

Local Authority Housing Assets data collection - Guidance

1. To help us gather detailed local data to inform development of the Sale of High Value Assets policy, we are asking all stock owning local authorities to send us up-to-date information about the number, characteristics and value of their social housing.
2. This information will help Government to evaluate the impact of different threshold levels for determining high value vacant housing. It will also provide granular information to help inform the implementation of the policy at a local level.
3. To ensure that the information is supplied in a consistent format, we are asking for the specified data on the attached example template to be provided. *The template is intended to be illustrative only – all data should be provided in flat tab-delimited text file format.*
4. We are seeking point data on all local authority properties that were held by the authority on **31st March 2015**. Each line of data will reference a single dwelling owned by the local authority. Hostel properties and properties leased long-term to other organisations should be excluded.
5. Given the importance of this data to support the high value assets policy, we are asking local authorities to provide the information by **23rd December 2015**. This should be submitted via secure gsi e-mail to HousingAssetsCollection@communities.gsi.gov.uk.
6. Further information on each of the variables is as follows:
 - a) Reference Number
This will be used solely by us to identify specific dwellings that need to be queried after we have carried out validation checks. Please use a code that is unique for each single property.
Format: alphanumeric code
 - b) Beacon Group Reference number (if applicable)
If properties are valued as part of a beacon group please provide a reference number of the beacon group to allow us to identify other properties you hold in the same group. This will allow us to make a count of properties in each beacon group.
Format: alphanumeric code
 - c) Postcode Outcode
We will not need to know the full address of the property but postcode will potentially be used to attach further geographic variables such as ward and urban/rural codes. This will be important for us to be able to produce further analysis on the data. Please provide the outcode of the postcode in field c.

Format: outcode format (either 2, 3, or 4 alphanumeric characters long depending on the length of the outcode)

d) Postcode Incode

Please provide the incode of the postcode in field d.

Format: incode format (3 alphanumeric characters long)

e) Vacant possession market value as at 31st March 2015

Please provide the exact market valuation as recorded within beacon record sheets for the property. This should not be the existing use value of the property.

Format: Number i.e. for £58,750 please provide 58750.

f) Number of bedrooms (studio=1)

Format: Number

g) Property type

Format: numeric code 1-4 corresponding to the following types of property:

1 = House

2 = Bungalow

3 = Ground floor flat / maisonette

4 = Flat / maisonette – 1st floor and above

h) If property fell vacant in 2012-13 provide the reason for the last vacancy within the financial year.

Format: numeric code 1-10 corresponding to the following reasons for vacancy:

1 = Property did not fall vacant

2 = First let of newbuild, conversion, rehab or acquired property

3 = Tenant evicted due to arrears

4 = Tenant evicted due to anti-social behaviour or other reason

5 = Tenant died (no succession)

6 = Tenant moved to other social housing provider

7 = Internal Transfer

8 = Tenant abandoned property

9 = Tenant moved to private sector or other accommodation

10 = Property let to tenant who occupied the same property as temporary accommodation

Do not leave this field blank – if the property did not fall vacant within the financial year 2012/13 please select code 1.

A property that became vacant in the process of mutual exchange would not be regarded as vacant and code 1 should be selected.

i) If property fell vacant in 2013-14 please provide the reason for the last vacancy within the financial year.

Format: numeric code 1 – 10 corresponding to the reasons for vacancy specified at field h above.

Do not leave this field blank – if the property did not fall vacant within the financial year 2013/14 please select code 1.

A property that became vacant in the process of mutual exchange would not be regarded as vacant and code 1 should be selected.

- j) If property fell vacant in 2014-15 please provide the reason for the last vacancy within the financial year.

Format: numeric code 1 – 10 corresponding to the reasons for vacancy specified at field h above.

Do not leave this field blank – if the property did not fall vacant within the financial year 2014/15 please select code 1.

A property that became vacant in the process of mutual exchange would not be regarded as vacant and code 1 should be selected.

- k) If the property was built since May 2008 please provide the year construction was completed

Format: year (yyyy)

- l) If property is located outside of the borough please provide local authority location

Format: ONS code, see Annex

- m) Purpose of property

Format: numeric code 1-11 corresponding to the following purposes:

1 = Crown tenancies

2 = Tied accommodation – within grounds or within vicinity of work

3 = Regeneration – only include dwellings that have a demolition notice served

4 = Special needs – only include grouped accommodation for disabled or people suffering mental disorders

5 = Sheltered housing – only include properties with resident warden / care home / shared communal area

6 = Purpose built property intended to be suitable for the elderly or disabled

7 = Adapted property to include facilities for the elderly or disabled

8 = Regeneration – include dwellings that have no demolition notice served

9 = Private Finance Initiative (PFI) property

10 = General needs

11 = Other

Please record the first code that is applicable for the property i.e. if the property has been adapted for the elderly and is also a PFI property record code 7.

- n) If response to field m was 11 (Other), please specify further details
Format: free text

Annex - ONS codes for local authorities (for field L)

Local Authority Area	ONS Code
Hartlepool UA	E06000001
Middlesbrough UA	E06000002
Redcar and Cleveland UA	E06000003
Stockton-on-Tees UA	E06000004
Darlington UA	E06000005
Halton UA	E06000006
Warrington UA	E06000007
Blackburn with Darwen UA	E06000008
Blackpool UA	E06000009
Kingston upon Hull, City of UA	E06000010
East Riding of Yorkshire UA	E06000011
North East Lincolnshire UA	E06000012
North Lincolnshire UA	E06000013
York UA	E06000014
Derby UA	E06000015
Leicester UA	E06000016
Rutland UA	E06000017
Nottingham UA	E06000018
Herefordshire, County of UA	E06000019
Telford and Wrekin UA	E06000020
Stoke-on-Trent UA	E06000021
Bath and North East Somerset UA	E06000022
Bristol, City of UA	E06000023
North Somerset UA	E06000024
South Gloucestershire UA	E06000025
Plymouth UA	E06000026
Torbay UA	E06000027
Bournemouth UA	E06000028
Poole UA	E06000029
Swindon UA	E06000030
Peterborough UA	E06000031
Luton UA	E06000032
Southend-on-Sea UA	E06000033
Thurrock UA	E06000034
Medway UA	E06000035
Bracknell Forest UA	E06000036
West Berkshire UA	E06000037
Reading UA	E06000038
Slough UA	E06000039
Windsor and Maidenhead UA	E06000040
Wokingham UA	E06000041
Milton Keynes UA	E06000042
Brighton and Hove UA	E06000043
Portsmouth UA	E06000044
Southampton UA	E06000045
Isle of Wight UA	E06000046
County Durham UA	E06000047
Cheshire East UA	E06000049
Cheshire West and Chester UA	E06000050

Shropshire UA	E06000051
Cornwall UA	E06000052
Isles of Scilly	E06000053
Wiltshire UA	E06000054
Bedford UA	E06000055
Central Bedfordshire UA	E06000056
Northumberland UA	E06000057
Aylesbury Vale	E07000004
Chiltern	E07000005
South Bucks	E07000006
Wycombe	E07000007
Cambridge	E07000008
East Cambridgeshire	E07000009
Fenland	E07000010
Huntingdonshire	E07000011
South Cambridgeshire	E07000012
Allerdale	E07000026
Barrow-in-Furness	E07000027
Carlisle	E07000028
Copeland	E07000029
Eden	E07000030
South Lakeland	E07000031
Amber Valley	E07000032
Bolsover	E07000033
Chesterfield	E07000034
Derbyshire Dales	E07000035
Erewash	E07000036
High Peak	E07000037
North East Derbyshire	E07000038
South Derbyshire	E07000039
East Devon	E07000040
Exeter	E07000041
Mid Devon	E07000042
North Devon	E07000043
South Hams	E07000044
Teignbridge	E07000045
Torrige	E07000046
West Devon	E07000047
Christchurch	E07000048
East Dorset	E07000049
North Dorset	E07000050
Purbeck	E07000051
West Dorset	E07000052
Weymouth and Portland	E07000053
Eastbourne	E07000061
Hastings	E07000062
Lewes	E07000063
Rother	E07000064
Wealden	E07000065
Basildon	E07000066
Braintree	E07000067
Brentwood	E07000068

Castle Point	E07000069
Chelmsford	E07000070
Colchester	E07000071
Epping Forest	E07000072
Harlow	E07000073
Maldon	E07000074
Rochford	E07000075
Tendring	E07000076
Uttlesford	E07000077
Cheltenham	E07000078
Cotswold	E07000079
Forest of Dean	E07000080
Gloucester	E07000081
Stroud	E07000082
Tewkesbury	E07000083
Basingstoke and Deane	E07000084
East Hampshire	E07000085
Eastleigh	E07000086
Fareham	E07000087
Gosport	E07000088
Hart	E07000089
Havant	E07000090
New Forest	E07000091
Rushmoor	E07000092
Test Valley	E07000093
Winchester	E07000094
Broxbourne	E07000095
Dacorum	E07000096
Hertsmere	E07000098
North Hertfordshire	E07000099
Three Rivers	E07000102
Watford	E07000103
Ashford	E07000105
Canterbury	E07000106
Dartford	E07000107
Dover	E07000108
Gravesham	E07000109
Maidstone	E07000110
Sevenoaks	E07000111
Shepway	E07000112
Swale	E07000113
Thanet	E07000114
Tonbridge and Malling	E07000115
Tunbridge Wells	E07000116
Burnley	E07000117
Chorley	E07000118
Fylde	E07000119
Hyndburn	E07000120
Lancaster	E07000121
Pendle	E07000122
Preston	E07000123
Ribble Valley	E07000124

Rossendale	E07000125
South Ribble	E07000126
West Lancashire	E07000127
Wyre	E07000128
Blaby	E07000129
Charnwood	E07000130
Harborough	E07000131
Hinckley and Bosworth	E07000132
Melton	E07000133
North West Leicestershire	E07000134
Oadby and Wigston	E07000135
Boston	E07000136
East Lindsey	E07000137
Lincoln	E07000138
North Kesteven	E07000139
South Holland	E07000140
South Kesteven	E07000141
West Lindsey	E07000142
Breckland	E07000143
Broadland	E07000144
Great Yarmouth	E07000145
King's Lynn and West Norfolk	E07000146
North Norfolk	E07000147
Norwich	E07000148
South Norfolk	E07000149
Corby	E07000150
Daventry	E07000151
East Northamptonshire	E07000152
Kettering	E07000153
Northampton	E07000154
South Northamptonshire	E07000155
Wellingborough	E07000156
Craven	E07000163
Hambleton	E07000164
Harrogate	E07000165
Richmondshire	E07000166
Ryedale	E07000167
Scarborough	E07000168
Selby	E07000169
Ashfield	E07000170
Bassetlaw	E07000171
Broxtowe	E07000172
Gedling	E07000173
Mansfield	E07000174
Newark and Sherwood	E07000175
Rushcliffe	E07000176
Cherwell	E07000177
Oxford	E07000178
South Oxfordshire	E07000179
Vale of White Horse	E07000180
West Oxfordshire	E07000181
Mendip	E07000187

Sedgemoor	E07000188
South Somerset	E07000189
Taunton Deane	E07000190
West Somerset	E07000191
Cannock Chase	E07000192
East Staffordshire	E07000193
Lichfield	E07000194
Newcastle-under-Lyme	E07000195
South Staffordshire	E07000196
Stafford	E07000197
Staffordshire Moorlands	E07000198
Tamworth	E07000199
Babergh	E07000200
Forest Heath	E07000201
Ipswich	E07000202
Mid Suffolk	E07000203
St Edmundsbury	E07000204
Suffolk Coastal	E07000205
Waveney	E07000206
Elmbridge	E07000207
Epsom and Ewell	E07000208
Guildford	E07000209
Mole Valley	E07000210
Reigate and Banstead	E07000211
Runnymede	E07000212
Spelthorne	E07000213
Surrey Heath	E07000214
Tandridge	E07000215
Waverley	E07000216
Woking	E07000217
North Warwickshire	E07000218
Nuneaton and Bedworth	E07000219
Rugby	E07000220
Stratford-on-Avon	E07000221
Warwick	E07000222
Adur	E07000223
Arun	E07000224
Chichester	E07000225
Crawley	E07000226
Horsham	E07000227
Mid Sussex	E07000228
Worthing	E07000229
Bromsgrove	E07000234
Malvern Hills	E07000235
Redditch	E07000236
Worcester	E07000237
Wychavon	E07000238
Wyre Forest	E07000239
St Albans	E07000240
Welwyn Hatfield	E07000241
East Hertfordshire	E07000242
Stevenage	E07000243

Bolton	E08000001
Bury	E08000002
Manchester	E08000003
Oldham	E08000004
Rochdale	E08000005
Salford	E08000006
Stockport	E08000007
Tameside	E08000008
Trafford	E08000009
Wigan	E08000010
Knowsley	E08000011
Liverpool	E08000012
St. Helens	E08000013
Sefton	E08000014
Wirral	E08000015
Barnsley	E08000016
Doncaster	E08000017
Rotherham	E08000018
Sheffield	E08000019
Newcastle upon Tyne	E08000021
North Tyneside	E08000022
South Tyneside	E08000023
Sunderland	E08000024
Birmingham	E08000025
Coventry	E08000026
Dudley	E08000027
Sandwell	E08000028
Solihull	E08000029
Walsall	E08000030
Wolverhampton	E08000031
Bradford	E08000032
Calderdale	E08000033
Kirklees	E08000034
Leeds	E08000035
Wakefield	E08000036
Gateshead	E08000037
City of London	E09000001
Barking and Dagenham	E09000002
Barnet	E09000003
Bexley	E09000004
Brent	E09000005
Bromley	E09000006
Camden	E09000007
Croydon	E09000008
Ealing	E09000009
Enfield	E09000010
Greenwich	E09000011
Hackney	E09000012
Hammersmith and Fulham	E09000013
Haringey	E09000014
Harrow	E09000015
Havering	E09000016

Hillingdon	E09000017
Hounslow	E09000018
Islington	E09000019
Kensington and Chelsea	E09000020
Kingston upon Thames	E09000021
Lambeth	E09000022
Lewisham	E09000023
Merton	E09000024
Newham	E09000025
Redbridge	E09000026
Richmond upon Thames	E09000027
Southwark	E09000028
Sutton	E09000029
Tower Hamlets	E09000030
Waltham Forest	E09000031
Wandsworth	E09000032
Westminster	E09000033