

OUTLINE OF THE SYSTEM

1. These forms are designed as part of a system for collecting statistics about the building of new dwellings. They form part of a computerised system and to save housing authorities the task of completing identifying details of each scheme or project on each occasion, details of schemes on which work has already been started are reported for updating on forms NB1 & NB2 as appropriate. Each new scheme or project started during the quarter should be reported on the appropriate "New Cases" form.

2. The unit used in these returns is the site. These will normally have a group of dwellings when completed, but in some cases will consist of a single dwelling. A separate entry is required for each site and a separate entry made for each. Where a development has both conversion and new building each type should be treated as a separate site and separate entries made in the appropriate returns.

3. Once a site is entered in the system quarterly reports will be sent to the local authority concerned for updating of entries until such time as the site or project is complete. The reports are separated into 3 types. Those on the NB1 relate to local authority dwellings while the NB2 is used for all private sector new dwellings.

There is no need for housing authorities to include information on Housing Association new building on the NB2 form as these are provided to the Scottish Executive by Scottish Homes. However, if they are entered for any reason, the code 'HA' should be used to indicate that the new building is for Housing Associations.

COMPLETING THE RETURNS

Existing Cases

4. Forms NB1 & NB2 include a complete list of all sites within your housing area that have previously been reported to the Housing Statistics Unit as having houses under construction. The name of the site and various reference numbers held by the department have already been entered, as have the figures supplied for the position at the start of the quarter to which this form relates. If any of these details are incorrect, please amend them by deleting the item and writing the amendments in the space above.

5. Please supply information about the position at the end of the quarter by entering the information in the space provided.

6. Complete a separate line of information to show the progress in each user category in each site during the quarter. In most cases there will only be one user category on any one site.

New Cases

7. Blank forms NB1 (New Cases) and NB2 (New Cases) are provided for new sites not previously reported to the Department. An entry should be completed for each site or project on which house building, has started during the quarter and all such forms should be submitted to the Department at the end of the quarter along with updated forms NB1 and NB2.

8. The site reference number is of the housing authority's own choice and will preferably be a serial number of some kind. The number should be unique for a given site or project and should not be re-used at a later stage.

9. If a site previously reported is subsequently divided into 2 or more phases the new phase or phases should be reported as a new site and the entry on the computer produced document amended to refer to the residue of the original site. Complete a separate entry for each user category in each site. Reference numbers should allow sub-division to facilitate reference back to the original large site.

10. The grid reference of the approximate centre of the site should be given to 6 figures (plus the 2 character 100km grid reference).

11. The site name should be sufficiently detailed to enable the site to be located on the ground. **Each site name should be prefixed with a:**

B* (to signify a dwelling is to be developed on a Brownfield site)

Or

G* (to signify a dwelling is to be developed on a Greenfield site)

The * must divide the 'B' or 'G' with the site name.
(e.g. B*31 Fictitious Flats, Scotland)

For the purpose of this return the following definitions should be used:

Brownfield: *These are normally sites which have previously been developed or used for some purpose which has ceased. They may encompass re-use of existing buildings by conversion; demolition and new build; clearance of vacant or derelict land and new build; infill and various other forms of intensification. It excludes private and public gardens, sports and recreation grounds, woodland and amenity open spaces.*

Greenfield: *These are sites which have never been previously developed or used for an urban use, or are on*

land that has been brought into active of beneficial use for agriculture or forestry i.e. fully restored derelict land.

12. If construction work has started on a site not previously reported an entry should be completed for each such site. A site may consist of any number of dwellings from one upwards. However, if the development of a site is to be phased, complete a line for each phase once construction is started.

13. The information will be processed by computer, so entries should be clearly written.

14. A dwelling is regarded as started on the date work begins on the foundations (excluding piling and other site preparation work) of the block of which the house will form part.

15. The figures for dwellings with building warrant should include all such dwellings, ie dwellings that have been completed, or are under construction as well as dwellings which have not yet been started.

16. A dwelling is regarded as being under construction from the date when it is started until it is completed, even if work is temporarily suspended for any reason.

17. A dwelling is regarded as completed when it becomes ready for occupation, whether it is in fact occupied or not. Authorities may, if they wish, regard the issue of a temporary completion certificate as signifying completion for the purpose of this form, provided that the dwelling is not counted again when a final completion certificate is issued. If, however, the dwelling is occupied before the issue of a completion certificate authorities may regard occupation as signifying completion.

18. The "Agency", i.e. who is building the dwelling(s), should be coded as follows:-

LS - Local Authority building for sale
LA - All other Local Authority building
HA - Housing Association building
PB - Private building for owner occupation
PR - Private builder for rent
OT - Any other Agency or a combination of 2 or more agencies.

19. Details of user categories are as follows:-

General needs housing

a. *General Needs Housing* (GN): Dwellings for families, couples or single persons without special additional facilities.

Special needs housing

b. *Sheltered Housing* (ES): Dwellings for the elderly located at ground or first floor level, or above with lift access. It is built or adapted to general needs housing

standards with the addition of whole house heating and special safety features including an alarm call link to a warden.

c. *Sheltered Wheelchair Housing* (SW): Dwellings for elderly people confined to wheelchairs. It is built or adapted to wheelchair standards (see note e) but with an alarm call link to a warden. NB. Any other combination of elderly and disabled housing should be coded to the appropriate elderly category.

d. *Amenity Housing* (EA): Dwellings for the elderly located at ground or first floor level. It is built or adapted to general needs housing standards with the addition of whole house heating and special safety features. There is no warden service.

e. *Wheelchair Housing* (DW): Dwellings for people confined to wheelchairs. It is built or adapted to give extra floor area, whole house heating, special bathroom, kitchen and other features.

f. *Ambulant Disabled Housing* (DA): Dwellings for people with disabilities but not confined to wheelchairs. It is built or adapted to general needs housing standards but with level or ramped approach, WC and bedroom at entrance level and other special features.

Other Housing

g. *Shared (Group) Housing* (SH): Housing specifically designed for sharing by a group of individuals (usually single and unrelated) of between 2-8 persons, which will usually contain separate bedroom accommodation for the private use of each person, together with shared living space, kitchen, sanitary accommodation and storage, for the exclusive collective use of the occupants of the dwellings.

h. "Others" (OT): If housing is provided for any other User Category eg specially designed for single people in hostels please so indicate including an outline description.

20. "User Category" is to be coded as follows:-

GN - General Needs Housing
ES - Sheltered Housing for the elderly
SW - Sheltered Wheelchair Housing
EA - Amenity Housing for the elderly
DW - Wheelchair Housing
DA - Ambulant Disabled Housing
SH - Shared (Group) Housing
OT - "Others"
W - Wardens Housing