



Department for Levelling Up,
Housing & Communities

Local Authority Housing Statistics (LAHS) Guidance

2023-24



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March 2024

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Useful Information

About the return

The purpose of this return is to collect a range of housing information in your local authority, including local authority owned stock and changes to it through the year, lettings, housing registers (or 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:

- Informing and monitoring government strategies, policies and business objectives;
- responding to parliamentary questions;
- informing policy development on housing issues
- evaluating the quality and value for money of public services and public bodies

Some of the data provided through the form is used for grant or funding purposes such as determining the New Homes Bonus allocation. The data is also used in other statistical products and by other Government Departments.

Contacts for help

If you have any problems providing the data required in the return please contact housingdata@levellingup.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 DLUHC Service Desk using one of the following options: log an issue via the Service Desk portal – [DLUHC Service Desk](#); email DLUHC.digital-services@levellingup.gov.uk (Please start the subject line with the word DELTA); or call 0203 829 0743.

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 DLUHC.digital-services@levellingup.gov.uk or call 0203 829 0743.

Revisions

The LAHS collection now has an official revisions period in February/March the year after the collection ends, which allows for local authorities to correct errors found in order to maximise the quality of our published data. For 2023-24, this will be February/March 2025. You may wish to amend your data, for example because you have discovered an error or because additional data came in late. Changes submitted during the official revisions period will be published at the next scheduled revision release, usually in June/July.

Some revisions are considered major revisions. These might date further back than the previous year's figure and have a notable impact on the national summary statistics produced from the LAHS data. They might arise from substantial errors in the statistical process, or other major methodological issues, whether by local authorities or central government. If you think that you need to make a major revision, please get in touch with the data collection team at housingdata@levellingup.gov.uk or the Affordable Housing Statistics team at LAHS@levellingup.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. Major revisions may result in a non-scheduled revision of the data set, 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.

The policy on revisions has been developed in accordance with the UK Statistics Authority Code of Practice for Statistics and the Department for Levelling Up, Housing and Communities 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 12 July 2024.

If you will be unable to meet this deadline, please contact the support area (housingdata@levellingup.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 DLUHC.digital-services@levellingup.gov.uk or call 0203 829 0743.

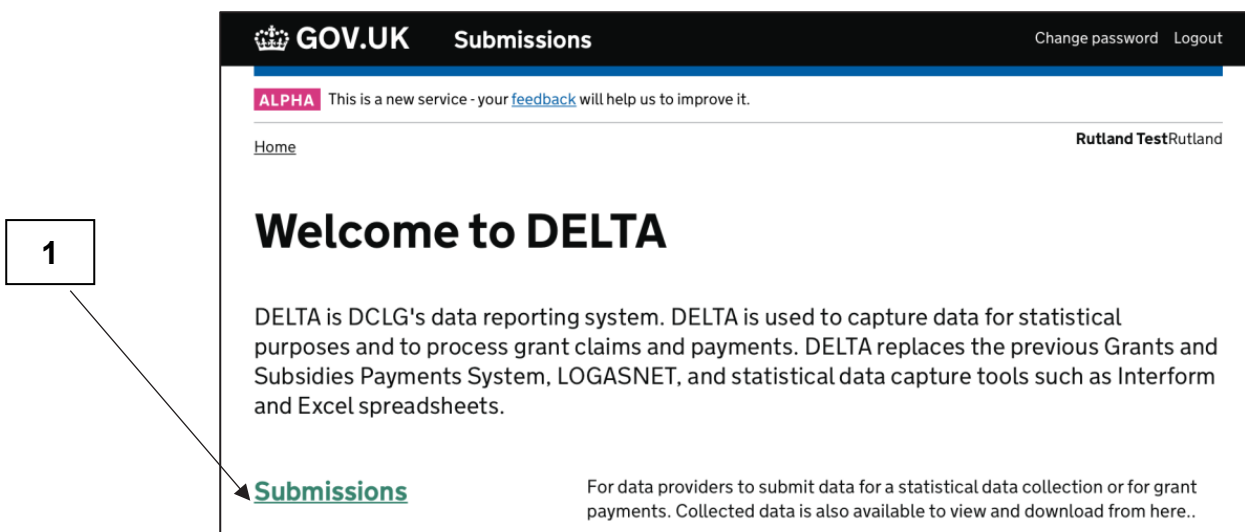
Please note: this process currently functions better when using **Google Chrome** as your web browser.

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.



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.

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

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

The screenshot shows the DELTA Submissions Setup interface. The header includes the DELTA logo, navigation links for Submissions and Setup, and user options like Change password and Logout. A breadcrumb trail indicates the current location: Home > Submissions > Collection requests. The user is identified as Katherine Harris, Ministry of Housing, Communities and Local Government. The main heading is 'List of collection requests'. Below this is a search bar containing 'lahs' and a 'Show filters' button. The data is presented in a table with columns for Name, Description, Availability date, Submission deadline, Status, and Actions.

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	More ▼
lahs-2017-2018-apr	Local Authority Housing Statistics for financial year 2017/18	Apr 18, 2018	Jul 20, 2018	Closed	More ▼
lahs-2017-2018-rev-apr	Local Authority Housing Statistics for financial year 2017/18 (opened for revisions)	Mar 04, 2019	Apr 13, 2019	Closed	More ▼
lahs-2018-2019-apr	Local Authority Housing Statistics for financial year 2018/19	Apr 15, 2019	Aug 21, 2019	Closed	More ▼

4.

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

DELTA Submissions Setup
Collection requests Data store

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

Home > Submissions > Collection requests

Ben Walters Ministry of Housing, Communities and Local Government

List of collection requests

Show filters

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	More ▾
agb-2016-2017-apr	Annual Green Belt statistics for the 2016-17 financial year.	May 01, 2017	Jun 30, 2018		More ▾ Provide data Upload data Download import template See submission
agb-2017-2018-apr	Annual Green Belt statistics for the 2017-18 financial year.	Jun 04, 2018	Jul 13, 2018		More ▾

Note: In the example above, the selected form would refer to the 2017-2018 form, with collection between June 14th and July 18th 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.

General updates and key changes

Please note the following key changes compared to last year's collection:

- Questions e3 and e4 are now mandatory
- Questions a5 and f12 have been removed
- There are new voluntary questions on assessment methods for non-decency, which we will aim to make mandatory for the 2024-25 collection next year.
- There are new voluntary questions on demographics of households on housing registers (or waiting lists)

Section A: Dwelling stock

Section A is mandatory.

Items a0a, a0b, 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 a 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.

All the questions in this section refer to data as of 31 March 2024 (i.e. the last day of the reporting financial year that other questions refer to).

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](#).

General Stock information

This sub-section should be completed by all local authorities.

All local authorities should answer the following two questions. They will allow to make better use of data collected in this return, as well as through the Regulator of Social Housing's Local Authority Data Return.

Item a0a – This is a yes or no question on whether your local authority currently has a Housing Revenue Account (HRA).

Item a0b – This is a yes or no question asking if your local authority owned any stock on 31 March 2024 outside of a Housing Revenue Account (HRA). Please answer yes if your local authority doesn't have an HRA but does own some stock.

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

This sub-section should be completed by all local authorities.

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 bedspace 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 as of 31 March 2024, including those owned by other local authorities, following the Census definition.¹ This includes dwellings outside 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.

Any stock that meets the criteria below and is used for **temporary accommodation should be included for the purposes of question a1a only.**

The figures should **exclude**:

- Dwellings leased or licensed to the authority, unless the original lease was for 21 years or more;
 - If the lease expires or is extended for less than 21 years, then they shouldn't be counted;
- Local authority stock leased exclusively by a housing association;

¹ See definition of a dwelling at <https://www.ons.gov.uk/census/censustransformationprogramme/questiondevelopment/outputandenumerationbasesresidentialaddressandpopulationdefinitionsforcensus2021>.

- Flats and dwellings sold under Right to Buy where the authority holds the freehold.

The figures should **include**:

- Local authority-owned dwellings occupied by wardens/caretakers;
- Dwellings owned by a provider which is itself wholly owned by the local authority.

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 2024. **This is a mandatory field.**

Dwelling Stock Owned by your Local Authority

This sub-section should only be completed by Local Authorities that own HRA stock. Local Authorities who do not have stock within an HRA should move to Section B.

Values should only cover properties that are within your HRA. If you are holding homes outside an HRA because you have fewer than 200 homes, you must obtain consent from the Secretary of State for each of these homes by contacting HRAQueries@levellingup.gov.uk.

Local authorities are reminded that they have a duty to notify the Regulator of Social Housing (RSH) if they are, or intend to become, a provider of social housing. Local authorities are subject to compulsory registration under these circumstances even where the social housing stock is not, or will not be, held in an HRA. The RSH requires all registered local authorities to complete the Local Authority Data Return (LADR) in addition to LAHS. If your organisation is, or intends to become, a provider of social housing and is not already registered with the RSH or established on the NROSH+ system please email RNTeam@rsh.gov.uk as soon as possible.

Items a2a to a2hb have been removed, with comparable information being collected through the LADR.

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 Initiatives² and shared ownership dwellings should be included, unless otherwise indicated.

Please exclude units bought for exclusive use as temporary accommodation. If you bought units for temporary accommodation and then reassigned them, please include them at that moment.

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 of 31 March 2024 (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 housing register (or 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, not the ‘affordable rent’ or ‘social rent’ columns.

Item a2ia, a2iaa and a2iab – These cells show the total stock owned by your local authority’s HRA, total social rent stock and total affordable rent stock, respectively. The total in a2ia should include:

- Multi-occupied dwellings
- The authority's dwellings of multiple occupancy in shared ownership
- PFI dwellings
- Shared ownership dwellings

Temporary accommodation within your local authority’s HRA should not be included.

Where appropriate, hostels and House in Multiple Occupation (HMOs) should be counted using a Dwelling Equivalent figure as described below.

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:

² 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.

- 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 2024, by three, with any balance counting as one dwelling.
- Houses in Multiple Occupation (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.)

Items a2iba to a2j have been removed, with comparable information being collected through the LADR.

Item a3a – Please report here the total value of HRA stock **at January 1999 prices in pounds (£)** on an accrual's basis. This item needs to be completed, if unknown please input #.

This should show the total value of the stock, including Private Finance Initiative and shared ownership dwellings, existing at 31 March 2024 and reported in item a2ia. 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). Therefore, in contrast to resource accounting, there should 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 inputted into 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 or social 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 and answer this question with #.

Item a3aa – Please report the total value of social rent dwellings stock at January 1999 prices reported in pounds (£). 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 social rent stock entered in a2iaa.

This item needs to be completed, if unknown please input #.

Changes to Local Authority owned stock

This sub-section should only be completed by Local Authorities that own HRA stock. Local Authorities who do not have stock within an HRA should move to Section B.

Items a4a to a4f refer to changes occurring during the reporting year. **It should be reported on an accrual's 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 was 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.

Item a4e – Record in this cell any and all other additions to your local authority's HRA stock which have not been counted in a4ab, a4c or a4d. For example, additions through local authority-owned buildings undergoing a change of use and now being used as social or affordable rental dwellings. The sum of units counted in a4ba, a4c, a4d and a4e should give the gross total additions to your local authority's dwelling stock in 2023-24.

Item a4f – Record in this cell any other losses to your local authority's HRA stock which have not been counted in a4a or a4bb, **excluding all sales**. Sales will be counted in Section B.

Item a5a has been removed.

Items a6a to a6f are a subset of items a4a to a4f. As such, they also refer to changes occurring during the reporting year. **It should be reported on an accrual's 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.**

Please use the following definition of 'supported housing', as this is consistent with that used by the Regulator of Social Housing: *supported housing* means low-cost rental accommodation provided by a registered provider that:

- (a) is made available only in conjunction with the supply of support;
- (b) is made available exclusively to households including a person who has been identified as needing that support; and
- (c) falls into one or both of the following categories:

- (i) accommodation that has been designed, structurally altered or refurbished in order to enable residents with support needs to live independently; and
- (ii) accommodation that has been designated as being available only to individuals within an identified group with specific support needs.

For the purposes of this definition, 'support' includes:

- sheltered accommodation
- extra care housing
- domestic violence refuges
- hostels for the homeless
- support for people with drug or alcohol problems
- support for people with mental health problems
- support for people with learning disabilities
- support for people with disabilities
- support for offenders and people at risk of offending
- support for young people leaving care
- support for teenage parents
- support for refugees

Item a6a – Of the dwellings reported in a4a, please record here those which were used for supported housing. 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 a6ba – Of the dwellings reported in a4ba, please record here those which were used for supported housing. 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 a6bb – Of the dwellings reported in a4bb, please record here those which were used for supported housing. 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 a6c – Of the dwellings reported in a4c, please record here those which were used for supported housing. 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 items a4d and a6d). Needs to be completed, if unknown please input #.

Item a6d – Of the dwellings reported in a4d, please record here those which were used for supported housing. Record in this cell all acquisitions into local authority ownership from other tenures during the year. 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.

Item a6e – Of the dwellings reported in a4e please record here those which were used for supported housing. This figure should include all additional supported housing gained during the reporting year which is not already reported in a6ba, a6c and a6d.

Item a6f - Of the dwellings reported in a4f, please record here those which were previously used for supported housing. This figure should include all supported housing losses during the reporting year which are not already reported in a6a or a6bb.

Section B: Disposals (Sales and Transfers)

Section B should be completed by all local authorities. This section is mandatory.

For local authorities who do not own HRA stock, this section has been pre-filled with zero. These zeros should 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). **Financial figures should be provided in pounds.**

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 pounds) of the units recorded in column 'a' **after** applying the discounts recorded in column 'c' (in pounds). Please remember to enter the figure £ thousands. (“Selling price (net of discounts)”)
- **Items in column 'c'** refer to the discounts allowed in pounds. 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. Note that column 'c' refers to the actual discounts given on Right to Buy sales, not the maximum discount allowed.

Items b2aa, b2ab and b2ac - The total number, selling price, in pounds, and discounts, in pounds (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 pounds, and discounts, in pounds, (see above) of Right to Buy sales that had 1 bedroom. These are a subset of the numbers reported in b2aa, b2ab and b2ac. Include any bedsits here.

Items b2aba, b2abb and b2abc - The total number, selling price, in pounds, and discounts, in pounds, (see above) of Right to Buy sales that had 2 bedrooms. These are a subset of the numbers reported in b2aa, b2ab and b2ac.

Items b2aca, b2acb and b2acc - The total number, selling price, in pounds, and discounts, in pounds, (see above) of Right to Buy sales that had 3 or more bedrooms. These are a subset of the numbers reported in b2aa, b2ab and b2ac.

Items b2ada, b2adb and b2adc have been removed.

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

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

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

Items b2ea and b2eb - The total number and selling price of Transfers to PRPs. For the number of transfers to Private Registered Providers, include LSVTs³ completed in the reporting year. The figure reported here should be the same as or greater than the LSVTs registered with Homes England. The selling price should be in pounds 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 pounds, and discounts, in pounds, (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 pounds, and discounts, in pounds, (see above) of sales and transfers of flats. These are 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 pounds, and discounts, in pounds, (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

³ 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>

Right to Buy sales in b2aa, b2ab and b2ac. Needs to be completed, if unknown please input #.

Items b2faba, b2fabb and b2fabc - The number, selling price, in pounds, and discounts, in pounds, (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

Section B4 should be completed by all local authorities. It has not been pre-filled with zeros for local authorities without an HRA, please fill with zeros if necessary.

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 and b2bc.

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

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

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

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

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

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:

$$\frac{(\pounds 50,000 + \pounds 50,000)}{(\pounds 100,000 + \pounds 200,000)} \times 100 = 33.3\%$$

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

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

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. Please note that not all shared ownership products allow 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. They should be included if they reached their allowed maximum.

Section C: Allocations

Section C should be completed by all local authorities. This section is mandatory.

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

Housing Registers (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 housing register (or waiting list) of housing applicants in order to deliver their statutory allocation functions.

Authorities who have transferred all their stock (e.g. through [Large Scale Voluntary Transfer \(LSVT\)](#)) should provide figures, irrespective of who is now responsible for managing the housing register (or waiting list).

If you have a common housing register (or 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 housing register (or waiting list) as of 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 housing register (or waiting list). All households on the housing register (or 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 housing register (or 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 housing register (or 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 housing register (or 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 housing register (or 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 housing register (or 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 cc1b – This item records the number of households in your housing register (or waiting list) at 31st March that had a lead applicant subject to immigration control. Section 3 of The Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006 defines persons subject to immigration control who are eligible for an allocation of housing accommodation.⁴ Subsection 3.14 defines fourteen classes of persons who are eligible for allocation of social housing. Please include any household where the lead applicant fits into any of these fourteen categories. **This question is voluntary.**

Item cc1ba –Of those households included in question cc1b, please record how many households had a lead applicant who was granted leave to enter or remain following the collapse of the Afghan government in August 2021. These persons are classed under points xi and xii of subsection 3.14. **This question is voluntary.**

Item cc1bb – Of those households included in question cc1b, please record how many households had a lead applicant who was granted leave to enter or remain following the Russian invasion of Ukraine in February 2022. These persons are classed under points xiii and xiv of subsection 3.14. **This question is voluntary.**

Item cc1bz – **should only be completed if you answered questions cc1b, cc1ba and cc1bb partly or wholly.** It asks if the figures provided to these questions apply to all households in your housing register (or waiting list). You can choose “Yes, to all households” or “No, it just includes some households” from a drop down menu.

Item cc1c – Of the households on your housing register (or waiting list) at 31 March, please record how many contained at least one person who meets the definition of a child, that is anyone below the age of 18, who is not the lead or joint applicant. **This question is voluntary.**

Item cc1cz – **should only be completed if you answered question cc1c.** It asks if the figures provided in this question apply to all households in your housing register (or waiting list). You can choose “Yes, to all households” or “No, it just includes some households” from a drop down menu.

⁴ Available at https://assets.publishing.service.gov.uk/media/60df2d0de90e0771784b991f/Current_allocation_of_accommodation_guidance.pdf

Item cc1d – Of the households on your housing register (or waiting list) at 31 March, please record how many contained at least one person who meets the below definition of a care leaver, that is children who were previously looked after, who turned 17 to 21 in the year. These are children looked after, as defined in the Children Act 1989, for at least 13 weeks after their 14th birthday, including some time after their 16th birthday. **This question is voluntary.**

Item cc1dz – **should only be completed if you answered question cc1d.** It asks if the figures provided in this question apply to all households in your housing register (or waiting list). You can choose “Yes, to all households” or “No, it just includes some households” from a drop down menu.

Item cc1e – Of the households on your housing register (or waiting list) at 31 March, please record the number of households where the lead applicant matches the nationality asked:

Item cc1ea: British

Item cc1eb: Irish

Item cc1ec: other EEA

Item cc1ed: any other nationality.

Instances of dual (or multiple) nationality should be counted in as many categories as necessary. The EEA (European Economic Area) excludes Ireland (as Irish nationality is recorded separately), but includes all other EU countries, as well as Iceland, Liechtenstein and Norway. **This question is voluntary.**

Item cc1ez – **should only be completed if you answered questions cc1ea, cc1eb and cc1ec partly or wholly.** It asks if the figures provided in this question apply to all households in your housing register (or waiting list). You can choose “Yes, to all households” or “No, it just includes some households” from a drop down menu.

Item cc2a – This question records whether or not your authority has changed the housing register (or waiting list) criteria since the last reporting period due to the changes in the Localism Act 2011⁵. 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 housing register (or 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 housing register (or 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

⁵ The Localism Act can be accessed at <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

before they can go on the list. The Department issued statutory guidance in December 2013 encouraging local authorities to apply a residency test.⁶

Item cc3c – This question asks whether your housing register (or waiting list) criteria currently include a residency or local connection test. A residency test requires applicants to have lived in the district for a number of years before they can go on the list. A local connection test takes into account other factors as well as residency, such as employment and family association. Please answer one of the following options: residency test only, local connection only, both residency and local connection or neither.

Item cc3c replaces and combines two previous questions, cc3a and cc3b.

Item cc3aa – If you answered “residency test only” or “both residency and local connection” to question cc3c, please record the number of years of residence that is required before an applicant is accepted onto the housing register (or waiting list). If your residency test requires less than 1 year of residency before accepting a household on the housing register (or waiting list), then please report this as 1 year. If you answered “local connection test only” or “neither” to question cc3c above, please leave this item blank.

Item cc4a – This question asks whether your housing register (or waiting list) criteria disqualify any households with rent arrears. This includes *any* disqualifications on the basis of rent arrears and is not restricted to policies with a blanket ban on all levels of rent arrears. Please answer “Y” for yes or “N” for no.

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 “Y” for yes or “N” for no. 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 input #.

Reasonable Preference

Item cc5a - This records the subset of households in housing registers (or 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. **cc5a will not necessarily be equal to the sum of the items cc5aa to cc5ae, since a household may be in more than one preference group. However, cc5a cannot be larger than the sum of the sub-categories cc5aa to cc5ae.**

⁶ Available at <https://www.gov.uk/government/publications/providing-social-housing-for-local-people>.

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 housing registers (or 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 cc5ab below.

This is a subset of the total of households in a housing register (or waiting list) that are in any reasonable preference group recorded in cc5a.

People who are homeless within the meaning of Part 7 (section 166A(3)(a)):

This is defined by s.175 (1) to (3) of the Housing Act 1996. A person is homeless within the meaning of Part 7 if they have:

- no accommodation which is available for their occupation and which they have a legal right to occupy;
- accommodation but cannot secure entry to it, or the accommodation is a moveable structure, vehicle or vessel designed or adapted for human habitation and there is nowhere it can lawfully be placed in order to provide accommodation;
- accommodation but it would not be reasonable for them to continue to occupy it.

This would include someone owed the 'relief duty' under s.189B of the 1996 Act, which is the initial duty owed for a minimum of 6 months to all eligible persons who are homeless to ensure that suitable accommodation becomes available for their occupation.

Item cc5ab - Record here the number of households in housing registers (or waiting lists) that fall into the reasonable preference group of 'people who are owed a duty by any local authority under section 190(2), 193(2) or 195(2).

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

People may be owed a duty by authority under section 190(2), 193(2) or 195(2) (section 166A(3)(b)) (note that there were previously references to further sections but these are now redundant as they have been repealed).

- Section 190(2) refers to the duty owed to a person who is homeless intentionally, eligible for assistance and in priority need. The relief duty must have come to an end.

- Section 193(2) refers to the main homelessness duty, owed to a person who is homeless unintentionally, eligible for assistance and in priority need. The relief duty must have come to an end.
- Section 195(2) refers to the duty to work with a person threatened with homelessness to prevent them from becoming homeless (the 'prevention duty'). A person is threatened with homelessness if it is likely that they will become homeless within 56 days (this period was extended from 28 days by the Homelessness Reduction Act 2017).

The two homelessness reasonable preference categories in items cc5aa and cc5ab can overlap, in that people who are homeless and owed a duty under section 190(2) or 193(2) may fall into the category in section 166A(3)(b) while also falling into the broader category in section 166A(3)(a) by virtue of being homeless. **If this is the case, please include them only in item cc5ab.**

Item cc5ac - Record here the number of households in housing registers (or 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 housing register (or waiting list) that are in a reasonable preference group recorded in cc5a.

Item cc5ad - Record here the number of households in housing registers (or 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 housing register (or waiting list) that are in a reasonable preference group recorded in cc5a.

Item cc5ae - Record here the number of households in housing registers (or 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 housing register (or waiting list) that are in a reasonable preference group recorded in cc5a.

Additional Preference

Item cc6a – This records the number of households on housing registers (or waiting lists) in 'reasonable preference' groups (and recorded in item 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 housing registers (or waiting lists) who have been given 'additional preference' who are members of the Armed Forces community, as specified in item 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.

Item cc6b – Please record here whether your local authority includes a question on their housing application form to identify whether anyone in a household is a serving member of the Armed Forces or a veteran.

Statutory allocation guidance aimed at improving access to social housing for members of the Armed Forces community issued in June 2020 stresses the importance of identifying an applicant as a serving or former member of the Armed Forces at the start of application process to ensure that applicants are afforded the right level of priority.

If your authority collects this information through other methods than a formal application form, such as a housing options interview, or housing needs assessment, please record this as a 'Y' (yes).

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.

After 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>

Accessible Housing Allocations

Items cc9a to cc10a –The aim of these questions is to understand the general approach that local authorities take to the letting of adapted and accessible properties (whether their own properties or housing association properties), and the means by which these are matched to people who have access needs.

'Accessible' properties can be broadly defined as properties which are adapted or designed to enable those who have disabilities or access needs to live independently. This could include wheelchair accessible homes (which includes the most common features required by wheelchair users such as level access, a wheelchair bathroom, or extra space for manoeuvrability of a wheelchair) or wheelchair adaptable homes (which includes design features to make a home easy to convert to be wheelchair accessible). While these features can be necessary for wheelchair users, they may also suit other people with access issues for example older people and those with reduced mobility.

It is recognised that those with access needs will likely need a level access bathroom in a multi-storey home. Accessible and adapted properties could also include properties where other mobility aids have been fitted such as grab rails, stair lifts, or adaptations to kitchens, bathrooms/showers. It is recognised that it is not always possible or appropriate for all properties that have been adapted to be prioritised for people with access needs, particularly if the adaptations are minor or it is more cost-effective to remove and reuse them.

Item cc9a – this records whether your local authority advertise accessible properties as part of the choice-based lettings scheme. Please select from the following options:

- Yes
- No, we let these properties outside the choice-based lettings scheme
- Other
- Not applicable – we do not use choice-based lettings

If you select "Other", please give further information in the comments box on DELTA about how your local authority advertises and lets accessible properties.

This question is about the general approach that local authorities take to the letting of adapted and accessible properties, and the means by which these are matched to people who have access needs. It would not be practicable to record how each individual property is allocated. **If you advertise and let some accessible properties as part of the choice-based lettings scheme and let some accessible properties outside of the choice-based lettings scheme, please record this as ‘Other’ and clarify in comments.**

Item cc9aa – If you advertise some or all accessible properties through the choice-based lettings scheme, please answer this question. This records how applicants with access needs are considered for accessible properties advertised through a choice-based lettings scheme. Please choose from the options:

- Only allow those with access needs to bid on accessible properties
- Give those with access needs priority for accessible properties
- Allow anyone to bid for accessible properties
- Other

If you select “Other”, please give further information in the comments box on DELTA.

You should answer “Give those with access needs priority for accessible properties” if anyone can bid on accessible properties on the choice-based lettings scheme, but priority is given to those with access needs.

You should answer “Allow anyone to bid for accessible properties” if anyone can bid on accessible properties on the choice-based lettings scheme and priority is given according to your allocation scheme and not if they have access needs.

This question is about how you initially approach advertising accessible properties through the choice-based lettings scheme.

Those with ‘access needs’ refers to an applicant who has been identified as requiring an accessible property.

Item cc10a – this records whether your local authority maintains an accessible housing register. You should only give one answer to this question.

‘Accessible housing registers’ are defined as a register of properties which are adapted or designed to enable those who have disabilities to live independently.

The 2012 statutory allocations code of guidance reminds local authorities that they have a duty to provide applicants with information about whether accommodation appropriate to their needs is likely to be made available to them and by when, and notes that ‘maintaining a database of housing suitable for applicants with access needs would assist with this’.

If your local authority does not maintain an accessible housing register but identifies whether properties are accessible or adapted when they become void, or in the case where new builds are vacant, prior to letting, you should answer “No, but we identify whether a property is accessible prior to letting”. If your local authority does not do this and does not maintain an accessible housing register, please answer “No”.

A ‘multi-authority’ or ‘sub-regional’ arrangement means where your local authority participates in an accessible housing register with neighbouring boroughs or authorities.

Item cc10b – Of the households on your housing register (or waiting list) at 31 March, please record the number of households who are seeking an accessible home. Households should be counted here if assessed to be in need of an accessible home, as defined and assessed by your local authority.

All households on the housing register (or waiting list) should be included except for existing tenants of your authority seeking a transfer within your own local authority stock (the same as cc1a). If a household is seeking a transfer within your own local authority stock and is need of an accessible home, it should not be included. **This question is voluntary.**

Item cc10z – **should only be completed if you answered question cc10b.** It asks if the figures provided in this question apply to all households in your housing register (or waiting list). You can choose “Yes, to all households” or “No, it just includes some households” from a drop down menu.

Section D: Lettings, Nominations and Mobility Schemes

Section D is mandatory. 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. Values should only cover properties that are within your 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. Figures in this section should include dwellings owned by the local authority or their Arms Length Management Organisation (ALMO) which have been let to tenants during the reporting year.

Items d1a to d3a - these questions have been removed

Item d4a - This is the total number of dwellings let to existing social tenants. Needs to be completed, if unknown please input #.

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.

If the same dwelling is let multiple times within the financial year, this should be recorded once only.

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. This is a subset of the total number of dwellings let as reported in d4a. 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. This is a subset of the total number of dwellings let as reported in d4a. 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. Needs to be completed, if unknown please input #.

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. Needs to be completed, if unknown please input #.

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. Needs to be completed, if unknown please input #.

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. Needs to be completed, if unknown please input #.

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. Needs to be completed, if unknown please input #.

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 due to 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 in its Statistical Data Return.

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).

$$d10a = d4a + d8a + d9a$$

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, as these questions are mandatory.

'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 households with a member of the UK armed forces community given additional preference that have been let a dwelling by your authority or in response to a nomination from your authority. This is a subset of the sum of questions d4a, d8a, d11a and d12a.

- Include lettings by your authority in properties owned by your local authority outside your authority's boundaries.
- Include letting by other authorities in response to a nomination from your authority.
- Exclude renewals of flexible tenancies

For further details on members of the Armed Forces community to whom authorities must give additional preference is detailed in item cc6aa.

Section E: Vacants

Section E is mandatory.

Question e1 should be answered by all local authorities. Questions e2, e3 and e4 should be answered only by local authorities that have an HRA.

Vacant dwellings in your local authority area

This subsection should be completed by all local authorities.

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.

- 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](#), which is that it is a chargeable dwelling that is unoccupied and substantially unfurnished. A dwelling should be determined using the Census definition, the same definition as used for item 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

This subsection should be answered by local authorities that have an HRA. Values should only cover properties that are within your HRA.

For those authorities that do not own HRA stock, we have pre-filled those cells with a zero where appropriate.

If the precise breakdown is not known, please use approximate proportions. If no estimate is available, please input #.

Vacant dwellings should be reported as either 'available for letting', 'temporarily unavailable for letting' or 'permanently unavailable for letting'. These categories are mutually exclusive and cover all vacants owned by your local authority.

Vacant dwellings available for letting should include:

- Vacant stock where a new tenant has been allocated, but the tenancy will start after 31 March;
- 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;
- Stock that has been earmarked for sale or demolition but is still being used for short/fixed term tenancies – such dwellings that are occupied on 31 March should not be counted as vacant dwellings.

Vacant dwellings but temporarily unavailable for letting should include:

- Stock that has been previously let, but which requires works before a new tenant can move in (i.e. requires substantive works which cannot be carried out while the dwelling is occupied by tenants). 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 that is not available for letting due to unauthorised occupation;
- Any other stock that has been previously let and is vacant and unavailable for rent, but where it is expected that in the future it will be made available again for lettings.

Vacant dwellings and permanently unavailable for letting should include:

- Stock awaiting sale, provided they were not originally developed for sale;

- Stock that is not available for letting because it is awaiting demolition.

Items e2aa to e2dc – These questions detail the number of vacant dwellings in your local authority stock on 31 March 2024, i.e. 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 #.**

Column 'b' has been removed and replaced by columns 'd' and 'e'.

Column 'c' sums automatically all dwellings recorded under columns 'a', 'd' and 'e'. If you don't know whether the vacants are 'available' or 'not available for letting', but only know the overall value in column 'c', please overwrite the value in column 'c'. If you need to overwrite it and are unable to do so, please contact housingdata@levellingup.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, while other dwellings within your local authority area (and recorded in e1a) may be owned by another local authority.

Items e3aa to e3ed – These questions detail the number of vacant dwellings in your local authority stock on 31 March 2024, i.e. the end of the reporting period, whether they are located within your local authority area or not, broken down by number of bedrooms. This question is voluntary, though local authorities are encouraged to complete it.

Columns 'a' to 'c' are mutually exclusive and cover all vacants owned by your HRA. Column 'd' sums automatically all dwellings recorded under columns 'a', 'b' and 'c'. If you don't know whether the vacants are 'available' or 'not available for letting', but only know the overall value in column 'd', please overwrite the value in column 'd'. If you need to overwrite it and are unable to do so, please contact housingdata@levellingup.gov.uk

The total number of vacant dwellings in question e2 and question e3 should match (row d in question e2 and row e in question e3). 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.

Items e4a to e4d – These questions ask for vacant shared accommodation, such as HMOs or bedspaces. They refer to your local authority stock on 31 March 2024, i.e. the end of the reporting period, whether they are located within your local authority area or not. This question is voluntary, though local authorities are encouraged to complete it.

The total will be automatically calculated for you. If you don't know then please provide an estimate on your return. HMOs should be counted using a Dwelling Equivalent Figure, as

in question a2ia, a2iaa and a2iab. Only count accommodation that is vacant rather than all available accommodation, e.g. if there are 5 bedspaces, but only 2 are vacant, count 2. Please input a value of zero if you do not own any shared accommodation.

Questions e3 and e4 are mutually exclusive, as one covers vacant dwellings, and one covers vacant shared accommodation.

Section F: Condition of Dwelling Stock

Section F should be completed by all local authorities. This section is mandatory.

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 and should be answered by all local authorities. Please include here all those dwellings which are owner-occupied or privately rented, including those in shared ownership.

For local authorities that have indicated in Section A that they do not own HRA stock at the end of the reporting year (31 March) 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 subsection should be completed by local authorities that own HRA 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 HRA stock, we have pre-filled the cells with zero on DELTA.

Item f1a– 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 2024 for this reporting year. Values should only cover properties that are within your HRA.

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.

Values should only cover properties that are within your HRA.

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

Item f2aaa has been removed.

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

Item f2baa has been removed.

Item f2ca - Report here all dwellings owned by your local authority where there has been installation of insulation. Needs to be completed, if unknown please input #.

Items f2caa – Include here the subset of dwellings recorded in items f2ca 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 – Include here the subset of dwellings recorded in items f2ca 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 – Include here the subset of dwellings recorded in items f2ca 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 – Include here the subset of dwellings recorded in items f2ca 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 – Include here the number of dwellings owned by your local authority where there has been 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 - 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.

- photovoltaic panels
- solar thermal
- heat pumps (air, ground or water)
- biomass boilers
- wind turbines
- other

Items f1b, the column 'b' items in question f2, f3a, f4a and f4b – these questions have been removed.

Housing Health and Safety Rating System

The Housing Health and Safety Rating System⁷ (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.

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

Please only record those dwellings with category 1 hazards in item f6a. Please note that this is equivalent to not meeting the 'Decent Home' standard used previously in the HSSA. However, there is not currently a 'Decent Homes' programme for the private sector, so the emphasis of these questions is on the HHSRS.⁸ Please refer to the guidance on the GOV.UK website for more information about Category 1 hazards.⁹

⁷ <https://www.gov.uk/government/publications/housing-health-and-safety-rating-system-guidance-for-landlords-and-property-related-professionals>

⁸ The [Renters \(Reform\) Bill](#) introduced measures to apply a Decent Homes Standard (DHS) to the private rented sector. DLUHC consulted on applying the DHS to the private rented sector at the end of 2022 and will be publishing its response to this consultation in due course.

⁹ Available at <https://www.gov.uk/government/publications/hhsrs-operating-guidance-housing-act-2004-guidance-about-inspections-and-assessment-of-hazards-given-under-section-9>.

Items f5a, f5aa and f5ab have been removed. The information collected in f5a and f5aa is collected instead in questions f16aa and f16ba.

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 has been removed.

Houses in Multiple Occupation

This subsection 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 DLUHC's website, at <https://www.gov.uk/government/publications/houses-in-multiple-occupation-and-residential-property-licensing-reform-guidance-for-local-housing-authorities>.

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 at 31 March 2024. 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.

Item f12 has been removed.

Decent Homes

This subsection should be completed by local authorities that own HRA stock, as it refers to dwellings owned by your local authority, whether they are located within your local authority area or not. Values should only cover properties that are within your HRA.

Questions 13 to 17 refer to the decency of dwellings owned by your local authority, as defined by the Decent Homes Standard. 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

We have pre-filled the cells in this section with a zero for those local authorities that do not have an HRA.

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 was 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

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 f13ez – This question will only appear in the DELTA form, not the bulk upload. This asks you to confirm the number of non-decent homes at the end of the **previous reporting period**, i.e. as of 31 March 2023.

Item f13ezz – If you didn't confirm the values submitted in last year's return in the previous item, you will be asked to resubmit the value in this question. This question will only appear in the DELTA form, not the bulk upload.

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 has been removed.

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 section. 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 were demolished during the financial year, i.e. not including those that remained scheduled for demolition as at 31 March 2024. 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 #. Please include all open cases.

It is expected that f13e should reflect:

- The number of non-decent dwellings as at 31 March 2023 (that is, as reported in f13e in the previous year).
- Plus the number of dwellings becoming non-decent during 2023-24 (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)

$$f13e \text{ (this year)} = f13e \text{ (last year)} + f13c - (f13a + f13d)$$

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 as of 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 pounds (£).** Needs to be completed, if unknown please input #.

Item f14b has been removed.

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

Items f15a and f15b have been removed.

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**.

Item f16c – Is the average cost per dwelling to make all dwellings decent. **It is pre-filled by calculation with values of f16a and f16b**.

Items f16aa to f16ac - 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. These questions refer to the condition of the stock as at 31 March at the end of the reporting year. They should therefore exclude dwellings that were made free from those hazards during the year. Please include all open cases.

Item f16aa - 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 f16ab - This asks for the estimated cost of removing the Category 1 hazards from all dwellings recorded in item f16ab. **Please record cost in pounds**. Needs to be completed, if unknown please input #.

Item 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 costs to meet minimum regulatory standards. 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 costs to meet minimum regulatory standards. 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 costs to meet minimum regulatory standards. 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 #.

Items f16ad, f16bd, f16cd, f16dd – relate to the primary assessment method used to calculate the number of non-decent dwellings provided in the respective question (f16aa, f16ba, f16ca, f16da). Select **one option** from the list of assessment methods below. If you use a different method for non-HRA stock, do not include this.

Items f16ae, f16be, f16ce, f16de – relate to any other assessment methods that were used to calculate the number of non-decent dwellings provided in the respective question (f16aa, f16ba, f16ca, f16da). This is in addition to the primary assessment method indicated by the previous item(s). Select **as many options as apply** from the list of assessment methods below. If you use a different method for non-HRA stock, do not include this. Please note this question appears differently in the bulk upload form when compared with the form on the DELTA platform, but the question is substantively the same.

The assessment method options are:

- A full survey is defined as a method where at least 90% of dwellings owned by your local authority have been inspected for non-decency in person within the financial year.
- A partial survey (50% to 90%) is defined as a method where between 50% and 90% of dwellings owned by your local authority have been inspected for non-decency in person within the financial year. A rolling survey, where all stock is inspected over a period of years, meaning only a portion is inspected each year, would count as a partial survey.
- A partial survey (more than 0%, less than 50%) is defined as a method where more than 0%, but less than 50% of dwellings owned by your local authority have been inspected for non-decency in person within the financial year. A rolling survey, where all stock is inspected over a period of years, meaning only a portion is inspected each year, would count as a partial survey.
- Self-reported by tenants refers to a method by which you use communication from tenants to decide to determine whether to log an element of non-decency. If self-reporting is used to decide which properties to inspect, please select 'self-reported by tenants' rather than 'partial survey'.
- Modelling/estimating refers to use of other data held by your local authority for which you calculate or derive the overall count of non-decent dwellings in a criterium.
- 'Not measured' means your local authority has not used any data or physical inspection to assess dwellings against the Decent Homes Standard.
- If you select 'Other', please provide an explanatory note as to the method used.
- You may also select 'Don't know' if the assessment method is unknown.

For column 'd', please select the primary assessment method used, and for column 'e', please select as many other methods as apply.

Items f16e and f16f – Provide the percentage of stock that has had a comprehensive physical inspection of stock to assess and record compliance against the key criteria of the Decent Homes Standard (DHS) over the last five years. Please report a number between 0 and 100. **These questions are voluntary.**

Providers must also report if the percentage of stock reported in this question is an actual or an estimated percentage of the stock inspected. We expect providers to report the percentage of stock based on an actual count of units wherever possible.

Only inspections that have included an assessment of DHS compliance should be counted. Routine stock inspections that have not included this assessment should not be counted. For further guidance on DHS, please refer to:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7812/138355.pdf

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 of 31 March:**

$$\frac{f13e}{a2ia} \times 100$$

Please note that from 2019-20 onwards the denominator has changed to a2ia as cell a2ib is no longer collected in LAHS. A similar value will be collected through the Regulator of Social Housing’s Local Authority data return (LADR).

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

Capital Expenditure on local authority owned stock

This subsection should only be completed by all local authorities who have an HRA. Local authorities without an HRA should move to Section G. Values should only cover properties that are within your HRA.

This section 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 accrual’s 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 has been removed.

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

Items f25aa and f25ab – Please record here the number of capital renovation works on HRA dwellings (the number of works, not the number of dwellings) during the year and the associated cost in pounds.

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. Data in 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. Items f25aa and 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 pounds associated with these demolitions. Include costs of demolitions of a non-housing property if this will pave the way for a housing development which will subsequently become part of the HRA. Do not include costs if the demolitions are 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 pounds 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 dwelling completions. It is shown for completeness. Please record in item f25db the expenditure in pounds associated with these new builds. This should only include expenditure incurred during the year which is attributable to the new builds that were completed in the year (this would exclude any schemes still under construction). **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 pounds 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 of 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.

Item f27a – Please record here any other capital expenditure on your local authority stock within the HRA during the reporting year, **excluding** the expenditure on capital works reported in question f25fb and excluding money spent on new builds and acquisitions. Please report this figure **in pounds**. This could include, for example, other capital expenditure such as on software and computer systems. Do not include new developments and land purchases. **This is a mandatory field.**

Section G: Stock Management

Question G1 must be completed by all local authorities. Questions G2 and G3 must be answered by local authorities who own HRA stock. If you do not own any stock, please answer "0" where appropriate. This section is mandatory.

This section collects information about key management issues related to your local authority stock.

For those authorities that do not own HRA 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

This sub-section should be completed by all local authorities.

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
- Which are used as temporary accommodation.

A void should be classed as a ‘major works’ void only if an existing tenant would have been required to move 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

This subsection should be completed by all local authorities who own HRA stock.

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 affected during the reporting year, regardless of the date of the possession order or warrant of possession. You should exclude evictions from temporary accommodation. **This 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

This subsection should be completed by all local authorities who own HRA stock.

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 Rent Arrears

Section H should be completed by local authorities that have an HRA.

This section gathers information on rent management and rent arrears 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 of 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

Questions h1 to h4 have ceased to be collected in LAHS after 2018-19, with comparable information now being collected by the Regulator of Social Housing through the Local Authority Data Return (LADR).

Local authorities are reminded that they have a duty to notify the Regulator of Social Housing (RSH) if they are, or intend to become, a provider of social housing. Local authorities are subject to compulsory registration under these circumstances even where the social housing stock is not, or will not be, held in an HRA. The RSH requires all registered local authorities to complete the Local Authority Data Return (LADR) in addition to LAHS. If your organisation is, or intends to become, a provider of social housing and is not already registered with the RSH or established on the NROSH+ system please email RNTeam@rsh.gov.uk as soon as possible.

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 this 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.
- Funds owed on temporary accommodation

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 Homeless/ 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

Section I should be completed by all local authorities, whether you own stock or not. This section is mandatory.

Introduction

Please note that:

- **First Homes are considered affordable housing;**
- **Units sold under Help to Buy are not considered affordable housing.**

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. **Temporary accommodation should not be included.**

Information provided in this section contributes to DLUHC 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 and 9, 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.

Please include units funded through Pooling receipts of Right to Buy sales in questions 3, 4, 5, 7, 8 and 9, even if already reported in the Pooling data return, except those funded by Homes England or the Greater London Authority through Right to Buy recycled receipts.

HE¹⁰ and the GLA¹¹ 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 at HE asking for your local authority “Completions Extract” for the year. 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 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 Framework¹² (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

¹⁰ HE publishes biannual official statistics on housing provided by their programmes. These can be seen at <https://www.gov.uk/government/collections/housing-statistics>

¹¹ 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>

¹² The National Planning Policy Framework can be found at <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

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

Providers are required to report to Homes England or the GLA starts and completions of affordable housing which are in receipt of grant funding through the range of products funded by the those organisations. 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>.

If units are a mixed between developer contributions and other funding (such as Right to Buy receipts), please report them as units funded with developer contributions. Please include in the notes if these units are funded through mixed funding sources as it may help with queries.

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 only receive grant funding from Homes England for shared ownership, so we expect most non-registered provided units to be reported via LAHS rather than Homes England or the GLA.

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 in the [Housing Statistics and English Housing Survey glossary](#).

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).

Units sold under the Help to buy scheme are not considered Affordable Housing.

Item i1a- Report here the number of additional new build affordable units provided in settlements with populations of 3,000 or less, regardless of funding source. 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, regardless of funding source. 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.

Item i2ca – Report the total number of new build units provided in respect of First Homes Level Exception sites in rural areas (as defined by rural development funding eligibility). **Items i2ba and i2bb are mutually exclusive.**

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 #.

Item i2cb – Report the total number of new build units provided in respect of First Homes Level Exception sites outside rural areas (as defined by rural development funding eligibility). **Items i2ca and i2cb are mutually exclusive.**

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 #.

If you are unsure how to classify items for the purposes of items i2ca and i2cb, Defra developed a GIS-based system (<https://magic.defra.gov.uk/>) that defines rurality for the purposes of determining rural development funding eligibility. This system defines urban

as settlements with a population of 10,000 or more as defined by a built-up area dataset and the 2011 Census. Anywhere that doesn't fall into these areas is identified as rural.

The system enables users to input an area's postcode, grid reference or simply search for a site on a map. Users can then click on the site to establish whether the site is rural or not. Using this system for our monitoring purposes would ensure consistency with Defra's definition. In order to minimise burdens for local authorities, Defra can provide local authorities with the necessary GIS files, or access to the Magic mapping software, and provide clear instructions for use.

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 DLUHC, and in turn these are used in the calculation of the New Homes Bonus enhancement.

Please do not include any First Homes completions funded via the Homes England Early Programme, even if these are not in the extract your local authority receives from Homes England. We will have received these units from Homes England. Please count all other First Homes.

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

- **Question i3** refers to local authority;
- **Question i4** refers to private registered provider; and
- **Question 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. Where a development was funded using both developer contributions through planning obligations and other funding sources, the units in the development should be split in proportion to the amount of funding that came from each category. If this isn't possible, they should be allocated to the category where most of the funding comes from.

For shared ownership units, please count each shared ownership unit as 1 unit (i.e. do not 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:

- Add any London Living Rent units to Intermediate Rent;
- If there are any London Affordable Rent units, please contact us at lahs@levellingup.gov.uk.

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 since this 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 DLUHC, 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:

- **Question i7** refers to local authority;
- **Question i8** refers to private registered provider; and
- **Question 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:

- Add any London Living Rent units to Intermediate Rent;
- If there are any London Affordable Rent units, please contact us at lahs@levellingup.gov.uk.

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, for example, when an s106 agreement was signed. If a previous permission has expired and a new detailed permission has 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, in pounds, of financial contributions held at the start of the year, the amount of financial contribution received during the year, and the amount of financial contribution 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 #.

Do not include interest accrued in questions i12a, i13a and i14a.

Item i12a – Report here the value in pounds 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.

$$i12a \text{ (this year)} = i12a \text{ (last year)} + i13a \text{ (last year)} - i14a \text{ (last year)}$$

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 value in pounds 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 value in pounds 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 grants¹³ 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.

¹³ More information on Cash Incentive Scheme grants is available at <http://webarchive.nationalarchives.gov.uk/http://www.communities.gov.uk/housing/buyingselling/ownershipschemes/cashincentivescheme/>

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

Item i16a – Record here all financial payments (in pounds) 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 #.

Question i17 has been removed from this form. A similar question has been introduced to the Right to Buy Pooling return

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

This section is voluntary, but all local authorities are encouraged to complete it, whether you have an HRA or not.

Please note that:

- **First Homes are considered affordable housing;**
- **Units sold under Help to Buy are not considered affordable housing.**

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. **Temporary accommodation should not be included.**

Information provided in this section contributes to DLUHC 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.

Unlike in section I, please include all First Homes completions, including those funded via the Homes England Early Programme. Homes England is not able to provide us with the number of First Homes starts via their Early Programme.

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 us at lahs@levellingup.gov.uk.

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 at least one of the following:

- (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".

Section K: Tenure information on gains and losses to local authority stock

This section is mandatory.

Question k1 only applies to local authorities with a Housing Revenue Account, but question k2 applies to all local authorities, whether you have an HRA or not.

In July 2020, the Housing Communities and Local Government select committee published a report¹⁴ on affordable housing, which includes the following recommendation on data:

The Government must publish statistics on net additions of the different tenures of affordable housing per year, taking into account completions, sales, demolitions and conversions. These statistics are currently disparate or not collected. This is especially important to track changes in social rented stock which has been affected by significant number of conversions to affordable rent and Right to Buy sales. Data will need to be collected on Right to Buy sales for each tenure, demolitions per tenure, change of use per tenure, and all other reductions. This will bring social housing data in line with overall housing supply data.

In October that year, the Government published its response¹⁵ to the select committee report on social housing stated that “the department will investigate the feasibility of publishing data on affordable housing”.

This new Section K is intended to help the department’s obligation to investigate how to develop an estimate of net affordable housing in England.

The questions in this section refer to local authority stock only. Information on private registered providers’ stock is collected via the Regulator of Social Housing’s Statistical Data Return. The definition should be consistent with the stock figures provided in Section A and should include:

- Those owned and offered for social / affordable housing by the local authority or their ALMOs,
- 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.

Please exclude units bought for exclusive use as temporary accommodation, as temporary accommodation is not affordable housing. If you bought units for temporary

¹⁴ <https://committees.parliament.uk/publications/2102/documents/19835/default/>

¹⁵ <https://www.gov.uk/government/publications/long-term-delivery-of-social-and-affordable-rented-housing-government-response-to-the-select-committee-report>.

accommodation and then reassigned them to affordable housing, please include them at the moment they became available for affordable housing.

For the purpose of these questions, when considering conversions, the number of properties lost and gained should be reported in the relevant tenure. For instance, if two social rent flats were combined into one larger affordable rent, then two losses should be reported for social rent and one gain for affordable rent.

Question 1 should be completed only by local authorities that have an HRA, and should refer only to stock held within an HRA. The different columns of the table represent the different tenures respectively:

- social rent;
- affordable rent;
- London affordable rent;
- intermediate rent and
- unknown or unallocated tenure.

Rent to Buy products should be included in intermediate rent.

London Living Rent should be counted in intermediate rent.

Gains of rental stock:

Items k1aa to k1af – Include all additions to your HRA owned stock used for rental tenures 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. Item k1af is expected to be the same or lower than what was reported in item a4c.

Items k1ba to k1bf – Include all additions to your HRA owned stock used for rental tenures through acquisition of existing properties for new affordable housing, including those bought in the open market. Include all local authority acquisitions for general purposes and for special needs use. Item k1bf is expected to be the same or lower than what was reported in item a4d.

Items k1ca to k1cf – Include all additions to your HRA owned stock used for rental tenures through conversions of existing rental stock which resulted in an increase in the number of dwellings; for example, converting a large house into flats. Include general purposes and for special needs use. Item k1cf is expected to be the same or lower than what was reported in item a4d.

Items k1da to k1df – Include all additions to your HRA owned stock used for rental tenures through changes of tenure of existing stock which resulted in an increase in the number of dwellings for each tenure. Include general purposes and for special needs use.

Items k1ea to k1ef – Include any additions to your HRA owned stock used for rental tenures which resulted in an increase in the number of dwellings and have not been

counted in the items above, including any transfers or purchases of existing social housing stock from other providers and changes of use. Include general purposes and for special needs use. Item k1ef is expected to be similar to what was reported in item a4e.

Losses of rental stock:

Items k1fa to k1ff – Include any losses to your HRA owned stock used for rental tenures which resulted from sales, including any Right to Buy sales. Do not include Shared Ownership sales in this category. Include properties previously for general purposes and for special needs use. Item k1ff is expected to be the same or lower than what was reported in the sum of items b2aa, b2ba, b2ca and b2da.

Items k1ga to k1gf – Include any losses to your HRA owned stock used for rental tenures which resulted from demolitions of existing stock. Any partial demolition work should not be included here. Do not include demolitions of substandard illegal developments (bed-in-shed type). Include properties previously general purposes and for special needs use. Item k1gf is expected to be the same or lower than what was reported in item a4a.

Items k1ha to k1hf – Include any losses to your HRA owned stock used for rental tenures which resulted from transfers of existing stock to Private Registered Providers. Include LSVTs¹⁶ completed in the reporting year. Include general purposes and for special needs use. Item k1hf is expected to be the same or lower than what was reported in item b2ea. Please see guidance for item b2ea if needed.

Items k1ia to k1if – Include all losses to your HRA owned stock previously used for rental tenures through conversions of existing rental stock which resulted in a decrease in the number of dwellings; for example, converting flats into a larger flat. Adaptations for the elderly and disabled people should not be considered as conversions. Include general purposes and for special needs use. Item k1if is expected to be the same or lower than what was reported in item a4bb. **Please note that item a4bb is reported as a negative, whereas this item should be reported as a positive.**

Items k1ja to k1jf – Include all losses to your HRA owned stock used for rental tenures through changes of tenure of existing stock which resulted in a decrease in the number of dwellings for each tenure. Include general purposes and for special needs use.

Items k1ka to k1kf – Include any losses to your HRA owned stock used for rental tenures which resulted in a decrease in the number of dwellings and have not been counted in the items above. Include general purposes and for special needs use. Item k1ef is expected to be similar to what was reported in item a4f.

Question 2 should be completed by all local authorities, whether they have an HRA or not. It is possible that many items under this question will be zero. The different columns of the table represent the different tenures respectively:

¹⁶ 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>

- Shared Ownership;
- Affordable Home Ownership;
- First Homes, and
- unknown or unallocated tenure.

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

Gains of ownership stock:

Items k2aa to k2af – Include all additions to your stock used for ownership tenures through new building. Do not include new build dwellings bought in open market, as these should be counted as acquisitions.

Items k2ba to k2bf – Include all additions to your stock used for ownership tenures through acquisition of existing properties, including those bought in the open market.

Items k2ca to k2cf – Include all additions to your stock used for ownership tenures through conversions which resulted in an increase in the number of dwellings; for example, converting a large house into flats.

Items k2da to k2df – Include all additions to your stock used for ownership tenures through changes of tenure of existing stock which resulted in an increase in the number of dwellings for each tenure.

Items k2ea to k2ef – Include any additions to your stock used for ownership tenures which resulted in an increase in the number of dwellings and have not been counted in the items above, including purchases of existing social housing stock from other providers and changes of use.

Losses of ownership stock:

Items k2fa to k2ff – Include all losses to your stock used for ownership tenures which resulted from sales. **For Shared Ownership sales, only include sales where 100% ownership was reached, or resales, if these were reincorporated in your stock.** Item k2fa (shared ownership) is expected to be similar or lower than item b4baa, although here are we only interested in those that reach 100% ownership.

Items k2ga to k2gf – Include all losses to your stock used for ownership tenures which resulted from demolitions of existing stock. Any partial demolition work should not be included here. Do not include demolitions of substandard illegal developments (bed-in-shed type).

Items k2ha to k2hf – Include all losses to your stock used for ownership tenures through conversions which resulted in a decrease in the number of dwellings; for example, converting flats into a larger flat. Adaptations for the elderly and disabled people should not be considered as conversions.

Items k2ia to k2if – Include all losses to your stock used for ownership tenures through changes of tenure of existing stock which resulted in a decrease in the number of dwellings for each tenure.

Items k2ja to k2jf – Include any losses to your stock used for ownership tenures which resulted in a decrease in the number of dwellings and have not been counted in the items above.