



Tri-Service Accommodation Regulations

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Tri-Service Accommodation Regulations

1 Introduction

1.1 Foreword from the Chief of Defence People

Defence must ensure Service personnel are in the right place at the right time to fulfil our purpose to protect the nation. Providing Service personnel with accommodation in the UK and overseas is essential to ensure the operational effectiveness and readiness of the Armed Forces.

The provision of accommodation is primarily in recognition of the inherently mobile Service lifestyle, and the often-remote places our people serve. However, it is also recognised as vital in shaping the overall quality of life for Service personnel and their families.

I entrust every individual involved in the creation and delivery of this policy to perform their duties in a fair and appropriate manner to support our Service personnel. Service personnel are likewise entrusted to demonstrate fair and appropriate behaviour when interacting with Defence staff, Industry Partners, and within their local communities when residing in Defence accommodation. It is a collective responsibility to deliver this policy as effectively as possible, providing value for money for Defence and the taxpayer.

Joint Service Publication 464 is the authoritative policy and guidance for the provision of Service Family Accommodation (SFA) and Substitute Service Family Accommodation (SSFA) both in the UK and Overseas.

Vice Admiral Phil Hally
Chief of Defence People
Defence Authority for People

1.2 Principles

1. It is essential Service personnel have access to accommodation for the operational effectiveness of the Armed Forces. Accommodation is provided to recognise that Service life can be highly mobile, involve short notice moves, and sometimes requires Service personnel to work in remote locations.
2. Defence expects defence provided accommodation to meet a minimum standard for occupancy. For Service Families Accommodation and Substitute Service



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Families Accommodation that is the Decent Home Standard. For Single Living Accommodation and Substitute Single Service Accommodation that is the Defence Minimum Standard.

3. Accommodation should be provided in a way that promotes and delivers the best use of Defence and Public money.
4. On occasion individuals may have compelling circumstances not accounted for in policy. These circumstances will be reviewed to consider whether a deviation from policy is necessary and proportionate. All reviews will be based on a reasonable interpretation of the aim of the policy, the specific circumstances of the Service personnel concerned, the interests of Defence, and any other relevant factors.
5. Any deviation from policy for an individual Service person or cohort must be signed off by the Director of Armed Forces People Policy or their delegated authority and will not set a precedent for any future casework.
6. Notwithstanding Principle 1, Service personnel who exhibit unacceptable or antisocial behaviour when residing in Defence accommodation may be removed from their accommodation and may be considered to have forfeited any future entitlement to Defence accommodation.
7. Accommodation policy will change over time. Any changes to policy will be informed by evidence, the Public Sector Equality Duty, the Armed Forces Covenant and other relevant legislative requirements. Changes to these TriService Accommodation Regulations will be considered through the relevant governance structures and communicated in a timely manner.

1.3 Governance

The Chief of Defence People (CDP) is responsible for the formulation of Defence living accommodation policy and delegates the lead to the Director of Armed Forces People Policy (D AFPPol), who delegates day to day responsibility to the Head of People Accommodation (Hd Accom). In discharging these responsibilities Hd Accom may consult with the single Service Accommodation Colonels.

The Tri Service Accommodation Regulations (TSARs) are the overarching and definitive policy source document for the provision of Defence living accommodation and takes primacy on all accommodation matters. Sponsorship and periodic review of the policy is vested in the People Accommodation team and any proposal for change should be submitted via the single Service Accommodation Colonel staff.



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Any review or changes are considered through the Accommodation Policy Group (APG) and Accommodation Steering Group (ASG), which include representation from the single Services, UK Strategic Command, Defence Infrastructure Organisation and Defence Equipment and Support. The APG and ASG report to the People Leadership Team (PLT).

Service personnel should raise formal complaints in accordance with JSP 464 Vol 1.

Policy challenges relating to accommodation should be raised in accordance with JSP 464 Vol 1.

1.3.1 In-Theatre Accommodation Policy

While this JSP is the primary document for SFA allocation, differing conditions apply to operational areas and PJOBS. Accordingly, personnel assigned to these locations where SFA is available should obtain and read a copy of the in-Theatre accommodation policy prior to applying for SFA.

Separate single Service arrangements will apply for operational theatres and temporary accommodation at training areas.

1.3.2 Defence Infrastructure Organisation Accommodation (DIO Accommodation)

DIO Accommodation is responsible for the delivery of SFA and SSFA in the UK and this is conducted via the National Housing Prime and Substitute Accommodation contracts.

DIO Accommodation's Industry Partner Help Desk (IPHD) can be contacted by:

A. **Email:** hello@pinnacleservicefamilies.co.uk

B. **Telephone:** 0800 031 8628

DIO's Substitute Accommodation contractor can be contact by:

A. **Telephone:** 0800 032 4547

2 Standard entitlement to Service Family Accommodation (SFA)

2.1 Officers

Type	Occupational Level and configuration	Royal Navy	Army	Royal Airforce	Civilians	Notes
I	6/7 person Bedrooms: 2 double 2/3 single Overall size: 251 sq m	Admiral Vice Admiral	General Lieutenant General	Air Chief Marshal Air Marshal	PUS, DUS.	1. All Officers of 3 and 4* rank are entitled to a Type I OSFA.
		Rear Admiral Major General RM	Major General	Air Vice-Marshal		2. Certain 2* officers designated by the MOD as occupying 'In Command' appointments are entitled to a Type I OSFA.
II	6/7 person Bedrooms: 2 double 2/3 single	Rear Admiral Major General RM	Major General	Air ViceMarshal	Grade 4 and equivalents	3. 2* Officers when not In Command.

	Overall size: 210 sq m	Commodore Captain RN Brigadier RM Colonel RM	Brigadier Colonel	Air Commodore Group Captain		4. Certain officers of 1* and OF5 rank designated by the MOD as occupying 'In Command' appointments.
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III	6 person Bedrooms: 2 double 2 single	Commodore Brigadier RM Captain RN Colonel RM	Brigadier Colonel	Air Commodore Group Captain	SCS, Band B, C1s and equivalents	5. Officers of 1* and OF5 rank when not In Command.
	Overall Size: 155.5 sq m	Commander Lieutenant Colonel RM	Lieutenant Colonel	Wing Commander		6. Commanders, Lieutenant Colonels RM and Lieutenant Colonels with one or no children may be offered a type IV OSFA if no Type III OSFA is available under the 'one down' rule.
IV	6 person Bedrooms: 2 double 2 single Overall size: 137 sq m	Lieutenant Commander Major RM	Major	Squadron Leader	C2 and equivalents	7. Lieutenant Commanders, Majors RM, and Majors with one or no children may be offered a Type Vs/V OSFA if no Type IV OSFA is available under the 'one down' rule.

V	Special 5 person Bedrooms: 2 double 1 single Overall size: 137 sq m	Lieutenant Commander Major RM	Major	Squadron Leader	Band D and equivalents	8. Appropriate for applicants with one or no children if no Type IV OSFA is available. Type V charges to be levied.
V	5 person Bedrooms: 2 double	Lieutenant and below	Captain and below	Flight Lieutenant and below	Band D and equivalents	9. Officers who are normally entitled to Type V SFA but have 4+ children of any age, or 3 children all aged 10 years or over will be entitled to elect to occupy Type IV
	1 single Overall size: 116.5 sq m	Captain RM and below				SFA (above normal rank entitlement) but must pay SFA charges for the type and band of SFA allocated.

2.2 Other Ranks

Type	Occupational Level and configuration	Royal Navy	Army	Royal Air Force	Civilians	Notes

D	7 person Bedrooms: 3 double 1 single Overall size: 119.50 sq m	Applicants with 4 or more children of any age, or 3 or more children aged 10 or over.	Warrant Officers (OR9) and applicants with 4 or more children of any age, or 3 or more children aged 10 or over.	Band E and equivalent	10. RAF Warrant Officers (OR9) are entitled by rank to occupy a Type D ORSFA (regardless of their family size). 11. RN/RM and Army WO1s with smaller and / or younger families should be allocated a Type D, where available.
C	5 person Bedrooms: 2 double 1 single Overall Size: 94.50 sq m	Warrant Officer 1s		Band E and equivalent	12. See Notes 13 and 14.
		Applicants with 2 or 3 children.			13. Applicants, including WOs, who are normally entitled to Type C SFA but have 4+ children of any age, or 3 children all aged 10 years or over, will be entitled to elect to occupy Type D SFA but must pay SFA charges for the type and band of SFA occupied.
B	4 person Bedrooms: 2 double Overall size: 85.50 sq m	Applicants with 1 or no child		Band E and equivalent	14. Where Type C quarters are in short supply, it may be necessary for families with 2 children under 5 to occupy Type B quarters.

3 Standard eligibility to Single Living Accommodation (SLA)

3.1 SLA by Type

Ser	Occupant	SLA by Type					
		RN	Army	RAF	CJO	CTLB	DLO
1	Senior Officers	SO	SO (Note 1)	SO	SO	SO	SO
2	Junior Officers	JO	JO (Note 1)	JO	JO	JO	JO
3	SNCOs	S	S	S	S	S	S
4	JRs front line units (Note 2)	Z	Z & Y	Z	Z	Z	Z
5	JRs Phase 3 training	Z	Z	Z	NA	Y	Z & Y
6	JRs Phase 2 training	X	Z, Y & X	Z & Y (Note 3)	NA	Y	Z & Y
7	JRs Phase 1 training	X	X	X	NA	NA	NA
8	Ocdts	OC & Y	OC	OC	NA	NA	NA

Note 1: It is ATRA policy that Army Officers detached on short courses of less than 6 months duration will be provided with Type Z SLA.

Note 2: Includes personnel serving as permanent staff /instructors at training establishments and depots and on the staff in HQs.

Note 3: Type Y rooms to be allocated to Phase 3 students where there is no Type Z SLA available.

4 Personnel eligible to occupy temporarily surplus SFA (UK Only)

The following eligible categories of Service and Civilian personnel may apply to occupy temporarily surplus SFA. Eligible Service personnel and civilian occupants occupying temporarily surplus SFA are liable to vacate if the SFA is required for an entitled occupant, is for disposal, upgrade or if the Local Service Commander's authority to occupy is withdrawn. Eligible Service personnel will be given a minimum 93 days' notice to vacate in

accordance with their licence. Civilian occupants on discretionary contracts should be given the appropriate notice as stated in the Civilian Agreement.

4.1 Entitled rates

4.1.1 Single (and unaccompanied) and LTR(E) Service personnel

Single Service personnel, Service personnel serving unaccompanied (provided their family is not occupying SFA elsewhere), and those in an LTR(E), for whom single living accommodation is available, may apply to occupy surplus SFA in accordance with the following criteria (the eligibility will not normally apply to RN personnel in the Port Areas):

- A. Applications to occupy surplus SFA should be approved by the Local Service Commander and authorised by the IPHD.
- B. Unaccompanied personnel may have spouse/civil partner/family visits for no more than 28 days (aggregated or continuous) in any 61-day period.
- C. Allocation of SFA Type (furnished, part furnished or unfurnished) is at the discretion of the Local Service Commander in consultation with the IPHD, depending on which SFA are considered to be surplus, the location of the SFA (preferably inside the wire), and taking account of any wider impact on the integrity of the SFA Estate.
- D. Only one authorised single (or unaccompanied) occupant per surplus SFA (no sharing).
- E. The single (and unaccompanied) occupant is to sign the Service Licence.
- F. Single (and unaccompanied) personnel will be given a minimum 28 days' notice to vacate in accordance with their licence (Chap 2 Annex B Clause 5.3) and are required to vacate if absences from the duty station exceed 56 days (unless dispensation to continue to occupy has been granted by the IPHD and the Local Service Commander).
- G. Single (and unaccompanied) occupants pay the entitled rate of SFA charge and SFA CILOCT (abated by 25% to reflect single occupancy).
- H. Single (and unaccompanied) personnel who occupy surplus SFA on assignment are entitled to current relocation provisions in accordance with the appropriate Regulations in JSP 752.
- I. Failure to observe the terms and conditions of occupancy may result in the Local Service Commander's permission to be withdrawn.

4.1.2 Location other than the duty station

Service personnel PStat Cats 1 & 2 may apply to occupy temporarily surplus SFA at a location in UK other than their duty station. Service personnel whose family intend to occupy surplus SFA and who serve unaccompanied during the working week whilst occupying SLA/SSSA at their duty station are required to notify DIO and seek authorisation from their Chain of Command before submitting Form 1132 Application for SFA and before applying for SSSA. Furthermore, they are also required to inform DIO and their Chain of Command of any change in circumstances. If Notice to Vacate is served for the surplus SFA, then the SP will be required to occupy SFA at their duty station and serve accompanied.

4.1.3 Widowed Service personnel (PStat Cat 3, 4 and 5)

Widowed Service personnel PStat Cat 3, 4 and 5 may, on expiry of their entitlement to SFA, apply to occupy temporarily surplus SFA at the entitled rate.

4.1.4 Last 6 months service

Married (or those in a civil partnership) Service personnel posted back to UK for their last 6 months service are entitled to SFA at their new duty station but may apply for a temporarily surplus SFA at the entitled rate in an area close to where they intend to settle in order to facilitate finding employment and housing.

4.1.5 Less than 6 months to serve

Service personnel with less than 6 months left to serve may apply for temporarily surplus SFA at a preferred location at the entitled rate.

4.1.6 Families who do not wish to serve accompanied overseas

Families who have an entitlement to SFA overseas but chose for personal reasons to serve unaccompanied have an eligibility to, and may apply for, temporary surplus SFA in UK. Personal preference of location will be taken into account where possible but will be dependent on availability of SFA.

4.1.7 Employees of Recognised Welfare Organisations in Support of the Services

The following staff are permitted to apply to occupy temporarily surplus SFA on payment of the entitled rate:

- A. Womens' Royal Volunteer Service (WRVS). WRVS workers are normally accommodated in SLA to Field Officer standard, free of charge. Where such accommodation is not available or when it is inappropriate for Service reasons for WRVS to occupy SLA, the local Service Commander may approach the IPHD to appropriate surplus SFA and the charges waived. WRVS personnel for whom suitable SLA is available but who request to occupy SFA may apply to occupy temporarily surplus SFA on payment of the entitled rate.

- B. SSAFA Personal Support & Social Work Service (PSSWS). Due to the nature of their service, SSAFA PSSWS staff are exceptionally permitted on authority from their MOD sponsors (DACOS Com Spt).
- C. Service Hospital Welfare Department (SHWD). SHWD staff employed in designated Service Hospital appointments.
- D. Council of Voluntary Welfare Workers (CVWW).

4.1.8 Community Development Workers

Community Development Workers may apply to occupy temporarily surplus SFA on payment of the entitled rate.

4.2 **Local market rate**

4.2.1 MOD Civil Servants & MOD Trading Fund Agency Civil Servants

Married (or those in a civil partnership) Civil Servants, deemed suitable by virtue of the grade/nature/clearance of their employment by the Local Service Commander in consultation with the IPHD may apply to occupy temporarily surplus SFA on payment of the market rate.

4.2.2 MOD Civilians - Temporary accommodation whilst house hunting

Married (or those in a civil partnership) MOD civilian staff who are moving home in the permanent public interests (PPI) of the Department (i.e. on move to an appointment at a new duty station) may be authorised to occupy temporarily surplus SFA, on payment of the market rate, for a maximum period of 6 months for the specific purposes of house hunting. They should not be permitted to occupy if the property they are buying, or selling is within the area of their present duty station. Authority to issue temporary 'house hunting' agreements lies with the IPHD in consultation with the Local Service Commander.

4.2.3 Civil Servants from other Exchequer Departments

Civil Servants from other Exchequer Departments such as local authorities and emergency services may apply to occupy temporarily surplus SFA on payment of the market rate.

4.2.4 Non-Regular Permanent Staff of the TA (NRPS)

NRPS have no entitlement to SFA (and SLA) at their normal duty station although they are entitled to be accommodated when at camp, on detachments or courses away from their normal duty station. NRPS may apply to occupy temporarily surplus SFA on payment of the market rate.

4.2.5 MOD Police recruited after 1 Sep 94

MOD Police recruited after 1 Sep 94 may apply to occupy temporarily surplus SFA on payment of the market rate.

4.2.6 Limited Commitment/Home Commitments

Limited Commitment/Home Commitment Reservists employed under the conditions of the Reserve Forces Act may apply to occupy temporarily surplus SFA at their place of duty on payment of the market rate.

4.2.7 NAAFI employees

Provision of accommodation for NAAFI employees is laid down in the Service Level Agreement between MOD and NAAFI – DCI GEN 164 2004 refers. Where suitable accommodation of the correct scale is not available, SFA may be provided to NAAFI staff and the rent waived. NAAFI employees may choose to be allocated temporarily surplus SFA as an alternative to their synSDis accommodation. The application is to be supported by HQ NAAFI (Human Resources Directorate) and forwarded to the IPHD for exceptional approval. In these cases, NAAFI is responsible for payment of the market rate.

4.2.8 Widows/Widowers of Service personnel who have died in Service

Widows of Service personnel whose spouse/civil partners died in Service, may, on expiry of their entitlement to SFA, apply to occupy temporarily surplus SFA at the market rate.

4.2.9 Estranged families in UK on expiry of the 93 days' notice period

An alternative occupancy agreement at the market rate may be offered to estranged spouse/civil partners on expiry of the 93 days' notice to vacate.

4.2.10 Civilian contractor staff

Married (or those in a civil partnership) Contract staff employed on Base in a permanent capacity and deemed suitable by virtue of the grade/nature/clearance of their employment, by the Local Service Commander in consultation with the IPHD may apply to occupy surplus SFA on payment of the market rate.

4.2.11 Recently retired or redundant Service personnel

In order to help with adjusting to civilian life or for the purpose of house hunting, surplus SFA may be allocated to recently retired or redundant Service personnel for a maximum period of 12 months on payment of the market rate.

4.2.12 Other Civilians (non-crown employees)

At the discretion of the IPHD in conjunction with the Local Service Commander, individual lettings of surplus SFA may be made to any acceptable civilian applicants with resident families. These essentially 'civilian lettings' will be in accordance with the terms and conditions of the appropriate occupancy agreement.

4.3 Non-Entitled rate

4.3.1 Foreign and Commonwealth Service Personnel

Foreign and Commonwealth personnel pay the non-entitled rate (as set by DIO), unless they are on exchange appointments with UK Forces or subject to reciprocal training agreements or Memoranda of Understanding which specify that charges other than the non-entitled rate will apply.

5 Combined Accommodation Assessment System (CAAS)

5.1 CAAS Band methodology

CAAS provides the methodology for determining the accommodation charge for SFA. CAAS was introduced for SFA on 1 April 2016 and replaces both MOD's 4TG regulations and DIO's 'Standard for Condition' as the reported measure of condition. The CAAS methodology is used for all UK SFA and substitute equivalents.

Accommodation charges are determined by three factors: condition, scale and location. Where a standard is not, or cannot, be met the charge is reduced to reflect the deficiency from the target standard. Against each of these factors, SFA will fall into one of three incremental levels.

Level	Condition	Scale	Location
1	Decent Homes Plus (DH+)	Upper	Urban
2	Decent Homes (DH)	Middle	Intermediate
3	Decent Homes Minus (DH-)	Lower	Remote

This leads to 9 different charging bands. The start of the banding (top charge – Band A) is set at Decent Homes Plus (DH+) for condition, Upper scale and Urban location. The top charge band for each type of SFA, Band A, is recommended by the AFPRB annually. The combined result of the assessment of each factor calculates the overall Rental Band for individual SFA in accordance with the **table below**.

CONDITION ↓	LOCATION →	Urban	Intermediate	Remote
	SCALE ↓			
DH+	Upper	A	B	C
	Middle	B	C	D
	Lower	C	D	E
DH	Upper	C	D	E
	Middle	D	E	F

	Lower	E	F	G
DH-	Upper	E	F	G
	Middle	F	G	H
	Lower	G	H	I

5.2 CAAS Assessment summary sheet

Address	
Postcode	
SFA Type	
BSUID / UPRN ¹⁸	
Effective Date of Charge	
Energy Rating Band (AG) ¹⁹	

Condition		Decent Homes Level
1. Safety - Category 1 Hazard (includes Noise assessment)		DH+ / DH / DH-
2. Repair		DH+ / DH / DH-
3. Modernity - Facilities & Services		DH+ / DH / DH-
4. Thermal Comfort (Energy Efficiency Rating) (DH+ = EER Band D and above; DH = EER Band E / DH- = EER Band F or below)		DH+ / DH / DH-
Condition - Overall Score		DH+ / DH / DH-
Scale		Upper / Middle / Lower
Size²⁰	Gross Internal Area (GIA) [Does not apply if EFA applied] Explanation: Upper: to Scale Middle: Reduced Floor Area >10% below Scale Lower: Reduced Floor Area > 25% below Scale	
	Effective Floor Area (EFA) [Does not apply if GIA applied] Explanation: Upper: Cumulative, not individual rooms >10% below Scale Middle: Pass / Fail Lower: Pass / Fail	
Features²¹	Explanation: Upper: 5 deficiency points or less Middle: >5 points Lower: >10 points	
Scale - Overall Score (Combined total of GIA or EFA and Features)		Upper / Middle / Lower

Location	Urban / Intermediate / Remote
Accessibility	
Broadband Accessibility (Max Speed $\geq$ 100 Mbits/s)	
Deprivation ($\leq$ 10 percentile)	
Location - Overall Score	

CAAS Overall Assessment	CAAS Band (A to I)	
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5.3 Assessment standards for noise

5.3.1 Overview

The CAAS assessment is aligned with Government standards on noise exposure, criteria defined under the [National Planning Policy Framework](#) developed in concert with noise specialists within Defence Environment and Safety Authority, and in reference to BS8233 when gathering noise data as found at link ([British Standards Institution - Project](#)). SFA will be assessed where data is provided by public bodies in line with [Directive - 2002/49 - EN - EUR-Lex](#) (European Parliament and Council Directive for Assessment and Management of Environmental Noise), which requires publication of noise data, and MOD assessments of military establishments, excluding Northern Ireland. The assessment is based on calculated noise survey contour data; properties subject to mechanically derived noise above the Government recommended threshold will have the charge reduced (i.e. from DH+ to DH, or DH to DH-). In the worst cases, a property will have the charge reduced by two levels (i.e. from DH+ to DH-).

The revised standard and protocols are at 5.5.2. The procedure is as follows:

- A. Obtain noise survey data contours.
- B. Overlay map of estate (to appropriate scale) against noise contours.
- C. Determine whether SFA falls within relative thresholds.

5.3.2 Standards

The assessment of noise nuisance follows DEFRA's Planning and Policy Guidance 24 (PPG24) and the National Policy Framework (NPPF) Guidance. PPG24 has been withdrawn by DEFRA in favour of the less prescriptive NPPF; for the purposes of CAAS assessments MOD requires clear definitive noise level targets contained within PPG24 and incorporated alongside the effect level descriptions in the NPPF. DEFRA are aware of the continued use of this criterion. Reference must also be made to the extant Environmental Protection Act 1990(EPA90), which captures noise complaints exclusions at Section 79, i.e. when nuisance noise is experienced on Crown land, or generated by vehicles, or is from military sources.

The Department for Transport assesses aircraft noise by determining the area exposed to average sound levels of 57dB(A) or more between 0700 and 2300 - Level Day evening-night (Lden) internally to the dwelling with doors & windows closed; the same criteria is to be applied to other mechanical noise sources. This measure is an indicator of the onset of what the government describes as 'community annoyance' in the daytime. Night hours within the Government restriction measures are defined as 2300-0700 - Night-time noise indicator (Lnight). CAAS adopts this approach, with noise level standards for reductions in Band for Charge detailed at Table 2.

5.3.3 Measurement

CAAS will assess SFA/SLA by use of modelling from Authority provided noise maps that show Decibel Average (dBA) contours, applying PPG24 guidance and professional assessment on the noise attenuation properties of building fabric, taking into account any improvements made (enhanced glazing, baffles etc) to provide an internal noise assessment. All SLA/SFA within the 57 dBA noise contour of a mechanical noise source are to be assessed taking into account the construction detail and dBA Sound Reduction Index as detailed at Table 3. The maximum internal noise value of an SFA is to be calculated by subtracting the Index value from the dBA contour value.

- A. Airfields (Military). All military airfields assessed by DESA will be considered. The dBA contours should reflect the concept of operations for the airfield, allowing for the impact of engine test ground run locations etc. In carrying out the calculation, the assessment result is to err on the side of caution in favour of the lesser Band for Charge e.g. where the contour bisects any part of an SFA, the highest dBA contour value is taken for the calculation. The property would only incur deficiencies under CAAS if the noise level exceeds the thresholds shown in the chart at TABLE 2 and noise reduction measures are not in place or insufficient to fully mitigate the impact.
- B. Other mechanical noise sources. DEFRA and regional Govt record activities generating excessive noise and those SFA that fall within the affected noise footprint are to be considered. In line with the Government approach to noise nuisance, DIO will aim to mitigate the effect through noise reduction measures in at-risk properties to reduce the risk of noise exposure. The property would only incur deficiencies under CAAS if the noise level exceeds the thresholds in the chart at Table 2 and noise reduction measures are not in place or insufficient to fully mitigate the impact. In the event of a temporary occurrence of excessive noise (e.g. sustained demolition using heavy plant) DIO may institute a discretionary temporary downgrade for up to 3 months without recourse to formal noise impact modelling for the duration of the occurrence.

5.3.4 Data Sources

The source data for reviewing noise impacts from non-military sources are provided at the following web locations:

- A. [England](#)

B. [Scotland](#)

C. [Wales](#)

D. [Northern Ireland](#)

5.4 Hazards

	Hazard	Health Effects
1	Damp and mould growth Health threats due to dust mites, mould or fungal including mental and social wellbeing health threats associated with damp, humid and mouldy conditions	Allergies, asthma, effects of toxins from mould and fungal infections
2	Excess cold Threats to health from cold indoor temperatures. A healthy indoor temperature is 18oC to 21oC	Respiratory conditions: flu, pneumonia, and bronchitis Cardiovascular conditions: heart attacks and strokes
3	Excess heat Threats due to high indoor temperatures	Dehydration, trauma, stroke, cardiovascular and respiratory
4	Asbestos and MMF Exposure to asbestos fibres and Manufactured Mineral Fibres (MMF)	Asbestos: Damage to lungs MMF: Damage to skin, eyes, and lungs
5	Biocides Threats to health from chemicals used to treat timber and mould growth	Risk from breathing in, skin contact and swallowing of the chemical
6	Carbon Monoxide and fuel combustion products Excess levels of carbon monoxide, nitrogen dioxide, sulphur dioxide and smoke	Dizziness, nausea, headaches, disorientation, unconsciousness, and breathing problems
7	Lead Threats to health from lead ingestion from paint, water pipes, soil, and fumes from leaded petrol	Lead poisoning causing nervous disorders, mental health, and blood production issues
8	Radiation Health threats from radon gas and its daughters, primarily airborne but also radon dissolved in water	Lung cancer caused by exposure, which increases amount and length of exposure
9	Uncombusted fuel gas Threat from fuel gas escaping into the atmosphere within a property	Suffocation

10	Volatile organic compounds Threat to health from a diverse group of organic chemicals including formaldehyde that are gaseous at room temperature and can be found in a wide variety of materials in the home	Allergies, irritation to the eyes, nose and skin, headaches, nausea, dizziness, and drowsiness
11	Crowding and space Hazards associated with lack of space for living, sleeping and normal household or family life	Psychological distress and mental disorders, increased risk of hygiene issues, accidents and personal space and privacy compromised

12	Entry by intruders Problems keeping a property secure against unauthorised entry and maintaining defensible space	Fear of burglary occurring, stress and anguish caused by burglary and injuries caused by the intruder
13	Lighting Threats to physical and mental health associated with inadequate natural or artificial light, including the psychological effects associated with the view from the property through glazing	Depression and psychological effects due to lack of natural light. Eye strain from glare and inadequate light
14	Noise Threats to physical and mental health due to exposure to noise within the property or within its curtilage	Psychological and physiological changes resulting from lack of sleep, poor concentration, headaches, and anxiety
15	Domestic hygiene, pests and refuse Health hazards due to poor design, layout and construction making it hard to keep clean and hygienic, attracting pests and inadequate and unhygienic provision for storing household waste	Stomach and intestinal disease, infection, asthma, allergies, disease from rats and physical hazards
16	Food safety Threats of infection from poor provision and facilities to store, prepare and cook food	Stomach and intestinal disease, diarrhoea, vomiting, stomach upset and dehydration
17	Personal hygiene, sanitation, and drainage Threats of infections and threat to mental health associated with personal hygiene, including personal and clothes washing facilities, sanitation, and drainage	Stomach and intestinal disease, skin infections and depression
18	Water supply Threats to health from contamination by bacteria, parasites, viruses, and chemical pollutants due to the quality of water supply for drinking household use such as cooking, washing and sanitation	Dehydration, fatigue, headaches, dry skin, bladder infections and legionnaires disease

19	Falls associated with baths Falls associated with a bath, shower, or similar facility	Physical injuries: cuts, lacerations, swellings, and bruising.
20	Falls on the level surfaces Falls on any level surface such as floor, yards, and paths, including falls associated with trip steps, thresholds, or ramps where the change in level is less than 300mm	Physical injuries: bruising, fractures, head, brain, and spinal injuries
21	Falls associated with stairs and steps Falls associated with stairs and ramps where the change in level is greater than 300mm. It includes internal stairs or ramps within a property, external steps or ramps associated with the property, access to the property and to shared facilities or means of escape from fire and falls over stairs, ramp, or step guarding	Physical injuries: bruising, fractures, head, brain, and spinal injuries
22	Falls between levels Falls from one level to another, inside or outside a dwelling where the difference is more than 300mm. Including falls from balconies, landings or out of windows	Physical injuries
23	Electrical hazards Hazards from electric shock and electricity burns	Electric shock and burns
24	Fire Threats to health from exposure to uncontrolled fire and associated smoke. It includes injuries from clothing catching fire, a common injuring when trying to put a fire out.	Burns, being overcome by smoke or death
25	Flames, hot surfaces, and materials Burns or injuries caused by contact with a hot flame or fire, hot objects, and non-water-based liquids. Scalds caused by contact with hot liquids and vapours.	Burns, scalds, permanent scarring, and death.
26	Collision and entrapment Risks of physical injuries from trapping body parts in architectural features such as trapping fingers in doors and windows and colliding with objects such as windows, doors, and low ceilings	Physical injuries such as cuts and bruising to the body
27	Explosions Threats from the blast of an explosion, from debris generated by the blast and from partial or total collapse of a building because of the explosion	Physical injuries, crushing, bruising, puncture, fractures, head, brain, and spinal injuries.
28	Ergonomics Threats of physical strain associated with functional space and other features at the dwelling	Strain and sprain injuries

29	Structural collapse and falling elements The threat of the dwelling collapsing, or part of the fabric being displaced or falling due to inadequate fixing or disrepair or because of adverse weather conditions.	Physical injuries
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5.5 Condition

5.5.1 Table 1 – Decent Homes Standard (DHS)

Serial 1 – Statutory minimum standard

Serial	Decent Homes Standard (DHS)	MOD DH+ Standard	Guidance & Clarification
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1	Meets the current statutory minimum standard for housing. Statutory Minimum Standard: Housing Health and Safety Rating System (HHSRS) is a risk assessment procedure and does not set a standard. HHSRS concentrates on threats to health and safety and is generally not concerned with matters of quality, comfort and convenience. A hazard rating is expressed through a numerical score which falls within a band. There are 10 bands. Scores in Bands A to C are Category 1 Hazards. Scores in Bands D to J are Category 2 Hazards. As a minimum, the elements set out in the Minimum Requirements as being measured by HHSRS must be free from HHSRS Category 1 Hazard. Any element categorised with a HHSRS Category 1 Hazard would automatically result in the dwelling 'Failing' the Standard.	Assessed as for DHS.	Any SFA having a Category 1 Hazard would be classed as unfit for occupation until the hazard is addressed. Where the SFA is currently occupied, it can continue to be occupied as long as the hazard, or work to address the hazard, does not present an immediate threat to health and safety of the occupant – while sounding equivocal, in practise it will be for the an SME to advise if vacation is required or if works can take place with the occupant remaining in situ. Whichever is most practicable to manage the risk to the occupant Any SFA having a Category 2 Hazard to be classed as fit for occupation; either works to address the hazard included in an improvement programme (where it is identified as an estate or street issue) or addressed via local work order (where hazard affects a single dwelling) as funding is available a. Electrical Hazards: note that age does not mandate replacement, system must fail a test (currently 17th Ed IEE)
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	Hazard Groups and Sub-Groups: There are 29 hazards. These are arranged in four main groups reflecting the basic health requirements. The four groups are sub-divided according to the nature of the hazards. A. Physiological Requirements including – Hygrothermal conditions and Pollutants (non-microbial). B. Psychological Requirements including – Space, Security, Light, and Noise. C. Protection against Infection including – Hygiene, Sanitation, and Water supply. D. Protection against Accidents including – Falls, Electric shock, Burns and Scalds, and Building related Collisions Dwellings which fail to meet this criterion are those containing one or more hazards assessed as serious ('Category 1') under the HHSRS³.		b. Fire Hazards: note that communal areas (flats) will be assessed by DFRMO who will provide report with categorized work requirements to meet obligations under the Regulatory Reform (Fire Safety) Order 2005 c. Noise – Refer to Tables 2 and 3 noting that infrastructure solutions to mitigate internal noise are available - enhanced glazing, baffled vents etc.
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Serial 2 – Reasonable state of repair

Serial	Decent Homes Standard (DHS)	MOD DH+ Standard	Guidance & Clarification
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2	It is in a reasonable state of repair Dwellings which fail to meet this criterion are those where either: • one or more of the key building components are old <u>and</u>, because of their condition, need replacing or major repair; or • two or more of the other building components are old <u>and</u>, because of their condition, need replacing or major repair. Key building components are those which, if in poor condition, could have an immediate impact on the integrity of the building and cause further deterioration in other components. They are the external components plus internal components that have potential safety implications. Under DHS dwelling cannot fail on age alone, but must also be in poor state of repair. Assessment sets age and condition criteria depending on component. Key components are annotated (k)	Criteria for assessment/failure as for DHS. Improvements to the base level DHS are shown below in Bold.	A major repair is work of a nonroutine nature where building or engineering elements have failed and are beyond economical repair by routine maintenance or do not comply with legal requirements. Where a component requires some work, repair should be prescribed rather than replacement unless: • the component is sufficiently damaged that it is impossible to repair; • the component is unsuitable, and would be even if it were repaired, either because the material has deteriorated or because the component was never suitable; • for external components even if the component were repaired now, it would still need to be replaced within 5 years. Variations in age criteria for flats are listed by exception. External door to flats are those that are exposed to
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			the elements; flat doors off an enclosed common area should be assessed as for houses.
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Serial	Decent Homes Standard (DHS)			MOD DH+ Standard			Guidance & Clarification
2	Component	Age	Condition	Component	Age	Condition	
	Wall structure (k)	Fail if more than 80 Yrs.	Fail if more than 30% requires repair or if more than 10% requires replacement	Wall structure (k)	Fail if more than 80 Yrs.	Fail if more than 30% requires repair or if more than 10% requires replacement.	
	Lintels (k)	Fail if more than 60 Yrs.	Fail if not present / inadequate by visual inspection.	Lintels (k)	Fail if more than 60 Yrs.	Fail if not present / inadequate by visual inspection.	
	Brickwork & External Wall Render (spalling) (k)	Fail if more than 30 Yrs	Fail if more than 50% requires replacement/renew	Brickwork & External Wall Render (spalling) (k)	Fail if more than 30 Yrs	Failure if more than 30% requires replacement/renew	Brick Work – the surface is peeling or flaking off Render – cement or similar ‘skin’ is falling

	Wall Finish (k)	Fail if more than 60 Yrs.	Fail if more than 50% requires replacement/repoint/renew	Wall Finish (k)	Fail if more than 60 Yrs.	Fail if more than 50% requires replacement/repoint/renew	away or sounds hollow (blown) when knocked
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	Flats ≥ 6 storeys	Fail if more than 30 Yrs.	Fail if more than 50% requires replacement/repoint/renew	Flats ≥ 6 storeys	Fail if more than 30 Yrs.	Fail if more than 50% requires replacement/repoint/renew	
	Chimney Stacks (k)	Fail if more than 50 Yrs.	Fail if partial rebuild required	Chimney Stacks (k)	Fail if more than 50 Yrs.	Fail if partial rebuild/repoint required	
	Roof Structure (k)	Fail if more than 50 Yrs.	Fail if replace more than 10% or strengthen more than 30%	Roof Structure (k)	Fail if more than 50 Yrs.	Fail if replace more than 10% or strengthen if more than 20%	
Serial	Decent Homes Standard (DHS)			MOD DH+ Standard			Guidance & Clarification
2	Component	Age	Condition	Component	Age	Condition	

Roof Structure (k)	Fail if more than 30 Yrs.	Fail if replace more than 10% or strengthen more than 30%	Flats (all)	Fail if more than 30 Yrs.	
Flats (all)					
Roof covering/Finish (k)	Fail if more than 50 Yrs.	Fail if replace or isolated repairs to 50% or more	Roof covering/Finish (k)	Fail if more than 50 Yrs.	Fail if replace or isolated repairs to 25% or more.
Flats (all)	Fail if more than 30 Yrs.		Flats (all)	Fail if more than	

				30 Yrs.		
Windows (k)	Fail if more than 40 Yrs.	Fail if replacement of any or repair parts of two or more	Windows (k)	Fail if more than 30 Yrs.	Fail if replacement of any or repair parts of two or more	Where replacing consider all windows for replacement based on condition. All windows to meet child safety, SBD2 ⁴ , Counter Terrorism Measures (CTM), child security and energy efficiency criteria. Listed/Conservation Areas secondary glazing is acceptable
Flats (all)	Fail if more than 30 Yrs.		Flats (all)	Fail if more than 25 Yrs.		

	External Doors (k)	Fail if more than 40 Yrs.	Fail if required to replace at least one	External Doors (k)	Fail if more than 30 Yrs.	Fail if required to replace at least one	Where replacing consider all external doors for replacement based on condition. All doors to meet SBD2 ⁵ , CTM, security and energy efficiency criteria. Design to pay cognisance to Listed/Conservation Areas.
	Flats (all)	Fail if more than 30 Yrs.		Flats (all)	Fail if more than 25 Yrs.		
	Electrical System (k)	Fail if more than 30 Yrs.	Fail if replacement or major repair required	Electrical System (k)	Fail if more than 30 Yrs.	Fail if replacement or major repair required	Failure based on IEE 17 th Ed testing (or later standard if superseded). Survey is a visual assessment and is subservient to SME testing. IEE certificate will state pass/fail.
Serial	Decent Homes Standard (DHS)			MOD DH+ Standard			Guidance & Clarification

2	Component	Age	Condition	Component	Age	Condition	
	Heating Boiler (k)	Fail if more than 15 Yrs.	Fail if replacement or major repair required	Heating Boiler (k)	Fail if more than 12 Yrs.	Fail if replacement or major repair required	Failure based on IEE 17 th Ed testing (or later standard if superseded).

Heating System / Distribution	Fail if more than 40 Yrs.	Fail if replacement or major repair required	Heating System/Distribution	Fail if more than 40 Yrs.	Fail if replacement or major repair required	Primary heat source, not focal point fire. Includes Communal Heating Plant (CHP) where installed.
Heating other (Storage Heaters etc.) (k)	Fail if more than 30 Yrs.	Fail if replacement or major repair required	Heating other (Storage Heaters etc.) (k)	Fail if more than 20 Yrs.	Fail if replacement or major repair required	
Kitchens	Fail if more than 30 Yrs.	Fail if condition warrants replacement (Major repair or replace 3 or more items out of the 6 cold water drinking supply, hot water, sink, cooking provision, cupboards, worktop)	Kitchens	Fail if more than 20 Yrs.	Fail if condition warrants replacement (Major repair or replace 3 or more items out of the 6 (cold water drinking supply, hot water, sink, cooking provision, cupboards, worktop)	

	Bathrooms	Fail if more than 40 Yrs.	Fail if condition warrants replacement. (Major repairs or replace 2 or more items (bath, wash hand basin, WC)	Bathrooms	Fail if more than 30 Yrs.	Fail if condition warrants replacement. (Major repairs or replace 2 or more items (bath, wash hand basin, WC)	
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Serial 3 – Reasonably modern facilities and services

Serial	Decent Homes Standard (DHS)	MOD DH+ Standard	Guidance & Clarification
3	Dwellings which fail to meet this criterion are those which lack <u>three or more</u> of the following: • a reasonably modern kitchen (20 years old or less); • a kitchen with adequate space and layout; • a reasonably modern bathroom (30 years old or less); • an appropriately located bathroom and WC; • adequate insulation against external noise (where external noise is a problem); • adequate size and layout of common areas for blocks of flats. A home lacking two or fewer of the above is still classed as decent, therefore it is not necessary to modernise kitchens and bathrooms if a home meets the remaining criteria.	Standards for modern facilities and services mirror as where provided S1fC as a minimum for internal elements. Standards for communal and external elements are included as additions based on the aspiration that all estates should be secure, aesthetically pleasing and engender a community spirit as a 'good place to live'. Guidance where available is provided as to the standards that should be met. Criteria for assessment/failure as for DHS. Improvements to the base level DHS are shown below in Bold. Components fail if age <u>or</u> condition does not meet the enhanced standard.	Department for Communities and Local Government (DCLG) Guidance. Landlords may work to different detailed standards than those set out above. In some instances there may be factors which may make the improvements required to meet the Decent Homes standards' challenging, or impossible, factors such as physical or planning restrictions. Where such limiting factors occur the property should be assessed to determine the most satisfactory course of action in consultation with the relevant body or agency (DIO) so as to determine the best solution. The outcome may determine that some improvements may be possible even if all are not. A dwelling would not fail this criterion, where it is impossible to make the required improvements to components for physical or planning reasons.

Serial	Decent Homes Standard (DHS)			MOD DH+ Standard			Guidance & Clarification
3	Component	Age	Condition	Component	Age	Condition	Move-In standards can be found at Pinnacle Move-In/Out Standards Constrained by existing stock design; on upgrade must meet current Building Regulations.
	Modern Kitchen	Fail if more than 20 Yrs.		Modern Kitchen	Fail if more than 20 Yrs.	Does not include externally vented extract fan.	
	Kitchen – adequate space & layout		Fail if too small to contain all the required items (sink, cupboards cooker space, worktops etc) appropriate to the size of the dwelling. ⁶	Kitchen – adequate space & layout		Assessed as per DHS.	
	Modern Bathroom	Fail if more than 30 Yrs.		Modern Bathroom	Fail if more than 30 Yrs.	Does not have a shower and/or does not meet Bld Regs (e.g. externally vented extract fan & thermostatic shower).	

	Bathroom & WC – appropriately located		Fail if the main bathroom or WC is located in a bedroom or accessed through a bedroom. ⁷	Bathroom & WC – appropriately located		Assessed as per DHS.	A dwelling would also fail if the main WC is external or located on a different floor to the nearest wash hand basin, or if a WC without a wash hand basin opens on to a kitchen in an inappropriate area, for example next to the food preparation area.
	Noise – assessed under Serial 1.			Noise – assessed under Serial 1.			
	Common areas for blocks of flats - adequate size and layout.		Insufficient room to manoeuvre easily. ⁸	Common areas for blocks of flats - adequate size and layout.		Assessed as per DHS.	Examples include where there are narrow access ways with awkward corners and turnings, steep staircases, inadequate landings, absence of handrails, low headroom etc.

Serial	Decent Homes Standard (DHS)			MOD DH+ Standard			Guidance & Clarification
3	Component	Age	Condition	Component	Age	Condition	

	Garden Fencing – not measured. Reporting standard only.		Garden fencing where present is secure, in good condition and prevents irresolute egress by minors and canines.	Garden Fencing – not measured. Reporting standard only.			Applies to SFA where there is currently a clearly demarked garden boundary with existing fence or hedge line. Flats at 1st floor and above excluded, maisonettes included where individual garden is provided. This is a reporting standard only; not meeting the standard does not qualify as a 'Fail'. All fence repairs should be reported and fixed or a replacement task should be entered in the Service register with the appropriate priority considering, planning, age range of family and presence of environmental hazards if egress achieved (major roads, rail etc.). Refer to JSP 850 for
							technical guidance and standards.

	Environment – not formally measured. Reporting standard only.		The immediate environment (MOD SFA estate) should be well maintained, have adequate play resources in good condition, be free of graffiti and contribute to the overall community living experience. Hazards should be managed or removed (e.g. tree stumps, damaged railings & planters etc).	Environment – not formally measured Reporting standard only.			(Lead Ref: BRE Eco homes 06 Hea 3) – The ‘Immediate Environment’ refers to any area outside of individual fenced gardens under management by DIO for maintenance. This is a reporting standard only; not meeting the standard does not qualify as a ‘Fail’.
Serial	Decent Homes Standard (DHS)			MOD DH+ Standard			Guidance & Clarification
3	Component	Age	Condition	Component	Age	Condition	
	Security – not formally measured. Reporting standard only.		The immediate environment (MOD SFA estate) should provide a secure environment in which to live.	Security – not formally measured Reporting standard only.			(Lead Ref: ACPO Secure By Design) Assess for adequate street- lights, and against ACPO guidance. This is a reporting standard only; not meeting the standard does not qualify as a ‘Fail’.

Serial 4 – Thermal comfort

Serial	Decent Homes Standard (DHS)	MOD DH+ Standard	Guidance & Clarification
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4	It provides a reasonable degree of thermal comfort measured as a minimum score of SAP 39 .		It provides a good degree of thermal comfort measured as a minimum score of SAP 55 .	Contributing Components – not assessed within Pass/Fail as efficiency rating of appliances will be included in the overall SAP calculation. Report on primary heat source (Boiler) with standard for lifecycle planning purposes only.
	This criterion requires dwellings to have both effective insulation and efficient heating. It should be noted that, whilst dwellings meeting Serials 2, 3, and 4 are likely also to meet Serial 1 criterion, some Category 1 hazards may remain to be addressed. For example, a dwelling meeting Serial 4 criterion may still contain a Category 1 damp or cold hazard. - DH considers SAP score of 35 or less to be a potential Cat 1 hazard. Legislative change in 2018 sets SAP 39 as the minimum for let and licensed dwellings. - DCLG guidance suggests minimum 50mm loft insulation with efficient heating system, and minimum 200mm with inefficient system. Thermal comfort encompasses several components included at Serial 2 above. Contributing components to thermal comfort and energy efficiency are covered in full as follows:			
	Component	Criteria		
	Loft Insulation (where it can be fitted, excludes	270mm (non scoring)	Loft insulation level must be a minimum of 270mm	

	flats and ground floor maisonettes etc.)				
	Cavity Insulation (where building has suitable cavity)	Present (non scoring)	Cavity insulation installed		
Serial	Decent Homes Standard (DHS)			MOD DH+ Standard	Guidance & Clarification
4	Component	Criteria	Description		
	External Wall Insulation ('hard to treat' houses as defined by DECC e.g. REEMA, Wimpey, English/Flemish bond brick)	Present (non scoring)	Insulated render system installed to external walls at all elevations		
	Heat Source (Stand- alone fossil fuel)	Class A or equivalent (non scoring)	Primary heat source (Boiler) to be SEEBUK Class A (Energy Efficiency) or equivalent		
	Heat Source (electric) (Excludes secondary heat sources – focal fires)	SAP Band A (non scoring)	Primary heat appliances to have efficiency rating SAP Band A		
					PV and Solar thermal provide a 'free' benefit to SFA where installed and are included in the SAP calculation. Not all SFA are suitable

	Heat Source (communal heating)	Plant – Class B or equivalent.	Plant System – delivers constant heating to 21°C		for such installation, and DIO is not in a position to fund across all suitable SFA. PV provides free day time electric however the FIT
		System – insulated & efficient (non scoring)	principal rooms and hot water to 42°C with insulation to industry standards		payment is collected in full by DIO. Solar thermal provides free hot water to supplement main hot water heat source, however RHI is paid in full to DIO for both Solar thermal and ASHP/GSHP where installed. Neither FIT nor RHI is attributable to the occupant, and any collection by the occupant may result in disciplinary action being taken.
	Glazing (to windows and doors)	Double glazed (non scoring)	All windows to be uPVC double glazed with trickle vents bar Listed/Conservation Areas where secondary glazing is acceptable.		
	Renewable technology	Present (non scoring)	PV or Solar Thermal panel installed		

Notes to Table:

1. The standards set for MOD DH+ above are the entry level standard; the aspiration is to review and improve the standard at a minimum of approximately 5 yearly intervals especially in respect of Serial 4 where it is proposed that the SAP score criteria target should increase by 5 points in 2020 and 2025 respectively.

5.5.2 Table 2 – Noise nuisance criteria for assessing SFA

Standard	Effect Level (EL)	Categories Description	Noise Exposure Category (NEC)	Action	Noise Parameters	
					Times	Noise Levels

Decent Homes Plus (DH+)	Observed Adverse Effect This is the level above which adverse effects on health and quality of life can be detected.	Noise can be heard and causes small changes in behaviour and/or attitude, e.g. turning up volume of television; speaking more loudly; where there is no alternative ventilation, having to close windows for some of the time because of the noise. Potential for some reported sleep disturbance. Affects the acoustic character of the area such that there is a perceived change in the quality of life.	B	Mitigate and reduce to a minimum	07:00-23.00	57-66 dBA
					23.00-07.00	48-57 dBA
Decent Homes (DH)	Significant Observed Adverse Effect This is the level above which significant adverse effects on health and quality of life occur.	The noise causes a material change in behaviour and/or attitude, e.g. avoiding certain activities during periods of intrusion; where there is no alternative ventilation, having to keep windows closed most of the time because of the noise. Potential for sleep disturbance resulting in difficulty in getting to sleep, premature awakening and difficulty in getting back to sleep. Quality of life diminished due to change in acoustic character of the area.	C	Avoid	07.00-23.00	66-72 dBA
					23.00-07.00	57-66 dBA
Decent Homes Minus (DH-)	Unacceptable Adverse Effect	Extensive and regular changes in behaviour and/or an inability to mitigate effect of noise leading to psychological stress or physiological effects, e.g. regular sleep deprivation/awakening; loss of appetite, significant, medically definable harm, e.g. auditory and non-auditory.	D	Prevent	07.00-23.00	>72 dBA
					23.00-07.00	> 66 dBA

Extracted from National Planning Policy Framework and Planning and Policy Guidance 24 (Noise Exposure Categories-NEC)

5.5.3 **Table 3 – Construction detail sound reduction index**

Construction Type (Building Envelope)	Sound Reduction Index – R_w (Ctr) dB (BS EN ISO 717-1:1997 – Spectrum 2)								
	Class								
	1	2	3	4	5	6	7	8	9
REEMA ⁹ (unclad)	34	34	34	36	37	34	34	34	34
REEMA (90mm EWI & render)	34	34	34	37	37	34	34	35	34
REEMA (40mm EWI & render)	34	34	34	37	37	34	34	35	34
Traditional (1950 – present)	34	34	34	37	37	34	34	35	34
Traditional (1930 – 1949)	34	34	34	37	37	34	34	35	34
Solid Wall (Brick & brick 1920 - 1929)	34	34	34	37	37	34	34	35	34
Solid Wall (Brick & brick 1920 – 1929, 40mm EWI & render)	34	34	34	37	37	34	34	35	34
Solid Wall (Brick & brick 1920 – 1929, 90mm EWI & render)	34	34	34	37	37	34	34	35	34
Solid Wall (Pre1920)	34	34	34	36	37	34	34	34	34
Solid Wall (Pre1920, 40mm EWI & render)	34	34	34	37	37	34	34	35	34
Solid Wall (Pre1920, 90mm EWI & render)	34	34	34	37	37	34	34	35	34

Noise abatement can be achieved by placing any solid or dispersed screening between the noise origin and the recipient. Height of the screening plays a factor on its effectiveness. If works are carried out, the solution will be unique to the location drawing on a number of options including earth bunds, fencing and tree planting either alone or in combination.

The following assumptions are to be made as to the construction detail of the building envelopes:

- Proportion of glazing to wall area is 30%
- Glazing to be assessed as standard – no enhancement – unless specified, under the following classes:
 - Class 1 - wood frame single glazed
 - Class 2 - pre-1980 upvc double glazed (19mm)
 - Class 3 - post 1980 upvc double glazed (22mm)
 - Class 4 - single glazed with secondary glazing
 - Class 5 - Enhanced upvc double glazing ('DIO Hounslow specification' for improved sound attenuation)
 - Class 6 - Aluminium framed double glazed (19mm)
 - Class 7 - Aluminium framed double glazed (22mm)
 - Class 8 - Aluminium triple glazed
 - Class 9 - Wood framed double glazed units

5.6 Scale

5.6.1 Table 1 – GIA for assessing scale

TABLE 1 – GROSS INTERNAL AREA (GIA) FOR ASSESSING SCALE - ALL DIMENSIONS m ²								
	Type							
	I	II	III	IV	V	D	C	B
Upper Level Scaled Gross Internal Area	Above 211.5	Above 174.6	Above 128.3	Above 112.1	Above 95	Above 97.2	Above 76.3	Above 68.2
Middle Level Reduced Floor Area Scale Threshold Below scale >10%	211.5 to 176.4	174.6 to 145.6	128.3 to 107	112.1 to 93.5	95 to 79.2	97.2 to 81.1	76.3 to 63.7	68.2 to 57
Lower Level Reduced Floor Area Scale Threshold Below scale >25%	176.3 & below	145.5 & below	106.9 & below	93.4 & below	79.1 & below	81 & below	63.6 & below	56.9 & below
GIA as per 4TG “Table 3 – Standard and Reduced Floor Area Recognised for Grading SFA” 4TG in Part 1.								

5.6.2 Table 2 – EFA for assessing scale

TABLE 2 – EFFECTIVE FLOOR AREA (EFA) FOR ASSESSING SCALE - ALL DIMENSIONS m ²								
	Type							
	I	II	III	IV	V	D	C	B
Upper Level	Above 157	Above 139	Above 93.6	Above 81.9	Above 70.2	Above 73.35	Above 55.8	Above 47.25
Middle Level Below scale >10%	157 & below	139 & below	93.6 & below	81.9 Below	70.2 & below	73.35 & below	55.8 & below	47.25 & below
Lower Level	Not applicable							

Cumulative Effective Floor Area

The combination of effective floor area not individual rooms for the following rooms kitchen, sitting, dining, bedrooms, dressing room, study, utility rooms, against the above thresholds.

The measurable of habitable space (EFA) does not apply if the overall size (GIA) has been applied.

5.6.3 Table 3 – CAAS features

TABLE 3 – CAAS FEATURES (SCALE) SFA					
Ser	Item	Points Allowed	Comments	Applies (Yes/No)	Points Scored
P1	Provision of En-suite	-2 (Max - 2)	Where en-suite (defined as a minimum of a shower, WC and basin) provided in an adjoining room to a bedroom.		

P2	Provision of Utility area	-2	Where utility area or room is provided. Defined as an area with plumbing and electricity either within or separate to the kitchen within the curtilage of the building (excluding communal utility area).		
P3	Provision of Additional WC (not En-suite)	-1 (Max - 1)	Where more than two WC provided per property.		
Sub total positive points					
D1	Lack of Study	2	Applicable where non provision of a Study in Type III SFA.		
D2	Lack of Cloakroom	2	Applicable where non provision of second WC and basin in all SFA (in addition to main bathroom or WC).		
D3	Lack of Power sockets [Refer to Table 4]	2 (Max 2)	Applicable where total number of single power sockets is below the threshold in accordance with Table 4. Double power sockets are counted as two sockets. Includes fixed fused spur for white goods / appliances. Award 0.25 points for deficiency of each single power socket up to a maximum of 2 points.		
D4	Lack of shower	2	Either cubicle or fitted shower (including mixer taps) over bath.		
D5	Lack of Privately enclosed external space	2	Applicable where no exclusive use of external area per property excluding balcony. Only applies to flats and maisonettes Minimum space requirements: Private space – 1.5m ² per bedroom. Shared space: minimum 1m ² per bedroom. An outdoor space could be a private garden, a communal garden or courtyard.		
D6	Lack of Lift	2	Only applies to flats and maisonettes. Applicable where main entrance to property not on ground floor.		

D7	Lack of Door/window locks	2 (Max 2)	Where following not supplied: external front door fitted with twin cylinder automatic dead latch (or equivalent); external door fitted with 5 level mortice latch (or equivalent). Award 0.25 points for each door and window. Maximum of 2 points.		
D8	Lack of Plumbing for Washing Machine	2	No plumbing for Washing Machine.		
D9	Lack of Space for fridge/freezer within kitchen or utility area	2	No suitable place for standard upright fridge. No suitable place for freezer (unless space available elsewhere). Minimum area dimension of w600mm x d600mm x h870mm.		
D10	Lack of Heated airing cupboard	1	No heated linen/airing cupboard		
D12	Lack of Outdoor drying	1	No outdoor drying area.		
D13	Lack of Extractor fan for cooker	1	No mechanical extractor fan for cooker (hood type or wall/window mounted).		
D14	Lack of Extractor fan in bathroom	1	No mechanical extractor fan for bathroom (ceiling, wall or window mounted).		
D15	Lack of Plumbing for dishwasher	1	No plumbing for dishwasher.		
D16	Lack of Telephone socket	0.5	Where not supplied.		
D17	Lack of TV aerial	0.5	Where TV socket not supplied, or where if supplied, free to air TV channels cannot be received.		
D18	Lack of Outside tap	0.5	Where not supplied.		
Subtotal deficiency points (Maximum points) (Where sub-total ends in 0.5, round up to next whole number)					
Total Points Scored (Deficiency points MINUS Positive points)					
UPPER	To Scale - 5 points or less				
MIDDLE	Combined total of positive and deficiency points >5 points				
LOWER	Combined total of positive and deficiency points >10 points				

5.6.4 **Table 4 – Power sockets**

TABLE 4 – SCALING OF SFA POWER SOCKETS RECOGNISED FOR GRADING SCALE (Cross refer to Table 3, Serial D3)								
Type	I	II	III	IV	V	D	C	B
Number of single power sockets (note: double sockets are counted as two single sockets) Award 0.25 points for deficiency of each single power socket up to a maximum of 2 points.	38	38	38	38	33	38	33	29

5.7 Location

5.7.1 Table 1 – Location factor component data sources

Location Factor Components Data Sources			
Criteria	Data Source	Provider	Date of version used
Geographical Classification	Office for National Statistics (ONS) - Postcode lookup table	ONS (Open Geography Portal)	November 2016
Accessibility to Key Services (England only)	Department for Transport Journey time statistics	GOV.UK	2014
Broadband Accessibility	OFCOM - Average broadband download speeds	'Connected Nations' at DATA.GOV.UK	2015
Deprivation	Index of Multiple Deprivation: England (IMD2015)	GOV.UK	2015
	Index of Multiple Deprivation: Scotland (SMID2016)	GOV.SCOT	2016
	Index of Multiple Deprivation: Wales (WIMD2014)	StatsWales	2014
	Index of Multiple Deprivation: Northern Ireland (NIMDM2010)	NISRA	2010

5.7.2 Table 2 – Final CAAS location classification

Location classification procedure for SFA in the UK				
Stage 1	Stage 2	Stage 3	Stage 4	Result
Initial Pan - UK Classification	Accessibility - Average public transport/walking travel time (Minutes)	Maximum Broadband download speed (Mbit/s)	Indices of Multiple Deprivation (Bottom decile)	Final CAAS classification
Urban	<20	100 and above	No	Urban
			Yes	Intermediate
		Less than 100	No	Intermediate
			Yes	Remote
	20 to <40	100 and above	No	Intermediate
			Yes	Remote

		Less than 100	No	Remote
			Yes	Remote
	40+	100 and above	No	Remote
			Yes	Remote
		Less than 100	No	Remote
			Yes	Remote
Intermediate	<20	100 and above	No	Intermediate
			Yes	Remote
		Less than 100	No	Remote
			Yes	Remote
	20 to <40	100 and above	No	Intermediate
			Yes	Remote
		Less than 100	No	Remote
			Yes	Remote
	40+	100 and above	No	Remote
			Yes	Remote
		Less than 100	No	Remote
			Yes	Remote
Remote	Any	Any	Any	Remote

5.7.2.1 CAAS Location Factor details on how to work out Journey Time

Walking Journey Times

To establish the journey times that would be taken on foot from the SFA locations to each Key Service, the Network Analysis extension in ESRI ArcGIS was used. Network Analysis holds a range of tools that are commonly used to provide answers and geospatial outputs to routing/logistical queries (e.g. how long will it take to travel via car/on foot from Location A to Location B? What is the distance of that journey?).

a. Within the Network Analysis extension is the Origin Destination (OD) Cost Matrix Solver tool, which is used for all analysis. OD Cost Matrix calculates the least cost paths (in time & distance) of a journey between origins (locations of the SFA) and several potential destinations (each of the key services). OD Cost Matrix allows For simultaneous route calculations to be performed for multiple origins to multiple destinations. It requires points of origin and destination, a road network dataset and toolset to run the analysis.

b. More information on the network analyst extension that was used for this project can be found at – <https://desktop.arcgis.com/en/arcmap/latest/extensions/networkanalyst/what-is-network-analyst.htm> <http://data.nicva.org/dataset/hospital-locations> It should be noted that SFA postcode data acts as the origin and the key services data acts as the destination.

c. A road network data set contains data about the characteristics of a road network and its dimensions and accessibility; OS Mastermap Highways Network was used. More information on the network dataset for this analysis can be found at -

<https://www.ordnancesurvey.co.uk/business-and-government/products/os-mastermap><https://geolytix.co.uk/highways-network.html>

d. The location study worked through analysing travel times at specific pinch point times during the day by setting additional parameters to tailor the analysis. The final analysis provided the five fastest routes for each Origin Destination scenario to ensure clarity and efficiency. The attributes of interest were Walk Time (in minutes) and Walk Length (in miles).

Public Transport Journey Times

Google maps (an online web mapping service) was used to identify the journey time for travel by public transport. The network analysis carried out for the walking journey times, assisted in identifying the nearest key services to each of the SFA locations. For each journey scenario (i.e. SFA to Hospital, SFA to primary school, etc) two or three of the nearest key services were searched to account for differences in journey types. For instance, where an SFA may be in a location with a similar walking journey time to three hospitals, the public transport journey may help to indicate which one is more easily accessible.

a. A directions search was used to help establish the quickest routes via public transport. Using the postcodes of the SFA locations as the starting point and the key services as the destination, Google Maps provided several alternative public transport routes and timeframes.

b. To ensure consistency across the analysis, the same parameters used for the walking analysis were used and aligned with work conducted by DfT (Journey Times Statistics: Notes and Definitions) England.

c. Allowance for catching first public transport service is 5 minutes - added to any journey that involves boarding one or more public transport services. Public transport speed was applied using local published timetable information. Interchange time of 5 minutes (minimum interval allowed between arriving at a stop and catching another service).

5.7.2.2 CAAS Location Data Sources Accessibility for Scotland, Wales and Northern Ireland – 1 Oct 20 - 1 Apr 25

Scotland Data Sources		
Service	Data Description	Data source for location of service
Primary Schools	Location of all Primary Schools	List of School Contact Details. Scottish Government. September 2018. Taken from - https://www2.gov.scot/Topics/Statistics/Browse/School-Education/Datasets/contactdetails .

	in Scotland	Data was filtered out to include Primary Schools. Tabular data was geolocated to postcodes using OS Codepoint.
Secondary Schools	Location of all Secondary Schools in Scotland	List of School Contact Details. Scottish Government. September 2018. Taken from - https://www2.gov.scot/Topics/Statistics/Browse/School-Education/Datasets/contactdetails. Data was filtered out to include Secondary Schools. Tabular data was geolocated to postcodes using OS Codepoint.
Further Education	Location of all Further Education Institutions in Scotland	OS Open Names dataset. A dataset of place names and postcodes. https://www.ordnancesurvey.co.uk/business-and-government/products/os-open-names.html Attribute data was filtered by 'LOCAL_TYPE' to capture any locations with the keyword 'Further Education'. Dataset was checked and any discrepancies fixed against the list provided by the collegescotland.ac.uk and subsidiary college websites
Hospital	Location of Hospitals in Scotland	Hospital location data was taken from ISD - https://www.isdscotland.org/Health-Topics/Hospital-Care/Hospitals/ This data was then joined via postcode to OS Code-point to accurately geolocate.
GP	Location of GP Practices in Scotland	Spreadsheet of all GP practices in Scotland - NHS Digital. https://digital.nhs.uk/services/organisation-data-service/data-downloads/home-countries Tabular data was joined to OS Code-point via postcodes to geolocate.
Food Stores	Location of Food Stores in Scotland	Geolytix 'Retail Points Q4 2018' - https://geolytix.co.uk/?retail_points
Town Centres	Location of Town Centres in Scotland	OS Named Place dataset, part of OS VectorMap District combined with OS_Settlement_Seed, part of OS.Strategi (to provide better Town & City Descriptors)
Employment Centres	Location of Employment Centres (with employment >=500)	Employment data is associated with Data Zones (a small area statistic boundary in Scotland). A population weighted centrepoin spatial dataset was obtained from https://data.gov.uk/dataset/8aabd120-6e15-41bf-be7c-2536cbc4b2e5/data-zone-centroids-2011 to provide a single location for each Data Zone.

		Employment data was taken from https://www.nomisweb.co.uk/query/select/getdatasetbytheme.asp?theme=27 it was selected to include both Data Zones and their related Employment information. Tabular data was joined to the spatial data via the Data Zone ID.
Wales		
Service	Data Description	Data source for location of service
Primary Schools	Location of all Primary Schools in the Wales	Address List of Schools in Wales. Welsh Government August 2019. Taken from - https://gov.wales/address-listhttp://data.wales.gov.uk/apps/noise/schools Data was filtered out to include Primary & Middle Schools. Tabular data was joined to OS Codepoint to geolocate.
Secondary Schools	Location of all Secondary Schools in the Wales	Address List of Schools in Wales. Welsh Government August 2019. Taken from - https://gov.wales/address-listhttps://desktop.arcgis.com/en/arcmap/latest/extensions/network-analyst/what-is-network-analyst-.htmschools Data was filtered out to include Secondary & Middle Schools. Tabular data was joined to OS Codepoint to geolocate.
Further Education	Location of all Further Education Institutions in Wales	Directory of Further Education Institutions taken from Welsh Government - https://gov.wales/further-educationhttp://online.hscni.net/other-hsc-organisations/hsc-service-finder/institutions-contact-details Cross checked against OS Open Names. Tabular data was geolocated using OS Codepoint.
Hospital	Location of Hospitals in Wales	List of Hospitals taken from Health in Wales - http://www.wales.nhs.uk/ourservices/directory/Hospitals & Healthcare Inspectorate Wales - http://hiw.org.uk/findhttps://www.pinnacleservicefamilies.co.uk/wp-content/uploads/2022/03/Pinnacle-Group---Service-Family-Accommodation---Move-In-Out-Standard-FORM.pdf?establishmentType=Hospitals&or=NHS&lang=enservice/service-index/?establishmentType=Hospitals&or=NHS&lang=en . Tabular data was joined to OS Code-point via postcodes to geolocate.
GP	Location of GP Practices in Wales	Spreadsheet of all GP practices in Wales - NHS Digital. https://digital.nhs.uk/services/organisation-data-service/data-downloads/gp-and-gp-practice-related-data . Tabular data was joined to OS Code-point via postcodes to geolocate.

Food Stores	Location of Food Stores in Wales	Geolytix 'Retail Points Q4 2018' - https://geolytix.co.uk/?retail_points
Town Centres	Location of Town Centres in Wales	OS Named Place dataset, part of OS VectorMap District combined with OS_Settlement_Seed, part of OS.Strategi (to provide better Town & City Descriptors)
Employment Centres	Location of Employment Centres (with employment =>500)	Employment data is associated with LSOA (a small area statistic boundary in Scotland). A population weighted centrepont spatial dataset was obtained from http://geoportal.statistics.gov.uk/datasets/output-areas-december-2011-population-weighted-centroid s to provide a single location for each LSOA. Employment data was taken from
		https://www.nomisweb.co.uk/query/select/getdatasetbytheme.asp?theme=27 , it was selected to include both Data Zones and their related Employment information. Tabular data was joined to the spatial data via the LSOA ID..
Northern Ireland		
Service	Data Description	Data source for location of service
Primary Schools	Location of all Primary Schools in the Northern Ireland	Open Data NI - Locations of Schools data (July 2017). https://www.opendatani.gov.uk/dataset/locate-a-school/resource/d0947faf-5d84-4ce4-80dd-ce4fa0e1c0d5
Secondary Schools	Location of all Secondary Schools in the Northern Ireland	Open Data NI - Locations of Schools data (July 2017). https://www.opendatani.gov.uk/dataset/locate-a-school/resource/d0947faf-5d84-4ce4-80dd-ce4fa0e1c0d5
Further Education	Location of all Further Education Institutions in	List of FE institutions taken from NI Direct - https://www.nidirect.gov.uk/contacts/further-education-fe-colleges . Tabular data was joined to OS Codepoint via postcodes to geolocate

	Northern Ireland	
Hospital	Location of Hospitals in Northern Ireland	Hospital Location data taken from detail data (August 2016) - http://data.nicva.org/dataset/hospital-locations . Was verified against hospitals listed in HSCNI Online - http://online.hscni.net/other-hsc-organisations/hsc-service-finder/
GP	Location of GP Practices in Northern Ireland	Spreadsheet of all GP practices in Northern Ireland - NHS Digital. https://digital.nhs.uk/services/organisation-data https://gov.wales/further-education-institutions-contact-details/service/data-downloads/gp-and-gp-practice-related-data . Tabular data was joined to OS Code-point via postcodes to geolocate.
Food Stores	Location of Food Stores in Northern Ireland	Geolytix 'Retail Points Q4 2018' - https://geolytix.co.uk/?retail_points
Town Centres	Location of Town Centres in Northern Ireland	OSNI Open Data Place Name Gazetteer - http://osni-spatial-ni.opendata.arcgis.com/datasets/117e5c3d0f0b41208d1caec1ddbd1330_1spatial-ni.opendata.arcgis.com/datasets/117e5c3d0f0b41208d1caec1ddbd1330_1

5.8 CAAS transition rules

When CAAS was introduced previous under-grading of properties through the using of the 4TG system was rectified. In recognition of the financial strain this would place on SP charge rises were staggered; endorsement was given to increases charges by one charging band each year from Apr 17 and annually thereafter until the property charge reaches the final CAAS band.

AFFECTED GROUP	TRANSITION RULE
All	The transition pathway relates to the SFA occupied and will cease when the SFA charging has reached its surveyed and assessed upper band. Should the SP move prior to the upper band being met the next incumbent at move in will pay charges relating to that SFA's band transition pathway. In some cases, a SP could move from a Band C to a Band A SFA and would be expected to pay the Band of their new property.

Change of occupant	Incremental protection of one band per annum towards the final CAAS rate will continue to apply to the property throughout the transition period, regardless of whether there has been a change of occupant.
Upgrade work on an occupied or void property.	Where a property has been subject to upgrade work, it will be assessed as part of the handover on completion of the work. If the assessment indicates a <u>change</u> in the condition assessment, then if occupied the Band for charge will change as follows: - Increase by two bands up to the new final CAAS band; or - Increase by two bands and if the property has not reached the new final CAAS band, then transitional protection will apply. The property will then increase by one band annually, on 1 Apr, above the revised CAAS band until it reaches the new final CAAS band. Where the property is not occupied and unallocated at the time of upgrade, the CAAS banding should immediately reflect the correctly assessed condition assessment, and this should be applied for the subsequent occupation. The effective date of the charge should be in accordance with JSP 464, Vol 3 Part 1, Para 3.2.3
Change to assessment criteria	Where a change in assessment triggers a review of the property assessment, and results in either of the following: • increase to the final CAAS band, the property when occupied, will retain any protection arrangements in place and the increases will be capped at one charging band annually on 1 Apr until the property charge reaches the new final CAAS band. • decrease to the final CAAS band. If the property has not yet reached the final CAAS band, it will continue its transition, and the increases will be capped at one charging band annually on 1 Apr until the property charge reaches the new final CAAS band. If the property has already reached the final CAAS band, then the charge will be set at the final CAAS band from the date of implementation of the change to the assessment criteria. Where the property is not occupied and unallocated at the time of the assessment, then transitional arrangements will not apply, and the property is to reflect the reassessed CAAS banding immediately and for subsequent occupation.
Re-typing of property	Where a property has been subject to permanent or temporary retyping: • if the property has not reached the final CAAS band on retyping, transitional protection will continue to apply under the
	new type, with increases capped at the rate of one band increase per year until it reaches the final CAAS band.

Temporary downgrading	Where a property has been subject to temporary downgrading, the incremental progression to the final CAAS band will be suspended for the period of temporary downgrading. At the end of this period, incremental progression will re-commence from the point that would have applied if temporary downgrading had not occurred.
Single (and unaccompanied) Service personnel	Single and unaccompanied Service personnel occupying temporarily surplus SFA pay the entitled rate of SFA charge; transitional protection will apply.
Other non-entitled (eligible) occupants	Other non-entitled (eligible) occupants are to be charged the local market rate (determined by DIO), unless there are agreements with the MOD which may specify a different charging regime. Transitional protection will NOT apply.
Foreign Armed Forces Personnel	Personnel serving in a Foreign Armed Force but serving in a UK appointment are to be charged the non-entitled rate determined by an annual DIN; in such circumstances, transitional protection will NOT apply. If they are on an exchange appointment with UK Forces, or subject to reciprocal training agreements, or Memoranda of Understanding which specify that charges other than the non-entitled rate will apply; in such circumstances, transitional protection will apply.
Allocation of SFA Above Entitlement for Service Reasons	In order not to disadvantage personnel when SFA above entitlement is allocated for Service reasons, the SFA charge applied is the lower of: - Rental Band A for charge for the type of property to which they are normally entitled; or - the Rental Band for the type of property actually occupied. Transitional protection will apply.
Occupation of SFA Above Entitlement by Personal Choice	Service personnel who elect to occupy SFA above entitlement as a matter of personal choice will pay the accommodation charge appropriate to the type and grade of SFA occupied. Transitional protection will apply.
Allocation of SFA Below Entitlement	Service personnel who are allocated SFA below entitlement will pay the accommodation charge appropriate to the type and grade of SFA occupied. Transitional protection will apply.
UK SSFA	UK SSFA will be assessed for CAAS as follows: - Grade 1 will be assessed as CAAS Band A, then the effects of the Location factor and EER/EPC ratings applied. DIO SD Accn will determine the reason for the existing lesser charge under 4TG and apply condition and scale reductions accordingly noting that if the reduction under 4TG is as a result of excessive

	heating costs, the reduction will be considered included within the EER/EPC assessment.
Noise Assessments	As part of the introduction of CAAS, DIO have conducted 4 noise surveys at the following Air Stations: • RAF Coningsby • RAF Marham • RAF Brize Norton • RAF Valley Noise surveys are conducted in accordance with the methodology in JSP 464, Vol 3, Part 2, Chapter 3, Para 0307. The results of the surveys identified there were no breaches of the current Government maximum noise threshold limits for DH properties in the UK. Therefore, it has been agreed that no further noise surveys will be undertaken. If there are a change in circumstances, then the relevant Chain of Command may request that DIO undertake a noise survey in support of the CAAS banding.

6 4-Tier Grading (4TG) System

Ser	Action By	Task	Comment
1	Service Convening Authority	Draw up convening order for Grading Board.	Copied to all representatives of the 4TG.
2	Accommodation Sponsor (SLA) / Unit	Advance notice to occupants.	At least 1 month in advance of the date of the Board as specified in the 4 Tier Grading Board Convening Order.
3	DIO EFM	Preliminary site visit for routine technical work if required. Confirm and provide Facilities Condition Management (FCM) assessment for SLA.	FCM assessment data to be used for Serials 9, 11 and 12 of Table 1.
4	Grading Board	Site Visit. Completion of Table 6.	3-month time limit commences.
5	Grading Board	Submission of Board findings.	
6	Service Convening Authority	Confirmation and authority to implement Board findings.	
7	Accommodation Sponsor (SLA) / Unit	Notification of findings to occupants via Unit Orders/ Mess notices.	To include copy of Table 6 and, where necessary, notification of change to accommodation charge and effective date.
8	Accommodation Sponsor (SLA) / Unit	Administration completed for any changes in accommodation charge	Within 3 months of site visit by Grading Board as specified in the 4 Tier Grading Board Convening Order and notified in the Record of Proceedings.

6.1 Table 1A – Deficiencies recognised for grading SLA

SER	DEFICIENCY	DEFICIT POINT SCORE	COMMENTS INCLUDING SUPPORTING EVIDENCE TO BE ANNEXED TO PROCEEDINGS OF GRADING BOARDS
	JSP 850 SCALING RELATED DEFICIENCIES	Include ¼ or ½ points	Where partial points (¼ or ½) are awarded they are to be included in the Deficit Point Score column.
1	Reduced bed-space area. Applicable where area (sqm) allocated per person is: a. 25% to 39.9% below scale (5 points) or b. 40% or more below scale (10 points)	5 or 10	1. Refer to Annex B, Table 2 for reduced space calculations. 2. Serial 1 not to be awarded if Serials 2 or 5 have been applied. 3. Record bed-space area in Table 6. Bed-space Area _____ sqm
2	Sharing. Applicable where: a. Trained personnel are required to share accommodation (5 points) or	Maximum 5	1. Serial 2 not to be awarded if Serial 1 or 5 has been applied. 2. Trained personnel are defined as those attending Phase 3 training, or in front line units, or detached/posted to other duties. (Trained personnel are not normally expected to share SLA. When sharing is authorised by the LSC, there should be no more than 2 persons to a room). 3. Trainees are defined as personnel undergoing phase 1 and 2 training.

	b. Trainees are required to sleep in dormitories of <u>more than</u> 12. (5 points)		
3	Integrated washing and/or WC facilities.		1. Mainly applies to overseas SLA.

	Applicable where facilities are not integrated in same building as sleeping accommodation.	2 or 5	a. 2 points to be awarded in overseas units where there are open verandas leading to central ablution areas. or b. 5 points to be awarded where washing and/or WC facilities are in a separate building.
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4	Scaling of Washing and WC facilities. Applicable to: a. SLA Types scaled for en-suite provision: where facilities are not provided to scale. or b. SLA Types scaled for shared provision: where facilities are provided 50% or more below sale.	Maximum 5	1. Refer to Annex B, Table 3 for scaling ratios & Instructions. 2. SLA Types are scaled for washing and WC facilities as follows and should be scored accordingly: a. <u>En-Suite</u>: (Applies to SO, JO, OC, S and Z Type SLA) (1, 2, 3, 4 or 5 points) or b. <u>Shared</u>: (Applies to C, Y and X Type SLA) (1, 2, 3, 4 or 5 points)
5	Provision of furniture and/or furnishings. Applicable where not provided to scale	Maximum 10	1. Serial 5 not to be awarded if Serial 1 or 2 has been applied. 2. Refer to Annex B, Table 4 for scaling and Instructions. <u>Temporary Deficiency Points</u> 3. Deficiency points awarded under this serial are ‘temporary’; the Accommodation Sponsor is to rectify the shortfall within 3 months. 4. Where seeking an extension or permanent downgrade iaw the Instructions (Table 4), the Accommodation Sponsor is to provide confirmation of action taken to source appropriate furniture.

6	Power sockets. Applicable where power sockets and/or electric razor sockets are below scale. Award $\frac{1}{4}$ point for deficiency of each single socket (i.e. $\frac{1}{2}$ point for deficiency of double socket) up to a maximum of 2 points. Record the <u>actual</u> deficiency points awarded. Eg <u>do not</u> round up or down	Maximum 2	1. When calculating electric razor sockets, those provided as integral part of wall-mounted bedside lights are to be combined with those provided in ablutions. Power socket scaling: Senior Officers: ____ 5 double sockets; 1 shaver socket Junior Officers: ____ 4 double sockets; 1 shaver socket Officer Cadets: ____ 3 double sockets; 1 shaver socket SNCOs: ____ 4 double sockets; 1 shaver socket Z: ____ 4 double sockets per person; 1 shaver socket Y: ____ 4 double sockets per person X: ____ 2 double sockets per person
7	Ancillary facilities within same building. Applicable where not provided or below scale.	Maximum 2	1. Up to 2 points may be awarded for non-provision/under scale provision of any/all of the following ancillary facilities: a. Laundry/cleaning facility (including engineering connections for washing machine): ____ 1 point b. Drying rooms (including inadequate heating and poor hanging facilities): ____ 1 point c. Ironing/Airing facility: ____ 1 point d. Common room: ____ 1 point e. Storage space: ____ 1 point

8	Location of public rooms in relation to the sleeping accommodation. Applicable where public rooms (including dining rooms, Mess and social clubs) are far removed from sleeping accommodation	Maximum 5	1. Up to 5 points may be awarded if, for example: accommodation blocks are far removed from messing facilities; or occupants of SFA appropriated as SLA are required to eat meals in the Mess/Cookhouse rather than in the appropriated SFA. Points to be awarded as follows: a. 200m: _____ 1 point b. 400m: _____ 2 points c. 600m: _____ 3 points d. 800m: _____ 4 points e. 1000m+: _____ 5 points

	CONDITION RELATED DEFICIENCIES		Cross refer to Table 5 – Physical Condition of the SLA The DIO EFM will provide the Facilities Condition Management (FCM) data for serial 9.
9	Physical condition of the SLA. The FCM average Condition Rating for the building is to be used to inform the award of deficiency points for grading for charge purposes. Record the <u>actual</u> deficiency points awarded. Eg <u>do not</u> round up or down	Maximum 10	Assessment by DIO 1. Refer to DIO's FCM Assessment of the SLA building. Points to be awarded as follows: a. FCM Condition Rating 5: _____ 0 points b. FCM Condition Rating 4: _____ 2.5 points c. FCM Condition Rating 3: _____ 5 points d. FCM Condition Rating 2: _____ 7.5 points e. FCM Condition Rating 1: _____ 10 points

10	Condition of Bedroom decoration, carpets, furniture, fixtures and fittings. Applicable where the condition of decoration, furniture, carpets, or fixtures and fittings within the Bedroom is below standard. <u>Note:</u> Each deficiency (1a, 1b, 2c etc) is to be awarded 1 point – up to a <u>maximum</u> of 5 points.	Maximum 5	1. Decoration. Assessment is to take into account fair wear and tear. Poor state of decoration is where one or more of the following defects are evident: a. Marked or stained walls, ceilings and paint work b. Peeling, blistering or flaking of paint work c. Ingrained dirt d. Damaged paint work or plaster e. Discoloration or variation of colour of walls, ceiling or paint work e.g. due to partial redecoration, removal of paint surface by cleaning materials f. Cracked or mildewed tiles 2. Furniture, Carpets, Fixtures and Fittings. The age and condition of carpets, fixtures and fittings such as sinks, washhand basins, baths and fitted cupboards within the Bedroom should be assessed compared with the standard of newly installed items. Poor condition is for example, when items are:
			a. Chipped, cracked or scratched b. Bent or otherwise damaged c. Discoloured or stained d. Stained, worn, frayed or threadbare carpets <u>Note:</u> Both parts of this serial <u>are to be assessed for room only</u>. (Communal facilities are scored under serial 9).

11	Heating system Applicable where heating system, when operated normally, fails to achieve the following temperatures: a. Toilet Area/Bathroom: 16 °C b. Bed-Sitting Room / Bedroom: 18.5°C	Maximum 5	Assessment by DIO - Deficiencies lasting 7 days or less will not generate any points score. - Where the heating supply breaks down for periods longer than 7 consecutive days, points may be awarded for temporary downgrading as follows: - For each degree below _____ 1 point - Confirmation required that: - Ambient temperature necessitated use of central heating; - Main heating system failed; inability to provide adequate alternative heating. - Does not apply if Ser 12 applied.
12	Air Conditioning (Tropical/sub-tropical areas only where such systems exist)	Maximum 5	Assessment by DIO Deficiencies lasting 7 days or less will not generate any points score.

	Applicable where air conditioning/ dehumidifiers/ and/or ventilation system fails to cool or reduce humidity to the following levels: a. Temperature 25.5 °C b. Relative Humidity 54%		2. Where the Air Conditioning system (as opposed to its operation by individuals) is inadequate, points may be awarded for temporary downgrading as follows: For each degree above _____ 1 point For each 1% above _____ 1 point 3. Confirmation required that the ambient temperature necessitated use of air conditioning and/or ventilation. 4. Does not apply if Ser 11 applied.
	NON-PROPERTY RELATED FACTORS		

13	Reasonable access to essential amenities. Applicable where the location of SLA is 1.5 miles or more from essential facilities including those available on the unit (as shown in the comments), <u>and</u> Service or public transport does not enable reasonable access to the amenities. Reasonable access is defined as: a. Bus stop/train station is within 1/2 mile of central position in the unit, and b. Frequency of bus/train service is 60 minutes or less between 0800-2000 Mon–Sat.	Maximum 5	1. The Local Service Commander is to establish a suitable central position in the unit from which to measure the distance to essential amenities. The route to each amenity is to be the shortest practicable route. 2. The following are recognised as essential amenities for SLA: a. Shop (NAAFI, general grocery shop or similar providing a service akin to a corner shop) - 1 point b. Bank or Automated Cash Dispenser (excluding those which charge <u>all users</u> for cash withdrawals) - 1 point c. Post office - 1 point d. Public telephone – 1 point e. Service or public transport pick-up point – 1 point
			3. Deficiency points should be awarded for lack of reasonable access to each essential amenity up to a maximum of 5 points.
14	Environmental factors Applicable where there are adverse environmental factors prevailing for six months or more.	Maximum 5	

6.1.1 Table 1B – Positive points recognised for grading SLA

Any deficit points are to be abated by any positive points shown in this table.

SERIAL	ITEM	POSITIVE POINT SCORE	REMARKS
P1	Access to full functioning Kitchen	2	Applies to all SLA until new builds incorporate this as standard on build
P2	Access to food preparation area with equipment supplied	2	Applies to all SLA until new builds incorporate this as standard on build
P3	Access to food preparation area no equipment supplied	1	Applies to all SLA until new builds incorporate this as standard on build

6.2 Table 2 – Standard and reduced floor area recognised for grading SLA

Accommodation Type		Area Norm Standard m ² (see Notes 1 and 2)	Reduced Floor Area 25 – 39.9% below Norm m ²	Reduced Floor Area 40% or more below Norm m ²
Senior Officers (SO) Lt Cdr/Maj/Sqn Ldr and above				
	Bedroom	14	10.5 - 8.5	8.4 and below
	Sitting Room	14	10.5 - 8.5	8.4 and below
Junior Officers (JO)	Bed-Sitting Room	19	14.3 - 11.5	11.4 and below
Officer Cadets (OC) Candidates (C)	Bedroom/Study	13	9.8 - 7.9	7.8 and below
	Bedroom	9	6.8 - 5.5	5.4 and below
WOs / SNCOs (S)	Bed-Sitting Room	19	14.3 – 11.5	11.4 and below
Junior Ranks (Type Z)		11	8.3 - 6.7	6.6 and below
Junior Ranks (Type Y)		11	8.3 - 6.7	6.6 and below
Junior Ranks (Type X)				
	Bedroom (Multiple) per bed space	8.5	6.4 - 5.2	5.1 and below
	Bedroom (Single)	9	6.8 - 5.5	5.4 and below

Deficiency Point Score	-	5	10
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Notes:

1. Bedroom Area Norms for Types SO, JO, OC, S and Z excludes the en suite provision.
2. Where air-conditioning is not provided, Area Norm may increase by 33% in tropical areas and 12.5% in sub-tropical areas.
3. Training Camp Accommodation is not normally Graded hence no details shown in chart.

6.3 Table 3 – Washing and WC facilities recognised

Rank Group	SLA Type	TOILET (WC)	WASH BASIN	SHOWER	BATH
Senior Officers: Lt Cdr /Maj/Sqn Ldr and above (SO)	SO	En-suite 1:1	En-suite 1:1	En-suite 1:1	1 per floor or per 10 bedrooms
Junior Officers (JO)	JO	En-suite 1:1	En-suite 1:1	En-suite 1:1	1 per floor or per 10 bedrooms
Officer Cadet (OC)	OC	En-suite 1:1	En-suite 1:1	En-suite 1:1	1 per floor or per 10 bedrooms
Candidate (C)	C	1:5	1:2	3:10	1:10
WOs / SNCOs (S)	S	En-suite 1:1	En-suite 1:1	En-suite 1:1	1 per floor or per 10 bed-sitting rooms
Other Ranks (OR) (Trained Strength)	Z	En-suite 1:1	En-suite 1:1	En-suite 1:1	1 per floor Or per 10 bed-sitting rooms

Phase 2 Trainees	Y	1:4	1:2	1:4	1:12
Phase 1 Trainees	X	1:4	1:2	1:4	1:12
Deficiency Point Score where below scale		1	1	1	1

Notes:

1. Table 3 shows the JSP 850 scales for Washing and WC facilities for each SLA Type. Deficiency points should be applied against the relevant scale of the SLA Type that is being assessed.

For SLA Types scaled for En-Suite Washing and WC Facilities (SO, JO, OC, S, Z)

2. Where en-suite facilities are not provided iaw Table 3 a maximum of 3 deficiency points are to be awarded as follows:

WC	-	1 point
Wash Basin	-	1 point
Shower	-	1 point

‘Jack and Jill’ Facilities

- i. Two bedrooms that have direct access to the same bathroom (often referred to as ‘**Jack and Jill**’) are deemed to have en-suite facilities irrespective of the fact they may be shared by occupants from 2 adjacent rooms.
- ii. This style of room is not to be awarded deficiency points iaw this paragraph.

3. Where a bath is not provided iaw Table 3 - 1 point

4. An additional deficiency point is to be awarded if all washing, and WC facilities are shared and all are below scale as shown below:

WC	(1:8 or more)	-	1 point
Wash	(1:4 or more)	-	1 point
Basin	(1:8 or more)	-	1 point
Shower	(1:24 or more)	-	1 point
Bath		-	1 point

For SLA Types scaled for Shared Washing and WC Facilities (C, Y, X)

5. Where provision of any of the washing and WC facilities is 50% or more below scale iaw Table 3, a maximum of 4 deficiency points are to be awarded as follows:

WC	(1:8 or more)	-	1 point
Wash Basin	(1:4 or more)	-	1 point
Shower	(1:8 or more)	-	1 point
Bath	(1:24 or more)	-	1 point

6. An additional deficiency point is to be awarded where provision of all washing and WC facilities is 50% or more below scale.

General

7. A Bath/Shower combination is not to be double counted where a fitted shower is combined with the bath.
8. Deficiency points are more likely for older SLA, or SLA that has been re-typed or refurbished, e.g. SLA that was not built to meet the current scales.
9. Training Camp Accommodation is ungraded hence no details shown in chart.

6.4 Table 4 – Scaling of furniture, fixtures, and fittings for grading SLA

Ser	Critical Furniture/ Furnishing	Furniture Scaling by Type of accommodation						Deficiency Points if not provided
		SO	JO	OC	S	Z / Y	X	
1	Bed	1	1	1	1	1	1	5
2	Double Wardrobe	2	2	1	2	1	1	5 per item
3	Double Wardrobe Top Box	2	2	1	2	1	1	1 per item
4	Single Wardrobe			1		1	1	5
5	Single Wardrobe Top Box			1		1	1	1
6	Wide Drawer Chest	2	1	1	1			1 per item
7	Bedside unit	1	1	1	1	1	1	1
8	Wall bookshelf	1	1	1	1	1	1	1
9	Single Low Cupboard		1	1	1			1
10	Single Drawer Chest		1	1	1	1		1
11	Desk top	1	1	1	1	1		1
12	Double Cupboard	2	1	1	1	1	1	1 per item
13	Chair desk	1	1	1	1	1	1	1
14	Chair easy	1	1		1			1

Notes:

1. No points to be awarded for deficiency of any of the furniture shown in the Table above if the deficiency arises from lack of space and points have been awarded under Serial 1, or through sharing (i.e. if the bedspace area allocated to each occupant is so cramped that furniture would not easily fit in). For clarity deficiency points iaw Annex B Table 1 can be awarded under:

Serial 1 (Reduced Bedspace area) or
Serial 2 (Sharing) or
Serial 5 (Furniture not provided to scale)

2. Deficiency points are to be awarded on a temporary basis where space is to scale but the Accommodation Sponsor has not provided the furniture item(s). Where this results in a downgrade:
 - a. The downgrade is to be implemented on a temporary basis for up to 3 months. This is to allow time for the Accommodation Sponsor to provide the missing item(s) or appropriate alternative(s).
 - b. If the Accommodation Sponsor is unable to provide the missing item(s) (or appropriate alternative(s)) within 3 months, the Accommodation Sponsor is to seek authority from the single Service Authority for 4TG (SLA) to either extend the temporary downgrade or authorise the deficiency points (and hence the downgrade) on a permanent basis.
3. Deficiency points are not to be awarded if furniture items have been wharfed (removed) at the request of the occupant.
4. In some older SLA without modern furniture, 4TG Boards may have to interpret 'furniture equivalents' to reach an appropriate point's score.

6.5 Table 5A – Physical condition of the SLA

DIO's Facilities Condition Management (FCM) assessment includes criteria to assess the physical condition of all SLA buildings. The 9 building 'Facility System Elements' (FSE) assessed are shown in Table 5a below.

	Facility System Elements	Sub Elements
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A	Structure	1.0 Substructure; 2.1 Frame; 2.2 Upper Floors; 2.4 Stairs and Ramps; 2.5 External Walls; 2.7 Internal Walls and Partitions
B	Roofing	2.3.1 Roof Structure; 2.3.2 Roof Coverings; 2.3.4 Roof Drainage; 2.3.5 Rooflights, skylights and Openings
C	Exterior	2.6.1 External windows; 2.6.2 External Doors
D	Interior Finishes	2.8 Internal Doors; 3.1 Wall finishes; 3.2 Floor finishes; 3.3 Ceiling Finishes; 4.1 Fittings, Furnishings and Equipment
E	Heating / Ventilating / Air Conditioning (HVAC) Systems	5.5 Heat Source; 5.6 Space Heating and Air Conditioning; 5.7 Ventilation Systems; 5.9 Fuel installations
F	Electrical Systems	5.8 Electrical Installations; 5.11 Fire and Lightning Protection; 5.12 Communications, Security and Control Systems; 5.13 Specialist Installations
G	Plumbing Systems	5.1 Sanitary Installations, 5.3 Disposal Installations, 5.4 Water Installations
H	Conveyance Systems	5.10.1 Lifts & Enclosed Hoists; 5.10.5 Conveyors; 5.10.6 Dock Levellers and Scissor Lifts; 5.10.7 Cranes and Unenclosed Hoists
I	Program Support Equipment	5.2 Services Equipment

2. Under FCM, a Condition Assessment Rating is applied to each of the FSEs and their Sub-Elements based on a systematic visual assessment and reflects a single snapshot in time of when the assessment was completed. The systems are rated for their condition from a score of 5 (Excellent: only normal scheduled maintenance required) to 1 (Bad: Major repair or replacement required, unsafe²⁹ to use). The score of 0 is used to highlight that the system does not exist within the facility.

3. The general definitions shown in Table 5b provide an overall framework for how systems are rated. (Specific guidance for each Facility System is used to ensure assessments are done consistently for each of the nine facility systems).

6.5.1 **Table 5B**

Score	Rating	Description
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5	Excellent (no issues; 10+ yrs)	Excellent. Only normal scheduled maintenance required. No issues, need to re-evaluate in 10+ years; no action is required at this time.
4	Good (recommendations at 6–9 yrs)	Good. Some minor repairs needed. System normally functions as intended. Conditions predicted based on life expectancy, suggestion for future improvements. Recommendations at 6-9 years.
3	Fair (Necessary, but not critical; 3-5 yrs)	Fair. More minor repairs and some infrequent larger repairs required. System occasionally unable to function as intended. Needed within 3-5 years; predictable maintenance must be scheduled to prevent unnecessary failures.
2	Poor (Potentially critical; 1-2 yrs)	Poor. Significant repairs required. Excessive wear and tear clearly visible. Obsolete. System not fully functional as intended. Conditions require attention within the next 1-2 years; if conditions are not scheduled for correction, further degradation of equipment is imminent.
1	Bad (Currently Critical)	Bad. Major repair or replacement required to restore function. Unsafe to use. Conditions that require immediate action. Equipment graded as 1 have life safety issues, potential safety hazards, necessary to prevent potential environmental hazards from occurring.
0	Non-existent	Non-existent. Zero rating identifies that this system does not exist within the facility.

4. Once assessed, the results are combined to provide an average 'Condition Rating' for the building.
5. Serial 9 – Physical Condition of the SLA. DIO will provide the FCM average Condition Rating, which is used to inform deficiency points to be awarded for this serial.

6.6 Table 6 – Grading points summary sheet for SLA (all ranks)

UNIT: _____ LOCATION: _____

BDG NO. / NAME: _____ / _____ ROOM TYPE (SO, JO, OC, C, S, Z, Y or X): _____

ROOM NO(S). ASSESSED: _____ ROOM NOS. GRADE APPLIES TO³⁰: _____

TOTAL POINTS SCORED (ROUNDED) ³¹: _____ GRADE AWARDED: _____

DATE OF THE BOO: _____ EFFECTIVE CHANGE³² DATE: _____

AUTHORISED BY: _____ ROLE: _____

Ser	Factor	Deficiency	Applies	Deficiency Points Allowed	Explanation of Deficiency observed by the Board	Actual Deficiency Points Awarded
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Reduced bed-space area	Area (sqm) allocated per person is: a. 25% to 39.9% below scale Or b. 40% or more below scale		(Max 10 5 10	Bed-space area: _____ sqm	
2	Sharing			(Max 5)		

		a. Trained personnel are required to share accommodation <u>Or</u> b. Phase 1 and 2 trainees are required to share accommodation in dormitories of more than 12		5 5		
3	Integrated washing and/or WC facilities	Washing and/or WC facilities are not integrated in same building as sleeping accommodation a. <u>Overseas</u>: open verandas lead to central ablution area <u>Or</u> b. Washing and/or WC in separate building		(Max 5) 2 5		

4				(Max 5)		
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	Scaling of washing and WC facilities	Washing and WC facilities are below scale a. <u>En-Suite</u>: facilities are not provided to scale <u>Or</u> b. <u>Shared</u>: facilities are provided 50% or more below scale		1, 2, 3, 4 or 5 1, 2, 3, 4 or 5)		
5	Provision of furniture and/or furnishings	Furniture and/or furnishings not provided to scale		Max 10 (temporary)	Date temporary points expire: __/__/__	
6	Power Sockets	Electric power sockets are below scale		Max 2		

7	Ancillary facilities within same building	Ancillary facilities are not provided or below scale		Max 2		
8	Location of public rooms	Public rooms (dining rooms, Mess and social clubs etc) are far		Max 5		

		removed from sleeping accommodation				
9	Physical condition of the SLA	Refer to DIO's FCM Assessment of the SLA building		Max 10	Assessment by DIO	
10	Condition of bedroom decoration, carpets, furniture, fixtures and fittings	Bedroom decoration, carpets, fittings or fixtures is below standard		Max 5		
11	Heating system failure	Heating system fails to achieve correct temperatures		Max 5	Assessment by DIO	

12	Air Conditioning / Ventilation (Tropical / Sub-Tropical only)	Air conditioning and/or ventilation system fails to provide adequate cooling or reduction in humidity		Max 5	Assessment by DIO	
13	Access to essential amenities	SLA is 1.5 miles or more from essential amenities incl. on unit <u>and</u> Service or public transport does not enable		Max 5		
		reasonable access to the amenities				
14	Environment	Adverse environmental factors existing for 6 months or more		Max 5		
		TOTAL OF ABOVE DEFICIENCY POINTS				

Notes: Enter 'X' in column (d) against each Serial where the deficiency applies; enter points awarded in column (g)

Ser	Factor	Positive Points	Applies	Points Allowed	Explanation of Positive Point observed by the Board	Points Awarded
(a)	(b)	(c)	(d)	(e)	(f)	(g)
P1		Access to a Kitchen		2		
P2		Access to a food preparation area with equipment		2		
P3		Access to a food preparation area w/o equipment		1		
	Sub Total	Total positive points				

	Narrative of Deficiencies				
	Total	Deficiency Points MINUS Positive Points			

6.7 Guide to the grading of SLA – Adverse environmental factors under 4TG

Introduction

1. **Purpose.** MOD's 4 Tier Grading Regulations (4TG Regulations) permit the award of 1 - 5 deficiency points on those occasions when adverse environmental factors are prevailing for 6 months or more (unless a different qualifying time period is stated in the individual factors) - serial 14 to Annex B (SLA) refers. The purpose of this guide is to assist 4TG Boards in the award of deficiency points under the environmental factors serials thereby permitting more consistent and objective application of the criteria across the SLA estate. However, the guide is by no means definitive and 4TG Boards retain discretion to award deficiency points as considered appropriate depending on the nature and severity of the local environmental conditions which apply.

2. **Environmental Factors.** The following environmental factors are covered in this guide:

Flooding and drainage
Noise Nuisance
Building works
Landfill, Tipping or Recycling Areas
Mining and Subsidence
Local Adverse Sewage, Chemical or Engineering Works
Adjacent Electrical Pylons
Coastal Location
Geographical Elevation
Adverse social and environmental factors

3. **Award of deficiency points.** The total deficiency points which may be awarded is 5. In cases where more than one environmental factor may be present the points score may be added together to a maximum ceiling of 5.

Flooding and Drainage

4. Some areas will be prone to or under threat from flooding or the effects of a high water table. The following scores represent the severity of a flood or water table hazard.

FLOODING AND POOR DRAINAGE			
Ser (a)	Level of Severity (b)	Pts to be Awarded (c)	Remarks (d)
1.	The SLA is regularly subjected to flooding or in the past has been affected by flooding and no direct flood prevention measures have been put in place to prevent reoccurrence.	5	

2.	The SLA is situated in an area where the effects of flooding have a direct impact on the living conditions of the occupants.	4	
3.	The SLA is situated in an area which is considered to be under threat from flooding or high water table effects and as such is enclosed within an area which receives	3	
	flood warnings from the Local Authority or Environmental Agency.		
4.	Any adjacent public areas/facilities available within the Service establishment for use by occupants of SLA are subject to the effects of high groundwater conditions or poor surface drainage which prevents the full use of these facilities for the majority of the year.	2	
5.	Any adjacent public areas/facilities available within the Service establishment for use by occupants of SLA are subject to the effects of high groundwater conditions or poor surface drainage which prevents the full use of these facilities on a seasonal basis.	1	

Noise Nuisance

5. SLA may be affected by noise nuisance. The noise must be present for the majority of the year and significantly affect the silent hours. Guidance to assist 4TG Boards in assessing the severity of noise nuisance without resorting to measurement of Decibel Levels (dB) is below. Where queries arise which require measurement of noise levels, 4TG Boards should be aware that the World Health Organisation (WHO) recommends that the general daytime outdoor noise levels should be less than 55dB(A)Leq to prevent significant community annoyance, and at night a level in the order of 45dB(A)Leq is desirable to meet sleep criteria. Measurement of noise levels which exceed the WHO recommendation may attract deficiency points at the discretion of 4TG Boards.

NOISE NUISANCE			
Ser (a)	Level of Severity (b)	Pts to be Awarded (c)	Remarks (d)
1.	SLA is located under/or adjacent to the approach circuit to a RN Air Station, Army Air Corps Regiment, RAF Flying Station, National, Regional, or City Airport, or adjacent to ground movements of aircraft and/or helicopters operating at these locations.	5	Small local airfields (e.g. flying clubs) should be awarded a lower score due to the lower traffic rate.

2.	Railway and Motorway Noise. The SLA is located adjacent to a main railway line or motorway	4	Adjacency to a local railway line with a limited day time service should attract a lower score due to lower traffic rate.
3.	The SLA is subjected to persistent noise from Electrical Substations, Engineering/Production works and any other Mechanical Installation (Pumping Stations and the like).	3	
4.	The SLA is subjected to road noise from the passing of heavy traffic along a road which runs directly adjacent to the SLA.	2	Dual Carriageway or Trunk Road
5.	Agricultural Noise. The SLA is subjected to the persistent noise from intensive agricultural activity.	1	i.e. Battery Hen Coups. Turkey Farming

Building Works

6. SLA may be affected by building works which cause noise and dust and which may restrict access to accommodation or Service provided facilities for use by the occupants of the accommodation.

LOCAL BUILDING WORKS			
Ser (a)	Level of Severity (b)	Pts to be Awarded (c)	Remarks (d)
1.	Building works are adjacent to the SLA which significantly affects living conditions due to noise, dust or other hazard.	5	A major site within the SFA estate/Service establishment.
2.	Building works are adjacent to SLA which significantly affects living conditions due to noise, dust or other hazard.	4	A major site adjacent to the SFA estate/Service establishment.
3.	The establishment is located on an access route to a building site which has a significant impact on occupants of the accommodation due to restricted access and passage of heavy machinery.	3	3 points may be awarded if building works restrict access to accommodation, or Service facilities provided for use by occupants of the accommodation.
4.	The establishment is located on an access route to a building site which is utilized by heavy machinery	1-2	At the discretion of 4TG Boards depending on severity of use by heavy machinery.

Landfill, Tipping or Recycling Areas

7. SLA may be affected by the activities of Local Authorities or civilian contractors involved in the recycling or storage of waste materials, and offensive odours and increased insect populations which may arise from a local landfill or tip.

LOCAL LANDFILL, TIPPING OR RECYCLING AREAS			
Ser (a)	Level of Severity (b)	Pts to be Awarded (c)	Remarks (d)
1	A Local Authority landfill site is located directly adjacent to the SLA which significantly affects living conditions due to the processing noise, smell and increased insect population.	5	A major site which process large amounts of waste.
2	A Local Authority landfill site is located directed adjacent to the establishment which significantly affects living conditions due to the processing noise, smell and increased insect population.	4	A major site which process large amounts of waste.
3	A Local Authority or Contractors Recycling site or Plant is located directly adjacent to the SLA which has a significant effect on the standard of living due to processing noise or increased HGV traffic to the site.	3	A smaller site which recycles materials in the main.
4	A Local Authority or Contractors Recycling site or Plant is located directly adjacent to the establishment which has a significant effect on the standard of living due to the processing noise or increased HGV traffic to the site.	2	1 point can be awarded due to distance from the site if relevant.
5	Contractors Recycling Site is located on the same road access to SLA which has a significant effect on the standard of living due to increased HGV traffic to the site.	1	Must be on or share the direct route to the site.

Mining and Subsidence

8. Properties can be affected by the activities of a contractor involved in mining or related activities. Such activities have a wide range of negative effects and can blight entire communities. If the SLA is located in such an area, high scores can be awarded due to a number of different reasons, however, dust, noise, and distance from the site will usually be the defining factors in how high the awarded score will be.

MINING AND SUBSIDENCE			
Ser (a)	Level of Severity (b)	Pts to be Awarded (c)	Remarks (d)

1	The SLA is adjacent to an area which is significantly affected by Deep, Strip or Open Cast Mining, Blasting or Quarrying.	5	The boundary of the mining should be adjacent to the SFA/SLA
2	The SLA is located within an area which is significantly affected by Deep, Strip or Open Cast Mining, Blasting or Quarrying.	4	Within 200m
3	The SLA is located on a route or access way to mining works listed above and there is a significant increase in the amount of HGV traffic.	3	
4	The establishment is located on a route or access way to mining works listed above and there is a significant increase in the amount of HGV traffic.	2	
5	The SLA is located adjacent to Waste Tips or Spoil areas directly related to mining operations (current or disused) which have an adverse effect on the outlook of the property.	1	i.e. There is a large spoil heap (1000m ³ +) at the bottom of the SFA garden/adjacent to the SLA.

Local Adverse Sewerage, Chemical or Engineering Works

9. The majority of works should not have a direct effect on the Service community and as such should not be scored just because of their presence. However, in circumstances where works have a negative effect because of pollution, exhaust fumes (from large generators or the like) or smell, deficiency points may be awarded.

LOCAL ADVERSE SEWERAGE, CHEMICAL OR ENGINEERING WORKS			
Ser (a)	Level of Severity (b)	Pts to be Awarded (c)	Remarks (d)
1	N/A	5	
2	N/A	4	
3	The SLA is located directly adjacent to a large sewerage/chemical works the operation of which affects the SFA/SLA	3	Large = over 200m ² with exposed processing units.
4	The SLA is located adjacent to a small sewerage/chemical works the operation of which affects the SFA/SLA.	2	Small unit under 199m ² which has exposed processing units (Not Bio Disk Type)
5	The SLA is located adjacent to a heavy engineering or chemical works whose operations significantly affect the standard of living.	1	Noise, Smell or traffic nuisance.

Adjacent Electrical Pylons

10. Electrical Pylons come in varying sizes, from large lattice steel structures which carry very high voltages to wooden poles which may support local transformers. The occurrence of pylons should be limited and electrical installations should be positioned far enough away from SLA not to present a negative effect. Care should also be taken not to confuse telephone poles with electrical supports. Telephone poles and their supported wires do not attract any points.

ADJACENT ELECTRICAL PYLONS			
Ser (a)	Level of Severity (b)	Pts to be Awarded (c)	Remarks (d)
1	A High Voltage (HV) 4 Leg, steel lattice construction Pylon is located within the boundary of the SLA.	5	
2	A steel HV Pylon is located adjacent to the SLA or electrical switching complex and substation is located directly adjacent to the SLA.	4	
3	Phased HV power lines pass over the boundary of the SLA as per Serial 1.	3	
4	A transformer is located within the boundary of the SLA.	2	Transformer should be fenced or contained within a brick enclosure
5	A Timber support pole or double pole c/w step-down transformer is located within the boundary of the SLA.	1	

Coastal Location

11. To attract points the SLA must suffer significant effects from being directly located in an exposed coastal location. Only the scores from either Para 11 or 12 can be taken into consideration.

COASTAL LOCATION			
Ser (a)	Level of Severity (b)	Pts to be Awarded (c)	Remarks (d)
1	N/A	5	
2	N/A	4	
3	N/A	3	
4	The SLA is located on an exposed coastal location which is subjected to major storms and bad weather.	2	
5	The SLA is located on a sheltered coastal location which is subjected to storms and bad weather.	1	

Geographical Elevation

12. To attract points under this serial, the SLA must be cut off until midday on any affected day by sustained and heavy snowfall. In general the SFA/SLA should be isolated and located in an exposed highland location.

GEOGRAPHICAL ELEVATION			
Ser (a)	Level of Severity (b)	Pts to be Awarded (c)	Remarks (d)
1	N/A	5	
2	N/A	4	
3	N/A	3	
4	The SLA is located in an exposed highland position which is cut off (physically snowed in) for over 30 days a year due to snow and poor weather.	2	
5	The SLA is located in an exposed highland position which is cut off (physically snowed in) for over 15 days a year due to snow and poor weather.	1	

Adverse Social and Environmental Factors

13. Adverse social and environmental factors including proven and recorded cases of vandalism and criminal activity, and poor/non-existent provision of services, on the basis that:

- a. The Local Service Commander has drawn up a Community Action Plan (CAP) to identify the problems, and taken action to address those problems in consultation with the Services' chain of command, the Local Authority, the Police or other agencies as appropriate.
- b. Once the CAP has commenced, a case identifying the problems and explaining what action has been taken at the local level has been submitted to the Service Authority (single Service Pay/Accommodation Colonels) at MOD level.
- c. On receipt of the case the Service Authority:
 - (1) Has determined that 5 deficiency points may be awarded immediately on those occasions where it is likely that the adverse social and environmental factors can only be resolved in the long term, if at all.
 - (2) Or, in cases where the adverse social and environmental factors are likely to be resolved in the short term, has determined that further evidence as to the effectiveness of the CAP over a period of up to 6 months is required, and on the basis of that evidence, has determined whether there is then a case for the award of 5 deficiency points.

- (3) Or, has determined that the case should be rejected.
- d. Where the case is agreed by the Service Authority, 5 deficiency points may be awarded with effect from the date of that decision.
- e. The case is reviewed by the Service Authority after 12 months.

6.8 SLA 4TG Convening Order Template

Ref: XXXX/Logs/Accom/BoO

LSC Ref:

BOARD OF OFFICERS – LOCAL SERVICE COMMAND (LSC) CONVENING ORDER

Reference:

A. JSP 464 Vol. 3

1. **Introduction.** The 4-Tier Grading (4TG) system provides a means for determining accommodation charges for differing standards of Single Living Accommodation (SLA) within Defence. SLA grades are to be reviewed at least once every 4 years and there is an additional requirement to conduct reviews where accommodation has been subject to improvement.
2. **Background.** The last grading of SLA at *location* was completed on *date*. In line with extant policy at Ref A, a Board of Officers (BoO) must be convened to conduct a review of the accommodation by no later than *date*.
3. **Timing.** Throughout the BoO process the following timeline is to be adhered to:

Action	Responsible	Target Date
Issue of Convening Order	LSC	6 months before expiry of current BoO
Issue initial advance notice of the review to SLA occupants via Routine Orders	President	at least 1 month before BoO
Conduct Board of Officers visit	President Board Members	3-month time limit commences
Seek Single Service Sponsor (Accommodation Colonel) approval for award of 5 additional deficiency points or Below Grade 4	President	within 1 month of Board visit
Report findings of the Board to LSC for approval	President	within 2 months of Board visit
Notify SLA occupants of the BoO's findings once approved	President	within 3 months of Board visit

Complete administration associated with any proposed changes in grading	Unit	within 3 months of Board visit
Start new accommodation charges (if applicable)	Unit	3 months after Board visit

4. **Board composition.** The BoO will comprise the following personnel:

President	OF3 or Above
Members	Unit Officer EHO DIO Accommodation (if available) RIC Fwd FM
In Attendance	Contractor representative

5. **Post board administration.** Following the BoO, the President is to submit a copy of the findings including the Table 6 Grading Points Summary Sheets to the Local Service Command (LSC), together with any supporting information from DIO and/or EHO where appropriate. If for any reason this supporting information is unobtainable, a certificate signed by the President is to be included detailing the points and explaining why it is not available. Single Service Sponsor approval must be obtained in the event that either 5 additional deficiency points or a grade of Below Grade 4 are to be awarded. The LSC is responsible for approving the findings of the Board and notifying respective Units via the President. Once staffed, the final copy is to be retained by the President and a copy of all documentation passed to DIO Accn PR3 via the Single Service Sponsor.
6. **Publication of findings.** The President is responsible for notifying occupants in writing of the findings of the BoO and, where a grade change is approved, in advance of any amendment to the accommodation charge. A copy of the Table 6 Grading Points Summary Sheet is to be sent to each occupant so that they are aware of the points awarded and the grade of the accommodation. The President is to instruct the Unit to amend administrative records to ensure that correct charges are raised and changes arising from the 4TG Board take effect 3 months after the date of the BoO.

Signature block

7 SFA Application and Allocation Process

7.1 MOD Form 1132



MOD Form 1132
(Revised 03 Feb 20)

MINISTRY OF DEFENCE

APPLICATION TO OCCUPY SERVICE FAMILY ACCOMMODATION (SFA)

THIS FORM IS AVAILABLE ELECTRONICALLY FOR APPLICATIONS OF SFA IN THE UK ONLY, IF YOU HAVE ACCESS TO THE DEFENCE INTRANET AND HAVE AN ACTIVE MOD E-MAIL ADDRESS

Please go to: <https://e1132.domis-r.r.mil.uk> for more details

IPHD / Overseas Command Application No.:
(Only for IPHD / Office Use)

Please ensure that you complete all sections of the form in BLOCK CAPITALS and black ink. Failure to do so may result in your form being returned and delay your application.

Important – before completing this form, please read the guidance notes on page 9

PART 1: BASIC PERSONAL APPLICATION DETAILS

Note: complete Part 1 with personal details applicable at new occupation date.

Service: (RN, Army, RAF, FTRS (FC/LC/HC), MPGS, NRPS)		Service Number: (or MOD Civilian Staff Number)	
Rank or Title: (e.g. Wg Cdr / Sgt / Mrs)		Chaplains / Civilians Overseas: Equivalent Military Rank	
Forename(s):		Surname:	
Date of Birth (dd/mm/yy):		Gender (M/F):	
Enlistment / Commission Date (dd/mm/yy):		Discharge / Termination Date (dd/mm/yy)	
Personal Status (PStat) Category (JSP 752) on occupation:		Date of impending Marriage / Civil Partnership	
E-Mail address: (if applicable)			

Address where correspondence / offer should be sent (i.e. your current accommodation address):
to: _____

Postcode/BFPO _____

Contact Tel No: _____ (inc Std / Intl / Mil code where applicable)

Mobile Tel No: _____

Are you assuming a designated 'in Command' appointment (See Note 3). In the event of uncertainty, clarification will be provided by single Service Accommodation Colonel Staffs.	Yes		No	
If 'In Command': what is your appointment?				

Are you a Foreign & Commonwealth applicant not serving in the UK Armed Forces? (Y/N):	Yes		No	
Does any member of your family require a visa? (Y/N):	Yes		No	

Non-British Forces Personnel only:

Nationality				
Are you serving in a designated Exchange Appointment?	Yes		No	

Complete the following table with the permanently resident members of your family (including Spouse / Civil Partner) for whom you require SFA; (See Note 4 as to which children should be included).

Title (Mr/Mrs etc.)	Surname	Forenames	Gender M/F	DOB (or due date) dd/mm/yy	Relationship to Applicant	Need to enrol in local school - Y/N
Date baby due (if applicable)						

Before completing this section you are required to confirm your entitlement / eligibility to Service Family Accommodation (SFA) in accordance with JSP 464. Tick the box that reflects your correct entitlement or eligibility for this application.

I verify that this application is for SFA:

(Tick one box as appropriate)

A new allocation to entitlement at my new Duty Station / Port Area (incl SSFA notice to vacate)

Entitlement by Virtue of Appointment (In Command / VCDS List)

An entitled transfer at my current Duty Station / Port Area.

An allocation to entitlement iaw JSP 464 for Extended Duration Operational Tours in UK or whilst on unaccompanied Tours Overseas.

A request to RETAIN current SFA on posting within the Base Port Scheme (RN Only)

To RETAIN SFA to entitlement for (insert reason below iaw relevant JSP 464 retention regulations): _____

(Please attach justification for retention – e.g. CEAS Impact Statement etc.)

A transfer of SFA for additional needs and disability requirements (your application should be supported by authoritative medical evidence or Occupational Therapist's report).

A transfer of SFA for welfare reasons (Your application should be supported by a welfare report).

A non-entitled transfer of SFA for personal / lifestyle reasons (Not for occupants of SSFA)

A request for temporary SURPLUS SFA. Please confirm whether or not you will be occupying the surplus SFA during the working week or supply confirmation of alternative accommodation, i.e., authorisation of Form 1154 Application for SSSA or SLA address.

A request to RETAIN current SFA on posting on an ELIGIBLE basis.

PART 2: FUTURE HOUSING REQUIREMENTS (ON ASSIGNMENT ETC)

JPA Assignment Order Reference and Date Issued (dd/mm/yy): (See note 5)	
--	--

If SFA is unavailable at the time you require it, or retention of your present SFA is not agreed, will you:			
Accept Overseas Rental Allowance (ORA)	Yes		No
Make private arrangements	Yes		No

PART 3: CURRENT ASSIGNMENT DETAILS

Current Unit Details:			
Full Place of Duty Address:			
Postcode / BFPO:		UIN:	
Email:			
Military Tel No:			
Civilian Tel No:			
Fax No:			

CURRENT HOUSING ARRANGEMENTS Is your current home:

SFA in UK?	Yes		No	
If your current home is SFA / Substitute SFA managed by DIO Accommodation, enter the address and read Note 7 regarding Notice to Vacate / Move Out requirements.				
SFA in an overseas location?	Yes		No	
<i>Rented on ORA (Applicable to Overseas Stations Only)</i>	Yes		No	
Private accommodation?	Yes		No	
If Private, what is the postcode of the property?				
Single Living Accommodation (or Substitute Service Single Accommodation (SSSA))?	Yes		No	

Substitute Service Family Accommodation?	Yes		No	
Do you own a property within 50 miles from your new place of duty which you have purchased / extended with the aid of an extant LSAP or FHTB loan.	Yes		No	

PREFERENCES

All applicants to Answer:				
Would you like a garage	Yes		No	
If Yes, please complete the garage application form attached.				
Do you have any large pets (dogs/cats etc)?	Yes		No	
If yes, please complete Annex B (Permission for Pets to be kept in SFA). You are advised to make yourself familiar with the additional cleaning requirements for pets at move out and sign that you understand the requirements placed upon you if permission is granted.	Signature: _____ Name: _____			

PREFERRED LOCATIONS You may state up to 3 preferred areas and/or estates, but not specific roads. (See Note 8)

(1):	
(2):	
(3):	

EXTENDED DURATION DEPLOYMENT OPTIONS

Note:- If you are applying for SFA in a specific area under the rules for Extended Duration Operational Tours please complete the following section to assist the IPHD to allocate you the most appropriate property to the area you wish to move to. The SFA allocated may be outside normal radii and SSFA will only be procured in exceptional circumstances:-

The area requested is close to:	Family:		Unit (Base Port / Regt / Station):	
---------------------------------	---------	--	------------------------------------	--

Relationship & Full Address of Relatives:	
Full Service and/or Parent Unit Address:	

PART 4: DATA PROTECTION ACT 2018

PLEASE NOTE

I understand and accept that in pursuing this application the Defence Infrastructure Organisation and their contracted agents may use the data provided in connection with activities concerned with the provision and improvement of the Service Families Accommodation service. The provision of Service Family Accommodation also incorporates a survey that is essential to the assurance of the successful delivery of Service Family Accommodation. To enable this survey we may also share your data with MOD appointed industry partners who will ensure all appropriate measures are taken to protect your personal data. I understand and accept that the Defence Infrastructure Organisation may be required to release certain information to external agencies, agencies and bodies within the MOD (e.g. Pay/Record Offices, Local Commands etc.) and that this will take place in accordance with the provisions of the Data Protection Act 2018.

PART 5: SIGNATURE OF APPLICANT

Please recheck the information given is correct and that your requirements are clearly stated and sign below. Please **You are reminded it is a disciplinary offence to knowingly give false information. (See Note 9).**

I will inform the IPHD and my Chain of Command of any change in assignment or duty location which affects this application. I am aware that should I fail to comply with these regulations, then my publicly provided accommodation and allowance entitlements will be subject to formal review and may be withdrawn.

SIGNATURE OF APPLICANT		DATE	
------------------------------	--	------	--

PART 6: DECLARATION BY RESPONSIBLE OFFICER (Not to be completed by Applicant)

(To be completed by the Divisional / Unit Admin / Families / PSF officer at **WO level or above**).

I certify that the mandatory information given at Parts 1, 2 and 3 of this Application has been checked and is correct:

Responsible Officer's Signature: _____

Rank and Full Name: _____

Appointment: _____

Email Address: _____

Military Telephone Number: _____

Civilian Telephone Number: _____

Date: _____



UNIT STAMP

Send one copy of the completed form to the Housing Provider serving the Shore Based Unit/Station where you seek accommodation, and one copy to the Ship/Shore based Unit/Station which you are currently assigned.

FURNISHING REQUIREMENTS

TO BE COMPLETED BY THE APPLICANT AND SUBMITTED BY YOUR LOCAL HOUSING PROVIDER TO THE APPROPRIATE SERVICE SUPPLY ORGANISATION AT LEAST 10 WORKING DAYS BEFORE THE DATE THE FURNITURE IS REQUIRED. **THIS DOES NOT APPLY FOR ASSIGNMENTS TO GIBRALTAR.**

No	Rank	Name
SHIP/UNIT/STATION To be assigned to:		

<u>Address Allocated (IPHD use only)</u>	<u>Date of Move In</u>

Number of Children (insert age in relevant box):

Male:							
Female:							

Do you require any furnishings (See Note 10.)

Yes / No.

Please indicate in the column [QTY REQ] the quantity of each item you would like in your SFA. DAS items requested are subject to alteration dependent upon the size and type of SFA allocated and your entitlement for further detail please contact People-Accom-Policy Team (MULTIUSER). The figures shown below give the average quantities as a guide. It should be noted that other than the DAS items provided in an unfurnished SFA, all other DAS items are issued on request and reflect the furnishing charge of part or fully furnished.

NOTE – The following items remain in SFA irrespective of its furnishing state: flooring, curtains, cooker, door mats, dustbin, shower curtain, smoke alarms and CO alarms (where appropriate).

ITEM	AV ENT	QTY REQ	ITEM	AV ENT	QTY REQ
BED DOUBLE & MATTRESS	1		TABLE NEST OF 3	1	
BED SINGLE & MATTRESS	2		TABLE OCCASIONAL	1	
BUNK BED (Children Only)	1		STOOL BATHROOM	1	
DRESSING TABLE + MIRROR	1		STOOL STEP KITCHEN	1	
CHEST OF DRAWERS	2		DESK (with 3 drawer pedestal) + CHAIR	1	
STOOL DRESSING	1		WARDROBE see note	1	
BEDSIDE CABINET	4		BOARD IRONING	1	
SETTEE 2/3 SEAT (with covers)	1		CHAIR HIGH CHILD	1	
CHAIR EASY (with covers)	2		COT CHILD & MATTRESS	1	
SIDEBBOARD	1		STAIR & DOOR GATE INFANT	1	
BOOKCASE	1		PLAYPEN CHILD	1	
CHAIR DINING	8		VACUUM CLEANER	1	

TABLE DINING	1		BRUSH WC + CONTAINER	1	
SIDE TABLE	1		GARDEN TOOLS SET	1	

GET-YOU-IN/OUT-PACKS – I DO / DO NOT REQUIRE A GET-YOU-IN/OUT-PACK (DELETE AS NECESSARY) These are issued as complete packs and contain bedding, cutlery, crockery, kettle, iron and kitchen utensils. They are issued on a temporary basis only and must be returned complete within 6 weeks of occupation.

FOR LOCAL HOUSING PROVIDER USE ONLY

Entitlement (by SFA Type)

Entitlement to Tied SFA?

Entitlement to Ex Officio SFA?

Address of allocated SFA		
Occupation Date		

Any additional details that may be relevant may be commented upon below:

--

Accommodation required to be assessed by the Furnishing Authority on the basis of items selected

Fully Furnished		Part Furnished		Minimum Scaled	
-----------------	--	----------------	--	----------------	--

FULL	
PART	
UNF	

Furnished to Scale:

NA	
----	--

Part furnished

Unfurnished

Non-applicable (non crown employees)

Allocations Notes:

GUIDANCE NOTES FOR THE COMPLETION OF THE SFA APPLICATION FORM (MOD FORM 1132)

1. All sections of the form must be completed in black ink and in block capitals. Please complete legibly and with as much detail as possible.
2. The completion of all sections of the form is mandatory. Without the information requested it will not be possible for your Housing Provider to process the application. This may result in the form being returned to the applicant and a subsequent delay in allocating you SFA. Chaplains, Civil Servants and Civilians where entitled/eligible should provide military equivalent rank to ensure allocation of SFA to the appropriate entitlement.
3. Personnel filling "In Command" appointments may be provided with SFA which is ex officio / tied to the particular appointment. The entitlement will be deemed to exist if the applicant exercises Commanding Officers Powers of Punishment as defined within the Armed Forces Act 2006. In cases of doubt, the appropriate Accommodation Colonel will arbitrate.
4. The number of people expecting to live in a property could influence the SFA to which you are entitled. All dependent children living with you (including those at boarding school) and for whom you and/or your spouse/civil partner have legal custody and you can demonstrate that you are legally the prime mover should be entered. Live in

nannies for children / and au pairs who have been the subject of specific approval should be included. Expected date of birth for baby(ies) due should also be entered on the form. Single Service personnel approved for adoption will be entitled to occupy SFA from the date of approval given the need to establish a home prior to any child being placed with the adoptive parent. See JSP 464 Chapter 1 for detailed regulations.

5. Your assignment information is stated on your Assignment Order.
6. There is no entitlement to SFA prior to the date of assignment (unless vacating tied/ex-officio SFA or posted in to UK from overseas or from UK to overseas). The Housing Provider will make every effort to meet your required date up to a maximum of 4 weeks prior to your assignment date. You should not book removals / make schooling arrangements etc. until you have received and accepted your formal offer of allocation.
7. If you currently occupy SFA you are required to notify your current Housing Provider that you are assigned within 14 days of receipt of your Assignment Order (unless you are deployed on operations or at sea when this may not be possible, in which case you are to notify your Housing Provider within 14 days of your return). If you currently occupy SSFA, you should also notify the MOD contractor by giving them the appropriate Notice as per your Licence to Occupy (usually 40 days).
8. Preferred Locations: For an entitled move the IPHD will try and allocate SFA in your preferred location; if the preferred location is not available, the IPHD will allocate as close as possible to the Duty Station. Allocated SFA will be within the closest location (and iaw entitlement/eligibility) DIO will try to allocate you to your preferred property.
9. Once the 1132 form is completed, data submitted may be cross-referenced with JPA records. Disciplinary action may be taken if you knowingly submit incorrect / withhold information that affects your entitlement to accommodation.
10. You should select which (if any) further items of furniture you wish to have included in your SFA (except Gibraltar). Your selection will be assessed by the respective Furnishing Authority; this normally occurs when you move in to the SFA, on the basis of the numbers and nature of the items requested. You will be advised of this assessment and the impact it will have on the SFA charge you will pay.

If you have any further queries over the completion of this Application Form you should contact your local Housing Provider for advice.
--

Policy for the provision of SFA is contained in Tri-Service Accommodation Regulations – JSP 464.

MOD FORM 1132

GARAGE APPLICATION

The Service Family Accommodation (SFA) allocated to you may not have a garage attached to the property. Please would you indicate below whether you would like one. If there is no garage within the curtilage of the property, on receipt of your application you will either be allocated a standalone in the vicinity of your SFA or placed on a waiting list for the next suitable garage.

You are reminded that private vehicles and/or personal effects are stored in the garage at your sole risk and the Department and/or its agents will not accept any liability for loss or damage to such property when stored in the garage.

I wish to apply for a garage Yes ☐ No ☐

From (date) _____

(To be completed by your Local Housing Provider)

OFFICE USE ONLY

Date application received _____

Offer letter sent Yes ☐ No ☐

Waiting list letter sent Yes ☐ No ☐

Signature _____ Date _____

MOD FORM 1132

Application to Keep a Pet(s) in Service Family Accommodation
(For completion by Licensee)

Name of Licensee	
Rank	
Service Number	
Contact Tel No	
SFA Address	

Use a separate entry for each pet.

Type of Pet	Breed	Colour	Is pet caged? Yes / No

I have read, and understand that it is my responsibility to keep the pet(s) under control at all times.

Signature.....

Name (Block Capitals).....

Date.....

Please return the completed form to the IPHD.

RULES FOR KEEPING PETS IN SFA

1. The name and address of the owner must be inscribed on the dog's collar.
2. The Licensee is responsible for keeping the pet(s) under control at all times.
3. The pet(s) must be prevented from causing nuisance, including barking and fouling footpaths.
4. The owner/Licensee must comply with the Dangerous Dogs Act 1991 if applying to keep a dog(s).
5. Dogs are not permitted in children's play areas.
6. The Licensee is to ensure that pet(s) do not damage the fabric of the building, spoil the makeup of the garden area or cause damage to perimeter fencing/boarding.
7. Permission will only be considered for the pet(s) listed. Permission must be sought on an individual basis should further pets be acquired.

8. The Licensee is to notify IPHD if there is any change to the information provided.
9. The Licensee must ensure that carpets, floor coverings, fixtures and fittings are left clean and free of infestation and make good gardens spoilt by animals prior to move out of SFA. Failure to do so may result in charges being raised against the individual.
10. IPHD retains the right to revoke permission to keep a pet(s) should any of the above rules be contravened, in accordance with JSP 464. If for any reason, permission to keep a pet is revoked, the owner/licensee is to make arrangements for the animal(s) to be rehoused within 2 weeks of written notification being received.
11. You must not bury deceased pets in the garden of the SFA or on any MOD communal land under any circumstances.
12. XL Bully dogs have been added to the list of dogs banned under the Dangerous Dogs Act 1991. From 1 February 2024 it is a criminal offence for anyone, including SFA residents, to own an XL Bully dog in England and Wales unless your dog has a Certificate of Exemption. Where a Certificate of Exemption is held, all rules must be followed, such as ensuring your dog is controlled on a leash and muzzle when in public, keeping it in secure conditions to prevent it from escaping, have the correct insurance, and on moving addresses inform DEFRA. Personnel living in SFA who own an XL Bully dog must re-submit their application for permission to the IPHD alongside a copy of their Certificate of Exemption.

7.2 Review of second offer form (1132b)



PROTECT – STAFF WHEN COMPLETED

REVIEW OF 2ND OFFER OF SFA (UK ONLY) [Form (e1132b) – sent electronically by the IPHD with all 2nd offers]

The onus is on Service personnel (SP) to complete this form accurately and in a timely manner to include full details of need, recognising SFA is offered at entitlement and in accordance with JSP 464.

PART 1: TO BE COMPLETED BY APPLICANT AND SUBMITTED BY EMAIL TO INITIAL REVIEWING OFFICER¹ WITHIN 4 DAYS OF 2ND OFFER BEING MADE BY THE IPHD

Name			Service Number:	
Rank		Service (RN, Army, RAF, FTRS(FC))		

¹ RN: Employing Officer/Divisional Officer (WO1 level or above at new duty station); Army: Commanding Officer; RAF: Commanding Officer/Stn Family Housing Officer (SFHO).

Present Address					
Contact Number.		Mobile Number			
Email Address					
Address of Property Offered					
E1132 Application Number:		Date of Offer		Date Offer to be accepted by	
Current Unit					
Current Unit Address					
Employing/Commanding Officer		Contact Number			

Date of Assignment		SFA Required Date	
Future Unit			
Future Unit Address			
Employing/Commanding Officer <i>(if known)</i>		Contact Number	

Personal Reason for rejecting 2 nd Offer of SFA	<i>If rejecting SFA for personal reasons you should ensure that you provide the full evidence of why the rejection is necessary. Further supporting evidence may be attached to this form as required.</i>
--	--

--	--	--	--

Signature of Applicant:		Date:	
-------------------------	--	-------	--

Once completed this form should be submitted to the Initial Reviewing Officer at the new Duty Station as follows *(copied to the IPHD)*:

RN: Employing Officer/Divisional Officer (WO1 level or above at new duty station) Army: Commanding Officer RAF: Commanding Officer/Stn Family Housing Officer (SFHO)
--

PART 2: TO BE COMPLETED BY INITIAL REVIEWING OFFICER WITHIN 3 WORKING DAYS OF RECEIPT

Name:		Rank:	
Email Address		Contact Number	

Is the application supported?		YES:		NO:	
Justification					
If NO, the IPHD and the applicant are to be informed of this decision. The applicant should be recommended to accept the offer and advised at this stage that by not accepting the 2nd offer they will not receive any further offers from the IPHD and will be subject to 28 days' notice to vacate their current property once their entitlement ceases at their current duty station. At this stage, SP have 7 WDs from decision date to notify the IPHD of their intention. <i>NOTE: A copy of this form is to be submitted to the IPHD for final action</i>					
If YES, the application is to be submitted to the Single Service Accommodation Colonel for final review.					
RN EMAIL: NAVYPEOPLE-PSACCOMPOL@mod.gov.uk		Army EMAIL: RC-Pers-HousingDel-0Mailbox@mod.gov.uk		RAF EMAIL: Air-People-PFSpt-AccnWelDelMIbx@mod.gov.uk	
Signature			Date		

PART 3: TO BE COMPLETED BY SINGLE SERVICE ACCOMMODATION COLONEL WITHIN 5 WORKING DAYS OF RECEIPT

Name:		Rank:	
-------	--	-------	--

Email Address		Contact Number	
Comments on Review			
Has the future unit CO been consulted?	YES:		NO:
Has the IPHD been consulted?	YES:		NO:
Is the application supported?	YES:		NO:
Justification			
If NO, the IPHD and the Initial Reviewing Officer are to be informed of this decision. The Initial Reviewing Officer must advise the applicant and recommended they accept the offer; advising them that at this stage that by not accepting the 2nd offer they will not receive any further offers from the IPHD and will be subject to 28 days' notice to vacate their current property once their entitlement ceases at their current duty station. At this stage, SP have 2 WDs from decision date to notify the IPHD of their intention.			

If YES, the IPHD and the Initial Reviewing Officer are to be informed of this decision. The IPHD is to make a new offer to entitlement with 15 working days of decision, including issuing a NAC where SFA to entitlement is not available.			
Signature		Date	

PART 4: TO BE COMPLETED BY IPHD

Application Not Supported					
Has 2nd Offer been accepted by applicant?		YES:		NO:	
If, NO what action is to be taken?					
Application Supported					
Can further offer of SFA be made to meet required date?		YES:		NO:	
If, NO what action is to be taken?					
Will this further offer result in the issue of a NAC?		YES:		NO:	
Signature		Date			

8 SFA Licences

8.1 Service Licence to occupy SFA

DEFENCE INFRASTRUCTURE ORGANISATION SERVICE DELIVERY
ACCOMMODATION (DIO ACCOMMODATION)

SERVICE LICENCE TO OCCUPY SERVICE FAMILY ACCOMMODATION (SFA)

(UNITED KINGDOM ONLY)

TO BE SIGNED BEFORE MOVING IN PLEASE READ CAREFULLY BEFORE SIGNING

CONTENTS

1. WORDS HAVING A SPECIAL MEANING
2. PERMISSION TO OCCUPY THE PROPERTY
3. PAYMENT OF SERVICE FAMILY ACCOMMODATION CHARGE
4. HOW YOU CAN END THIS LICENCE
5. HOW WE CAN END THIS LICENCE
6. YOUR OBLIGATIONS UNDER THIS LICENCE
7. INSURANCE
8. POSSIBLE CONSEQUENCES FOR YOU IF YOU BREACH THE TERMS OF THIS LICENCE
9. OUR OBLIGATIONS TO YOU
10. NOTICES AND CONSENTS

THIS LICENCE is entered on _____ (date)
between:

(1) **THE DEFENCE INFRASTRUCTURE ORGANISATION SERVICE DELIVERY ACCOMMODATION (DIO ACCOMMODATION) ON BEHALF OF THE SECRETARY OF STATE FOR DEFENCE** (“the Licensor”)

and

(2) _____ (“the Licensee”)

1. **WORDS HAVING A SPECIAL MEANING**

1.1 In this Licence:

1.1.1 The Licensor is referred to as “**We**”. The words “**Us**”, “**Our**” and “**Ourselves**” are also used in relation to the Licensor.

1.1.2 The Licensee is referred to as “**You**”. The words “**Your**” and “**Yourself**” are also used in relation to the Licensee.

1.1.3 “**The Property**” is the dwelling known as _____

_____ and this includes the fixtures and fittings and any garden paths, hedges, fences and boundary structures that belong with the dwelling.

1.1.4 **The Property** is currently a type _____ property, assessed under the Ministry of Defence (MOD) Combined Accommodation Assessment System (CAAS) Banding _____ for charge. A review of the CAAS Band or by the Armed Forces’ Pay Review Body may later affect the type and band of **the Property**. **You have 28 Days from date of occupation to challenge this banding.**

1.1.5 “**The Start Date**” of this Licence is _____

1.1.6 The “**Service Family Accommodation Charge**” is the fee **You** pay to occupy **the Property**.

1.1.7 The **Service Family Accommodation charge** comprises charges for **Your** occupation of **the Property**, water and sewerage and, where appropriate, charges for furniture hire and garage/carport usage. The Service Family Accommodation Charge is subject to alteration by a 4 Tier Grading Board, or annually by the Armed Forces’ Pay Review Body. These charges are published annually and are available from your Unit Admin Office.

It is your responsibility as the Licence holder to check your statement of earnings each month to ensure that your SFA charges, Ciloct, Garage and furniture are being correctly paid at the right rate and highlight any issues to the IPHD

1.1.8 “**CILOCT**” is a charge made in lieu of council tax.

1.1.9 “**the Services**” means the Royal Navy, the Army and Royal Air Force.

1.1.10 “**JSP 464**” means Joint Service Publication 464: Tri-Service Accommodation Regulations, or such other Regulations as may be in force from time to time.

1.1.11 “**Service Family Accommodation**” (**SFA**) means the residential accommodation provided by **Us** to entitled and eligible Service and civilian personnel.

1.1.12 **National Housing Prime Help Desk** The IPHD delivers and manages DIO Accommodation’s requirements and is the primary interface with customers offering a ‘one stop shop’ on all housing allocation issues.

1.1.13 The singular includes the plural and vice versa.

1.1.14 The masculine includes the feminine and vice versa.

2. **PERMISSION TO OCCUPY THE PROPERTY**

2.1 This Licence gives **You** the right to occupy **the Property** for the duration of this Licence. Other persons, such as **Your** children, **Your** spouse/civil partner or Your LongTerm Relationship (Established) (LTR(E)) may only occupy **the Property** in accordance with MoD’s current policy which is set out in **JSP 464**.

2.2 Permission to occupy **the Property** is personal to **You** only.

2.3 **Your** right to occupy **the Property** commences on **the Start Date**.

2.4 **Your** right to occupy the **Property** under this Licence will cease if the Licence is terminated, either in accordance with the relevant provisions of the Licence, or in any other way permitted by law.

3. **PAYMENT OF THE SERVICE FAMILY ACCOMMODATION CHARGE**

3.1 **You** are responsible for and agree to the Service **Family Accommodation Charge** and **CILOCT** being deducted from **Your** pay.

4. **HOW YOU CAN END THIS LICENCE**

4.1 **You** must give **Us** at least 93 days’ written notice that **You** intend to vacate **the Property**. In cases of short notice postings **We** will accept a lesser period of notice from **You** provided that such notice is given to **Us** within 7 days of notification to **You** of **Your** short notice posting. This may not be possible if **You** are deployed on operations or at sea, in which case **You** must notify **Us** within 7 days of **Your** return. Any notice **You** send to **Us** must be sent in accordance with paragraph 10.2 of this Licence.

5. HOW WE CAN END THIS LICENCE

5.1 **We** shall only end this Licence by providing **You** with written notice of termination. The period of notice of termination that **We** will give **You** will vary depending on the circumstances. These circumstances are set out in paragraphs 5.2 and 5.3 below. On or before expiry of the notice of termination, **You** must leave **the Property** and have complied with **Your** other obligations under this Licence.

5.2 **We** will give **You** 93 days' written notice of termination in the following cases:

5.2.1 **Your** personal status changes, resulting in loss of entitlement to **Service Family Accommodation**.

5.2.2 **You** are discharged from **the Services**.

5.2.3 **You** vacate **the Property** on matrimonial/civil partnership/Long Term Relationship (Established) breakdown. What constitutes marital/civil partnership/Long Term Relationship (Established) breakdown for the purposes of this Licence is set out in **JSP 464**.

5.2.4 **Your** spouse/civil partner vacates **the Property** on matrimonial/civil partnership/Long Term Relationship (Established) breakdown and **You** are no longer entitled to occupation of **Service Family Accommodation** as set out in **JSP 464**.

5.2.5 **You** have been formally declared Absent Without Leave (AWOL) after 21 days.

5.2.6 **You** are posted elsewhere.

5.2.7 **We** require **The Property** for disposal or refurbishment.

5.2.8 **You** are only eligible (as opposed to entitled) to occupy **Service Family Accommodation**.

5.2.9 Any other case where the 28-day notice period in paragraph 5.3 does not apply

5.3 **We** will give **You** 28 days' notice of termination in the following cases:

5.3.1 **You** breach the terms of this Licence.

5.3.2 **You** are discharged from **the Services** on disciplinary grounds.

5.4 If **You** remain in occupation of **the Property** after the period of notice of termination expires **You** will be in unlawful occupation. In which case **We** may:

5.4.1 Commence legal proceedings for the recovery of **the Property** from **You**.

5.4.2 Seek damages from **You**, within these proceedings, in respect of **Your** unlawful occupation of **the Property**.

5.4.3 Seek an order for **Our** costs from **You** at the conclusion of those proceedings.

5.4.4 Such sums could be substantial.

5.5 Subject to the provisions of this paragraph, in the event that **You** die in service, **Your** bereaved spouse/civil partner and any dependent children will be entitled to remain in occupation of **the Property** for a 2 year period in order to allow them to assess their longer term housing requirements but on condition that payment of the **Family Quarter Charge** and **CILOCT** is made. The following terms apply to this entitlement:

5.5.1 The Service **Family Accommodation Charge** (which may be liable to change as a result of a 4 Tier Grading Board and/or the annual AFPRB round) and **CILOCT** (subject to a 25% abatement for single occupancy) will be payable by **Your bereaved spouse/partner** from the date of **Your** death.

5.5.2 Where, during the period following **Your** death, **the Property** is required by **Us** under paragraph 5.2.7 of this Licence, **We** will do **Our** best to relocate **Your** spouse/civil partner and dependent children, at **Our** expense, to a property of a similar type at the same location.

5.5.3 6 months after **Your** death **We** will conduct a review of **Your** spouse/civil partner's and dependent children's longer-term housing requirements, in consultation with the Visiting Officer/Welfare Officer and **Your** spouse/civil partner. Where these are not clear at that stage, **we** will conduct subsequent reviews at three monthly intervals.

5.5.4 When the longer-term housing requirements of **Your** spouse/civil partner and dependent children have become clear **We** will end this Licence (or subsequent licence in force) upon 93 days' written notice for SFA and 40 days' notice for SSFA.

5.5.5 Upon the expiry of such written notice **We** will relocate **Your** spouse/civil partner and dependent children at **Our** expense (limited to reasonable removal expenses and the appropriate Disturbance Allowance at Lower (Army Basic) rate).

6. **YOUR OBLIGATIONS UNDER THIS LICENCE**

6.1 **Things You Must Always Do**

6.1.1 **You** must pay the Service **Family Accommodation Charge** and **CILOCT** in accordance with paragraph 3 of this Licence. **You** must also continue to pay the appropriate level of Service **Family Accommodation Charge** if the type or band of **the Property** is changed.

The licensee should check their statement of earnings each month to ensure that their SFA charges, Ciloct, Garage, furniture are being correctly paid at the right rate and highlight any issues to the IPHD.

6.1.2 **You** must observe and comply with all security and other instructions issued by **the Services, Us** or by **Our** representatives or agents and ensure that members of **Your** household and any visitors also do so.

6.1.3 **You** must make any necessary arrangements with the appropriate providers for the supply of gas, electricity, telephone and other services not included within the **Family Quarter Charge** and pay for a Television (TV) Licence if it is **Your** intention to install or use a television. **You** must pay the appropriate companies all of their charges for their services including any connection charges.

6.1.4 ***You must only use the Property as a single private dwelling for Yourself, Your spouse/civil partner/ Long Term Relationship (Established) and, if applicable, Your dependent children as defined in JSP 464. You must not, without Our prior written consent, use the Property or any part of it for any other purpose nor allow anyone else to do so.***

6.1.5 **You** must keep **the Property** clean and the garden tidy and free from weeds with lawns cut and hedges trimmed.

6.1.6 **You** must not bury deceased pets in the garden of the SFA or on any MOD communal land under any circumstances. At the end of your licence, you will be required to leave the property to move out standard and provide evidence that the floor coverings and/or soft furnishings (in the case of cats and dogs) have had an appropriate pesticide and/or deodorising treatment applied prior to moving out.

6.1.7 **You** must notify **Us (IPHD)** as soon as **You** become aware of any defect or disrepair in **the Property** and take reasonable steps to limit the effects of any damage or loss that may occur.

6.1.8 **You** must take appropriate precautions to prevent damage to water installations during cold weather.

6.1.9 **Our** representative's agents and contractors must be allowed access to **the Property**. They will endeavour to do so at reasonable times, in normal working hours on at least 24 hours' advance notice. In an emergency however immediate entry may be necessary. **You** must allow access to **the Property** for statutory and other safety related inspections of gas and electrical appliances and supplies, including smoke detectors. Where our representatives' agents and/or contractors have missed a maintenance appointment, it is not possible for the Licensee or any other family member to claim for reimbursement from the MOD or DIO for loss of earnings or any other loss arising from a missed appointment. Our contractor's current policy for reimbursement for missed appointments is available on their website.

6.1.10 At **Our** election **You** must either make good or instead pay any cost incurred by **Us** in making good any damage to **the Property** or its fixtures or fittings caused by either **Your** negligence or wilful or accidental damage or that of any member of **Your** household including family pets or any invited visitor or their pets. Damage caused by fair wear and tear is excepted.

6.1.11 When this Licence ends, **You** must leave **the Property** and any furnishings and fittings in good repair and a hygienically clean condition (fair wear and tear excepted).

6.1.12 Within 14 days of receiving **Your** Assignment Order, **You** must notify the IPHD. This may not be possible if **You** are deployed on operations or at sea, in which case **You** must notify the IPHD within 14 days of **Your** return.

6.1.13 **You** must give the IPHD 4 months' written notice of **Your** date of discharge.

6.2 Things You Must Do If You Have To Leave The Property Temporarily

6.2.1 During the winter months **You** must take reasonable precautions against damage caused by adverse weather conditions including turning off the water supply at the main stopcock if there is any possibility of freezing up at **the Property** in **Your** absence.

6.2.2 At any time other than during the winter months **You** must turn off the water supply at the main stopcock if **the Property** is to be unoccupied for more than 7 days.

6.3 Things You Must Never Do

6.3.1 This Licence is personal to **You** and it allows only **You**, **Your** spouse/civil partner/ Long Term Relationship (Established) and dependent children to occupy **the Property**. **You** cannot transfer this Licence, or the occupation rights enjoyed under it, to anyone else nor share occupation of **the Property** with anyone else without **Our** prior written consent.

6.3.2 Significant structural changes to the fabric of the property can only be made by the DIO and its IP. However minor unfunded enhancements to a property or garden to improve the lived experience are permissible. In the first instance families should engage with their Industry Partner Helpdesk (IPHD) for direction prior to making any changes. The nature of these changes can be categorised through the traffic light system to determine the process to be followed:

GREEN changes are acceptable to be undertaken by a family without any further reference or requirement to notify the Authority.

AMBER changes must be made using a suitably qualified tradesperson and therefore notification through the current enhancement process to the IPHD will be required and further guidance will be provided upon receipt of this notification.

RED works are not permitted to be undertaken either by a Service family or a professional tradesperson. Notwithstanding, requests that fall within the RED category can be made via the permanent enhancement process to be captured for future consideration by DIO.

Where Green and Amber work has been undertaken, these may remain post move out with no need to remove or to remediate if the works delivered are of sufficient quality and assessed to add value, and any required certification is left in the property at Move Out. Guidance detailing what certification is required will be provided at point of notification (AMBER). The assessment of any enhancements undertaken and the quality of work will be

established through the pre-move out process. Families are responsible for the upkeep and maintenance of any enhancements made during the duration of their occupation, and the remediation of any enhancements if the works delivered are not considered of permanent value or are of insufficient quality to endure beyond the tenure of the requesting family.

Minor Additional Needs and Disability Adaptations (ANDA) made to the outside or inside of SFA may be considered via the enhancements process if they are over and above those provided by DIO Accommodation as recommended by the NHS/Local Authority, however families should engage with the IPHD and ANDA points of contact, prior to any activity.

6.3.3 **You** must not erect a TV, satellite or other communications aerial or dish, or a greenhouse or garden shed at **the Property** without **Our** prior written consent.

6.3.4 **You** must not, without the written prior consent of the Local Service Commander and **Ourselves**, carry on or allow any person to carry on any business, trade, club or similar activity at **the Property**.

6.3.5 **You** must not materially alter the scheme of interior decoration of **the Property** without **Our** prior written consent, otherwise **You** may be liable for the costs of labour and materials required to return the decoration to the original state. **You** must not make any alteration to the exterior decoration of **the Property**. If **You** are in any doubt as to what this means, **You** should consult the IPHD referred to in paragraph 10.2.

6.3.6 **You** must not racially, sexually or in any other way, harass **Your** neighbours or cause a nuisance or annoyance or allow members of **Your** household invited guests or pets to cause a nuisance or annoyance to any neighbours or to **Us**, **Our** staff, agents or contractors.

6.3.7 **You** must not make or allow members of **Your** household, invited guests or pets to make any noise that causes a nuisance to **Your** neighbours or to **Us** or can be heard outside **the Property** between 11pm and 8am.

7. INSURANCE

7.1 To cover **Your** legal liabilities, **You** are strongly advised to arrange insurance for:

7.1.1 **Your** liability to **Us** up to at least the sum advised currently by the MOD.

7.1.2 **Your** personal property and that of any spouse/civil partner or child; and

7.1.3 **Your** liability to third parties in respect of injury to them and damage to their property.

7.2 Although **We** strongly advise **You** to obtain insurance to cover **Your** liability to **Us** for the sum advised currently by the MOD. **We** may bring claims against **You** whether or not you are covered by insurance.

8. POSSIBLE CONSEQUENCES FOR YOU IF YOU BREACH THE TERMS OF THIS LICENCE

8.1 Any failure by **You** to comply with any of the obligations set out in this Licence will entitle **Us** to terminate this Licence on 28 days' written notice.

8.2 If **You** breach this Licence then **We** may recover from **You**, through the courts if necessary:

8.2.1 A sum to cover any deterioration in the condition of **the Property** due to **Your** failure to comply with the terms of this Licence (fair wear and tear excepted);

8.2.2 any Service **Family Accommodation Charge** or **CILOCT** owed to **Us**;

8.2.3 any sum **We** have to spend to make good the effects of any breach of **Your** obligations under this Licence;

8.2.4 any other sum which may become due from **You** to **Us** under this Licence;

8.2.5 damages for **Your** unlawful occupation of **the Property** after expiry of a notice of termination given under paragraph 5;

8.2.6 all legal costs incurred by **Us** in recovering possession of **the Property**; and

8.2.7 any other sum **We** are entitled to recover from **You**

*8.3 If **You** fail to comply with the obligation contained in paragraph 6.1.11 **You** will be liable for all losses or damage that **We** may suffer, including, but not necessarily limited to, **Our** reasonable costs of cleaning, disinfestations and refuse removal.*

9. OUR OBLIGATIONS TO YOU

9.1 So long as **You** comply with the terms of this Licence, **We** will allow **You** to occupy **the Property** subject to the terms of this Licence.

9.2 In cases where **You**, and/or **Your** spouse/civil partner/Long Term Relationship (Established) and dependent children are in unlawful occupation and refuse to give up possession of **the Property** **We** will not seek to enforce **Our** right to possession without first obtaining an Order of the Court.

9.3 **We** are responsible for the maintenance and repair of the fabric of **the Property**, including the internal and external decorative condition of **the Property**, and any installations and appliances that **We** may have provided with **the Property**. This means that:

9.3.1 **We** will do our best to keep **the Property** in a good state of decoration in accordance with the timescales given in the IPHD – Your Guide to Living in Service Family Accommodation.

9.3.2 **We** are not responsible for any damage caused by **You**, any member of **Your** household, **Your** pets, or anyone **You** have allowed in **the Property** or their pets and **We** will not pay to repair such damage. **We** may agree to repair such damage provided that **You** pay **Us** the costs of such repair before **We** undertake the work.

9.3.3 When **You** notify **Us** of any defect or disrepair to **the Property**, **We** will do **Our** best to repair **the Property** within the timescales given in the DIO Accommodation – [Repairs - Pinnacle Service Families](#)

*9.4 When **You** notify **Us** of any problem with any installations which **We** have provided for space heating, water heating, sanitation and for the supply of water gas and electricity **We** will do **Our** best to repair them and to restore them to proper working order within the timescales given in the IPHD - A Guide to Living in SFA. These installations include: -*

9.4.1 The basins, sinks, baths, toilets, flushing systems and waste pipes.

9.4.2 The electric wiring including sockets and switches, gas pipes and water pipes.

9.4.3 The water heaters, fireplaces and fitted fires and central heating installations.

9.4.4 Any other appliances for making use of the supply of water, gas or electricity such as a cooker or a fridge that **We** may have provided with **the Property**.

9.5 **We** will not be responsible for repairing any appliance or item which **You** have brought in to or arranged to be brought in to **the Property**.

9.6 **We** are not obliged to rebuild or reinstate **the Property** if it is destroyed or suffers damage caused by fire, tempest, flood or other accident. If **the Property** is no longer habitable then this Licence shall terminate immediately on the happening of such an event.

9.7 We will notify you in writing if type or band of **the Property** is changed.

10. NOTICES AND CONSENTS

10.1 **We** will serve any written notice on **You** at **the Property**, this will be deemed served by 1st Class Post.

10.2 **You** must serve any notice (other than notices in legal proceedings) on **Us** at the IPHD shown below.



10.3 Where proceedings are issued against the Secretary of State for Defence or the Ministry of Defence, they must be served on the Treasury Solicitor in accordance with the Crown Proceedings Act 1947.

10.4 Any notice (other than notices in legal proceedings) will be treated as having arrived 48 hours after posting.

10.5 Where under the terms of this Licence **You** are required to obtain **Our** consent, **You** must approach the IPHD referred to in paragraph 10.2 for that consent.

I have read and agree to the terms of this Licence. I understand that this Licence is to be granted because my occupation of **the Property** is required for the better performance of my service with the Crown and that this Licence is not a tenancy.

I understand that failure to observe the terms of this Licence and the obligations contained in it could render me liable to legal proceedings and debar me from occupying **Service Family Accommodation**.

Signed by -----)
-----) (the Licensee)

----- (Full Name in Block Capitals)

On ----- (Date)

Signed by -----
----- (Full Name in Block Capitals)
of the IPHD at -----

----- (Full Postal Address)

for and on behalf of the Secretary of State for Defence

On ----- (Date)

Copies to:

Licensee

IPHD

Service Supply Organisation (where applicable)

8.2 DIO Garage licence agreement for Service licensees

To be returned to the IPHD on completion

The SECRETARY OF STATE FOR DEFENCE on behalf of His Majesty the King grants

Name:

“the Licensee”

Of (Address of SFA):

“the Property”

a licence to occupy a garage located at (address of garage):

“the Garage”

on the following terms and conditions.

1. This GARAGE LICENCE is personal to the Licensee and subject to continuing eligibility to occupy Service Family Accommodation as defined in Service Regulations.

2. Either party may terminate this Licence by giving normally 28 days and in any event not less than 7-days' notice in writing. In exceptional circumstances occasioned by Service reasons, the Licensee may give shorter notice.

3. This Garage Licence will terminate automatically when the Licence to occupy the Property named above terminates.

4. The Licensee agrees to:

a. Use the garage only as accommodation for a private motor vehicle or

for personal effects storage and for no other purpose without the prior written consent of IPHD. Care must be taken to ensure all items stored in the garage are safe and suitable for such storage, and is at the sole risk of the licensee.

b. Pay all charges for the garage including any for fuel, light, water and sewage.

c. Keep the inside of the garage clean and tidy any forecourt free of obstructions at all times.

d. Allow representatives, agents and contractors of the Crown access to the garage at reasonable times on receiving at least 24 hours advance notice or immediately in an emergency.

e. Make good any damage to the garage or to the fixtures and fitting caused, other than by fair wear and tear, by the Licensee, or any member of their household, including family pets, or any invited visitor, or their pets, or to pay any costs incurred by Defence Infrastructure Organisation Operations Accommodation in making good the damage.

f. Vacate the garage at the end of any period of notice to vacate or when the Licence to occupy the property terminates and on vacating to leave the garage and any fixtures and fittings in good repair, fair wear and tear excepted, and if failing to do so to be liable for:

1. Any losses or damage as assessed by IPHD or their appointed agents, and
2. Any costs in respect of cleaning, disinfestations or refuse removal as assessed by IPHD or their appointed agents, and
3. Compensation for trespass until the garage is vacated, and
4. Any legal costs incurred by Defence Infrastructure Organisation RD Accommodation in recovering vacant possession or outstanding monies.
5. The Licensee also agrees not to:
 - a. Assign, sub-let or share the garage without the prior written consent of IPHD.
 - b. Use the garage for the storage of any inflammable material or any illegal purpose of any kind.
 - c. Erect a TV, satellite or other communications aerial on the garage or make any other alteration or addition to the garage or the fixtures or fittings without the prior written consent of IPHD.
 - d. Carry out or allow members of their household to carry out any business, trade, club or similar activity in the garage without the prior written consent of Defence Infrastructure Organisation Operations Accommodation.
 - e. Cause a nuisance or annoyance or allow members of their household, invited guests or pets to cause nuisance or annoyance to neighbours, IPHD staff or agents or contractors.
 - f. Make or allow members of their household to make any noise that causes a nuisance to neighbours or can be heard outside the garage between 11pm and 8am.

DECLARATION

I have read and agree to the terms of this Licence. I understand that failure by my family or I to observe the obligations under this Licence could render us liable to legal proceedings and/or debar us from occupying Service Family Accommodation in the future, and could render me liable to Service disciplinary action.

DEDUCTION FROM PAY

I agree that all charges arising from my use of this garage may be deducted from my pay. You have 28 days from the date of this license to challenge your garage charge.

Signed by the

Licensee.....

Full name in block

capitals.....Date.....

Signed for an on behalf of the Secretary of State for Defence.....

Full name in block

capitals.....Date.....

9 SFA furniture rental and scaling

9.1 Application of furnished rental charge

Those currently residing in SFA will remain on the rental charge basis laid out in table 4, the rental charge will remain on this calculation until the next SFA application with furniture taking place after **01 September 2025**. In-occupancy requests for removal or additional furniture, made after **01 September 2025** may be recalculated under the new thresholds and calculation where industry partners are able to confirm existing furniture held within the SFA.

The Furniture rental charge is based on the thresholds held within this annex, these thresholds are based on the total number of items and their respective score within the property type.

An Unfurnished charge will only apply to SFA equipped with carpets, curtains, a cooker but no other furniture items (unless fitted, for example built in wardrobes). Additionally, cots and cot mattresses, do not count towards the furniture charge therefore, if these are the only issued items, an unfurnished charge will apply.

A Part Furnished charge will apply if the total score of items is above zero but below the Fully furnished threshold for the property type.

A Fully Furnished Charge will apply if the total score of items is at or above the Fully furnished threshold for the property type.

Service Personnel will be charged based on the SFA type they are residing in, and items delivered or present in the property. Where an SFA or SSFA has been taken above or below entitlement, the property type will be used for charging, not the original entitlement type.

Supply of free-standing wardrobes will not count towards the charge score unless fitted wardrobes are already present in the room requested.

Beds can be supplied with or without mattresses, points will be calculated based on those requested. Mattresses are not for sole issue and must be requested with the relevant bed if required.

Furniture supplied to meet official entertainment or representational hosting requirements is not to be counted when assessing furniture status.

New calculation thresholds relate to UK SFA or SSFA only and not Overseas furniture provision. Overseas calculations for furniture charge will use existing methodology where applicable.

9.2 SFA furniture points thresholds

Each type of SFA accommodation can be fitted with a level of furniture based on the scale of the property. A property will be considered Part furnished if the items requested meet a score within the thresholds set out in table 1. The maximum threshold for the property is based on the sum of the highest value items which can be supplied to each room within that property.

SFA are then divided into the relevant rooms and each room has a maximum number of points based on the highest value items which can be supplied to that room. These highest values then create the upper thresholds for each room and the total score permissible in each SFA type. Thresholds are then divided by 2, to create a part furnished and fully furnished charge. A Fully furnished charge will then be applied as per the table below. Maximum score thresholds by SFA type can be seen in Table 1 & 2 below.

9.2.1 Table 1: Furniture charge score thresholds

SFA TYPE	I	II	III	IV	V	D/D1	C/C1	B/B1	A/A1
Unfurnished Score Threshold	0	0	0	0	0	0	0	0	0
Part furnished Score Thresholds	1 to 32	1 to 30	1 to 28	1 to 28	1 to 25	1 to 30	1 to 25	1 to 22	1 to 16
Fully Furnished Score Threshold	33	31	29	29	26	31	26	23	17
Max Score threshold by Type	65	61	58	58	51	61	51	46	

9.2.2 Table 2: SFA room score thresholds by type

	SFA Property type and Max Score Thresholds.								
	I	II	III	IV	V	D/D1	C/C1	B/B1	A/A1

BEDROOM 5	4								
Garden items	2	2	2	2	2	2	2	2	2
Total score threshold by Type	65	61	58	58	51	61	51	46	
LOUNGE/DINING/ANNEX	22	22	22	22	20	22	20	20	20
KITCHEN	1	1	1	1	1	1	1	1	1
PRINCIPAL BEDROOM	11	11	11	11	11	11	11	11	11
BEDROOM 2 (see 5.2.2.1)	12	12	12	12	12	12	12	12	
BEDROOM 3	8	8	5	5	5	8	5		
BEDROOM 4	5	5	5	5		5			

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9.2.2.1 Bedroom 2 score

The total score for bedroom 2 is based on the inclusion of 2 bunkbeds at 8 points, to ensure the maximum points available to properties is the same across all types, except type A/A1. This is due to the make-up of property types and the sizing of rooms. Bunkbeds can be requested for other rooms up to a maximum of 2 per SFA, restrictions apply, see JSP 384 Chapter 8.

9.3 SFA Furniture Scaling

Table 3 confirms furniture scaling of each property type. This scaling replaces JSP308 for UK SFA/SSFA only. Furniture items may be provided to SFA/SSFA in line with JSP 464 Vol 1. Furniture points are included in the item name of table 3, either (1) or (2), this point value is per item. Points are then totalled which create the furniture score to which furniture rental charges apply.

9.3.1 Table 3: SFA furniture scales by type

SFA TYPE	I	II	III	IV	V	D/ D1	C/ C1	B/ B1	A/ A1	Item quantities and restrictions
LOUNGE/DINING/ANNEX										
Bookcase (1)	1	1	1	1	1	1	1	1	1	1 per SFA (size subject to SFA type)
Sideboard (1)	1	1	1	1	1	1	1	1	1	1 per SFA (size subject to SFA type)
Desk with Dining Chair (1)	1	1	1	1	1	1	1	1	1	1 per SFA
Armchair (1)	2	2	2	2	2	2	2	2	2	2 per SFA (combination of armchairs and settees subject to SFA type)
Settee - 2-seater (2)	2	2	2	2	2	2	2	2	2	2 per SFA (combination of armchairs and settees subject to SFA type)
Settee - 3-seater (2)	1	1	1	1	1	1	1	1	1	1 per SFA (combination of armchairs and settee subject to SFA type)
Dining Chair (1)	8	8	8	8	6	8	6	6	6	Issued up to maximum for size of dining table
Dining Table (1)	1	1	1	1	1	1	1	1	1	1 per SFA, supplied by size of SFA
										(4-6 or 6-8 seater)
Coffee Table (1)	1	1	1	1	1	1	1	1	1	1 per SFA
Nest of Tables (1)	1	1	1	1	1	1	1	1	1	1 per SFA – Nest of three tables.

SFA TYPE	I	II	III	IV	V	D/ D1	C/ C1	B/ B1	A/ A1	Item quantities and restrictions
KITCHEN										
Vacuum Cleaner (1)	1	1	1	1	1	1	1	1	1	1 per SFA
Get you in Pack (4 or 6 person)	1	1	1	1	1	1	1	1	1	See JSP 464 Vol. 1.
PRINCIPAL BEDROOM										

Double bed with headboard (2)	1	1	1	1	1	1	1	1	1	1 per double room.
Double Mattress (2)	1	1	1	1	1	1	1	1	1	Supplied with Double bed, not for sole issue.
Chest of Drawers (1)	2	2	2	2	2	2	2	2	2	2 per principal bedroom
Dressing Table with stool (1)	1	1	1	1	1	1	1	1	1	1 per principal bedroom
Bedside Table (1)	2	2	2	2	2	2	2	2	2	2 per double bed
Table Mirror (1)	1	1	1	1	1	1	1	1	1	1 per SFA
Wardrobe – Double (1)	1	1	1	1	1	1	1	1	1	Can be supplied in addition to fitted wardrobes where space allows.
BEDROOM 2										
Double bed with headboard (2)	1	1	1	1	1	1	1	1		1 per double room.
Double Mattress (2)	1	1	1	1	1	1	1	1		Supplied with Double bed, not for sole issue.
Single Bed with headboard (1)	2	2	2	2	2	2	2	2		2 max per double room or 1 bunk bed.
Single Mattress (1)	2	2	2	2	2	2	2	2		Supplied with single bed or bunkbed, not for sole issue.
Chest of Drawers (1)	1	1	1	1	1	1	1	1		1 per room
Bedside Table (1)	2	2	2	2	2	2	2	2		2 per double room.
Wardrobe – Single (1)	1	1	1	1	1	1	1	1		Can be supplied in addition to fitted wardrobes where space allows

SFA TYPE	I	II	III	IV	V	D/D1	C/C1	B/B1	A/A1	Item quantities and restrictions
BEDROOM 3										

Double bed with headboard (2)	1	1				1				1 per double room.
Double Mattress (2)	1	1				1				Supplied with Double bed, not for sole issue.
Bed Single with headboard (1)	2	2	1	1	1	2	1			2 max per double room or 1 bunk bed.
Single Mattress (1)	2	2	1	1	1	2	1			Supplied with single bed or bunkbed, not for sole issue.
Chest of Drawers (1)	1	1	1	1	1	1	1			1 per room
Bedside Table (1)	2	2	1	1	1	2	1			2 per double room or 1 per single room.
Wardrobe - Single (1)	1	1	1	1	1	1	1			Can be supplied in addition to fitted wardrobes where space allows
BEDROOM 4										
Bed Single with headboard (1)	1	1	1	1		1				1 per single room
Chest of Drawers (1)	1	1	1	1		1				1 per room
Bedside Table (1)	1	1	1	1		1				1 per single room.
Wardrobe - Single (1)	1	1	1	1		1				Can be supplied in addition to fitted wardrobes where space allows
Single Mattress (1)	1	1	1	1		1				Supplied with single bed, not for sole issue.
BEDROOM 5										
Bed Single with headboard (1)	1	1								1 per single room
Chest of Drawers (1)	1	1								1 per room
Bedside Table (1)	1	1								1 per single room.
Single Mattress (1)	1	1								Supplied with single bed, not for sole issue.

SFA TYPE	I	II	III	IV	V	D/ D1	C/ C1	B/ B1	A/ A1	Item quantities and restrictions
Garden										
Lawnmower and Circuit breaker (1)	1	1	1	1	1	1	1	1	1	1 per SFA
Garden tool pack (1)	1	1	1	1	1	1	1	1	1	1 pack per SFA
Children items										
Cot bed (per child)										Quantity subject to family size. For children up to 3 years of age. Non chargeable.
Cot Mattress										Quantity subject to family size. Supplied new with Cot, not for sole issue. Non chargeable.
Bunkbed (2)	2	2	2	2	2	2	2	2		Restrictions apply, see JSP 384 Chapter 8.
Bunkbed Mattress (2)	2	2	2	2	2	2	2	2		Not for sole issue, 2 single mattresses supplied with bunkbed if requested.

9.3.2 SFA furniture charges for all UK applications prior to 01 September 2025

SFA Furniture points calculation for SFA applications received prior to 01 September 2025 will remain on the score basis below. Requests for replacement items for any reason from 01 September 2025, will only be supplied from those listed in table 3.

Fully Furnished charge applies at 51% and above, Part Furnished charge applies at 50% & below, Unfurnished charge only applies to SFA equipped with carpets, curtains, and a cooker, but no other furniture items (unless fitted, for example built in wardrobes).

9.3.3 Table 4: SFA furniture charges prior to 01 September 2025

SFA TYPE	I	II	III	IV	V	D	D1	C	C1	B	B1	A	A1
	%	%	%	%	%	%	%	%	%	%	%	%	%
LOUNGE/DINING/ANNEX													

Bookcase	2	2	2	2	2								
Buffet (sideboard)	3	3	3	4	5	3	3	4	4	5	5	7	8
Bureau (Officers)	4	4	5	5	6								
Chair Dining (1 point each)	6	6	6	6	4	6	6	6	6	6	6	6	6
Chair Easy & Slip	3	3	4	4	4	4	4	6	7	7	8	10	11
Chair Easy & Slip	3	3	4	4	4	4	4	6	7	7	8	10	11
Chair Easy & Slip						4	4						
Settee & Slip	10	10	11	11	13	6	8	9	9	10	12	15	17
Chair Elbow	2	2	2	2	3	2		3		4		5	
Chair Elbow	2	2	2	2	3	2		3		4		5	
Chair Elbow	2	2	2	2	3								
Table Dining	2	2	2	2	3	2	4	3	4	4	4	5	6
Table Occasional	1	1	1			1	1	1	1	1	1	2	2
Table Set Nested	1	1	1	1	2								
PRINCIPAL BEDROOM													
Bedstead	1	1	1	1	1	1	1	1	1	1	1	3	3
Chair Dining (1 point each)						2	2	2	2	2	2	2	2
Chair Elbow	2	2	2	2	3								
Chest of Drawers	3	3	4	4	4								
Table Dressing *	3	3	4	4	4	4	4	4	5	6	6	8	9
Stool Dressing	1	1	1	1	1	1	1	1	1	1	1	1	1
Table Bedside (1 point each)	2	2	2	2	2	2	2	2	2	2	2	2	2
Wardrobe 42"						3	3	4	4	5	5	7	8
Mattress	4	4	4	4	4	3	3	5	5	6	7	9	11
KITCHEN													
Stool Step	0	0	0	0	0	0	0	0	0	0	0	1	1

Stool Straight							0	0	0	0	0	0	0
Table Kitchen						1	1	1	1	1	2	2	2
BEDROOM 2													

Bed Single (1 point each)	2	2	2	2	2	2	2	2	2	2	2		
Chair Straight	0	0	0	0	1								
Chair Dining						1	1	1	1	1	1		
Table Dressing *	3	3	4	4	4	4	4	4	5	6	6		
Stool Dressing	1	1	1	1	1	0	0	0	0	0	0		
Table Bedside (1 point each)	2	2	2	2	2	2	2	2	2	2	2		
Wardrobe 36"						3	3	4	4	5	5		
Mattress	4	4	4	4	4	3	3	5	5	6	7		
Mattress	4	4	4	4	4	3	3	5	5	6	7		
BEDROOM 3													
Bed Single (1 point each)	1	1	1	1	1	2	2	1	1				
Chair Dining						1	1	1	1				
Chair Straight	0	0	0	0	1								
Table Dressing *	3	3	4	4	4	4	4	4	5				
Table Bedside (1 point each)	1	1	1	1	1	2	2	1	1				
Wardrobe 36"						3	3	4	4				
Mattress	4	4	4	4	4	3	3	5	5				
Mattress						3	3						
BEDROOM 4													
Bed Single	1	1	1	1		1	1						
Chair Straight	0	0	0	0									
Chair Dining						1	1						

Table Dressing *	3	3	4	4		4	4						
Table Bedside	1	1	1	1		1	1						
Wardrobe 36"						3	3						
Mattress	4	4	4	4		3	3						
BEDROOM 5													
Bed Single	1	1											
Chair Straight	0	0											
Table Dressing *	3	3											
Table Bedside	1	1											
Mattress	4	4											
TOTAL POINTS %	100	100	100	100	100	100	100	100	100	100	100	100	100

*Includes Chest of Drawers

10 Domestic Assistance (DA)

10.1 Summary of DA provision

Ser	MOD Subject Individual	Event Size (Pax)	Cleaning (HPE=Hrs per event) (HPW=Hrs per week)	Catering (Waiting Staff)	Catering (Chef)	Uniform Maintenance & Prep	House Manager & Staff	Gardening/ Grounds Maintenance	FSS
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
1	Authorised to conduct	0-15	4 HPE	See JSP 456 Ch 6 for staff: guest ratios depending on nature of OH event.	See JSP 464 Vol 1.	Pooled and civilian where possible.	See JSP 464 Vol 1.	See JSP 464 Vol 3.	
2	OH	16+	6 HPE						

3	Officers in SFA designated as 'large' (unless occupying above entitlement by choice)	N/A	Min 4 HPW Max 10 HPW	N/A	N/A
4	Officers 'In Command'	N/A	Max 5 HPW	N/A	N/A

Where DA is provided by either Catering Core Manpower (CCM) or within MACs, adequate provision must be made for event planning and organisation, procurement of food items, set up tasks, pre-event food preparation and post event administration. JSP 456 Volume 1 provides further guidance.

Columns e & f above state the broad ratio of Catering (Chef) and Catering (Waiting staff) staff for OH events. This is an agreed planning guideline for TLBs only. It may not be appropriate for all types of OH event and it is recommended that staffing numbers are approved and funded (outside of established, enduring DA support) through the submission of F1199. Thus, staffing of OH events will be done on a case-by-case basis. More detail is available in JSP 456 Volume 1.

For those both in Command and in Large SFA the basic provision not including OH events is the largest of either category and should not exceed 10 hrs without authority of the TLB and confirmation of funding availability.

10.2 Dedicated and permanent house manager posts

Any amendments should be notified to DBS MilPers MilOps PPG&A. The Tax and National Insurance liabilities arising from occupancy of a former Official Service Residence (OSR) will be met under a PAYE Settlement Agreement (PSA) between MOD and HMRC. The taxable value of the benefit will be based on 10% of the median annual salary band for the occupant: calculation of the tax liability will use the occupant's marginal rate of tax.

Ser	Location	Unit Name	Post Rank	Current Status	TLB
(a)	(b)	(c)	(d)	(e)	(f)
1	LONDON	CHIEF OF NAVAL STAFF - CNS	CPO	RN	Navy Command

2	PORTSMOUTH	HQ NC - NCHQ-FLEET COMMANDER	CPO	RN	Navy Command
3	PORTSMOUTH	HQ NC – NCHQ 2SL	CPO/PO	RN	Navy Command
4	DEVONPORT	FOST CAPT(S)	PO	RN	Navy Command
5	FASLANE	COMSUBFLOT	CPO/PO	RN	Navy Command
6	ANDOVER	CHIEF OF GENERAL STAFF (CGS)	WO2	Army	Army HQ Resources
7	ANDOVER	DEPUTY CHIEF OF GENERAL STAFF (DCGS)	SGT	Army	Army HQ Resources
8	ANDOVER	COMD FIELD ARMY (CFA)	SGT	Army	Army HQ Resources
9	INNSWORTH	COMARRC	SSGT	Army	Army HQ Resources
10	INNSWORTH	COSARRC	CPL	Army	Army HQ Resources
11	YORK	GOC 1 (UK) ARMD DIV	SGT	Army	Army HQ Resources
12	BULFORD	GOC 3 (UK) DIV	SGT	Army	Army HQ Resources
13	LONDON	GOC LONDON DISTRICT	SGT	Army	Army HQ Resources
14	EDINBURGH	GOC SCOTLAND / MS	SGT	Army	Army HQ Resources
15	ALDERSHOT	GOC HOME COMD (HC)	SGT	Army	Army HQ Resources

16	ALDERSHOT	GOC REGIONAL COMD (RC)	SGT	Army	Army HQ Resources
17	SANDHURST	COMDT RMAS	SGT	Army	Army HQ Resources
18	UPAVON	JHC	SGT	Rotational	
19	LONDON/HIGH WYCOMBE	CHIEF OF AIR STAFF - CAS	1 x SGT 1 x CPL	RAF	Air Command
20	HIGH WYCOMBE	HQ AIR – AIR AND SPACE COMMANDER	Pooled Staff 1 x SGT 3 x CPL	RAF	Air Command
21	HIGH WYCOMBE	HQ AIR – DEPUTY CHIEF OF THE AIR STAFF		RAF	Air Command
22	HIGH WYCOMBE	HQ AIR - AOC 1 GP		RAF	Air Command
23	HIGH WYCOMBE	HQ AIR - AOC 2 GP		RAF	Air Command
24	HIGH WYCOMBE	HQ AIR - AOC 11 GP		RAF	Air Command
25	HIGH WYCOMBE	HQ AIR - AOC 22 GP		RAF	Air Command
26	CRANWELL	RAF COLLEGE - COMDT	CPL	RAF	Air Command

27	LONDON	CHIEF OF DEFENCE STAFF (CDS)	SSGT + CPL	Rotational	HO&CS
28	LONDON (CLARENCE HSE)	DCDS - EQUERRY	OR2	RAF	HO&CS
29	LONDON	VICE CHIEF DEFENCE STAFF (VCDS)	PO	RN	HO&CS
30	LONDON	CABINET OFFICE - CDS (Chequers)	AC x 2	Rotational	HO&CS
31	LONDON	CDM	CPL	Rotational	DE&S
32	NORTHWOOD	COM	Sgt	Rotational	UKSTRATCOM
33	NORTHWOOD	CJO	PO	Rotational	UKSTRATCOM
34	NORTHWOOD (NATO)	ACO Maritime Command	PO	RN	NATO
OVERSEAS LOCATIONS					
1	MONS	DSACEUR SHAPE	CPL X 2	Army	NATO
2	NORFOLK, VA	COS SACT	CPO	Navy	NATO
3	BRUSSELS	UKMILREP	SGT	Rotational	NATO
4	NAPLES	DCOS Plans	SGT	Rotational	NATO
5	RAMSTEIN	DCOM	CPL	Rotational	NATO
6	IZMIR	DCOM	TBC	TBC	NATO
7	EPISKOPI	COMD BRITISH FORCES CYPRUS	CPL	RAF	UKSTRATCOM

11 Core and non-core welfare/community support SFA

Ser	Category	Core	Non-Core	Rental Element	Maintenance	Remarks
		Appropriated	Misappropriated			
1	HIVES		X	NIL	DIO ACCOM	1. Running costs e.g. utilities, rates - TLB. 2. Interior/Fit for purpose e.g. H&S and any specialist equipment - TLB.
2	Pre-School Groups (including Crèches & Play Groups)		X	NIL	DIO ACCOM	1. As Serial 1.
3	Play Groups/PreSchool Groups		X	NIL	DIO ACCOM	1. As Serial 1.
4	Community Centres (facilitating 'coffee shop') Police Facilities		X	NIL	DIO ACCOM	1. As Serial 1.
5	Offices for Specialist Welfare Staff (Unit Welfare Officer previously Unit Families Officer)		X	NIL	DIO ACCOM	1. As Serial 1. 2. TSWMC to define which welfare staff would be entitled.

6	Contact Houses (Army)/Short Term Families Accommodation (RN)	X		NIL	DIO ACCOM	1. As Serial 1. 2. Administered by the Services' welfare associations. 3. SFA charges collected by Welfare and accrue to DIO Accommodation. 4. Welfare responsible in conjunction with DIO Accommodation for producing regulations for contact/STAFAC houses.
7	SFA '93 days' category	X		NIL	DIO ACCOM	1. Services to define requirement throughout UK. 2. Occupants pay SFA charges and utilities.
8	Welfare/compassionate cases	X		NIL	DIO ACCOM	1. Eligible for surplus SFAs. 2. Occupants pay SFA charges and utilities.
9	SLA	X		NIL	TLB	1. As per Serial 1.
10	SSSA	X		NIL	TLB	1. As per Serial 1.
11	Clubs		X	NIL	TLB	1. As per Serial 1.

11.1 Scaling for the provision of SFA in support of welfare

Ser	Category	Criteria	Agreed Scaling
1	HIVES	SFA required where not suitable office accommodation is available within other publicly scaled buildings. Required for major units or Garrison areas and isolated units. Not tied to the size of unit.	Normally scaled as one facility per SFA area: (1) Ideally located in a multi-functional SFA. (2) Distinct or isolated SFA patches will merit full scaling under Serials 1-4 subject to local demand for the function. (3) The availability of local facilities or existing cohesive community structures at less
2	Pre-School Groups (including Crèches & Play Groups)	SFA required where adequate special-to-type facilities are not available in other publicly scaled buildings. Where no equivalent civilian community facility is available.	

3	Offices for Specialist Welfare Staff (Unit Welfare Officer previously Unit Families Officer)	For AWS/PWS, RNRMW and SSAFA-FH(RAF) staff where no suitable office accommodation is available in publicly scaled buildings.	remote SFA patches may merit lesser provision; subject to demand and unit agreement.
4	Community Centres Police Facilities	Scaled where local circumstances dictate and/or when a major unit deploys on operations, and where adequate special-to-type facilities are not available in other publicly scaled buildings.	(1) Up to 50 SFA one multi-functional quarter. (2) Between 50 and 150 SFA up to 2 multifunctional quarters. (3) Over 150 SFA up to 3 multi-function quarters.
5	Contact Houses (Army) or Short-Term Families Accommodation (RN)	Short term family housing for single parents' visitation rights. To enable families to join unaccompanied serving spouse/civil partner for short visits	Minimum of 2 or 3 per 'designated' station or garrison, to reflect density of Service population. See Note D.
6	SFA '93 days' category	For estranged spouse/civil partners/families and families for welfare/com cases.	Minimum of 3 per 'designated' station or garrison, to reflect density of Service population. See Note D.

11.1.1 Supporting notes

- A. The size/type of SFA provided will depend on the need and the availability of property.
- B. Each serial is a discrete requirement; however, properties allocated against Serials 1-4 should be of such size or grouping and, where possible, scaling to be in accordance with the JSP 850, as to provide a cohesive center of welfare and community. It would also be desirable for the property to have multi-functional use.
- C. Requirements are needs-led. Facilities that are unused will not be retained for community use.
- D. Higher requirement for Naval Port Areas agreed by JSWG to be negotiated locally.

Tri-Service Accommodation Regulations

12 Retention of defence accommodation

12.1 Sample supporting school letters for recognised stages of education

A.

School Headed Paper

Insert Date

To whom it may concern,

Ref: *Insert child's name / DoB*

I can confirm that the above-named student is currently studying at XXX School and will be completing their final year of GCSEs in the current/next academic year 20XX/20XX.

For (name of child) to have to relocate to another school at this critical time would have a detrimental impact on their education and mental wellbeing.

It is vital that (name of child) be allowed to continue their education at XXX School, so that they have the opportunity of achieving the best GCSE examination results.

Name of signatory

Post

B.

School Headed Paper

Insert Date

To whom it may concern,

(Name of child) is a student at (name of school) and commenced their education with us from Year X. (Name of child) is currently studying GCSE courses in a variety of subjects and will be sitting their final exams in the summer of 20XX. They began their KS4 courses in Sep 20XX.

The subjects we offer for GCSE begin in Year 9 with some subjects spanning three years of study which may differ to many other schools. Moving schools during this most critical time is likely to have a negative effect on (name of child) results and potentially their future aspirations. (Name of child) is settled in their classes and working hard to succeed.

Moving a child who has commenced such an important stage of education is not recommended as curriculums and subject options will invariably be difficult to replicate in another school. We therefore request that you consider the impact on (name of child) and their education when making the decision on where the family can live.

Tri-Service Accommodation Regulations

Name of signatory
Post

13 SLA Occupation and DMS

13.1 Certificate of occupation of SLA

MOVE IN / MOVE OUT

Last 4/Rank/Name of Occupant.....

Sub Unit / Unit.....

Block/Room Number.....

Address.....

.....

.....

.....

.....

Date of Occupation/Vacation*.....

Posted In/Move from*.....room.....block.....

Room	Decor & Tidiness	Works Services in progress / expected
Bedroom		
En suite		



Tri-Service Accommodation Regulations

Storeroom		
Second room		
Action Taken		

Move In/Move Out Signature Block

Tri-Service Accommodation Regulations

SNCO IC/DEPUTY

I certify that necessary Barrack Damage action has been taken

I certify that I have Moved In/Moved Out the Occupant mentioned above

Signature

Name in Block Capitals

Date

OCCUPANT

I accept/handover this accommodation as described above.....

Name in Block Capitals

Date

Tri-Service Accommodation Regulations

13.2 Defence Minimum Standard (DMS) Assessment

Defence Minimum Standard for Single Living Accommodation Met: Yes No	
Date:	Unit:
Previous Assessment Date: (If applicable)	Location:
Bldg Number and Name:	Room Type (SO,JO,OC,C,S,Z,Y, or X):
Room Number:	Occupied: Yes/No
Ensuite: Yes/No	Multi-occupancy: Yes/No
Type of DMS Assessment: Initial/Pot Failure/Move-In/Move-Out/Handover	
Failure Theme(s) and Detail(s):	
Action Required:	
Assessment Completed by: Name/Rank/No	
Assessment Ratified by: (If applicable) Name/Rank/No	
Mandatory Standards	



Tri-Service Accommodation Regulations

1	Any one failure will result in a deadline to rectify the problem before the Single Living Accommodation (SLA) is deemed to be below the DMS and uninhabitable			
	Theme with Technical statements.	Technical Standards		
1.a	Safety and compliance.	N/A – DIO Informed.	N/A	N/A
	As set in law. All statutory standards must be met across all themes.			
1.b	Adequate Lighting. <i>Assessment must consider all living areas as well as accommodation access/egress points.</i> Lighting must be appropriate and functional. All bedrooms must have an external window as well as having sufficient artificial light including that appropriate for a desk/workstation. All other living areas must have adequate artificial lighting as minimum. Security lighting must be provided both to facilitate routine movement to and from access/egress points. All external entrance and exits to accommodation must be lit.	Is functional lighting provided at all entry/exit points to the building?	Yes	No
		Is functional lighting provided along corridors?	Yes	No
		Is the artificial lighting provided within the building (inc. bedroom, bathrooms, communal spaces and kitchen areas) sufficient?	Yes	No
		Does the bedroom have a window?	Yes	No
1.c	Security. <i>Assessment must consider the security of the accommodation building, individual rooms and any allocated storage areas.</i> The accommodation building must be protected from access from unauthorised persons. Individual rooms must have the ability to be locked and secured by occupant(s). Reasonable	If access to the site is not controlled, then is access to the building controlled? (for example with coded, key or smart card entry)?	Yes	No
		Can the individual bedroom be locked?	Yes	No
		Can you secure your personal possessions either within your room or elsewhere?	Yes	No
			Yes	No



Tri-Service Accommodation Regulations

	protection must be provided for occupants' personal and work possessions, kit and equipment, including the ability to individually secure possessions when accommodated in a multioccupancy room or when allocated storage is provided outside of the bedroom.	Multi-occupancy specific. If the room is multi-occupancy, is individual and securable storage provided within the room? i.e. lockable wardrobe?	N/A
--	--	---	-----

1.d	Water supply and Drainage. <i>Assessment to consider hot and cold water and associated drainage systems.</i> All occupants must be provided with access to hot water for washing and cold water for	Is cold drinking water available?	Yes	No
		Is hot water available (showers)?	Yes	No
		Is hot water available (wash basins)?	Yes	No

	drinking. This should be within the accommodation building unless provision is temporary due to repairs in progress or awaited within the maintenance contract. Water supplies should be tested at regular intervals to confirm and ensure potability. Systems for both foul and surface water drainage must be functional.			
1.e	Windows and Ventilation. <i>Assessment must consider all living areas and communal rooms, including ablutions.</i> All residential and other accommodation provided is appropriately ventilated naturally	Are windows securable (cannot be opened from outside) for security?	Yes	No
		Is the bedroom and ablutions/ensuite free from damp or mould?	Yes	No
		Do shower areas have sufficient ventilation?	Yes	No



Tri-Service Accommodation Regulations

	or mechanically. All windows having appropriate security features. Bedrooms must have natural light. Ablutions must have sufficient ventilation. Where snack preparation areas are provided, sufficient ventilation must be provided. All living areas must be free from damp and mould.	Are all living areas adequately ventilated?	Yes	No
1.f	Thermal Comfort. <i>Assessment to consider all living areas including communal rooms.</i> Rooms should be adequately heated to meet minimum H&S requirements all year round. Heating should be reliable and repaired within a reasonable timeframe as specified in the relevant facilities management contract. With at least temporary replacements being provided within 24 hrs.	Can the temperature of the room be adequately controlled?	Yes	No
1.g	Ablutions (washing facilities). <i>Assessment to include all baths, showers, WC's and hand washing provision whether provided as an en-suite or in a communal manner to support occupants.</i>	Is appropriate privacy provided for the WCs with a lockable door?	Yes	No
		Are separate sex toilets provided or sex-neutral cubicles?	Yes	No
		Are hand washing facilities provided alongside the WC?	Yes	No
	A shower, toilet and handbasin should be provided as part of the living accommodation as an ensuite.	Is appropriate privacy provided (showers)? (Privacy screen or separate cubicle)	Yes	No



Tri-Service Accommodation Regulations

	Where en-suite provision is not available, facilities must be within reasonable proximity to the living accommodation. Baths (where provided) and showers must allow privacy for a person. WC's and washing facilities must provide privacy. Separate toilet facilities by sex unless designed to be sex neutral are to be provided unless each WC is provided in a separate room intended for use by one person at a time, the door to which is capable of being secured from the inside. Suitable hand washing facilities must be provided to support the WC's.	If not en-suite are the ablutions and washing facilities within the same building? Note: Ablutions and washing facilities must be in the same building and ideally should be on the same floor as the sleeping accommodation – unless temporary facilities are being provided in order to carry out repairs.	Yes	No
1.h	Sleeping Provision. (To consider bed, curtains/blinds). Assessment specific to the bedroom or bed area in the case of a multi-occupancy room. Different sexes must be accommodated in separate bedrooms. Bedrooms or bed areas must provide each person with a functional bed, wardrobe, and drawers as a minimum. Functional curtains or blinds must be provided to block out external light for sleeping and to ensure privacy.	Are different sexes accommodated in separate bedrooms?	Yes	No
		Is a functional bed, wardrobe and drawers provided for each person?	Yes	No
		Is the accommodation infestation free?	Yes	No
		Are functional curtains or blinds provided to enable sleeping and provide privacy?	Yes	No

Notes:

1. This assessment does not impact the grade for charge of the accommodation this is through the 4TG process as outlined in JSP 464.
2. If the accommodation fails this assessment in any one area the fault must be fixed within 48 hrs through the application of management levers and repaired in accordance with contractual deadlines.
3. If the fault cannot be rectified through management levers within 48 hrs the SP must be found alternative accommodation. This accommodation must meet the DMS.



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Any SLA which currently meets the DMS will be subject to the 48hr vacation policy if it subsequently falls below the standard. Any room which is occupied beyond 1 Apr 24 for more than 48hrs, which does not meet the standard, will be waived the rental element of the SLA charge until the failure is rectified.

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14 SSSA Accommodation Entitlements and furnishings

14.1 SSSA Accommodation Entitlement

Band	Rank	Accommodation entitlement
A	Lt Cdr/Maj/Sqn Ldr & above (See Note 1)	A self-contained one-bedroom flat with separate sitting room, bathroom and kitchen.
B	All other officers (Expected to share see note 2)	An individual bedroom/sitting room in a flat or house share with either, individual self-catering facilities or a kitchen shared between no more than 3 persons and bathroom shared on the same basis.
C	WOs, CPOs / SSgt / FSgt, PO / Sgt (Expected to share see note 2)	An individual bedroom/sitting room in a flat or house share with either, individual self-catering facilities or a kitchen shared between no more than 3 persons and bathroom shared on the same basis.
D	LR/Cpl and below (Expected to share see note 2)	A flat or house share that provides an Individual bedroom for each person, shared sitting room, kitchen and bathroom.

Note 1: Officers of the same rank in Band A may opt to share accommodation.

Note 2: B, C and D band Occupants are expected to share unless they have been authorised sole occupancy by the appropriate sS Housing Colonel. These requests are to be staffed for approval prior to the submission of their SSSA application to the SAT (SSSA) in accordance with section 8 of MOD Form 1154.

14.2 SSSA minimum furnishings and equipment specification and standard

Each occupied bedroom

- Single bed per occupant
- Bedside table or acceptable alternative
- Bedside lamp
- Fitted carpet or acceptable alternative
- Double chest of drawers (with lockable drawer if door not lockable)
- Wardrobe (preferably double)
- Desk/dining Table (in shared accommodation)
- Mirror



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- 2 power points (single or double)
- Easy chair
- Bookcase or suitable shelving

Lounge

- Colour Television with free-to-air digital facility
- Telephone / WIFI connection box (in any integral communal area)
- Kitchen, Hall)
- Settee
- Comfortable chair (2 if more than one occupant)
- Coffee table
- Bookcase or suitable storage
- Dining table and 4 chairs (in kitchen or dining room)
- Fitted carpet or acceptable alternative
- 2 power points (single or double)

Bathroom

- Sink
- Cupboard or shelving
- Mirror
- Shower and/or bath
- Lavatory (if in a separate room, must also have a sink fitted)
- Lavatory brush

Kitchen

- 4 Power points (double or single) above work surface • Fridge/Freezer
- Combined washer/dryer or separate washing machine and tumble dryer/Heated clothes dryer
- Cooker
- Microwave
- Kettle
- Sink
- Canteen or cutlery (place settings for at least 4)
- Set of saucepans (3 of various sizes) or acceptable alternatives
- Frying pan
- Set of kitchen utensils including:
 - Tin opener ○ Bottle opener ○
 - Large sharp knife ○ Small sharp knife ○ Colander ○ Measuring jug
 - Set of ovenproof dishes or



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- acceptable alternative ○ Roasting
dishes or acceptable alternative
○ 4 mugs ○ 4 bowls ○ 4 dinner
plates ○ 4 side plates ○ 4 glasses
- Toaster or grill
 - Steam iron
 - Ironing board (with cover)
 - Mop/Squeegee
 - Vacuum cleaner
 - Dustpan and brush
 - Bucket
 - Smoke alarms (as required)
 - Bin or refuse container

15 SSSA Payment of Utilities Form

This proforma should be completed and attached to any bills associated with Substitute Service Single Accommodation (SSSA) for onward transmission to:

Mears Accommodation Team,
Unit 5, Cartel Business Centre,
Stroudley Road,
Basingstoke,
RG24 8FW

Personal Details

Service No	Rank	Initials	Surname	UIN	UTN

Accommodation Address

House/Flat No & Street:	
Town:	
County:	
Post Code:	

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Other Occupants

Service No	Rank	Initials	Surname	UIN	UTN

Attachments

	CUSTOMER CODE	AMOUNT (£)
Gas Bill:		
Electricity Bill:		
Water and/or Sewerage Bill:		
Other: (please specify)		

* I certify that the attached bill(s) is for services supplied solely for the use by eligible personnel accommodated at this address.

* I have not paid the attached bill(s) and request payment direct to the appropriate company.

* I have paid the attached bill(s) and request a refund direct to my bank account (details below).

(* Please delete as applicable)

CLAIMANT'S SIGNATURE	DATE

BANK ACCOUNT DETAILS for payment

Sort Code: Account Number:

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16 Cessation of entitlement

16.1 Certificate of cessation of entitlement (SFA/SSFA)

CERTIFICATE OF CESSATION OF ENTITLEMENT TO OCCUPY SERVICE FAMILY ACCOMMODATION (SFA/SSFA) AND OF IMPENDING HOMELESSNESS

	MINISTRY OF DEFENCE	MOD Form Introduced 4/03 (Updated 09/19)
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I certify that	(Name)	
	(Rank & Number)	
	#	
Of	(Unit) #	
	(# Omit if only family involved)	
Will cease to be entitled to occupy	(Address of SFA or Substitute SFA)	
From	(Date)	
	By reason of loss of entitlement to occupy Service Family Accommodation.	

An application for housing was made toHousing
Authority / Housing Association on (Copy of letter
attached)

The following special circumstances apply

The household is as follows

.....

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Signed: _____ Name: _____
Designation: Loss of Entitlement Officer
Date: _____

Loss of Entitlement Team Bldg 185 RAF Honington Bury St Edmunds IP31 1EE
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2. The certificate should be completed by the Loss of Entitlement Officer, Defence Infrastructure Organisation, RD Accommodation and sent at the earliest possible date to the Housing Authority/Association to which application for accommodation has been made, preferably as soon as it is known that entitlement to occupy Service Families Accommodation will cease.
3. A period of at least six months' notice should normally be allowed so that the appropriate arrangements can be made.
4. Copies of this form are published in the Homelessness Code of Guidance for Local Authorities, issued by DCLG July 2006 (Annex 15), Welsh Assembly and Scottish Executive.

¹. This certificate provides evidence of impending homelessness arising from cessation of entitlement to occupy Service Family Accommodation or Substitute Service Family Accommodation and should dispense with the need for the Local Authorities requirement.

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16.2 Proportionality exercise assessment form

This form is used to establish a Service family's continued occupancy of SFA/SSFA after entitlement ceases. The Licensee and/or spouse should provide as much information as possible at the earliest opportunity.

For Housing Provider use only:

Licensee Name	
SFA / SSFA Address	
Date NTV expires	

PART 1: TO BE COMPLETED BY LICENSEE OR OCCUPANT

(Complete all sections; if section is not applicable, insert 'N/A')

A. PERSONAL / CONTACT DETAILS

Mil Tel No	
Home Tel No	
Mobile	
Email	

OCCUPANTS		
Name	Relationship	Date of Birth (under 18)

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B. FUTURE HOUSING INTENTIONS

The Licensee should provide as much detail as possible of the family's future housing intentions. Answer all questions; where the question does not apply, answer 'N/A'.

For cases of estrangement only

	LICENSEE	SPOUSE
If you have children, will the children live with you or your spouse?		

In cases of estrangement, the remainder of this form is to be completed by the occupant who remains in SFA/SSFA. For moves to another duty station

	Yes / No
Do you intend to apply for SFA?	
Do you intend to apply for for SLA?	
Do you intend to live in private accommodation?	

For all moves to a private address

	Yes / No
Will this be your own home?	
Will this be rented accommodation?	
Will this be a new house purchase?	
Will this be to social housing?	

For Move to Private Address (own home)

Will the property be available by NTV date? (Y/N)	
If No, give reason (e.g., currently rented)	
If No, give date property expected to be available for you to move in	

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For Move to Private Address (rented accommodation)

Do you have a property arranged? (Y/N)	
If Yes, give date of expected move in	

For Move to Private Address (house purchase)

Do you have a property arranged? (Y/N)	
If Yes, have you exchanged contract? (Y/N)	
If No, give date you expect to exchange contract	
If Contract exchanged, give date you expect to move in	

For Move to Social Housing

Have you applied to the Local Authority (LA)? (Y/N)	
If Yes, give date of application	
Have you been given a property? (Y/N)	
If Yes, give date you expect to move in	
Have you applied to any other Agency to assist with your housing requirement? (Y/N)	
Provide LA details below for HIC to liaise with	
Housing Provider Address	
Name of Person dealing with your application	

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Contact Tel No.	
-----------------	--

C. CHILDREN / EDUCATION

Give details of any children who are living with you, who are in full-time education and are due to sit national exams, e.g. GCSEs, Standard Grades, Alevels, Degrees etc. (Please provide a copy of the CEAS Impact Statement, where one exists).

Name	Date of Birth	School / College	Course (GCSE etc.)	Date(s) of final exams	In receipt of CEA (Y/N)

D. SPECIAL EDUCATIONAL NEEDS

Give details of any children who live with you and in full time education who have special educational needs and require continuity of education past your NTV date. (Please provide supporting evidence from the school or education department, and a copy of the CEAS Impact Statement, where one exists).

Name	Details

E. MEDICAL

Give details of anyone in your family who lives with you who is currently undergoing a course of treatment at a local hospital and which is expected to

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continue past your NTV date. Please provide a letter from your GP and/or consultant, including a statement whether or not this treatment could be continued or provided elsewhere.

Name	General Details	Supporting Evidence Provided (Y/N)

F. ADDITIONAL NEEDS OR DISABILITIES

Give details of anyone in your family who has additional needs or disabilities that might affect your family's ability to move by NTV date.

Name	General Details	Supporting Evidence Provided (Y/N)

G. F&C PERSONNEL ONLY (To include Gurkhas and Nepalese Citizens)

		Yes / No
Do you intend to remain in the UK at the end of your military service?		
If yes, have you applied for	Indefinite Leave to Enter	
	Indefinite Leave to Remain	

H. WELFARE – GENERAL

	Yes / No
Are you currently receiving support from any of the Armed Forces Welfare Services (e.g. AWS, RNRMW, SSAFA)?	
If yes, are you content for Welfare Services to engage with DIO on your behalf?	
If yes, please sign below and pass this form to them so they can complete Part 2.	

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If no, please sign below and return this completed form to the IPHD at the address provided.

Please provide any other information you think might affect your ability to move from your current SFA by the NTV date.

Signature of Occupant:

Date:

PART 2: TO BE COMPLETED BY A REPRESENTATIVE FROM THE ARMED FORCES WELFARE SERVICES (e.g. UWO / AWS / RNRMW / SSAFA)

You have been asked to complete this form because the family named in Part 1 have indicated that they may be unable to meet their NTV date for their SFA/SSFA. The information that you provide may assist with revising the NTV date and delay DIO/Housing Provider from seeking a Possession Order.

	Yes / No
Do you consider NTV period of 93 days to be sufficient time for the family to vacate their current SFA/SSFA?	
If yes, please provide reasons.	



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If no, please provide an assessment of the effect that vacating their SFA/SSFA will have on this family. Include a substantiated recommendation as to when you consider the family will potentially be able to move.

Organisation & post title:

Name:

Rank / title:

Signature:

Date:

Contact No:

PART 3: TO BE COMPLETED BY IPHD (AREA HOUSING MANAGER OR HOUSING PROVIDER)

Part 3 is not to be distributed with Part 1 and 2. The Commanding Officer of the occupant's unit is to be consulted before completing Part 3.

	Yes / No
Taking into account the factors in Parts 1 and 2 of this form, do you consider the 93 day NTV should be sufficient for the family to vacate their current SFA/SSFA?	
If no, is there a mutually agreed date for the occupant to vacate their SFA/SSFA?	
If yes, what is the mutually agreed date of vacation?	



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Please provide comprehensive justification for your decision.

Where there is no mutually agreed date for move out, the AHM is to consult with all parties involved, and the LSC, to negotiate a way forward. Discussions to include consideration of a date for commencement of legal proceedings to seek a Possession Order.

Has the LSC been consulted?

Please provide a comprehensive summary of the negotiations.

What is the negotiated move out date?

Where negotiations have failed, what date are legal proceedings to commence?

93 days NTV is confirmed and will expire

Date:

NTV is to be re-issued to expire on

Date:

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Legal proceedings are to commence on
(HIC):

Date: AHM

Name:

Grade:

Signature:

Date:

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16.3 Certificate of cessation of entitlement (SLA/SSSA)

	MINISTRY OF DEFENCE	Mod Form 1166 Introduced 4/03 (Updated 9/10)
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CERTIFICATE OF CESSATION OF ENTITLEMENT TO OCCUPY SERVICE ACCOMMODATION (SLA / SSSA) AND OF IMPENDING HOMELESSNESS

I certify that (Name) (Rank & Number) Of (Unit)	
Will cease to be	
entitled to (Substitute SLA)Address of SLA or occupy	
From (Date) By reason of loss of entitlement to occupy Service Accommodation.	

An application for housing was made toHousing
Authority / Housing Association on (copy of letter attached)

The person has the following special circumstances.....
.....

Signed:
.....
Name:
Designation:
Date:

UNIT ADMIN OFFICE STAMP

1. This certificate provides evidence of impending homelessness arising from cessation of entitlement to occupy Single Living Accommodation or Substitute Single Service Accommodation.
2. The certificate should be completed by the Unit Admin Officer and sent at the earliest possible date to the Housing Authority / Association to which application for accommodation has been made, preferably as soon as it is known that entitlement to occupy Service Accommodation will cease.

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3. A period of at least six months' notice should normally be allowed so that the appropriate arrangements can be made.
4. Copies of this form are published in the Homelessness Code of Guidance for Local Authorities, issued by DCLG July 2006 (Annex 15), Welsh Assembly and Scottish Executive.

17 Support Available

17.1 Military HR Policy and Procedure Queries

Personal questions not answered within this publication and cases of doubt over eligibility or entitlement are to be directed through chains of command.

To access the correct support, please go through the following routes:

1. **Unit HR First POC** for Service personnel for any aspect of personnel administration.
2. **JPAC Enquiries Centre Queries** regarding pay and allowances and the use of JPA. 94560 3600
3. **DBS Pay & Allowances Casework & Complaints Cell** DBS MilPers-MilOps-PACCC-Group (MULTIUSER) DBSMilPers-MilOps-PACCC-Group@mod.gov.uk Tri-Service pay and allowances casework and complaints via Unit HR admin staffs.

Further information on statutory (i.e. legal) entitlements can be found on the [.GOV.UK](https://www.gov.uk) and [Advisory, Conciliation and Arbitration Service \(ACAS\)](https://www.acas.co.uk) websites.

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18 Document Information

18.1 Document Information

Filename:	JSP 464 Volume 2 – UK Accommodation Procedures
Document ID:	
Owning Function / Team:	Accommodation Policy Team
Service Owner (1*):	Hd Accommodation Policy
Approving Authority:	CDP

18.2 Document Versions

Version	Publication Date	Revision History	Revised Pages
1	16/09/2025	Policy Simplification	N/A
2	14/10/2025	Corrective updates following policy simplification	N/A
3	12/2/2026	Policy Amendments & Corrective updates.	8.1 License to occupy section 6.3.2
4	31/3/2026	Corrective updates following policy simplification	N/A
5	10/7/25	Corrective updates following policy simplification	2.2 Other Ranks 7.2 Review of second offer form (1132b) 14 SSSA Accommodation Entitlements and furnishings
6	30/9/2026	Policy Amendments & Corrective updates.	5.8 CAAS transition rules