3% on their equity.

The scheme was introduced in April 2006 and was formerly known as Rent to Mortgage. When bought on shared ownership terms, the former tenant can obtain a further discount upon staircasing. Discounts are repayable upon resale within the early years. Purchasers who buy their rented home outright (i.e. 100 per cent of the equity) will be freehold. They will also receive a discount on the total purchase price of their home.

Social rent rate

A key element of social rent setting is the Social Rent Rate as introduced by and defined in the Welfare Reform and Work Act (2016) and regulations made under it. For most properties this reflects the formula rent for 2015/16 less a 1% reduction in each relevant year, but providers will need to make their own calculations pursuant to the relevant rules.

The Social Rent Rate - alongside Assumed Rent Rate (also defined in the Welfare Reform and

Work Act (2016) and regulations made under it) - performs a similar function in setting rents on new properties, or on relets of existing social housing stock, and links closely to what was previously defined as formula or target rent in SDR returns. There should be an appropriate degree of continuity in providers' rent data reported in the SDR over time.

The data we require providers to submit is the Social Rent Rate that would apply for each property if it was let under a new tenancy on 31 March. We do not want providers to submit data about the rent that would be the Assumed Rent Rate (as defined in the legislation) for each property.

The rent setting rules contained in the WRWA and regulations made under it are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. The regulator cannot interpret legislation for providers.

Note that in Part 2 (Census of Low Cost Rent and Rentals) until 2016 providers were previously asked to provide average Target Rent. These questions have been replaced by questions asking for average social rent rate.

The data we require providers to submit is the Social Rent Rate that would apply for each property if it was let under a new tenancy on 31 March. This average should be calculated for all those properties covered within this question where, if they were re-let, Social Rent Rates would be calculated as per the Welfare Reform and Work Act (WRWA) 2016 and the regulations made under it. This should include all such properties irrespective of whether the Social Rent Rate would be lower than the Assumed Rent Rate or vice versa. In most cases, we anticipate that these properties will (at least broadly) match the total number of relevant properties owned at 31 March that do not have an absolute exception as defined in the WRWA.

Specialised supported housing

Units should only be recorded as specialised supported housing if they meet the definition of specialised supported housing specified in the WRWA and regulations made under it. The rent setting rules contained in the WRWA and regulations made under it are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. The regulator cannot interpret legislation for providers.

Starter or introductory tenancies

Local authorities may issue introductory tenancies, and providers may issue starter tenancies, to residents for the first 12 months of occupation, on assured shorthold terms. If at the end of that period the tenancy has not been terminated, it should automatically be converted to an assured periodic tenancy.

Subsidiary

For the purposes of this return, providers are defined as being subsidiary bodies if they meet the definition of subsidiary as set out in Section 271 of the Housing and Regeneration Act 2008.

Supported housing

Units should only be recorded as supported housing if they meet the definition of supported housing specified in the WRWA and regulations made under it. The rent setting rules contained in the WRWA and regulations made under it are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. The regulator cannot interpret legislation for providers.

It is possible that some units previously recorded as supported housing or as housing for older people in the SDR will not fall within this definition. Where units/bedspaces do not fully meet the definition of supported housing (as above) they should be recorded as general needs units/bedspaces.

Temporary social housing

Units should only be recorded as temporary social housing if they meet the definition of temporary social housing specified in the WRWA and regulations made under it. The rent setting rules contained in the WRWA and regulations made under it are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. The regulator cannot interpret legislation for providers.

Units of temporary social housing should also be included in every part of the SDR which asks for information on the relevant unit type. For example: a unit of temporary general needs social housing should be included in figures for general needs stock and a unit of temporary Supported Housing social housing should be included in figures for Supported Housing stock.

Tenant

A tenant is someone who lives in a property belonging to the provider and holds a tenancy, lease or licence.

Unit

Where the SDR refers to units, this means units of housing. Providers should only include units of housing and should not include garages, common areas or any former housing units currently used for non-housing purposes such as office space.

Universal Credit

Questions relating to service charges eligible or ineligible for Housing Benefit also apply to tenants that have been transitioned to Universal Credit.

Unregistered Entity

Any organisation or body that is not registered with the Regulator of Social Housing.

Vacant stock

Units in the following states would be considered to be available for letting:

- First let and ready for immediate occupation
- Re-let and ready for immediate occupation
- To be let or re-let after minor repairs, or normal maintenance and redecoration work between lets
- The previous tenant or licensee is no longer being charged rent and no works are required before a new tenant can move in
- Handed over from a contractor, development section or maintenance section on completion of works, for new letting or re-letting, and is in a satisfactory condition for letting.

Units would not be considered available for letting:

- Awaiting improvement, conversion, repair or other works
- Undergoing improvement, conversion, repair or other works
- Awaiting sale
- Unauthorised occupation
- Waiting to be demolished

Additionally, a unit can only be considered as being available for letting if it can be freely let by the provider.

Voluntary Right to Buy

Questions relating to Voluntary Right to Buy should only be completed by providers who are part of the official pilot scheme for this policy.

Weighted average rents and service charges

All rent and service charge figures reported in the SDR must be stated as weighted averages. To calculate rent figures as a weighted average, first add together all of the rents charged as at 31 March 2018 for a given property type and size in an LA to get the total rent collected. This figure should then be divided by the total number of units of that property type and size in that LA. The same process should be followed to calculate weighted average formula rents and service charges.

Care should be taken to ensure that the correct units are used when dividing the total. For example, when calculating the average service charge eligible for housing benefit, the total service charge should be divided by the number of units that have a service charge eligible for housing benefit.

WRWA

References to the WRWA are references to the Welfare Reform and Work Act (2016). This, and regulations made under it, have introduced significant changes to the way rents are set within the social housing sector, and providers should review their rent policies and stock definitions in light of legislation.

The legislation is available at <http://www.legislation.gov.uk/ukpga/2016/7>

The rent setting rules contained in the WRWA and regulations made under it are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. The regulator cannot interpret legislation for providers.

Change History

Version 1.0 - March 2018

Initial release.

Version 1.1 - May 2018

Corrected the guidance on mutual exchanges (page 30) that mistakenly referenced evictions.

Version 1.2 - May 2018

Clarified that providers should only complete the Affordable Rent section if they own Affordable Rent stock.

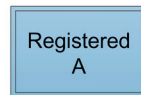
Version 1.3 - May 2018

Corrected the guidance for Question 3 of the Low Cost Home Ownership section (page 24) that mistakenly said Managed stock should equal stock with less than 100% equity purchased recorded in columns 1 and 3 of Question 2. This should only equal the total stock with less than 100% equity purchased in column 3.

Annex A

Worked examples of recording group structures

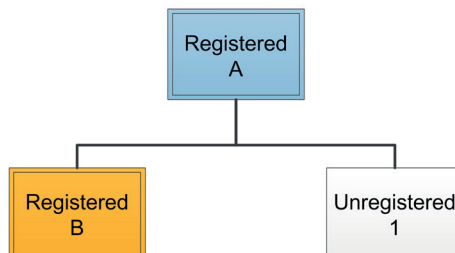
Non-group registered provider



Registered A:
Q11: Select 'No'

Two tier group with registered parent

Registered B:
Q11: Select 'Yes'
Q12: Select 'No'
Q13: Select 'No'
Q16: Select 'Yes'
Q16a: Enter details for Registered A

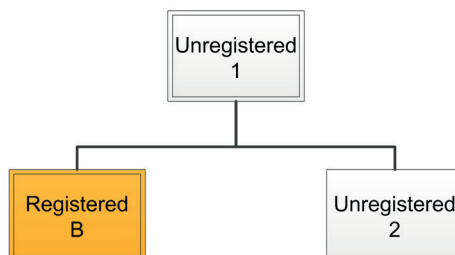


Registered A:
Q11: Select 'Yes'
Q12: Select 'Yes'
Q14: Enter details for Registered B
Q15: Enter details for Unregistered 1

Unregistered 1:
- No SDR

Two tier group with unregistered parent

Registered B:
Q11: Select 'Yes'
Q12: Select 'No'
Q13: Select 'No'
Q16: Select 'No'
Q16b: Enter details for Unregistered 1

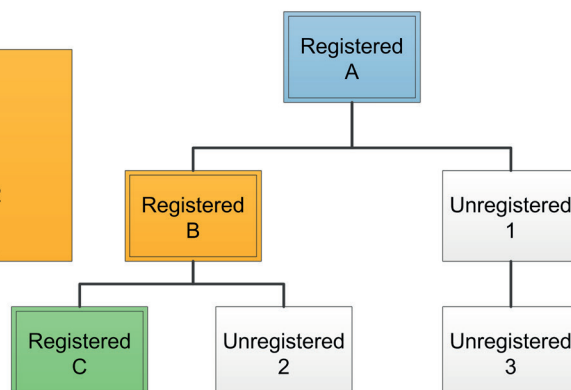


Unregistered 1:
- No SDR

Unregistered 2:
- No SDR

Three tier group with registered parent

Registered B:
Q11: Select 'Yes'
Q12: Select 'No'
Q13: Select 'Yes'
Q14: Enter details for Registered C
Q15: Enter details for Unregistered 2
Q16: Select 'Yes'
Q16a: Enter details for Registered A



Registered A:
Q11: Select 'Yes'
Q12: Select 'Yes'
Q14: Enter details for Registered B
Q15: Enter details for Unregistered 1
Q15a: Enter details for Unregistered 3

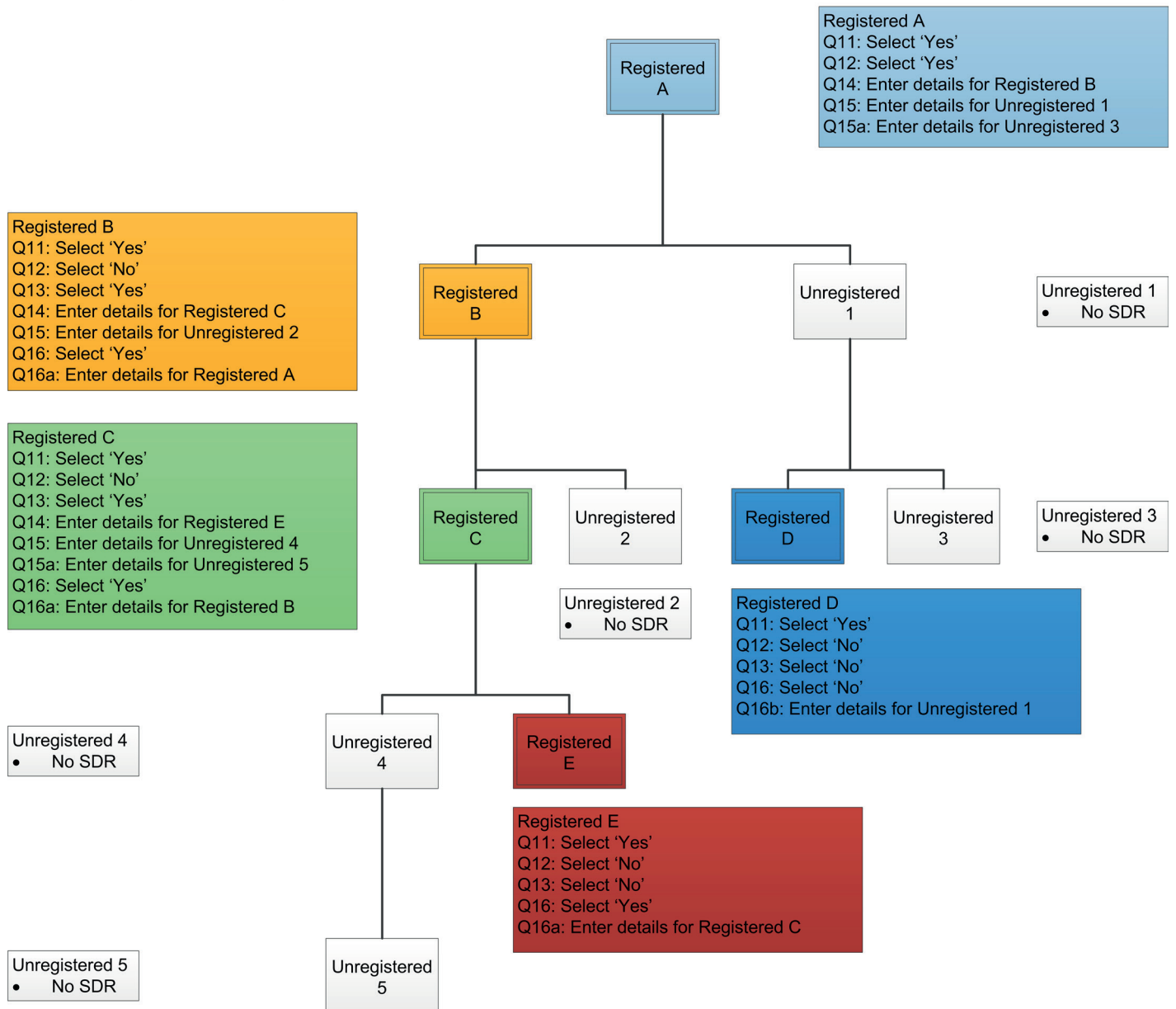
Unregistered 1:
- No SDR

Unregistered 3:
- No SDR

Registered C:
Q11: Select 'Yes'
Q12: Select 'No'
Q13: Select 'No'
Q16: Select 'Yes'
Q16a: Enter details for Registered B

Unregistered 2:
- No SDR

Complex group with registered parent



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