

# **DELTA: User Guide**

Housing Flows Reconciliation (HFR)

# **Contents**

Useful Information	3
About the return	3
Contacts for help	3
Revisions policy	
Non-Scheduled Revisions	
Scheduled Revisions	3
National Parks	4
Guide to Ministry of Housing, Communities & Local Government Statistics	
Housing Delivery Test	4
Completing the Returns	5
Section A: Opening dwelling stock	9
Section B: Housebuilding (New Build)	10
Question B1	10
Section C: Conversions	14
Section D: Change of use	15
Section E: Demolitions	16
Section F: Other gains and losses (e.g. Mobile and temporary	10
dwellings)	
Section G: Closing Stock	18
Section H: Communal accommodation	19
Signing off the return	21
Viewing, Saving and Submitting	21
Submitting Data:	21
	22
Viewing and Saving:	22
Definitions	23

# **Useful Information**

#### About the return

This form records the changes in the dwelling stock in your local authority area. It starts with number of dwellings by tenure at the start of the financial year (Section A). It then records the various additions and losses to the stock (Sections B, C, D, E and F) that enable calculations at the end of section F, for the net change due to gains and losses.

#### Contacts for help

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

If you experience any technical issues with the DELTA system, please contact the DELTA Helpdesk via email on <u>MHCLG.digital-services@communities.gov.uk</u> (Please include DELTA in the subject) or call 0203 829 0743.

There is also a Service Desk portal which is the preferred method of contact: Service Desk portal –<u>Delta | Contact us (communities.gov.uk)</u>

#### **Revisions policy**

This policy has been developed in accordance with the UK Statistics Authority Code of Practice for Statistics and the Ministry of Housing, Communities & Local Government Revisions Policy, found at the following link:

http://www.gov.uk/government/publications/statistical-notice-dclg-revisions-policy.

There are two types of revisions that the policy covers:

#### Non-Scheduled Revisions

Where a substantial error has occurred as a result of the compilation, imputation or dissemination process, the statistical release, live tables and other accompanying releases will be updated with a correction notice as soon as is practical.

#### Scheduled Revisions

Previous HFR data was open for Greater London Authority and Local Authorities to implement revisions (specifically HFR 2023-2024), between 2 June 2025 and the 4 July 2025. This is in response to the positive support for this proposed change to the revisions policy, following the consultation:

https://www.gov.uk/government/consultations/housing-supply-net-additional-dwellingsstatistics-proposed-changes-to-revisions-policy These statistics are compared against the census on its release every ten years to ensure that the sum of net additions over that period matches the difference between the latest census dwelling count and the previous one. The net additions figures are then adjusted, with any difference spread evenly across the ten years since the previous census.

#### **National Parks**

All changes to the dwelling stock within the boundaries of the local authority should be recorded in this collection; including changes to dwellings that occur within the boundaries of a National Park.

#### Guide to Ministry of Housing, Communities & Local Government Statistics

Information about what areas of housing different statistical releases cover and how they relate to each other can be found at: <u>https://www.gov.uk/government/publications/guide-to-MHCLG-housing-statistics</u>

#### **Housing Delivery Test**

The Housing Delivery Test measurement has been published annually by the Ministry of Housing, Communities & Local Government. It is a percentage measurement of the number of net homes delivered against the number of homes required, as set out in the relevant strategic policies for the areas covered by the Housing Delivery Test (nonmetropolitan districts, metropolitan boroughs, London boroughs and development corporations with plan-making and decision-making powers). The Housing Delivery Test uses the National Statistic for net additional dwellings as the delivery element of the measurement. This Housing Flows Reconciliation data collection informs the National Statistic for net additional dwellings, therefore it is important to ensure reported data is accurate. The measurement uses the National Statistic over a rolling three year period, with adjustments for net student and net other communal accommodation. Further information about the Housing Delivery Test and how it is calculated can be found here:

https://www.gov.uk/government/publications/housing-delivery-test-measurement-rule-book

# **Completing the Returns**

#### Completed forms should be submitted on DELTA by Friday 3 October 2025.

If you will be unable to meet this deadline, please contact the Housing team (<u>housingdata@communities.gov.uk</u>) 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 <u>https://delta.communities.gov.uk/login</u> to login to DELTA using the **username** and **password** provided to you previously. If you have not received log in details, please contact <u>MHCLG.digital-services@communities.gov.uk</u> (Please include DELTA in the subject) 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.

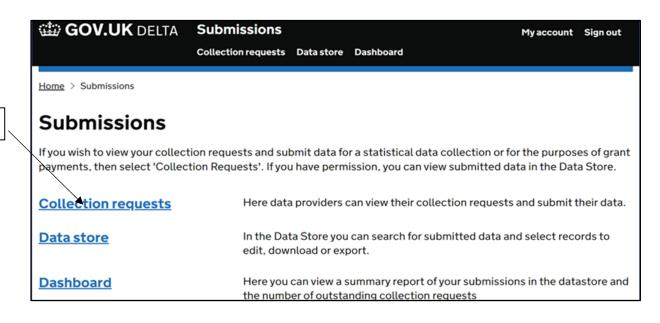
Once you have signed in to DELTA you will arrive at the **Welcome Page**.

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

1. Click on 'Submit data' to submit data.

1	I GOV.UK DELTA	Data Collection and Grants Submissions	My account Sign out
	Home		
	Submit data Data providers submit data fo view and download from here.	r a statistical data collection or for grant payments.	Collected data is also available to

2. Click on 'Collection Requests'.



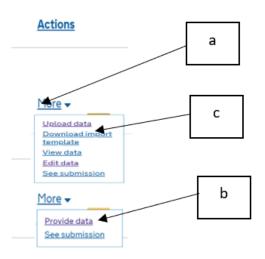
3. Navigate to the correct instance of the form you are submitting data for.

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 <u>housingdata@communities.gov.uk</u>.

Name	Description <b>\$</b>	Availability date ▼	Submission deadline <b>\$</b>	Status <b>\$</b>	Actions
hfr-2024-2025-apr	Housing Flows Reconciliation for financial year 2024-2025	14 July 2025	3 October 2025	Testing	More 💌
hfr-gla-2024-2025- apr	Housing Flows Reconciliation for financial year 2024-2025	14 July 2025	3 October 2025	Testing	More 👻

4.

- a. Authorities outside the Greater London Authority will see the first form and only the GLA will see the second form. 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'.
- c. There are more options for the hfr-gla-2024-2025 form as appropriate.



Note: In the example above, the selected form would refer to the 2024-2025 form, with collection between July 14 and October 3 2025.

## **Warning**

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

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

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

# Section A: Opening dwelling stock

#### **Question A1**

A. Opening Stock		
<b>A1. Total dwelling stock at beginning of period</b> (Pre-filled by MHCLG - please amend if more accurate information available)	452,530	ADWELLING 15
	Do you wish to amend the opening stock	figure?
	Yes	
	No	
	If you click 'yes', then the figure above wil click 'no' it will remain read-only.	l be editable. If you

A. Opening Stock		
<b>A1. Total dwelling stock at beginning of period</b> (Pre-filled by MHCLG - please amend if more accurate information available)	452,530 Total Dwellings	A DWELLING IS
	Do you wish to amend the opening st	ock figure?
	Yes	
	No	
	If you click 'yes', then the figure above click 'no' it will remain read-only.	e will be editable. If you
Opening Stock (Section A) notes - Please clari	fy the reason for the amendment in full	detail
		1.

This section records the dwelling stock at the end of the financial year i.e. at 31/03/2024 and has been pre-filled by MHCLG using the official dwelling stock estimates published on the MHCLG website in live table 100 at the following link.

HFR 2023/24 data have been used to calculate dwelling stock estimates for 31/03/2024. The dwelling counts from the 2021 census have previously been used to revise the dwelling stock estimates for 2012 to 2021.

http://www.gov.uk/government/statistical-data-sets/live-tables-on-dwelling-stock-including-vacants

If you believe you have more accurate information you can change these figures, but please explain the change in the notes box.

# Section B: Housebuilding (New Build)

#### Question B1

B. Housebuilding (New Build)	
B1. Total new build completions	* Total Dwellings
New Build (Section B) notes Use this to provide any additional inform mandatory.	mation around the figures above. If any warning messages flag, this will become
Please provide a detailed explanation otherwise we may need to contact you for cla	rification

This section should contain gross figures for new build completions. Data on new build completions will normally derive from various sources including site surveys, council tax records and your building control department.

Your building control department should have information on dwellings inspected by your local authority and by National House Building Council and other independent approved inspectors.

Unlike on the quarterly P2 new house building form, on the HFR we ask you to include completions from all of these sources, not only those inspected by your own building control department.

From 2020-21, a subsection on Permitted Development Rights has been added to this section of the form to reflect changes to legislation:

- B2a. Of which under permitted development right Building upwards to create dwellinghouses on detached blocks of flats (*Class A of Part 20 of Schedule 2 to GPDO 2015*);
- B2b. Of which under permitted development right Building upwards to create dwelling houses on detached commercial or mixed-use buildings (*Class AA of Part 20 of Schedule 2 to GPDO 2015*);
- B2c. Of which under permitted development right Building upwards to create dwellinghouses on commercial or mixed-use buildings in a terrace (*Class AB of Part 20 of Schedule 2 to GPDO 2015*);

- B2d. Of which under permitted development right Building upwards to create dwellinghouses on dwellinghouses in a terrace (*Class AC of Part 20 of Schedule 2 to GPDO 2015*);
- B2e. Of which under permitted development right Building upwards to create dwellinghouses on detached dwellinghouses (*Class AD of Part 20 of Schedule 2 to GPDO 2015*);
- B2f. Of which under permitted development right Demolition of buildings and construction of dwellinghouses (*Class ZA of Part 20 of Schedule 2 to GPDO 2015*).

If the detail above is not held by the local authority, they can instead provide a total PDR figure in row B2g:

B2g. Of which Unspecified to New build via permitted development right

A new automatically calculated running total is also shown:

Total delivered via Housebuilding (New Build) permitted development rights (B2a+B2b+B2c+B2d+B2e+B2f+B2g)

Screenshots below show these new questions, which are currently voluntary. If you do not have the data available or you do not wish to supply it at this time, select 'Not known – we don't have data on this or don't want to complete' from the dropdown menu – you can then continue to the next section of the return. If you are able to supply some or all of the data requested please select one of the other options; select 'No' if you had 0 new build completions via permitted development right; select 'Yes – and I can provide the data broken down by category' if you have detailed information for some or all of the new categories, or select 'Yes – but I only have the overall PDR total' if you do not have a detailed breakdown. If you have information for some (but not all of) the categories you can overwrite the 0 in the relevant row for questions B2a-B2f and enter any remaining PDR completions of which you are unsure in B2g so that they are still included in the PDR total.

To note. B2f and E1a are asking for different inputs, although they do both relate to Class ZA of Part 20. B2f should include new dwellings erected under the right, whilst E1a should include total dwellings demolished (if any) under the right. These may not be the same amount.

B1. Total new build completions	Total Dwellings
<ul> <li>Were any of the new build completions recorded abo</li> </ul>	ve via permitted development right?
Yes - but I only know the overall PDR total	~
question B2g. These questions are currently not manda B2g. Of which Unspecified to New build via permitted	
development right	
Total completions delivered via Housebuilding (New Build) permitted development rights (this field is automatically calculated from the figures provided above).	0
New Build (Section B) notes - Use this to provide any ad warning messages flag, this will become mandatory.	ditional information around the figures above. If any

B1. Total new build completions	Total Dwellings
<ul> <li>Were any of the new build completions recorded abort</li> </ul>	ve via permitted development right?
Yes - and I can provide the data broken down by catego	ry 🗸 🗸
B2a. Of which under permitted development right Building upwards to create dwelling houses on detached blocks of flats ( <i>Class A of Part 20 of Schedule</i> <i>2 to GPDO 2015</i> )	0
B2b. Of which under permitted development right Building upwards to create dwelling houses on detached commercial or mixed-use buildings ( <i>Class</i> <i>AA of Part 20 of Schedule 2 to GPDO 2015</i> )	0
B2c. Of which under permitted development right Building upwards to create dwelling houses on commercial or mixed-use buildings in a terrace ( <i>Class</i> <i>AB of Part 20 of Schedule 2 to GPDO 2015</i> )	0
B2d. Of which under permitted development right Building upwards to create dwelling houses on dwelling houses in a terrace ( <i>Class AC of Part 20 of</i> <i>Schedule 2 to GPDO 2015</i> )	0
B2e. Of which under permitted development right Building upwards to create dwelling houses on detached <i>dwelling houses</i> ( <i>Class AD of Part 20 of</i> <i>Schedule 2 to GPDO 2015</i> )	0
B2f. Of which under permitted development right Demolition of buildings and construction of dwelling houses ( <i>Class ZA of Part 20 of Schedule 2 to GPDO</i> 2015)	0
	0
B2g. Of which Unspecified to New build via permitted development right	
Total completions delivered via Housebuilding (New Build) permitted development rights (this field is automatically calculated from the figures provided above).	0
New Build (Section B) notes - Use this to provide any ad warning messages flag, this will become mandatory.	ditional information around the figures above. If any

# Section C: Conversions

C. Conversions	
C1. Dwellings before conversion	*
	Total Dwellings
C2. Dwellings after conversion	*
	Total Dwellings
C3. Net change for Conversions (C2-C1)	
Conversions (Section C) Use this to provide any additional informat mandatory.	tion around the figures above. If any warning messages flag, this will become
Please provide a detailed explanation otherwise we may need to contact you for cla	arification
Please provide a detailed explanation otherwise we may need to contact you for cla Running total of changes up to end of Section C (B1 + C3)	arification 0

This section records conversion of existing dwellings. For each known conversion add the number of dwellings before conversion to (C1) and the number afterwards to (C2). For example, if one dwelling were converted into two, one would be added to (C1) and two to (C2). If two dwellings were converted into one, then two would be added to (C1) and one to (C2).

Some local authorities may only know the net change due to conversion( i.e. after gains

and losses). To record this, enter zero in C1 and the net gain in C2. If the overall change is a net loss, enter zero in C1 and the net loss as a minus number in C2.

# Section D: Change of use

#### D. Change of use

D1. To dwelling from former or current agricultural or forestry buildings (regarded as 'not previously developed')	
D1a. Of which under agricultural to residential permitted development right	
D2. To dwellings from other buildings (regarded as 'previously developed')	
D2a. Of which under permitted development right Office to Residential	
Question D2b has been removed.	
D2c. Of which under permitted right Light Industrial Use to Residential	
D2d. Of which under any other permitted development right from other buildings, regarded as previously developed	
D2e. Of which under permitted development right Class MA change of use from commercial, business & service (Class MA of part 3 of Schedule 2 to GPDO 2021)	
D2f. Of which Unspecified to Residential via <u>Change of Use</u> permitted development rights	
D3. Total delivered via <u>Change of Use</u> permitted development rights (D1a+D2a+D2c+D2d+D2e+D2f)	
D4. Dwellings to non dwellings	
D5. Net change for Change of Use (D1+D2-D4)	0
Change of Use (Section D) - Use this to provide any additional information	around the figures above. If any warning messages flag, this will become
mandatory.	
Please provide a detailed explanation otherwise we may need to contact y	ou for clarification
Running total at and of Ocation D	

Running total at end of Section D (Section C Running total + D5)

This section records the number of dwellings created by change of use from nonresidential buildings and the number of dwellings lost through changes to non-residential use.

Since 2015-16, these are further broken down by whether they have been developed under a permitted development right (all voluntary questions).

Since 2017-18, it includes a voluntary question on permitted development right (lightindustrial use to dwellings). If the permitted development right is unknown, record these in D2f.

Vacant Dwellings brought back into use must not be included in this section, or at all in this data collection. These vacant dwellings returning to use cannot be counted as net additional dwellings as they would have been counted as a net additional dwelling in a previous year. House in Multiple Occupation (an HMO), if they were a house before, cannot be counted as a net additional dwelling, as they would have been counted as a net additional dwelling in a previous year. However, if a House in Multiple Occupation is created by change of use from a non-residential building, then it can be counted as one net additional dwelling.

From 2022-23, a voluntary question on Permitted Development Rights has been added to this section of the form to reflect recent changes to legislation

D2e. Of which under permitted development right Class MA change of use from commercial, business and service (Class MA of Part 3 of Schedule 2 to GPDO 2021).

Please note that due to the new category D2e, the former D2e becomes D2f (Of which Unspecified to Residential via Change of Use permitted development rights).

From 2024-25, Question D2b (storage to residential) has been removed. The relevant permitted development right was retired in 2019 with the last home under the permitted development right deliverable around 2022 (not accounting for, for example, appeal decisions). After allowing an extra year for any appeal permissions it has now been removed.

# Section E: Demolitions

This section should cover all demolitions of dwellings, including those demolished to make space for new build housing. Include private sector dwellings demolished under slum clearance powers, and all dwellings demolished for commercial or other development, including road schemes. Information should be available in the records of your council's housing, planning or council tax departments.

From 2020-21, a voluntary question on Permitted Development Rights has been added to this section of the form to reflect recent changes to legislation:

#### E1a. Of which under permitted development right Demolition of buildings and construction of dwellinghouses (Class ZA of Part 20 of Schedule 2 to GPDO 2015).

To note. E1a. only relates to demolitions under Class ZA of Part 20. Whilst the Class B of Part 11 permitted development right also permits demolitions that could include dwellings, separate data on this specific permitted development right is not collected.

The screen shot below shows the new questions. If you do not have the data available or you do not wish to supply it at this time, select 'Not known – we don't have data on this or don't want to complete' from the dropdown menu – you can then continue to the next section of the return. If you are able to supply data please select one of the other options; select 'No' if you had 0 demolitions under permitted development right; select 'Yes - and I can provide data on how many' if you have demolitions to report under permitted development right.

E1. Demolitions of permanent dwellings	
Were any of the demolitions recorded abov	e under permitted development right?
Yes - and I can provide data on how many	~
E1a. Of which under permitted development in Demolition of buildings and construction of d houses ( <i>Class ZA of Part 20 of Schedule 2 to 2015</i> )	welling Total Domolitions under PDP
Demolitions (Section E) - Use this to provide a messages flag, this will become mandatory. [	ny additional information around the figures above. If any warning
Please provide a detailed explanation otherwi	se we may need to contact you for clarification
Please provide a detailed explanation otherwi Running total at end of Section E	se we may need to contact you for clarification

# Section F: Other gains and losses (e.g. Mobile and temporary dwellings)

F. Other gains and losses (e.g. Mobile and temporary dw	ellings)
F1. Other gains	*
F2. Other losses	*
$\Gamma^{2}$ . Not shares for other gains and lasses ( $\Gamma^{4}$ , $\Gamma^{2}$ )	
F3. Net change for other gains and losses (F1 - F2)	
Other Gains and Losses (Section F) Use this to provide any additional infor become mandatory.	mation around the figures above. If any warning messages flag, this will
Other Gains and Losses (Section F) Use this to provide any additional infor	mation around the figures above. If any warning messages flag, this will
Other Gains and Losses (Section F) Use this to provide any additional infor	mation around the figures above. If any warning messages flag, this will

Any other known gains and losses should be recorded here, including changes to non-permanent dwellings. Non-permanent (or 'temporary' dwellings) are included if they are the resident's main residence and council tax is paid on them. These include caravans, mobile homes, converted railway carriages, houseboats and gypsy and traveller pitches.

# Section G: Closing Stock

G. Closing Stock	
G1. Total dwelling stock at the end of period This should be derived from housing flows. G1 = (A1 + Net additions)	123,366
End of Period Stock (Section G) - Use this to provide any additional i mandatory.	information around the figures above. If any warning messages flag, this will become

The stock at the end of the period can be calculated by adding the gains and losses presented in sections B-F to the opening stock figure in section A.

# Section H: Communal accommodation

H. Communal accommodation					
This section collects information on the Council Tax	units and number of bedrooms for student halls	s and communal accommodation.			
	Council Tax Units	Number of Bedrooms			
H1. New student halls					
H2. Losses of student halls					
Net change for student halls (H1 - H2)					
H3. New other communal accommodation					
H4. Losses of other communal accommodation					
Net change for other communal accomodation (H3-H4)					
Total additional communal accommodation					
Communal Accomodation (Section G) - Use this to provide any additional information around the figures above. If any warning messages flag, this will become mandatory.					
Please provide a detailed explanation otherwise we	may need to contact you for clarification.				

This is a new section from 2011-12. New, since 2017-18, is an extra column for communal accommodation, to collect data in 'bedroom units' as well as 'Council Tax Unit's. Include here gains and losses to the stock of communal accommodation. Communal accommodation is split in to two sections, student halls and other communal accommodation.

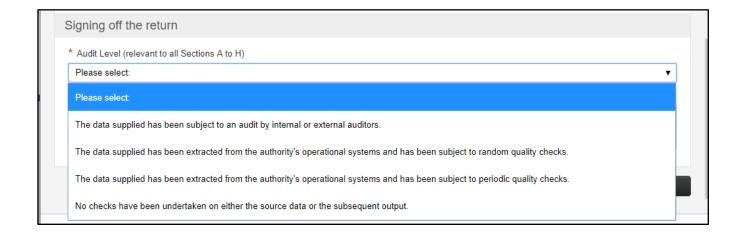
Student halls should record gains and losses to student accommodation where this is not included in the general, self-contained stock above. This does not include school boarding accommodation, which should instead be included under 'Other communal accommodation'. Other communal accommodation should include all other communal accommodation where this could reasonably be considered part of the dwelling stock. As a guide any accommodation which would attract a council tax banding should be included. This would cover care homes, hostels, school boarding and barracks accommodation

The number of units recorded should correspond to the number of council tax valuation listings for the accommodation, as described on the Valuations Office Agency website at the following link. <u>https://www.gov.uk/guidance/understand-how-council-tax-bands-are-assessed</u>

Generally this will mean one listing or unit is counted for each communal dwelling or block. However, where the accommodation could be split into separate units, each comprising a separate communal dwelling, they should be counted separately. For example, a student hall with a refectory on each floor would count as three separate entries and therefore as 3 in cell H1 of the HFR. Information should be available from your council tax office on this basis. For more information see the dwelling definitions below. If your information on communal accommodation is incomplete then please fill in this section to the best of your knowledge. We would prefer to have your best estimate than no information at all. Bedrooms information is also now being requested. If you enter bedroom data, council tax units will become compulsory to allow validations on this information. There cannot be fewer bedrooms than council tax units.

Communal accommodation are likely to contain more bedrooms than council tax units (selfcontained units should not be counted here as communal accommodation), therefore where equal numbers of bedrooms and council tax units are shown, this may be queried with the authority during the quality assurance process.

# Signing off the return



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

# Viewing, Saving and Submitting



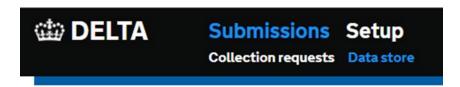
The final part of the form offers three options, which each perform different functions.

#### Submitting Data:

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

PDF	Save	Submit
	PDF	PDF Save

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



#### Viewing and Saving:

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

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

## Reminder

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

### **Definitions**

A **dwelling** is defined (in line with the Census) 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 single 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. Non-permanent dwellings are included in section F subject to certain conditions (see note 6)

Ancillary dwellings such as 'granny annexes' should be included provided they are selfcontained, do not share access with the main residence (e.g. a shared hallway) and there are no conditional restrictions on occupancy

Communal accommodation should not be included in sections A to G of the HFR. However, it should be recorded in the new section H. Communal accommodation covers school, university and college student accommodation, hospital staff accommodation, hostels, care homes and defence establishments (not married quarters)

Note that purpose-built, separate homes (e.g. self-contained flats clustered into units with 4 to 6 bedrooms) for students should be included in the main dwelling stock section from sections A to G. Each self-contained unit should be counted as a dwelling.

Communal accommodation which would not be considered as dwelling stock, for example where the accommodation does not constitute a main dwelling, should not be included on the HFR: for example this would include buildings such as hotels, holiday camps, prisons or other secure accommodation.



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This document/publication is also available on our website at www.gov.uk/mhclg

If you have any enquiries regarding this document/publication, use our <u>webform</u> or write to us at:

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

For all our latest news and updates follow us on X: https://x.com/mhclg

July 2025