



Ministry of Housing,  
Communities &  
Local Government

# Local Authority Housing Statistics (LAHS) Guidance

2018-19 revisions



© Crown copyright, 2020

*Copyright in the typographical arrangement rests with the Crown.*

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence visit <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>

This document/publication is also available on our website at [www.gov.uk/mhclg](http://www.gov.uk/mhclg)

If you have any enquiries regarding this document/publication, complete the form at <http://forms.communities.gov.uk/> or write to us at:

Ministry of Housing, Communities and Local Government  
Fry Building  
2 Marsham Street  
London  
SW1P 4DF  
Telephone: 030 3444 0000

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

February 2020

# Contents

<b>Useful Information</b>	<b>6</b>
About the return	6
Contacts for help	6
Revisions	6
<b>Completing the Returns</b>	<b>8</b>
<b>Section A: Dwelling stock</b>	<b>12</b>
Dwellings located in your local authority area (using the Census definition)	12
Local Authority owned stock	13
Changes to Local Authority owned stock over the last financial year	17
Private Sector demolition	18
<b>Section B: Disposals</b>	<b>19</b>
Right to Buy applications	19
Sales/transfers completed	19
Sales of Shared Ownership	21
<b>Section C: Allocations</b>	<b>23</b>
Waiting Lists	23
Reasonable Preference	25
Additional Preference	26
Allocations	27
<b>Section D: Lettings, Nominations and Mobility Schemes</b>	<b>28</b>

Lettings	28
Nominations taken up	30
<b>Section E: Vacants</b>	<b>32</b>
Vacant dwellings in your local authority area	32
Vacant dwellings owned by your local authority	33
<b>Section F: Condition of Dwelling Stock</b>	<b>35</b>
Energy Efficiency: stock owned by your local authority	35
Housing Health and Safety Rating System	38
Houses in Multiple Occupation	39
Private Sector Housing Improvement	40
Decent Homes Delivery	41
Capital Expenditure on local authority owned stock	45
<b>Section G: Stock Management</b>	<b>48</b>
Management of local authority stock	48
Evictions obtained by local authority landlords	48
Recovery of illegally sublet properties	49
<b>Section H: Local Authority Rents and Rents Arrears</b>	<b>50</b>
Local Authority Rents	50
Local Authority Rent Arrears	53
<b>Section I: Provision of New Build Affordable Housing: Completions</b>	<b>55</b>
Definitions	56
Provision of New Build Affordable Housing	58

Provision of additional affordable housing other than new build (acquisitions)	59
Planning for Affordable Housing units with developer contributions	60
Other Developer Contributions to Affordable Housing	61
Cash Incentive Scheme Grants	62
Affordable housing funded with recycled Right to Buy receipts	62
<b>Section J: Provision of New Build Affordable Housing: Starts-on-Site</b>	<b>64</b>

# Useful Information

## About the return

The purpose of this return is to provide information on a range of housing information in your local authority, including local authority owned stock and changes to it through the year, lettings, waiting lists, vacant properties, condition, expenditure and new supply.

This collection is considered essential for central and local governments to have an understanding of its housing situation and how policies affect it. The data is needed for many purposes including:

- responding to parliamentary questions
- informing policy development on housing issues
- evaluating the quality and value for money of public services and public bodies

The data is also used in other statistical products and by other government departments. Some of the data provided through the form is used for grant or funding purposes.

## Contacts for help

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

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

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

## Revisions

Despite local authorities' best efforts, in some cases the data submitted may not be completely accurate, whether through the receipt of subsequent information not available at the submission deadline, errors in calculation, or another reason.

The LAHS collection now has an official revisions period in February/March the year after the collection ends. So for 2018-19, this will be between 24 February 2020 and 13 March 2020.

Our Revisions Policy allows for local authorities to correct errors found, to maximise the quality of our published data. Most revisions see only minor changes made to data, with little to no impact on published national statistics. Changes submitted during the official revisions period will be published at the next scheduled release, with no specific announcement.

In contrast, some revisions are considered major revisions. These might date further back than the previous year's figure and have a notable impact at the national level. They might arise from substantial errors in the statistical process, or other major methodological issues, whether by local authorities or central government. Major revisions may require a non-scheduled revision of the statistical release to be published, along with a correction notice explaining the error. We aim for transparency in such cases, to maximise the perception of quality in all official statistical releases.

If you think that you need to make a major revision, please get in touch with our team at [housing.statistics@communities.gov.uk](mailto:housing.statistics@communities.gov.uk). We will then arrange access to the relevant form so you can make the required corrections. You will receive an email, with a link to the data you have previously submitted and requested to revise. Following this link will allow you to amend the data for that year and re-submit.

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

# Completing the Returns

**Completed forms should be submitted on DELTA by Friday 13<sup>th</sup> March 2020.**

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

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

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

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

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

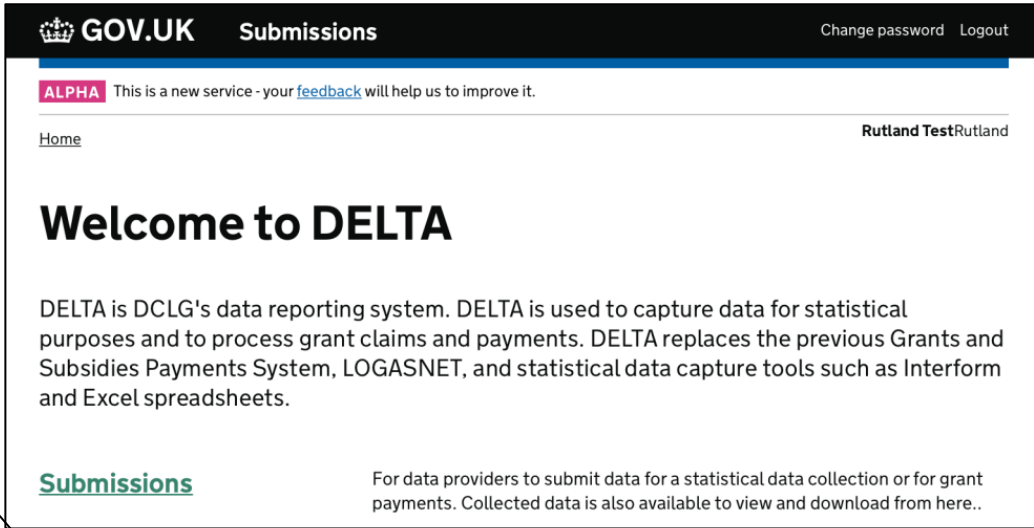
Please note: this process currently functions better when using **Google Chrome** as your web browser.

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

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

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

1. Click on '**Submissions**' to submit data.



The screenshot shows the 'DELTA Submissions' page. At the top, there is a 'GOV.UK Submissions' header with 'Change password' and 'Logout' links. Below the header, there is a blue banner with 'ALPHA' and a message: 'This is a new service - your [feedback](#) will help us to improve it.' The page content includes a 'Home' link, the text 'Rutland TestRutland', and a large heading 'Welcome to DELTA'. Below this heading, there is a paragraph explaining that DELTA is DCLG's data reporting system used for statistical purposes, grant claims, and payments, replacing previous systems like LOGASNET and Interform. At the bottom, there is a green link for 'Submissions' and a note for data providers: 'For data providers to submit data for a statistical data collection or for grant payments. Collected data is also available to view and download from here..'. A callout box with the number '1' and an arrow points to the 'Submissions' link.



2. Click on 'Collection Requests'.

2

**DELTA** Submissions Change password Logout  
Collection requests Data store

**ALPHA** This is a new service - your [feedback](#) will help us to improve it.

[Home](#) > Submissions Rutland TestRutland

## Submissions

If you wish to view your collection requests and submit data for a statistical data collection or for the purposes of grant payments, then select 'Collection Requests'. If you have permission, you can view submitted data in the Data Store.

[Collection requests](#) Here data providers can view their collection requests and submit their data.

[Data store](#) In the Data Store you can search for submitted data and select records to edit, download or export.

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

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

The screenshot shows the DELTA Submissions Setup interface. At the top, there is a navigation bar with the DELTA logo, 'Submissions Setup', and links for 'Change password', 'Logout', 'Collection requests', 'Data store', 'Test Collection requests', 'Test Data store', and 'Dashboard'. Below the navigation bar, the breadcrumb trail is 'Home > Submissions > Collection requests'. On the right, it says 'Katherine Harris Ministry of Housing, Communities and Local Government'. The main heading is 'List of collection requests'. Below this is a search bar with 'lahs' entered and a 'Show filters' button. The table below lists four collection requests:

Name	Description	Availability date	Submission deadline	Status	Actions
lahs-pilot17-18-pilot	Piloting the LAHS form 2017/18	Jan 24, 2018	Feb 07, 2018	Closed	<a href="#">More</a> ▼
lahs-2017-2018-apr	Local Authority Housing Statistics for financial year 2017/18	Apr 18, 2018	Jul 20, 2018	Closed	<a href="#">More</a> ▼
lahs-2017-2018-rev-apr	Local Authority Housing Statistics for financial year 2017/18 (opened for revisions)	Mar 04, 2019	Apr 13, 2019	Closed	<a href="#">More</a> ▼
lahs-2018-2019-apr	Local Authority Housing Statistics for financial year 2018/19	Apr 15, 2019	Aug 21, 2019	Closed	<a href="#">More</a> ▼

4.

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

The screenshot shows the DELTA Submissions Setup interface. At the top, there is a navigation bar with 'DELTA Submissions Setup' and 'Collection requests Data store'. Below this, there is a search bar with 'agb' entered. The main content area is titled 'List of collection requests' and contains a table with the following data:

Name	Description	Availability date	Submission deadline	Status	Actions
agb-1-pilot-test	The Pilot for the Annual Green Belt (AGB-1)	Jan 08, 2018	Jan 19, 2018	Closed	<a href="#">More</a> ▼
agb-2016-2017-apr	Annual Green Belt statistics for the 2016-17 financial year.	May 01, 2017	Jun 30, 2018		<a href="#">More</a> ▼
agb-2017-2018-apr	Annual Green Belt statistics for the 2017-18 financial year.	Jun 04, 2018	Jul 13, 2018		<a href="#">More</a> ▼

The 'More' dropdown for the 2017-2018 form is expanded, showing the following options: [Provide data](#), [Upload data](#), [Download import template](#), and [See submission](#). Callout box 'a' points to the 'More' dropdown, and callout box 'b' points to the 'Provide data' option.

*Note: In the example above, the selected form would refer to the 2017-2018 form, with collection between May 1<sup>st</sup> and Jun 30<sup>th</sup> 2018.*

### **Warning**

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

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

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

## Section A: Dwelling stock

All the questions in this section refer to data as of 31 March 2019 (i.e. the last day of the reporting financial year that other questions refer to).

**Items a1a, a1b and a5a should be answered by all local authorities.**

**The remaining questions should be answered only by local authorities that own stock within an Housing Revenue Account (HRA).** If your local authority owns 200 or more dwellings, then you are required to have an HRA. Your local authority may still have an HRA if it owns fewer than 200 dwellings.

Data on the total number of dwellings in each area is based on the Census data and net additions from the Housing Flows Reconciliation return and are published by the Department in Live Table 100.

### Dwellings located in your local authority area (using the Census definition)

In this question a dwelling is defined in line with the 2001 and 2011 Census. This is the same as the definition used for the Housing Flows Reconciliation return. It is defined as a self-contained unit of accommodation. Self-containment is where all the rooms (including kitchen, bathroom and toilet) in a household's accommodation are behind a door which only that household can use. Non-self contained household spaces at the same address should be counted together as a single dwelling. Therefore a dwelling can consist of one self-contained household space or two or more non-self-contained household spaces at the same address. Note that hostels with more than one bed-space which are not managed ('managed' means full-time or part-time supervision of accommodation), should be counted as one self contained dwelling (i.e. the owner pays a single Council Tax)

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

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

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

**Shared Ownership units should be included and counted as a whole unit. Where the leaseholder has reached maximum ownership allowed the unit should no longer be counted.**

**Item a1a** – This is the total stock of local authority dwellings within your authority's geographical area, including those owned by other Local Authorities, following the Census definition (i.e. it includes dwellings outside the your HRA).

It should include all council houses inside your administrative area including those owned by other local authorities, and those owned by your authority for non-housing purposes (so including dwellings that could house people without conversion work even if the dwelling is being used for another use such as a store for equipment). It is not expected that local authorities own any non-permanent dwellings but include these if there are any. Include dwellings that are vacant even if they are scheduled for demolition at a future date. **This is a mandatory field.**

The figures should exclude:

- Dwellings leased or licensed to the authority,
- Local authority stock leased exclusively by a housing association,
- Flats and dwellings sold under Right to Buy where the authority holds the freehold.

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

**Item a1b** – ‘Other’ public sector dwellings should follow the Census definition of a dwelling (i.e. it includes dwellings outside the HRA) and include dwellings owned by any public sector body other than lower-tier local authorities (district councils, unitary authorities, metropolitan district councils and London boroughs) or Private Registered Providers (housing associations).

Please include dwellings owned by government departments (e.g. Ministry of Defence) and other public sector agencies (e.g. the NHS, the Forestry Commission, the Prison Service or county councils). Include dwellings that are vacant even if they are scheduled for demolition for a date after 31 March 2019. **This is a mandatory field.**

## Local Authority owned stock

**This section should only be completed by Local Authorities that own stock and should only cover properties that are within your HRA.**

For each item in question a2 (except a2j), there are three columns showing the total stock own by your local authority's HRA, total social rent stock and total affordable rent stock, respectively. **The total reported should equal or exceed the sum of social rent and affordable rent**, i.e. a2a equals or exceeds a2aa+a2ab, etc.

All dwellings which local authorities hold under the powers listed at section 74(1) of the Local Government and Housing Act 1989 should be included. Dwellings built under Private

Finance Initiatives<sup>1</sup> and shared ownership dwellings should be included, unless otherwise indicated.

**Shared Ownership units should be included and counted as a whole unit. Where the leaseholder has reached maximum ownership allowed the unit should no longer be counted.**

**Where possible, dwellings should be reported as affordable rent or social rent according to the tenancy in place as at 31 March 2019** (the last day the current reporting year). Where the property is vacant at this time, the allocation of the property to social or affordable rent should be determined by;

- How the property is being offered to those on the waiting list
- The previous rent if the property has been previously let but is vacant
- The intended type of rent the property was developed for.

For London Boroughs GLA tenures such as London affordable rent and London living rent should only be counted in the all column.

The breakdown by size is as follows:

**Item a2a, a2aa and a2ab** – This should include any bedsits plus the authority's bedsits in shared ownership. Include studio flats in this figure. Note that dwellings which have been defined as houses in multiple occupancy should not be included here but in cell a2h.

**Item a2b, a2ba and a2bb** – This should equal the sum of all one bedroom dwellings plus the authority's bedroom dwellings in shared ownership, but not including any bedsits.

**Item a2c, a2ca and a2cb** – This should equal the sum of all 2 bedroom dwellings plus the authority's 2 bedroom dwellings in shared ownership.

**Item a2d, a2da and a2db** – This should equal the sum of all 3 bedroom dwellings plus the authority's 3 bedroom dwellings in shared ownership. Note that flats with more than 3 bedrooms should not be included here but in cells a2e to a2g as appropriate.

**Item a2e, a2ea and a2eb** – This should equal the sum of all 4 bedroom dwellings plus the authority's 4 bedroom dwellings in shared ownership. Note that flats with more than 3 bedrooms should be included here or in cells a2f or a2g as appropriate, not in cell a2d.

**Item a2f, a2fa and a2fb** – This should equal the sum of all 5 bedroom dwellings plus the authority's 5 bedroom dwellings in shared ownership. Note that flats with

---

<sup>1</sup> A Private Finance Initiative (PFI) dwelling is a dwelling included in a Private Finance Initiative scheme contract between the local authority and a Private Finance Initiative Operator. A Private Finance Initiative dwelling can also be a shared ownership dwelling.

more than 3 bedrooms should be included here or in cell a2e or a2g as appropriate, not in cell a2d.

**Item a2g, a2ga and a2gb** – This should equal the sum of all 6+ bedroom dwellings plus the authority's 6+ bedroom dwellings in shared ownership. Note that flats with more than 3 bedrooms should be included here or in cells a2e or a2f as appropriate, not in cell a2d.

**Item a2h, a2ha and a2hb** – This should equal the sum of multi-occupied dwellings plus the authority's dwellings of multiple occupancy in shared ownership.

The Dwelling Equivalents of Multi-occupied Dwellings is calculated by adding a figure derived from bed spaces in hostels plus a figure derived from "clusters" in Houses in Multiple Occupation. These equivalents should be calculated as follows:

1. Hostels: For hostels the dwelling equivalent is derived from the number of groups of three bed spaces in the hostel. Divide the total number of bed spaces in each hostel at 31 March 2019, by three, with any balance counting as one dwelling.
2. Houses in Multiple Occupation (HMO) (with clusters): In houses in multiple occupation with shared facilities, the dwelling equivalent is derived from the number of "clusters" in the dwelling. A "cluster" is a group of rooms in a House in Multiple Occupation serving as separate accommodation for two or more persons but sharing common kitchen, bathroom and lavatory: where such a dwelling accommodates six or fewer persons, this counts as one cluster; where it accommodates more than six persons, the number of clusters is calculated by dividing the number of persons by six, with any balance counting as one cluster. The figure derived as the number of clusters is the dwellings equivalent for the Houses in Multiple Occupation. (e.g. 2 HMOs with 3 persons and 1 HMO with 10 persons would count as 4 clusters in the dwelling equivalent.)

**Item a2ia, a2iaa and a2iab** – These cells show the total stock own by your local authority's HRA, total social rent stock and total affordable rent stock, respectively. **These are automatically calculated** as the sum of the breakdown provided by size of the unit in items a2a to a2h (for item a2ia), a2aa-a2ha (for item a2iaa) and a2ab-a2hb (for item a2iab).

**Item a2ib** Total (excluding Private Finance Initiative and Shared Ownership) – It should include all dwellings owned by your authority including those outside your own boundaries. Private Finance Initiative and shared ownership dwellings should be excluded so the reported data has to be less than or equal to that reported in item a2ia. This is a mandatory field.

**Item a2j** - Please report the total number of shared ownership dwellings as whole units. Where the leaseholder has reached maximum ownership the unit should no longer be counted.

Include schemes where ownership is initially shared for instance shared ownership, older persons shared ownership, home ownership for people with long term disabilities (HOLD)

and rent to buy where there is shared ownership sale following the initial rental period. Exclude Social HomeBuy.

**Item a3a** – Please report here the total value of stock at **January 1999 prices in millions of pounds (£m)** on an accruals basis, to 3 decimal places.

This should show the total value of the stock, including Private Finance Initiative and shared ownership dwellings, existing at 31 March 2019. The valuations may be derived from the beacon values obtained for resource accounting purposes but they should be open market values assuming vacant possession and continued residential use. This concept corresponds to what valuers call Existing Use Value as defined by the Royal Institution of Chartered Surveyors Appraisal and Valuation Manual (January 1996). In contrast to resource accounting, there should, therefore, be no downwards adjustment to open market valuations to reflect sub-market rents. Also, while the initial property valuation base for resource accounting was April 2000, the valuations should be as at January 1999 prices.

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

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

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

The value of any affordable rent dwellings should be included in this cell. Please note if you are unaware of the value of affordable rent dwellings please either estimate this and add it to the figure supplied in a3aa for social rent dwellings or only answer question a3aa.

**Item a3aa** – Please report the total value of social rent dwellings stock at January 1999 prices reported in £million. This is a subset of question a3a. It should not include affordable rent dwellings. The stock used to calculate total value for this item should be the stock entered in cells a2aa to a2iaa.



This item needs to be completed, if unknown please input #. Cell a3aa is used to calculate local authority formula and limit rents. This is a mandatory field.

## Changes to Local Authority owned stock over the last financial year

Items a4a to a4d refer to changes occurring during the reporting year. **It should be reported on an accruals basis**, i.e. when the work is carried out rather than when the bill is paid. For example, if a contract is carried out over two years the number of dwellings and costs of the work should be apportioned across the two financial years in proportion to the work carried out in each year. **Only include HRA stock.**

**Item a4a** – Include only whole dwellings that were demolished. Any partial demolition work should not be included here. Do not include demolitions of substandard illegal developments (bed-in-shed type). Needs to be completed, if unknown please input #.

**Item a4ba** – Include conversions which resulted in an increase in the number of dwellings; for example, converting a large house into flats. Record here the net increase in dwellings resulting from the conversion (i.e. after gains minus losses), which should be positive. Adaptations for the elderly and disabled people should not be considered as conversions. Needs to be completed, if unknown please input #.

**Item a4bb** – Include only work which resulted in a decrease in the number of dwellings; for example, combining two smaller flats into a single larger flat. Record here the net decrease in dwellings resulting from the conversion (i.e. after gains and losses), which should be negative. Adaptations for the elderly and disabled people should not be considered as conversions. Needs to be completed, if unknown please input #.

**Item a4c** – Include all additions to local authority owned stock through new building, whether this is for general purposes or special needs (supported housing) use. Do not include new build dwellings bought in open market, as these should be counted as acquisitions (see a4d). Needs to be completed, if unknown please input #.

**Item a4d** – Record in this cell all acquisitions into local authority ownership from other tenures during the year. Dwellings acquired through change of use should also be included. Include all local authority acquisitions for general purposes and for special needs use. Needs to be completed, if unknown please input #.

Acquisitions are additions to HRA stock that take place without the building of a new property which has expressly commissioned as an affordable unit, either through s106 or other funding sources. This can include the purchase of private sector stock, including new build private completions for market sales, which is then provided as affordable housing. It may also include empty properties brought back into use. These will normally be long term empty properties where rehabilitation works are required and which would not otherwise come back into use without intervention. Acquisitions of existing social stock are not counted unless there are substantive works carried out which leads to an addition in HRA stock. Similarly, conversion of existing affordable properties where there is substantive rehabilitation works carried out which result in a gain in self-contained affordable units can be counted but repairs, refurbishment or extension of existing properties are not counted as these will not lead to an addition in HRA stock.

## Private Sector demolition

**Item a5a** – Total number of private sector dwellings demolished by your authority or by a third party paid for by your authority. This question should cover all demolitions of private sector dwellings demolished by your authority. **This is a mandatory field and should be reported on an accruals basis**, i.e. when the work is carried out rather than when the bill is paid. For example, if a contract is carried out over two years the number of dwellings and costs of the work should be apportioned across the two financial years in proportion to the work carried out in each year.

Include private sector dwellings demolished under slum clearance powers, and all dwellings demolished for commercial or other development, including road schemes. Information should be available in the records of your council's Housing or Planning Departments and your Council Tax Office.

Exclude any demolitions of Private Registered Provider stock as this should be counted in the Single Data Return.

## Section B: Disposals

For local authorities who do not own HRA stock this section has been pre-filled with zero. These zeros can be over-written if you have made sales of relevant residual stock that you retain ownership of after closing your HRA.

The questions in this section refer to sales / transfers where the financial transaction occurred during the financial year. For all financial data, all figures should be in cash terms (i.e. in current and not real prices) and on cash accounting basis (as opposed to an accruals basis).

### Right to Buy applications

**Item b1a** – The total number of Right to Buy applications received on form RTB1 during the financial year, under Part V of the Housing Act 1985. Please include here any claims which were subsequently withdrawn or where sales are subsequently to be processed under voluntary consents. **This is a mandatory field.**

### Sales/transfers completed

Items under question 2 cover sales under the Right to Buy scheme, the Social HomeBuy scheme and other sales of local authority social housing stock.

Stock transfers, including Large Scale Voluntary Transfers (LSVTs), to Private Registered Providers are also included. Include Social HomeBuy disposals where the authority does not hold the freehold. Count each Social HomeBuy sale only once at the time of disposal of the initial share and treat the sale as the whole unit (e.g. 1). Subsequent staircasing should not be included.

**For all the items in question 2, the following applies:**

- **Items in column 'a'** refer to the number of units sold / transferred (“Number of Dwellings”)
- **Items in column 'b'** refer to the sum of the sale/transfer prices (in £000s) of the units recorded in column 'a' **after** applying the discounts recorded in column 'c' (in 000s). Please remember to enter the figure £ thousands. (“Selling price (net of discounts)”)
- **Items in column 'c'** refer to the discounts allowed. These should not exceed the maximum discounts allowed, where applicable. (“Discounts allowed”)

**The sum of the selling price in column 'b' and the discount in column 'c' equate to the estimated market price.**

**Items b2aa, b2ab and b2ac** - The total number, selling price, in £000s, and discounts, in £000s (see above) of Right to Buy sales. **These are automatically calculated by summing rows b2aaa to b2acc**, as below:

**Items b2aaa, b2aab and b2aac** - The total number, selling price, in £000s, and discounts, in £000s, (see above) of Right to Buy sales that had 1 bedroom. This is a subset of the number reported in b2aa, b2ab and b2ac. Include any bedsits here.

**Items b2aba, b2abb and b2abc** - The total number, selling price, in £000s, and discounts, in £000s, (see above) of Right to Buy sales that had 2 bedrooms. This is a subset of the number reported in b2aa, b2ab and b2ac.

**Items b2aca, b2acb and b2acc** - The total number, selling price, in £000s, and discounts, in £000s, (see above) of Right to Buy sales that had 3 or more bedrooms. This is a subset of the number reported in b2aa, b2ab and b2ac.

**Items b2ada, b2adb and b2adc** - The total number, selling price, in £000s, and discounts, in £000s, (see above) of Right to Buy sales that were let under a flexible tenancy. This is a subset of the number reported in b2aa, b2ab and b2ac but should include properties of all bedroom sizes.

**Items b2ba, b2bb and b2bc** - The total number, selling price, in £000s, and discounts, in £000s, (see above) of Social Homebuy sales.

**Items b2ca, b2cb and b2cc** - The total number, selling price, in £000s, and discounts, in £000s, (see above) of Other sales to Sitting Tenants.

**Items b2da, b2db and b2dc** - The total number, selling price, in £000s, and discounts, in £000s, (see above) of Other Sales.

**Items b2ea and b2eb** - The total number and selling price of Transfers to PRPs. Number of transfers to Private Registered Providers. Include LSVTs<sup>2</sup> completed in the reporting year. The figure reported here should be the same as or greater than the LSVTs registered with the Home England. The selling price should be in £000s and should be gross of any levy to HM Treasury but net of any associated expenses

**Items b2fa, b2fb and b2fc** - The number, selling price, in £000s, and discounts, in £000s, (see above) of total sales (the sum of each column). **These are automatically calculated by summing rows b2a to b2e.**

**Items b2faa, b2fab and b2fac** - The number, selling price, in £000s, and discounts, in £000s, (see above) of sales and transfers of flats. This is a subset of the total sales and transfers in b2fa, b2fb and b2fc. Needs to be completed, if unknown please input #.

**Items b2faaa, b2faab and b2faac** - The number, selling price, in £000s, and discounts, in £000s, (see above) of sales and transfers of flats sold under Right to Buy. This is a subset of the total sales and transfers in b2fa, b2fb and b2fc and the Right to Buy sales in b2aa, b2ab and b2ac. Needs to be completed, if unknown please input #.

---

<sup>2</sup> Details of the LSVTs are also published on the national archive website at <http://webarchive.nationalarchives.gov.uk/20140805133148/http://www.homesandcommunities.co.uk/ourwork/existing-stock>

**Items b2faba, b2fabb and b2fabc** - The number, selling price, in £000s, and discounts, in £000s, (see above) of sales and transfers of flats sold under Social Homebuy. This is a subset of the total sales and transfers in b2fa, b2fb and b2fc and the Social Homebuy sales in b2ba, b2bb and b2bc. Needs to be completed, if unknown please input #.

*Question 3 has been removed*

## Sales of Shared Ownership

The following items refer to schemes where ownership is initially shared. This includes, shared ownership, older persons shared ownership, home ownership for people with long term disabilities (HOLD) and rent to buy where there is shared ownership sale following the initial rental period. Exclude Social HomeBuy which is recorded in items b2ba, b2bb, b2bc.

**Item b4aa** - The number of dwellings sold under shared ownership schemes in the financial year. Count each sale as a whole dwelling irrespective of equity stake.

**Item b4ab** - The average value of the initial equity stake, in £000s, purchased by the leaseholders in the financial year. This should be calculated as follows:

$$\frac{\text{Sum of all initial equity stakes (£000s)}}{\text{Number of shared ownership sales}}$$

**Item b4ac** - The average initial equity stake purchased, per cent, by the leaseholders in the financial year. Calculate by

$$\frac{\text{Sum of all initial equity stakes}}{\text{Sum of all property values at sale}} \times 100$$

Example:

	Property value at sale	Initial Equity purchased
Sale 1	£100,000	£50,000
Sale 2	£200,000	£50,000

This means that the average initial equity stake would be:

$$\frac{(\text{£50,000} + \text{£50,000})}{(\text{£100,000} + \text{£200,000})} \times 100 = 33\%$$

**Item b4ba** - The number of shared ownership staircasing transactions in the financial year. A staircasing transaction is where the shared owner increases their equity stake beyond their initial purchase.

**Item b4bb** - The average equity stake of transactions, as a percentage, in staircasing transactions in the financial year. **This is based on the value of the property at the time of staircasing not the original purchase price.** Calculate by

$$\frac{\text{Sum of total value of staircasing transactions}}{\text{Sum of all property values at the time of staircasing}} \times 100$$

Example:

	Property value at staircasing	Staircasing value purchased
Sale 1	£100,000	£10,000
Sale 2	£200,000	£20,000

This means the average equity stake of transactions as a percentage would be:

$$\frac{(\text{£10,000} + \text{£20,000})}{(\text{£100,000} + \text{£200,000})} \times 100 = 10\%$$

**Item b4baa** - Of shared ownership transactions recorded in b4ba, the number of which have led to the leaseholder reaching the maximum ownership level. This does not always require the leaseholder to own a 100% equity stake in the property; for example, Older Persons Shared Ownership schemes or Designated Protected Area may have restricted staircasing.

## Section C: Allocations

**This section should be completed by all local authorities.**

*Please note that the question numbers are prefixed with "cc" rather than the expected "c" because having "c" causes IT issues with DELTA.*

### Waiting Lists

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

Authorities who have transferred all of their stock (e.g. through Large Stock Value Transfer (LSVT)) should provide figures, irrespective of who is now responsible for managing the waiting list.

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

**Item cc1a** – This item records the total number of households on the waiting list at 31 March. **This item is automatically calculated as the sum of items cc1aa to cc1ae below.**

**All local authorities must complete the questions below about the number of households who are registered on their waiting list.** All households on the waiting list should be included except for existing tenants of your authority seeking a transfer within your own local authority stock.

**Item cc1aa** - Record here the number of households on your waiting list that solely require 1 bedroom. Include studio flats/bedsits in this figure. Needs to be completed, if unknown please input #.

**Item cc1ab** - Record here the number of households on your waiting list that solely require 2 bedrooms. Needs to be completed, if unknown please input #.

**Item cc1ac** - Record here the number of households on your waiting list that solely require 3 bedrooms. Needs to be completed, if unknown please input #.

**Item cc1ad** - Record here the number of households on your waiting list that solely require more than 3 bedrooms, i.e. 4 or more bedrooms. Needs to be completed, if unknown please input #.

**Item cc1ae** - Record here the number of households on your waiting list that require an unspecified number of bedrooms or those on the register more than once. This should include those households that have said they require two or three bedrooms, for example, but they should only be recorded here (and not in the two or three bedroom categories above). **To avoid double counting, please note that:**

- If a household has submitted more than one application for different numbers of bedrooms, it should also only be recorded in this option once and in none of the above.
- If more than one application has been submitted for the same number of bedrooms then the household should be recorded in the relevant option for the required number of bedrooms only once and not here.

Needs to be completed, if unknown please input #.

**Item cc2a** – This question records whether or not your authority has changed the waiting list criteria since the last reporting period due to the changes in the Localism Act 2011<sup>3</sup>. Please only answer ‘yes’ (‘Y’) if there have been changes and these are due to the changes outlined in the Act.

The Localism Act 2011 gives local authorities the power to determine who qualifies or does not qualify to go on the waiting list for social housing in their area; and removes from the allocation rules existing social tenants seeking a transfer who are not in housing need.

The provision in the Localism Act 2011, for local authorities to set their own waiting list criteria, means that local authorities may apply a residency test for social housing, requiring applicants to have lived in the district for a number of years before they can go on the list. The Department issued statutory guidance in December 2013 encouraging local authorities to apply a residency test:

Providing social housing for local people: statutory guidance on social housing allocations for local authorities in England.

**Item cc3a** – This question asks whether your waiting list criteria currently include a residency test requiring applicants to have lived in the district for a number of years before they can go on the list. Please answer ‘yes’ (‘Y’) or ‘no’ (‘N’).

**If your authority has both a residency test and a local connection test, please only answer ‘yes’ (‘Y’) to cc3a and answer ‘no’ (‘N’) to cc3b.**

**Item cc3aa** – If you answered ‘Y’ to question cc3a, please record the number of years of residence that is required before an applicant is accepted onto the waiting list. If your residency test requires less than 1 year of residency before accepting a household on the waiting list, then please report this as 1 year. If you answered ‘N’ to question cc3a, please leave it blank.

**Item cc3b** – This question asks whether your waiting list criteria currently include a local connection test, which takes into account other factors as well as residency, such as employment and family association. Please answer ‘yes’ (‘Y’) or ‘no’ (‘N’).

**Item cc4a** – This question asks whether your waiting list criteria disqualify any households with rent arrears. This is not restricted to policies with a blanket ban on all levels of rent arrears. Please answer ‘yes’ (‘Y’) or ‘no’ (‘N’).

---

<sup>3</sup> The Localism Act can be accessed at <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>



**Item cc4aa** – If you answered ‘Y’ to question cc4a, does your policy allows you to make an exception for social tenants seeking to downsize. Please answer ‘yes’ (‘Y’) or ‘no’ (‘N’). If you answered ‘N’ to question cc4a, please leave it blank.

**Item cc4ab** – If you answered ‘Y’ to question cc4aa, please record the number of exceptions you have made in the past year. If you answered ‘N’ to question cc4aa, please leave it blank.

## Reasonable Preference

**Item cc5a** - This records the subset of households in waiting lists, recorded in item cc1a, that fall within one or more of the statutory reasonable preference categories as set out in section 166A of the Housing Act 1996 (inserted by section 147 of the Localism Act 2011). Local authority allocations schemes must be framed to give reasonable preference to applicants who fall within the categories set out in s.166A(3), over those who do not.

Each of the items from c5aa to c5ae below refers to one of the statutory ‘reasonable preference’ groups. **The figure in c5a will not necessarily add up to the sum of the items c5aa to c5ae as a household may be in more than one preference group; however cc5a cannot be larger that the sum of the sub-categories c5aa to c5ae.**

Households which are seeking a transfer within a local authority’s own stock should be excluded.

The reasonable preference categories are set centrally, but the interpretation and application of reasonable preference will be subject to local definitions. For example, local authorities may use different criteria to define overcrowding. Local authorities may also give different weights to each of the reasonable preference categories. The fact that there is local variation does not in itself undermine the value of the information. Please indicate in the notes box if there are any particular issues with the application of your allocations policy that affect the interpretation of the data reported.

**Item cc5aa** - Record here the number of households in waiting lists that fall into the reasonable preference group of ‘people who are homeless within the meaning of Part 7 of the Housing Act (regardless of whether or not they are owed a statutory homelessness duty)’, other than those that meet the criteria set out for item c5ab below. This is a subset of the total of households in a waiting list that are in any reasonable preference group recorded in cc5a.

**Item cc5ab** - Record here the number of households in waiting lists that fall into the reasonable preference group of ‘people owed a homelessness duty’ because:

- they have been accepted as unintentionally homeless (or threatened with homelessness) and in priority need [sections 193(2) and 195(2)],
- or intentionally homeless and in priority need [section 190(2)],
- and people accepted as unintentionally homeless and not in priority need, and provided with accommodation at the authority’s discretion [section 192(3)].

This is a subset of the total of households on a waiting list that are in a reasonable preference group recorded in cc5a.

**Item cc5ac** - Record here the number of households in waiting lists that fall into the reasonable preference group of 'people occupying unsanitary or overcrowded housing, or otherwise living in unsatisfactory housing conditions'. This is a subset of the total of households on a waiting list that are in a reasonable preference group recorded in cc5a.

**Item cc5ad** - Record here the number of households in waiting lists that fall into the reasonable preference group of 'people who need to move on medical or welfare grounds, including grounds relating to a disability'. This is a subset of the total of households on a waiting list that are in a reasonable preference group recorded in cc5a.

**Item cc5ae** - Record here the number of households in waiting lists that fall into the reasonable preference group of 'people who need to move to a particular locality in the district of the housing authority, where failure to meet that need would cause hardship (to themselves or to others)'. This is a subset of the total of households on a waiting list that are in a reasonable preference group recorded in cc5a.

## Additional Preference

**Item cc6a** – This records the number of households on waiting lists in 'reasonable preference' groups (and recorded in cc5a) who are also given 'additional preference'.

In addition to the statutory reasonable preference groups, local authorities may give 'additional preference' to households in reasonable preference requirements that are in urgent housing need.

**Local authorities must give additional preference to households in the reasonable preference categories who are in urgent housing need, if they are also certain members of the armed forces community** (see next item for further details on armed forces community).

Examples of people with urgent housing needs to whom housing authorities may consider giving additional preference within their allocation scheme include:

- a. those owed a homelessness duty as a result of violence or threats of violence likely to be carried out and who as a result require urgent re-housing;
- b. those who need to move because of urgent medical reasons.

For further guidance on 'reasonable preference' and 'additional preference' please consult the following statutory guidance <https://www.gov.uk/government/publications/allocation-of-accommodation-guidance-for-local-housing-authorities-in-england>

**Item cc6aa** – Please record here the number of households in waiting lists who have been given 'additional preference' who are members of the Armed Forces community, as specified in question cc6a above.

Members of the Armed Forces community to whom authorities must give additional preference are:

- a. serving members of the regular forces who are suffering from a serious injury, illness or disability which is wholly or partly attributable to their service;
- b. former members of the regular forces;
- c. bereaved spouses or civil partners of those serving in the regular forces where (i) the bereaved spouse or civil partner has recently ceased, or will cease to be entitled, to reside in Ministry of Defence accommodation following the death of their service spouse or civil partner, and (ii) the death was wholly or partly attributable to their service;
- d. existing or former members of the reserve forces who are suffering from a serious injury, illness, or disability which is wholly or partly attributable to their service.

## Allocations

**Item cc7a** - This records whether ('Y' for yes) or not ('N' for no) your local authority participates in a choice-based lettings scheme.

Choice-based lettings schemes involve advertising properties that applicants can bid for. Section 166A(2) of the Housing Act 1996 requires local authorities to include a statement in their social housing allocation scheme about their policy on offering applicants a choice of accommodation or the ability to express preferences.

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

**Item cc8a** - This records whether or not ('Y' for yes 'N' for no) existing social tenants who under-occupy their property are given priority under your allocation scheme.

In light of the removal of the spare room subsidy, the 2012 statutory allocations guidance advises local authorities to consider the importance of giving social tenants who under-occupy their accommodation appropriate priority for a transfer. The 2012 statutory allocations guidance can be found here:

<https://www.gov.uk/government/publications/allocation-of-accommodation-guidance-for-local-housing-authorities-in-england>

# Section D: Lettings, Nominations and Mobility Schemes

**Please complete this section even if you also complete CORE.**

**Questions d11a, d12a and d14a in this section (on nominations) should be answered by all local authorities**, regardless of whether they own housing stock or not as those that do not own stock still retain an allocations function.

**The other questions in this section should be completed only by local authorities that have an HRA.** The form has pre-filled the cells with a zero for those authorities that do not own stock within the HRA. If you have transferred your stock during the year and need to report on lettings carried out during the reporting year please over-write the zeros as appropriate.

## Lettings

This section includes all social lettings in this section at social or affordable rent levels and on secure, introductory or flexible tenancies. Local authorities have been able to offer affordable rent on secure tenancies from 2011/12 and flexible tenancies following implementation of the Localism Act from April 2012.

*Items d1a to d3a - these questions have been removed*

**Item d4a** - This is the total number of dwellings let to existing social tenants.

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

An existing social tenant is one which immediately before the current let had a secure, assured, flexible, fixed term, introductory, starter, demoted or family intervention tenancy (this list includes terms which are used inter-changeable for the same tenancy type). Exclude those who succeed to or to whom a tenancy is assigned as they should be reported below as new tenants.

**Item d4aa** - Record here the subset of those dwellings let to existing social tenants (and recorded in d4a) who were previously resident outside your local authority area. Needs to be completed, if unknown please input #.

**Item d4ab** – Record here the subset of those dwellings let to existing social tenants (and recorded in d4a) who have received a flexible (fixed term) tenancy. Needs to be completed, if unknown please input #.

**Item d4ac** – Record here the total number of dwellings let at affordable rent. This is a subset of the total number of dwellings let as reported in d4a. Needs to be completed, if unknown please input #.

**Item d4ad** – Record here the number of dwellings being let at affordable rent that were previously let at social rent levels. This is a subset of that which is reported in d4ac. Needs to be completed, if unknown please input #.

*Items d5a to d7a – these questions have been removed.*

**Item d8a** - Total number of dwellings let to new social tenants under secure, introductory or flexible tenancies.

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

**Item d8aa** - Record here the subset of dwellings let to new tenants under secure or introductory tenants (recorded in item d8a) where the tenant has moved from outside your local authority area.

**Item d8ab** – Record here the total number of dwellings let at affordable rent. This is a subset of the total number of dwellings let as reported in d8a.

**Item d8ac** – Record here the number of dwellings being let at affordable rent that were previously let at social rent levels. This is a subset of that which is reported in d8ab.

**Item d9a** - This is the total number of dwellings owned by your local authority that were let through mutual exchange, including those dwellings located outside your local authority area. This value is automatically calculated for you by summing d9aa and d9ab below which report on the location of these dwellings and are mutually exclusive.

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

Information on exchanges between Private Registered Provider properties is now recorded by the Regulator of Social Housing.

**Item d9aa** - This records the number of dwellings owned by your local authority let through mutual exchanges where the tenant has moved within your local authority geographical area. If the mutual exchange has taken place within your own stock, both dwellings should be accounted for here. This is a subset of the total number of dwellings let through mutual exchange recorded in item d9a. Needs to be completed, if unknown please input #.

**Item d9ab** - This records the number of dwellings let through mutual exchanges where the tenant moved to a dwelling inside your local authority area from a dwelling outside. If your local authority owns both dwellings involved in the mutual exchange, they should still be

recorded as two dwellings, otherwise just as one. This is a subset of the total number of dwellings let through mutual exchange recorded in item d9a. Needs to be completed, if unknown please input #.

**Item d10a** - This is the calculated total for lettings of local authority owned dwellings. **It is automatically calculated in Delta** by adding dwellings let to existing tenants (d4a), dwellings let to new tenants (d8a) and lets through mutual exchange (d9a).

**Item d10aa** - This is the subset of all local authority lettings (recorded in d10a) which are in 'General needs' housing.

*General needs* housing covers the bulk of housing stock for rent and includes both self-contained and shared housing. This is stock that is neither designated for specific client groups requiring support nor does it have the special design features that are specific to housing for older people and supported housing. Where additional support is offered to all residents as a matter of course, this stock is not general needs.

**Item d10ab** - This is the subset of all total local authority lettings (recorded in d10a) which are in 'Supported' housing.

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

## Nominations taken up

**Local authorities that no longer own stock should still complete questions d11a, d12a and d14a.**

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

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

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

**Item d11a** - Private Registered Provider dwellings let to households in response to a nomination from your authority. This should include all successful nominations to tenancies in dwellings owned by Private Registered Providers. **This is a mandatory field.**

**Item d12a** - Other social landlord dwellings let to households in response to a nomination from your authority. This should include all successful nominations to tenancies in dwellings owned by other social landlords (not Private Registered Providers). This includes any nominations to another local authority. **This is a mandatory field.**

*Item d13a - this question has been removed*

**Item d14a** - The number of dwellings let to households in response to a nomination from your authority to members of UK Armed Forces community given additional preference. **This is a mandatory field.**

## Section E: Vacants

### Vacant dwellings in your local authority area

**Question e1a should be completed by all local authorities**, regardless of whether they own stock or not, as it refers to stock owned by any local authority.

**Item e1a** – Record here the total number of vacant dwellings owned by any local authority (either your own or another local authority) within your district area at 31 March of the reporting year. **This is a mandatory field.**

- Include dwellings that are vacant even if they are scheduled for demolition at a future date. This uses the same definition of 'a dwelling' as in question a1a.
- Data on total vacant stock and those owned by Private Registered Providers are not collected here as they are collated from other sources.

The definition used for 'vacant' should be consistent with the one used to complete the Council Tax Base form. A dwelling should be determined using the Census definition, the same definition as used for Question 1 in Section A (a1a).

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

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



- Class K: An unoccupied dwelling where the owner is a student who last lived in the dwelling as their main home.
- Class L: An unoccupied dwelling which has been taken into possession by a mortgage lender.
- Class Q: An unoccupied dwelling where the person who would otherwise be liable is a trustee in bankruptcy.

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

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

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

Vacants should not include:

- Second homes or holiday lets;
- Re-lets of temporary housing;
- Halls of residence and houses normally occupied by students;
- Dwellings used for UK armed forces or visiting forces;
- Empty caravan pitches or boat moorings;
- Vacant annexes;
- Any dwellings falling under council tax exemption classes M to P and R to W

## Vacant dwellings owned by your local authority

**Question 2** only cover dwellings owned by your local authority and therefore **should be completed by all local authorities that own stock. For those authorities that do not own stock, we have pre-filled those cells with a zero where appropriate.**

If the precise breakdown is not known then please use approximate proportions.

**Items e2aa to e2dc** – These questions detail the number of vacant dwellings in your local authority stock at 31 March at the end of the reporting period, whether they are located within your local authority area or not. **This is a mandatory field, if unknown please input #.**

Vacant dwellings should be reported as either 'available for letting' (column 'a') or 'not available for letting' (column 'b'). These categories are mutually exclusive and cover all vacants owned by your local authority.

Column 'c' sums all dwellings recorded under columns 'a' and 'b'. If you don't know whether the vacants are 'available' or 'not available for letting', please complete column 'c'. Column 'c' is currently automatically calculated. If you need to overwrite this and are unable, please contact [housingdata@communities.gov.uk](mailto:housingdata@communities.gov.uk)

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

The overall total can be greater or smaller than the total of vacants within your local authority area in e1a. This is because some of your local authority dwellings (reported in e2dc) may be located outside your geographic area, but some of the dwellings within your local authority area (and recorded in e1a) may be owned by another local authority.

Vacant dwellings 'available for letting' should include:

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

Vacant dwellings that are not available for letting should include:

- Stock that has been previously let, but which requires works before a new tenant can move in (which are more substantive than normal maintenance and redecoration works). This includes units where a contract for work has been let and works have not physically commenced and / or the property has not been handed over for letting or re-letting.
- Stock awaiting sale, provided they were not originally developed for sale.
- Stock that is not available for letting due to unauthorised occupation or because it is awaiting demolition.

## Section F: Condition of Dwelling Stock

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

**For local authorities that do not own HRA stock as at 31 March at the end of the reporting year we have pre-filled relevant cells with zero.** However, if you have transferred your stock during the reporting year and have activity or expenditure to report please overwrite the zeros as appropriate.

### Energy Efficiency: stock owned by your local authority

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

**Items f1a and f1b** – Please insert here the average EPC/SAP rating (e.g. rating from A to G) of all dwellings owned by your local authority, as at 31 March 2019 for this reporting year (item f1a) and planned for the next reporting year (Item f1b).

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

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

The average rating should be calculated by using the SAPEER rating on the lodged certificate for all properties: calculate the average rating (1-100) and then report the equivalent EPC band (A-G). For example, if there are three dwellings with SAP ratings 38, 68 and 90, the average rating would be 65.3, equivalent to a band D rating. The rating band D would be the average rating to report. The table below summarises the EPC bands and their SAP rating:

Energy Performance Certificate Band	Standard Assessment Procedure Rating Points
A (Most efficient)	92-100 points

B	81-91 points
C	69-80 points
D	55-68 points
E	39-54 points
F	21-38 points
G (Least efficient)	1-20 points

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

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

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

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

**Items f2aa and f2ab** - Report all dwellings owned by your local authority where windows have been replaced/are planned to be replaced, either with single glazing or double glazing windows. Needs to be completed, if unknown please input #.

**Items f2aaa and f2aab** - Record here the subset of dwellings recorded in items f2aa and f2ab where the windows have been replaced/are planned to be replaced with windows that do not meet the current building regulations standard, e.g. not double glazed. Needs to be completed, if unknown please input #.

**Items f2ba and f2bb**- Report all dwellings owned by your local authority where boilers have been replaced/are planned to be replaced, regardless of the energy efficiency rating of the boiler. Needs to be completed, if unknown please input #.

**Items f2baa and f2bab** – Report the subset of items f2ba and f2bb where boilers have been replaced/are planned to be replaced with boilers that do not meet the current standard for more guidance on this see <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attach>

[ment\\_data/file/697525/DBSCG\\_secure.pdf](#). Needs to be completed, if unknown please input #.

**Items f2ca and f2cb** - Report here all dwellings owned by your local authority where there has been installation of insulation (f2ca) or where this is planned (f2cb). Needs to be completed, if unknown please input #.

**Items f2caa and f2cab** – Include here the subset of dwellings recorded in items f2ca and f2cb where there has been installation of insulation via solid wall insulation. Solid walls have no cavity so there is no barrier to reduce heat flow through the walls. They can be insulated with internal insulation (from the inside) or external insulation (from the outside). Solid wall insulation may also be used for cavity walls that cannot be treated with cavity wall insulation (e.g. due to risk of damp penetration). Needs to be completed, if unknown please input #.

**Items f2cba and f2cbb** – Include here the subset of dwellings recorded in items f2ca and f2cb where there has been installation of insulation via insulation of cavity walls. Cavity walls are made of two layers with a small gap or ‘cavity’ between them. This cavity acts as a barrier to reduce heat flow through the wall. Insulation of cavity walls fills the gap between the inner and outer layers of external walls with an insulating material, reducing heat loss. Needs to be completed, if unknown please input #.

**Items f2cca and f2ccb** – Include here the subset of dwellings recorded in items f2ca and f2cb where there has been installation of insulation via loft or roof insulation. Loft or roof insulation laid in the loft space or between roof rafters to a depth of at least 270 mm (recommended depth for mineral wool insulation) significantly reduces heat loss through the roof. The insulation makes it much more difficult for heat to pass through the roof by providing a layer of material which has lots of air pockets that trap heat. The loft space must have adequate ventilation to prevent dampness. Needs to be completed, if unknown please input #.

**Items f2cda and f2cdb** – Include here the subset of dwellings recorded in items f2ca and f2cb where there has been installation of insulation via floor insulation. For example, timber floors on the ground floor can be insulated by lifting the floorboards and laying mineral wool insulation supported by netting between the joists. Needs to be completed, if unknown please input #.

**Items f2da and f2db** – Include here the number of dwellings owned by your local authority where there has been/it is planned to have installation of renewable technologies. Needs to be completed, if unknown please input #.

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

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

Some of the main options for these technologies are:

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

**Items f2daa and f2dab** - Please specify here the renewable technologies that have been installed in your local authority stock. We have provided codes for the installation of the main renewable technologies. Please check which ones apply to you. The cell itself will sum the relevant codes based on your entries (Yes or No) in the relevant cells below.

- 1 photovoltaic panels
- 2 solar thermal
- 4 heat pumps (air, ground or water)
- 8 biomass boilers
- 16 wind turbines
- 32 other

*Items f3a, f4a and f4b – these questions have been removed.*

## Housing Health and Safety Rating System

The Housing Health and Safety Rating System<sup>4</sup> (HHSRS) is a risk assessment tool used to assess potential risks to the health and safety of occupants in all residential properties in England and Wales. It came into effect on 6 April 2006.

The HHSRS looks at the likelihood of an incident arising from the condition of the property and the likely harmful outcome. Where there are hazards, the assessment could show the presence of serious (category 1) hazards and other less serious (category 2) hazards.

**Please only record those dwellings with category 1 hazards in items f5a to f7a.**

Please note that this is equivalent to not meeting the 'Decent Home' standard used previously in the HSSA. However, there is not a current 'Decent Homes' programme for the private sector so the emphasis of the questions is on the HHSRS.

**Question 5 should be completed for stock owned by your local authority.** For those authorities that do not own stock, we have pre-filled the cells with a zero. It refers to the condition of the stock as of 31 March at the end of the reporting year. It should therefore exclude those dwellings that were made free from those hazards during the year.

---

<sup>4</sup> <https://www.gov.uk/government/publications/housing-health-and-safety-rating-system-guidance-for-landlords-and-property-related-professionals>

**Item f5a** - Record here all dwellings with Category 1 hazards owned by your local authority (i.e. inside and outside your local authority area). Needs to be completed, if unknown please input #.

**Item f5aa** - This asks for the estimated cost of removing the Category 1 hazards from all dwellings recorded in item f5a. **Please record cost in £000s**. Needs to be completed, if unknown please input #.

**Item f5ab** - Record here the subset of dwellings in item f5a which are within your local authority area. The number should be equal to or smaller than the number recorded in f5a. . Needs to be completed, if unknown please input #.

**Item f6a** - Please record the total number of dwellings in the Private Rented Sector that, following an inspection during the reporting year, have been found to have Category 1 hazards (HHSRS). Note that properties that have been reported to the local authority but have not yet been inspected should not be included. Needs to be completed, if unknown please input #.

**Item f7a** - Here should be recorded the number of private rental sector dwellings made free from Category 1 hazards during the reporting year as a direct result of the actions of your local authority. Needs to be completed, if unknown please input #.

Where Category 1 hazards are identified, the Housing Act 2004 puts authorities under a general duty to take appropriate action, including the enforcement action to remove them. Each local authority can define the principles that will follow when making regulatory decisions and, in particular, as to the most appropriate action following the identification of Category 1 hazards. For further information see the 'HHSRS Enforcement guidance' at <https://www.gov.uk/government/publications/housing-health-and-safety-rating-system-enforcement-guidance-housing-conditions>

## Houses in Multiple Occupation

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

Items f8a to f11a relate to Houses in Multiple Occupation. A house in multiple occupation is defined as an entire house, flat or converted building which is let to three or more persons who form two or more households, who share facilities such as a kitchen, bathroom and toilet [Sections 254-260 of the Housing Act 2004]. A full definition of houses in multiple occupation can be found on MHCLG's website, at the following address <https://www.gov.uk/government/publications/licensing-of-houses-in-multiple-occupation-in-england-a-guide-for-landlords-and-managers>

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

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

**Item f8a** - This should record an estimate of all houses in multiple occupation as of 31 March at the end of the reporting year. **This is a mandatory field.** Needs to be completed, if unknown please input #.

**Item f9a** - Record here an estimate of the subset of houses in multiple occupation recorded in item f8a that fall into the mandatory licensable category. Please include in your estimate the number that have received a licence during the reporting year. Needs to be completed, if unknown please input #.

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

**Item f10a** - Local authorities are at different stages in the mandatory licensing process. Only record here the number of dwellings that have been issued with mandatory licences as of 31 March 2019. This is a subset of those dwellings estimated to be licensable recorded in Item f9a. Needs to be completed, if unknown please input #.

**Item f11a** - Record here the subset of dwellings identified as being mandatory licensable (and included in your estimate in f9a) which have been found to have Category 1 hazards (following the HHSRS) under inspection as of 31 March at the end of the reporting year. Needs to be completed, if unknown please input #.

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

## Private Sector Housing Improvement

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

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

A loan is defined as any form of assistance which requires repayment at some point in the loan period. This excludes grants with a conditional repayment clause which may or may not be activated. Where schemes are operated as part of a partnership the local authority should provide the best estimate of the number of dwellings improved and associated



expenditure of grants and loans. Include loans which are provided by the local authority but made through a third party. In this case, also include the annual payment by the local authority to the third party agency to fund the giving of the loans which is providing financial assistance for private sector renewal in its area. This includes works done through the powers you have under the Regulatory Reform (Housing Assistance) Order 2002. This may include discretionary Disabled Facilities Grant (DFG) and similar payments. DFGs that result in adaptations of existing dwellings should be included.

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

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

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

**Items f12aa and f12ba** - Record for owner-occupiers (item f12a) and for privately rented (item f12b), the number of total dwellings improved. Needs to be completed, if unknown please input #.

**Item f12ca** - This is the total number of dwellings improved through assistance by your local authority funding. **It is automatically calculated for you as the sum of the improved owner-occupier dwellings and those privately rented recorded in items f12aa and f12ba.** Needs to be completed, if unknown please input #.

**Items f12ab, f12ac, f12bb and f12bc** - Record for owner-occupiers (item f12a) and for privately rented (item f12b), the local authority expenditure on grants (column 'b') and local authority expenditure on loans and other assistance (column 'c') to improve such dwellings. **The expenditure items should be recorded in £000s and figures should be given in cash terms and on cash basis.** Needs to be completed, if unknown please input #.

## Decent Homes Delivery

Questions 13 to 17 refer to the delivery of the Decent Homes programme for dwellings owned by your local authority. We have pre-filled the cells in this section with a zero for those local authorities that do not own any stock. The Decent Homes standard applies to and should be reported on social housing except leasehold and shared ownership

properties. Guidance on the definition of a decent home, which will help you quantify the level of non-decent and potentially non-decent housing in your stock, was issued in June 2006, and is available at the following address

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/7812/138355.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/7812/138355.pdf)

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

<http://webarchive.nationalarchives.gov.uk/20120919132719/http://www.communities.gov.uk/documents/housing/pdf/156837.pdf>

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

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/9425/150940.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/9425/150940.pdf)

**Please only record figures using the HHSRS standard – do not provide figures using the previous unfitness standard.** If you do not know these figures using the HHSRS definition, please provide an explanation in the notes box, including an approximate date for when you will be using this system. Local authorities are encouraged to carry out stock condition surveys on a regular basis.

**Item f13a** - Records the number of dwellings made decent during the reporting year. It should always be positive. It would be extremely unusual for the number of your own dwellings made decent through the year to be greater than total stock reported last year in (a2ib). If this is the case please explain this in the Notes Box. Needs to be completed, if unknown please input #.

**Item f13b** - Records the number of dwellings that received work to prevent them becoming non-decent during the reporting year. It should always be positive. The information about the number of dwellings receiving work to prevent them becoming non-decent is included as this reflects the importance of not only reducing the non-decent stock within your stock but also the need to prevent decent dwellings from deteriorating into non-decency. It would be extremely unusual for the number of your own dwellings that received work to prevent them becoming non-decent during the year to be greater than total stock reported last year in (a2ib). If this is the case please explain this in the Notes Box. Needs to be completed, if unknown please input #.

**Item f13c** - Records the number of dwellings that became non-decent during the reporting year. It should always be positive. This should include dwellings where the tenant has refused work to bring them up to the decent homes standard. It would be extremely unusual for the number of your own dwellings that became non-decent during the year to be greater than total stock reported last year in (a2ib). If this is the case please explain this in the Notes Box. Needs to be completed, if unknown please input #.

**Item f13d** – This records the reduction in the number of non-decent dwellings due to tenant refusals, demolitions and partial transfers or other sales including Right to Buy,

recorded separately under items f13da to f13dc. Needs to be completed, if unknown please input #.

**Items f13da to f13dc** – These record the reduction in the number of non-decent dwellings due to tenant refusals (f13da), demolitions (f13db) and partial transfers or other sales including Right to Buy (f13dc). In all cases, only count dwellings that were included in the total number of non-decent dwellings at the end of the last reporting period. Needs to be completed, if unknown please input #.

Please note that where an individual tenant does not want work carried out on their home to bring it up to the Decent Homes standard, then the home can remain below the standard until the property is vacated, at which point the necessary work can be undertaken. Whilst the home is occupied it should not be counted as non-decent for reporting purposes. However, where works are required to maintain the structural integrity of the dwelling or prevent other components within the dwelling from deteriorating, or where a category 1 hazard must receive early attention, if these dwellings had been counted as non-decent dwellings in the previous year's return (under cell f13e) they should be again counted in cell f13e this year. If the dwellings have been found to need such works during the reporting year they should also be counted under item f13e below as they became non-decent during the year.

For item f13db, only count dwellings which had not been scheduled for demolition as at 31 March 2018. Please note that only demolitions of non-decent dwellings that were included in the total count of non-decent dwellings (f13e) at the end of the last reporting period should be reported here. Dwellings scheduled for demolition reported in last year's return should not be included again this year. Needs to be completed, if unknown please input #.

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

**Item f13e** - This records the number of non-decent dwellings as of 31 March at the end of the reporting year. It should always be positive or zero. Needs to be completed, if unknown please input #. It should reflect:

- The number of non-decent dwellings as of 31 March 2018 (that is, as reported in f13e).
- Plus the number of dwellings becoming non-decent during 2018-19 (and reported in cell f13c).
- Minus the number of non-decent dwellings made decent (and reported in cell f13a in this return) and the reduction in non-decent dwellings due to tenant refusals, demolitions, partial transfers or other sales including Right to Buy (and recorded in cells f13da to f13dc in this return)

If you have been unable to provide all the information on the flows of dwellings into and out of non-decency or do not have an estimate of the number of non-decent at 31 March for the previous year, please provide an estimate of total non-decent stock as of 31 March this

year. Non-decent dwellings which are scheduled for demolition should not be included in the non-decent count.

**Item f14a** - Records the money spent in making the number of dwellings decent recorded in f13a. **The information should be recorded in thousands (£000s)**. Needs to be completed, if unknown please input #.

**Item f14b** - Records the money spent in preventing the number of dwellings becoming non-decent recorded in f13b. **The information should be recorded in thousands (£000s)**. Needs to be completed, if unknown please input #.

**Item f14c** - Records the associated cost of making the dwellings recorded as becoming non-decent recorded in item f13c decent. **The information should be recorded in thousands (£000s)**. Needs to be completed, if unknown please input #.

**Item f14e** - Records the cost to make decent all the stock of non-decent dwellings as of 31 March this year, recorded in item f13e. **The information should be recorded in thousands (£000s)**. Needs to be completed, if unknown please input #.

**Item f15a** – Please record here the cumulative total of dwellings as of 31 March this reporting year where the tenant has refused work and they are technically ‘non-decent’. This total would include the reduction in the number of non-decent dwellings due to tenant refusal reported for this year in item f13da. Needs to be completed, if unknown please input #.

The cumulative total is estimated by:

- The number of refusals from the time you started to keep a record of refusals up to 31 March the previous year (i.e 31 March 2018), as recorded in this question in the last return;
- Plus the number of refusals during this reporting year;
- Less the number of refusals ended i.e. where a tenant agrees to works or moves out and works are done.

**Item f15b** - Please record here the cumulative total of dwellings as of 31 March this reporting year where the tenant has refused works but the dwellings are considered decent. The cumulative total is calculated in a similar way as in f15a, but for dwellings considered decent. Needs to be completed, if unknown please input #.

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

**Item f16a** - Presents the number of your local authority dwellings that do not meet the Decent Homes standard and **it is pre-filled from the number you reported in item f13e**. This number may be equal to or smaller than the sum of the dwellings that fail the Decent

Homes standard for each criterion because one dwelling may fail more than one of those criteria.

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

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

**Items f16ba to f16bc** – Report here the number of non-decent dwellings that fail the criterion of being in a reasonable state of repair, and the associated cost of meeting this standard. The average cost in f16bc is calculated for you by dividing the total cost in f16bb by the number of dwellings in f16ba. Needs to be completed, if unknown please input #.

**Items f16ca to f16cc** – Report here the number of non-decent dwellings that fail the criterion of having reasonably modern amenities and services, and the associated cost of meeting this standard. The average cost in f16cc is calculated for you by dividing the total cost in f16cb by the number of dwellings in f16ca. Needs to be completed, if unknown please input #.

**Items f16da to f16dc** – Report here the number of non-decent dwellings that fail the criterion of having a reasonable degree of thermal comfort, and the associated cost of meeting this standard. The average cost in f16dc is calculated for you by dividing the total cost in f16db by the number of dwellings in f16da. Needs to be completed, if unknown please input #.

**Item f17a** – Please report here the percentage of your local authority dwellings that are non-decent. **This is automatically calculated by using the number of non-decent homes as at 31 March:**

$$\frac{f13e}{a2ib} \times 100$$

*Questions f18, f19, f20, f21, f22, f23 have been removed from the return*

## Capital Expenditure on local authority owned stock

**Questions f24 and f25 should only be completed by those authorities that have an HRA** as it refers to housing capital expenditure which is applicable to the HRA. For the rest of local authorities, the cells have been pre-filled with a zero. However, if you have transferred your stock in year and have activity or expenditure to report please over-write the zeros as appropriate

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

**All costs should be reported on an accruals basis, i.e. when the work is carried out rather than when the bill is paid.** For example, if a contract is carried out over two years

the number of dwellings and costs of the work should be apportioned across the two financial years in proportion to the work carried out in each year.

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

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

Quote total expenditure and not costs per dwelling. Where there are no dwellings requiring investment, there should be no associated costs and vice versa.

**Item f24a** - Please record here the total capital expenditure **in £000's and rounded to the nearest £1000** (e.g. £5,325,350 should be reported as 5,235) on your local authority stock within the HRA during the reporting year. As well as expenditure on capital works recorded in question 25 below, also include other capital expenditure such as on software and computer systems. Do not include new developments and land purchases. **This is a mandatory field.**

**For items in Question 25 please count those dwellings under shared ownership or Private Finance Initiative here.**

**Items f25aa and f25ab** – Please record here the number of HRA dwellings that received any capital renovation works during the year and the associated cost in £000.

These works can include installation, replacement or major repairs of wiring, roof structures and coverings, doors, kitchens, bathrooms, windows, boilers, insulation and renewable energies. This is not an exhaustive list and can include other capital works. Figures F25aa and F25fa can differ as F25aa counts all capital works separately while F25fa is by dwelling irrespective of the number of capital works completed. F25ab needs to be completed, if unknown please input #.

*Items f25aaa to f25akb - these questions have been removed*

**Items f25ba and f25bb** – Item **f25ba** is pre-filled here from what you entered in item **a4a** to report the dwellings that have been demolished. It is shown for completeness.

Please record in item f25bb the expenditure in £000s associated with these demolitions. Include costs of demolitions of a non-housing property if this will pave way to a housing development which will subsequently become part of the HRA. Do not include costs if the demolitions is not part of a plan to create a housing development or if the future development is not part of the HRA. **F25bb needs to be completed, if unknown please input #.**

**Items f25ca and f25cb** – Item **f25ca** is pre-filled here from what you entered in items **a4ba and a4bb** to report the dwellings that have been converted. It is shown for completeness. Please record in item f25cb the expenditure in £000s associated with these conversions. **F25cb needs to be completed, if unknown please input #.**

**Items f25da and f25db** –Item **f25da** is pre-filled from what you entered in item **a4c** to report the new build dwellings. It is shown for completeness. Please record in item **f25db** the expenditure in £000s associated with these new builds. **F25db needs to be completed, if unknown please input #.**

**Items f25ea and f25eb** –Item **f25ea** is pre-filled here from what you entered in item **a4d** to report the new acquisitions. It is shown for completeness. Please record in item **f25eb** the expenditure in £000s associated with these new acquisitions. **F25eb needs to be completed, if unknown please input #.**

**Item f25fa and f25fb** – Please record here the number of dwellings that received any capital works during the reporting year, and the associated expenditure. **The number of dwellings should be less than or equal to the sum of dwellings from rows ‘a’ to ‘e’ above.** This is because those dwellings receiving more than one capital work should only be counted once as opposed to **f25aa** and **f25ab** where the total number of capital works (regardless whether the same dwelling is counted more than once) are entered. The expenditure associated in **f25fb** should equal the sum of the expenditures recorded in rows ‘a’ to ‘e’ above. Needs to be completed, if unknown please input #.

*Item f26a has been moved to item f6a.*

## Section G: Stock Management

This section collects information about key management issues related to your local authority stock and **it should be completed by all Local Authorities that own stock.**

For those authorities that do not own stock, we have pre-filled the cells with a zero. However, if you have transferred your stock in year and have activity to report please overwrite the zeros as appropriate.

### Management of local authority stock

**Item g1a** – Record here the average re-let time in days to two decimal places. This is defined as the time in calendar days from when the tenancy is terminated up to and including the date when the new tenancy agreement starts (that is, the period for which the property is considered to be ‘void’). Where a notice has been served, the tenancy will not count as terminated until the notice period has ended and the local authority has possession of the property. Please exclude properties:

- Let through mutual exchanges;
- Undergoing major works;
- Which the council intends to sell; or
- Temporary accommodation.

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

### Evictions obtained by local authority landlords

**Item g2a** - Collects data on the number of evictions that your local authority has made during the reporting year under Section 82 of the Housing Act 1985 and Section 127 of the Housing Act 1996. An eviction is defined here as a tenancy brought to an end by the execution of a warrant of possession by court bailiffs. Eviction does not include abandonment, even where a property is abandoned in the period between a warrant of possession and the execution of that warrant. Please include all evictions made during the reporting year, regardless of the year in which the possession order or warrant of possession itself was obtained, the type of tenancy to which it relates, or whether the original possession order was an outright, postponed or suspended possession order. You should exclude evictions that have not been effected during the reporting year, regardless of the date of the possession order or warrant of possession. **This is item is automatically calculated by adding items g2aa to g2ad.**

**Items g2aa to g2ad below are mutually exclusive and together add up to the total number of evictions recorded in g2a.**



**Item g2aa** - Record here the number of dwellings where there was an eviction by your local authority (and recorded in g2a) because of rent arrears. Please do not include here those dwellings where there has been an eviction because of anti-social behaviour and rent arrears as these should be recorded in g2ac. Needs to be completed, if unknown please input #.

**Item g2ab** - Record here the number of dwellings where there was an eviction by your local authority (and recorded in g2a) because of anti-social behaviour. Please do not include here those dwellings where there has been an eviction because of anti-social behaviour and rent arrears as these should be recorded in g2ac. Needs to be completed, if unknown please input #.

**Item g2ac** - Record here the number of dwellings where there was an eviction by your local authority (and recorded in g2a) because of both anti-social behaviour and rent arrears (if the only reason is anti-social behaviour or rent arrears please record in g2aa or g2ab as appropriate). Needs to be completed, if unknown please input #.

**Item g2ad** - Record here the number of dwellings where there was an eviction by your local authority (and recorded in g2a) because of a reason other than anti-social behaviour or rent arrears. You may specify the other reason in the notes box if you wish. Needs to be completed, if unknown please input #.

## Recovery of illegally sublet properties

**Item g3a** - Record here the number of dwellings recovered where there has been evidence that the tenant has sublet the property. However, any eviction notice does not need to specifically state illegally sublet.

# Section H: Local Authority Rents and Rents Arrears

**This section should be completed by local authorities that have an HRA, as it gathers information on rents and rent management of the stock owned by your local authority within your HRA**, whether it is located within your local authority area or in another local authority area.

For local authorities that do not own HRA stock as at 31 March we have pre-filled relevant cells with zero on DELTA. However, if you have transferred your stock in year and have activity or expenditure to report please over-write the zeros as appropriate.

## Local Authority Rents

This sub-section collects important data series on rent levels that need to continue for either administrative or statistical purposes.

**Please report rents to two decimal places.** Column 'a' should relate to lettings at social rent levels whilst column 'b' should be used to capture that at affordable rent levels.

Rent should be reported as affordable rent or social rent according to the tenancy in place as at 31 March. Where the property is vacant at this time, the allocation of the property to social or affordable rent should be determined by:

- How the property is being offered to those on the waiting list;
- The previous rent if the property has been previously let but is vacant;
- The intended type of rent the property was developed for.

**Item h1a and h1b** – Report here the number of weeks of the last reporting year in which the social rent was actually charged (that is, excluding the number of 'rent free' weeks). h1a asks for social rent and h1b for affordable rent. Needs to be completed, if unknown please input #.

**Item h2a and h2b** – Report here the average weekly rent per dwelling that would be payable based on the rent in place on the 31 March. Where the 31 March falls in a 'rent free' week use the closest week preceding the 31 March where rent was payable.

**This average weekly rent should reflect the total number of dwellings as reported in Section A Question 2, including houses in multiple occupation and hostels.** Please refer to Section A for guidance on definitions about these categories. Where the rent year is not 52 weeks, the entry should not be averaged over a 52 week year but only based on the chargeable rent weeks for each dwelling. h2a asks for social rent and h2b for affordable rent. Item h2a needs to be completed, if unknown please input #.

Please include:

- Sheltered housing;
- Void properties and the rent which would be payable on them;
- Hostels and houses in multiple occupation.

But exclude:

- Leased properties;
- Service charges;
- Charges for heating/water rates, etc;
- Charges/ premiums for sheltered/warden facilities.

**Item h3a and h3b** – This gives the average weekly rent per dwelling on a standardised 52 week basis. **This amount is automatically calculated on DELTA.** Where the rent year is not 52 weeks, the entry will be averaged over a 52 week year. The calculation uses from the ‘actual’ average weekly rent reported in items h2a and h2b, by averaging it through the 52 week standard year (in essence, adjusting it for the number of ‘rent free’ weeks). h3a is average social rent and h3b is average affordable rent.

**Question h4aa to h4hb** - Report here the average weekly rent per dwelling on a 52 week standardised basis. This should be calculated on what the rent would be payable based on the rent in place on the 31 March.

Where the 31 March falls in a ‘rent free’ week use the closest week preceding the 31 March where rent was payable. Where the rent year is not 52 weeks the entry must be averaged over a 52-week year.

Where the property was vacant as at 31 March, the allocation of the property should be determined as set out above.

**Item h4aa and h4ab** – Report here the average weekly rent of bedsits on a 52 week standardised basis for social rent (h4aa) and affordable rent (h4ab). Include sheltered housing and void properties, but exclude leased housing, hostels and Houses in Multiple Occupation (this differs to h3aa and h3ab which includes Houses in Multiple Occupation). Rents should not include service charges, charges for heating/water rates or charges/premiums for sheltered/warden facilities. Needs to be completed, if unknown please input #.

**Item h4ba and h4bb** – Report here the average weekly rent of one bedroom dwellings on a 52 week standardised basis for social rent (h4ba) and affordable rent (h4bb). Include sheltered housing and void properties, but exclude leased housing, hostels and Houses in Multiple Occupation (this differs to h3aa and h3ab which includes Houses in Multiple Occupation). Rents should not include service charges, charges for heating/water rates or charges/premiums for sheltered/warden facilities. Needs to be completed, if unknown please input #.

**Item h4ca and h4cb** – Report here the average weekly rent of two bedroom dwellings on a 52 week standardised basis for social rent (h4ca) and affordable rent (h4cb). Include sheltered housing and void properties, but exclude leased housing, hostels and Houses in Multiple Occupation (this differs to h3aa and h3ab which includes Houses in Multiple Occupation). Rents should not include service charges, charges for heating/water rates or charges/premiums for sheltered/warden facilities. Needs to be completed, if unknown please input #.

**Item h4da and h4db** – Report here the average weekly rent of three bedroom dwellings on a 52 week standardised basis for social rent (h4da) and affordable rent (h4db). Include sheltered housing and void properties, but exclude leased housing, hostels and Houses in Multiple Occupation (this differs to h3aa and h3ab which includes Houses in Multiple Occupation). Rents should not include service charges, charges for heating/water rates or charges/premiums for sheltered/warden facilities. Needs to be completed, if unknown please input #.

**Item h4ea and h4eb** – Report here the average weekly rent of four bedroom dwellings on a 52 week standardised basis for social rent (h4ea) and affordable rent (h4eb). Include sheltered housing and void properties, but exclude leased housing, hostels and Houses in Multiple Occupation (this differs to h3aa and h3ab which includes Houses in Multiple Occupation). Rents should not include service charges, charges for heating/water rates or charges/premiums for sheltered/warden facilities. Needs to be completed, if unknown please input #.

**Item h4fa and h4fb** – Report here the average weekly rent of five bedroom dwellings on a 52 week standardised basis for social rent (h4fa) and affordable rent (h4fb). Include sheltered housing and void properties, but exclude leased housing, hostels and Houses in Multiple Occupation (this differs to h3aa and h3ab which includes Houses in Multiple Occupation). Rents should not include service charges, charges for heating/water rates or charges/premiums for sheltered/warden facilities. Needs to be completed, if unknown please input #.

**Item h4ga and h4gb** – Report here the average weekly rent of six bedroom dwellings on a 52 week standardised basis for social rent (h4ga) and affordable rent (h4gb). Include sheltered housing and void properties, but exclude leased housing, hostels and Houses in Multiple Occupation (this differs to h3aa and h3ab which includes Houses in Multiple Occupation). Rents should not include service charges, charges for heating/water rates or charges/premiums for sheltered/warden facilities. Needs to be completed, if unknown please input #.

**Item h4ha and h4hb** – Report here the average weekly rent of all dwellings covered by items h4aa to h4ga (or h4ab to h4gb), on a 52 week standardised basis for social rent (h4ha) and affordable rent (h4hb). Please note that this estimate differs to the figure reported in item h3aa and h3ab as it excludes hostels and Houses in Multiple Occupation however we would expect them to be similar. You should calculate this by a weighted average of the weekly rents reported in cells h4aa to h4ga (or h4ab to h4gb) using the stock figures in Section A. Needs to be completed, if unknown please input #.

## Local Authority Rent Arrears

This section covers information on rent arrears.

**All arrears of rented properties should be included.**

**Item h5a** – Report here current tenants' cumulative arrears of rent at the end of the reporting period **in pounds**, not £000s. Please provide these data to two decimal places.

Rent owed by tenants who have merely moved from one dwelling to another within your local authority stock should be included here and not in item h6a. Pre-payments should not be offset against arrears of rent collectable. Needs to be completed, if unknown please input #.

For your calculation of rent arrears please exclude:

- Arrears relating to former tenants;
- Council tax, water rates, heating/service charges;
- Housing benefit overpayments;
- Arrears of DWP 'arrears direct' payments;
- Cash in transit and inter-account transfers;
- Rent not yet collectable as a result of local collection arrangements.

**Item h6a** - Report here former tenants' cumulative arrears of rent at the end of the reporting period **in pounds**, not £000s.

Former tenants refer to persons who have ceased to be tenants of the authority; those who have merely moved to another dwelling within your local authority stock should be included in item h5a. Please provide these data to two decimal places. You should exclude arrears that have been written off on or before the end of the reporting period. Please refer to guidance for item h5a (above) on what else to exclude in your rent arrears calculation.

**This should include HRA tenants only.** Needs to be completed, if unknown please input #.

*Item h7a has been removed*

**Item h8a** – Record here the rent arrears that were written off your HRA during the reporting year **in pounds**, not £000s. You should report this as a positive value without any decimals.

**Item h9a** - Please report here the total value of rent roll (including rent rebates) **in pounds**, not £000s, to two decimal places. The entry should show the income accruing during the reporting year from dwellings within the HRA, including:

- Rent rebates;

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

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

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

**Item h10a** – Report here any temporary rent reductions and other refunds made during the reporting year within your HRA to take account of special circumstances (e.g. works in progress, other temporary loss of amenity or compensation payments such as Homeloss/ Disturbance allowance) in pounds not £000s. Please report this to two decimal places. These reductions and refunds should be included in the total value of rent roll reported in item h9a.

**Item h11a** – Please record here the rent loss on void (unoccupied) dwellings within your HRA during the reporting year in pounds not £000s. Enter as a positive or zero value to two decimal places. The loss of rent income should be based on the amount the authority would have reasonably charged had the premises been occupied, excluding water, heating and service charges.

**Item h12a** – **This is automatically calculated on DELTA.** It shows the rent income to your HRA (i.e. the total collectable rent). This is calculated for you by deducting your reported values for rent reductions or refunds and rent losses from the total value of rent roll), without decimal places:

$$h9a - h10a - h11a$$

**Item h13a** – **This is automatically calculated on DELTA** It is the total cumulative arrears as a percentage of rent roll to one decimal place:

$$\frac{h5a + h6a}{h9a} \times 100$$

**Item h14a** – **This is automatically calculated on DELTA.** It calculates for you the rent collection rate, by deducting your reported estimate of rent arrears written off in h8a from the calculated rent income in h12a, expressed as a percentage, to one decimal place:

$$\frac{h12a - h8a}{h12a} \times 100$$

# Section I: Provision of New Build Affordable Housing: Completions

**This section should be completed by all local authorities, whether you own stock or not.**

The questions in this section refer to dwellings within your geographical authority area. This means that any dwellings provided in your area by other local authorities should be included, but those provided by your authority outside your area should not.

Information provided in this section contributes to MHCLG national statistics on gross supply of affordable housing, which present data on all additional affordable housing supplied each year and can be found here:

<https://www.gov.uk/government/collections/affordable-housing-supply>

These statistics are used to calculate the grant allocations for the New Homes Bonus enhancement.

Most questions in this section do not ask you to provide details on all additional affordable housing delivered in your area. **For questions 3, 4, 5, 7, 8, 9 and 17 only affordable homes completed in the current reporting year and not recorded by Homes England (HE) or the Greater London Authority (GLA) should be included**, as specified on the form. This is to avoid overlap with data collected by the HE and GLA and minimise duplication of reporting. Please note that even if they are not funded by the HE/GLA some affordable homes may be recorded by them.

**HE<sup>5</sup> and the GLA<sup>6</sup> will provide the housing team in your local authority with the details of the recorded affordable housing schemes that completed within your locality within during the year ending 31 March.**

**If you are unable to obtain this list from your Housing team and are outside the GLA then please contact [homesengland.programmes@homesengland.gov.uk](mailto:homesengland.programmes@homesengland.gov.uk) at HE asking for the "Local Authority Completions Extract for 2018/19". If you are within the GLA, please contact the GLA switchboard and ask to speak to Lead Area Manager for your borough if you are having problems locating the list of new units.**

If you are aware of additional units that are not listed on the HE/GLA extract, or if you have any concerns regarding the validity of the data, please initially contact the provider before approaching HE office and ask whether the units have been reported to HE/GLA in order to determine whether they will be included in the report for the following year. There may

---

<sup>5</sup> The HE publish biannual official statistics on housing provided by their programmes. These can be seen at <https://www.gov.uk/government/collections/housing-statistics>

<sup>6</sup> The GLA publish quarterly statistics on housing provided by their programmes, including a local authority breakdown. These can be seen at <https://www.london.gov.uk/what-we-do/housing-and-land/increasing-housing-supply/affordable-housing-statistics>

be a timing issue with units completed late in the reporting year and it is important that they are not double counted. Do not include these units on this form.

Further information on the affordable housing reported to the HE by Private Registered Providers (housing associations) or private developers in your area can be obtained by contacting your HE local office. See <https://www.gov.uk/government/organisations/homes-england/about/access-and-opening>

## Definitions

All affordable housing reported here should be in line with the National Planning Policy Framework<sup>7</sup> (NPPF).

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

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

Homes should be included in a given financial year where Practical Completion (or completion of the sale) and transfer to the housing provider has taken place by 31 March. If the property is only let, or available for letting, in the following year it should still be recorded in the year that it was completed and transferred to the registered provider. This definition of completion is consistent with the grant conditions applied by HE and the GLA.

**Acquisitions (non-new build)** – Acquisitions are additions to affordable housing supply that take place without the building of a new property which has expressly commissioned as an affordable unit, either through s106 or other funding sources. This can include the purchase of private sector stock, including new build private completions for market sales, which is then provided as affordable housing. It may also include empty properties brought back into use. These will normally be long term empty properties where rehabilitation works are required and which would not otherwise come back into use without intervention. Acquisitions of existing social stock are not counted unless there are substantive works carried out which leads to an addition in affordable supply. Similarly, conversion of existing affordable properties where there is substantive rehabilitation works carried out which result in a gain in self-contained affordable units can be counted but repairs, refurbishment or extension of existing properties are not counted as these will not lead to an addition in affordable supply.

**Developer contributions through planning obligations** - Please see the Housing Statistics and English Housing Survey glossary definition at

---

<sup>7</sup> The National Planning Policy Framework can be found at <https://www.gov.uk/government/publications/national-planning-policy-framework--2>



<https://www.gov.uk/guidance/housing-statistics-and-england-housing-survey-glossary/a-to-z#section106> .

Providers are required to report on the IMS the starts and completions of affordable housing which are in receipt of grant funding through the range of products funded by the HE or GLA. This includes both new build development and acquisitions/conversions. It is also expected that providers who enter into a framework contract with the HE or GLA for the delivery of new supply report to them all affordable homes delivered without grant. This will allow consistency of data and monitoring of delivery of such homes. See <https://www.gov.uk/government/collections/shared-ownership-and-affordable-homes-programme-2016-to-2021-guidance>

**Any units reported to HE (via IMS or PCS) or the GLA (via GLAOps) whether grant funded or not, should not be included in LAHS.**

Partner Private Registered Providers (and all members of the partnership) are also required to record all units delivered via Recycled Capital Grant Fund (RCGF) or Disposals Proceed Fund (DPF), whether part of a s106 planning obligation or not. Some affordable housing is also delivered through the HE's Property and Regeneration Programme and monitored on the HE's Project Control System. Other programmes funded by the HE, which should not be included in Section I, include Private Finance Initiative, London Wide Initiative and First Time Buyers' Initiative schemes.

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

**Local authority** dwellings should include:

- Those owned and offered for social / affordable housing by the local authority or their ALMOs (exclude acquisitions of existing social stock),
- Private sector stock leased to local authorities for 21 years or more, which meets the criteria for affordable housing,
- Dwellings owned and offered for sale as affordable home ownership e.g. local authority shared ownership schemes, which meet the criteria.

**Private Registered Provider** dwellings include:

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

**Private Registered Providers** are those who are subject to voluntary registration with the Regulator of Social Housing under the Housing and Regeneration Act 2008. Local authorities are subject to the compulsory registration provisions in Section 114A of the Act. The voluntary registration provisions in the Act apply to any other organisation wishing to be a registered provider of social housing. Private Registered Providers include registered housing associations.

**Non-registered providers** are those who are not registered with the Regulator of Social Housing and could include:

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

Providers which are not registered with the social housing regulator cannot receive grant from HE or the GLA to fund social housing, unless it is for shared ownership from 2018-19 onwards. Therefore we do not specify 'without grant funding' or 'not reported to the HE or GLA' as all provision by them would be without grant. Non-registered providers cannot provide properties at affordable rent.

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

The definitions of affordable housing tenures throughout this section can be found please see the Housing Statistics and English Housing Survey glossary <https://www.gov.uk/guidance/housing-statistics-and-england-housing-survey-glossary/a-to-z>

## Provision of New Build Affordable Housing

Questions 1 to 5 record affordable units that are new build and were completed during the reporting year. Include units that were funded with recycled Right to Buy receipts. Do not include units that were bought in the open market (see above definition for acquisition).

**Item i1a-** Report here the number of additional new build affordable units provided in settlements with populations of 3,000 or less. Dwellings can appear here and in item i2a at the same time, i.e. they are not mutually exclusive. Needs to be completed, if unknown please input #.

**Item i2a-** Report the total number of new build units provided in respect of Rural Exception Sites here. Dwellings can appear here and in item i1a at the same time, i.e. they are not mutually exclusive. Dwellings reported here should also be reported in the appropriate question 3 to 5 below where they are not also reported to the HE or GLA. Needs to be completed, if unknown please input #.

The principles of provision of affordable housing on Rural Exception Sites are set out in the NPPF.

**Questions 3 to 5 should only include those dwellings not reported to HE or the GLA.**

**These questions are used in the calculation of the affordable housing supply statistics published by MHCLG**, and in turn these are used in the calculation of the New Homes Bonus enhancement.

These questions break down the requested data on new affordable dwellings by tenure and by relevant ownership category:

- **Item i3** refers to local authority;
- **Item i4** refers to private registered provider; and
- **Item i5** refers to non-registered providers.

These are then further broken down by:

- (a) **Items i3a, i4a and i5a** refer to units without developer contributions – Any dwelling built without an associated developer contribution as required through planning obligations.
- (b) **Items i3b, i4b and i5b** refer to units with developer contributions - Include here all the dwellings delivered with developer contributions under planning obligations (s106 agreements). This will include those units supported by S106 developer contributions and other funding sources, such as local authority support, apart from HE/GLA grant funding. Do not include units reported via the HE/GLA.

**All dwellings should either be included in ‘with developer contributions’ or in ‘without developer contributions’ as they are mutually exclusive.**

**For shared ownership units, please count each shared ownership unit as 1 unit (i.e. don't only count the fraction of the property that is being rented or sold).**

**Rent to Buy products should be included in intermediate rent.**

The department does not expect London Boroughs to have any completions of the new GLA tenures (London Affordable Rent / London Living Rent) that have not been reported by the GLA. However, in the case that there are London Affordable Rent / London Living Rent units that have not been reported could you:

- Add any London Living Rent units to Intermediate Rent;
- Contact the department if there are any London Affordable Rent units.

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

This sub-section collects information on additional affordable units delivered during the reporting year that are not new build. Please see definition of acquisitions above.

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

**Item i6a** - Report here the total number of additional non-new build (acquisitions) units provided for affordable housing in settlements with populations of 3,000 or less, regardless of funding source. Needs to be completed, if unknown please input #.

**Questions 7 to 9 should only include those dwellings not reported to HE or the GLA.**

**These questions are used in the calculation of the affordable housing supply statistics published by MHCLG**, and in turn these are used in the calculation of the New Homes Bonus enhancement.

These questions break down the requested data on new affordable dwellings by tenure and by relevant ownership category:

- **Item i7** refers to local authority;
- **Item i8** refers to private registered provider; and
- **Item i9** refers to non-registered providers.

**For shared ownership units, please count each shared ownership unit as 1 unit (i.e. don't only count the fraction of the property that is being rented or sold).**

**Rent to Buy products should be included in intermediate rent.**

The department does not expect London Boroughs to have any completions of the new GLA tenures (London Affordable Rent / London Living Rent) that have not been reported by the GLA. However, in the case that there are London Affordable Rent / London Living Rent units that have not been reported could you:

- Add any London Living Rent units to Intermediate Rent;
- Contact the department if there are any London Affordable Rent units.

## Planning for Affordable Housing units with developer contributions

**Question i10** - This sub-section refers to final detailed (i.e. not outline) planning permissions granted during the reporting year for affordable dwellings associated with a developer contribution through planning obligations. It is aimed at providing a forward picture of future new build affordable housing provision through planning obligations. The figures here refer to when planning permissions were made and not when, for example, an s106 agreement was signed. If a previous permission has expired and a new detailed permission therefore been granted, the new detailed permission should be included so that the data provides an assessment of the pipeline of permissions for new affordable housing. Needs to be completed, if unknown please input #.

The data are broken down here by product/tenure. The categories are mutually exclusive and should include all dwellings that have been granted final planning permission.

**Rent to Buy products should be included in intermediate rent.**

## Other Developer Contributions to Affordable Housing

The presumption is for developer contributions to affordable housing through planning obligations (s106 agreements) to be provided in-kind and on-site (as collected in questions i3 to i5 and i10). Exceptionally, a local planning authority may agree that it is preferable for a developer to make a financial or other contribution towards the provision of affordable housing on another site in the authority's area.

Questions 12 to 14 ask for the amount of financial contributions held at the start of the year, the amount of financial contributions received during the year, and the amount of financial contributions spent, in order to get a complete picture of the flows of these developer contributions. All financial amounts should be in cash terms and on cash accounting basis.

**Item i11a**- Report here the amount of land (in hectares) that has been received through developer contributions to use towards the provision of affordable housing, regardless of whether the land was received for free or the land was discounted.

For example, if 50 hectares of land were received for free and 25 hectares of land were received at a discounted rate, the number recorded would be 75. Needs to be completed, if unknown please input #.

**Item i12a** – Report here the amount of financial contributions held at the start of the year towards the provision of affordable housing from developers via planning obligations (s106 agreements). It should be calculated by summing the financial contributions received and recorded in last year's form (in item i13a) and subtracting the contributions spent and recorded in last year's form (in item i14a) to the contributions held at the start of the year (Item i12a) as recorded in last year's form.

If for any reason these data should show a different value please explain in the notes box why this is the case. Needs to be completed, if unknown please input #.

**Item i13a** – Record the amount of financial contributions received during the year towards the provision of affordable housing from developers via planning obligations (s106 agreements). Needs to be completed, if unknown please input #.

**Item i14a** – Record the amount of financial contributions spent during the year on the provision of affordable housing from developers via planning obligations (s106 agreements). Needs to be completed, if unknown please input #.

## Cash Incentive Scheme Grants

Cash Incentive Scheme grants<sup>8</sup> cover grants are made under Section 129 of the Housing Act 1988. Currently there is no central funding from Government for the Cash Incentive Scheme, so local authorities must fund schemes from their own capital resources. It is up to each local authority to decide whether to run a Cash Incentive Scheme - they do not need the Secretary of State's consent.

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

**Item i15a** - Record here the number of Cash Incentive Grants (units) on which the final payment has been made during the reporting year. This is a mandatory field.

**This item used in the calculation of the affordable housing supply statistics published by MHCLG**, and in turn these are used in the calculation of the New Homes Bonus enhancement.

**Item i16a** - Record here all financial payments (in £000s) made during the reporting year, including all final grant payments for units recorded in item i15a but also any instalment payments for which final payments are yet to be made. Amounts should be in cash terms. Needs to be completed, if unknown please input #.

## Affordable housing funded with recycled Right to Buy receipts

**Question 17 is not used in the calculation of affordable housing supply statistics.**

As part of the increased caps on Right to Buy discounts from April 2012, the Government has an aim that the receipts from every additional home sold under the Right to Buy scheme are used to fund its replacement, on a one for one basis (nationally), with a new home for affordable rent. Local authorities that have signed up to an agreement with Government that they will limit the use of the net Right to Buy receipts to 30% of the cost of the replacement homes will be able to retain the receipts for replacement housing. More information is available at

<https://www.gov.uk/government/publications/reinvigorating-right-to-buy-factsheet-for-local-authorities--2>

---

<sup>8</sup> More information on Cash Incentive Scheme grants is available at <http://webarchive.nationalarchives.gov.uk/+http://www.communities.gov.uk/housing/buyingselling/ownershipschemes/cashincentivescheme/>

**Question i17** - Please report the number of affordable homes that have been completed in the reporting year and which were funded with your recycled Right to Buy receipts. This should include those units where the local authority has contracted the provision to Private Registered Providers or other developers.

**Units counted in question 17 may also be counted in other parts of this section.** The homes reported here should also be included in questions 3, 4, 5, 7, 8 or 9 as appropriate.

- Exclude any units delivered in your area through receipts recycled through the HE or the GLA.
- Include all buy-backs where the authority intends to rent the dwelling out at social or affordable rent. If the authority intends to demolish the dwelling or sell it on, then it should be excluded.

For acquisitions, indicate whether they were buy-back properties (definition below), other ex-local authority properties or purchased on the general market.

**Buy-back of ex-council dwellings:**

Under the enhanced Right to Buy scheme Local authorities have powers to buy back homes that they have sold under the Right to Buy or other schemes. However, there is no obligation upon them to do so. The Government believes that local authorities are best placed to judge who is in greatest need and how they should use their resources to help them. Local authorities are free to decide whom to help and on what terms – for example, what price to offer and whether to offer the owner a tenancy in the property that it has bought or in another property. The Government supports the scheme by providing some financial assistance for local authority buyback costs.

Councils are allowed to fund up to 50 per cent of the cost of re-purchasing a former council home, up to a maximum of 6.5 per cent of any additional net receipts (i.e. receipts available to support one-for-one replacement).

# Section J: Provision of New Build Affordable Housing: Starts-on-Site

**This section is voluntary but all local authorities are encouraged to completed it, whether you own stock or not.**

It refers to dwellings within your geographical authority area. This means that any dwellings started in your area by other local authorities should be included, but those provided by your authority outside your area should not.

Information provided in this section contributes to MHCLG national statistics on gross supply of affordable housing, which present data on all additional affordable housing supplied and started each year and can be found here:

<https://www.gov.uk/government/organisations/department-for-communities-and-local-government/series/affordable-housing-supply>

The questions in this section do not ask you to provide details on all additional affordable housing starts in your area. **Only affordable homes started in the current reporting year and not recorded by Homes England (HE) and the Greater London Authority (GLA) should be included**, as specified on the form. This is to avoid overlap with data collected by HE and the GLA and minimise duplication of reporting, as the affordable housing supply statistics are compiled from a number of data sources, including HE and the GLA. Please note that even if they are not funded by HE or the GLA some affordable homes may be recorded by them.

**Item j1** records data on affordable starts owned by your local authority

**Item j2** records data on affordable starts owned by Private Registered Providers

**Item j3** records data on affordable starts owned by Non-Registered Providers

Units that have been started and completed in the year will be counted both in section I and J.

Tenure types are explained in Section I. If the tenure type is not known, please record the start in the "unknown tenure" category

The department does not expect London Boroughs to have any starts of the new GLA tenures (London Affordable Rent / London Living Rent) that have not been reported by the GLA. However, in the case that there are London Affordable Rent / London Living Rent units that have not been reported could you:

- Add any London Living Rent units to Intermediate Rent;
- If there are any London Affordable Rent units, please contact the department.



*Definition of a start:*

Housing starts on site are reported when the provider/developer and builder have entered into the house building contract, the building contractor has taken possession of the site and the start on site works have commenced. Start on Site works means:

- (a) excavation for strip or trench foundations or for pad footings;
- (b) digging out and preparation of ground for raft foundations;
- (c) vibrofloatation, piling, boring for piles or pile driving; or
- (d) drainage work specific to the buildings forming part of the Firm Scheme;

A physical inspection is not required to record the specific start of each unit in the phase of a development. When work has started on the development, then all units in that phase can be counted as "starts".