

Hazards and licences

2018-19

The Welsh Government's Statistical Service runs this data collection. The purpose of this form is to monitor the effect of area based renewal and performance in terms of the overall policy intentions and specified aims and objectives set out by the local authority. The information collected covers hazards identified within HHSRS and HMO licensing. HHSRS = Housing Health and Safety Rating System. HMO = Houses in Multiple Occupation.

Dewiswch eich iaith penodol / Choose your preferred language:

Provider details



Validation

Links	Completed	
Guidance		
Definitions		
Technical Guidance		
Contact information	0%	
Survey response burden	0%	

Form links	Validation 1 completed	Validation 2 completed
Table 1 >>	33%	0%
Table 2a >>	3%	0%
Table 2b >>	3%	0%
Table 3 >>	40%	0%
Table 4 >>	0%	0%
Total	15%	0%

Please return this spreadsheet via Afon no later than 04 October 2019

<http://www.afonwales.org.uk>

Any queries should be directed to:

Email: housingcollections@Gov.Wales



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ar gyfer cymru
statistics
for wales



Llywodraeth Cymru
Welsh Government

Technical guidance for completing the form

Hazards and licences




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Navigation

You will be able to move from sheet to sheet by clicking the appropriate hyperlink.
For example, to return to the home page click the "Back to Home Page" hyperlink.


Required data items

In this spreadsheet, the cells that require data have the following properties:

-  All cells requiring data will be coloured pale blue.
-  Some cells derive values from other data items. These cells are coloured in grey. You will not be able to enter data into these cells.
-  Some cells do not need to be completed as they are not applicable. These cells are coloured in dark grey. You will not be able to enter data into these cells.





If you are unable to provide any data item, please leave the cell BLANK. Do not enter text (NA, N/A or Not collected etc.) into any cell other than the comments cells. We will assume that a zero in any cell signifies a zero count for this data item.

Comments

-  A white space has been provided next to each table for comments. If any data items are missing then a comment must be added to the spreadsheet.




Validation 1

Validation 1 involves checking for common sense errors. These errors must be resolved before the spreadsheet is submitted via AFON.

-  Data items that pass validation will be coloured green.
-  Data items where no data is entered, or which break a validation rule, are coloured red. You should enter a zero where the data item is nil, or make a comment.
-  Missing data items with a comment provided will be coloured amber.
-  Data items that break a validation rule require a comment to explain the entry and will be subject to further confirmation.

Validation 2

Validation 2 involves comparing information submitted for the previous year and looking for large changes. Validation will flag data items that have changed by more than a pre-defined amount between years. These data items are flagged in column V2 of the spreadsheet.

-  Data items that pass validation will be coloured green.
-  Data items which have changed by more than 10% require an explanation for the change. Explanations must include reasons for the change and not simply indicate that a change has occurred or confirm the change.
-  Data items where an explanation has been provided will be coloured amber.

General Guidance

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Table 1

- 1.1 Only include initial assessments in row 1.
- 1.2 An HMO or non-HMO with both category 1 and 2 hazards is counted in both rows (row 2 and row 3).
- 1.3 An HMO or non-HMO with multiple category 1 hazards is only counted once in row 2. Similarly, an HMO or non-HMO with multiple category 2 hazards is only counted once in row 3.
- 1.4 Row 2 or row 3 should not be greater than the total in row 1.
- 1.5 Row 4 can include HMOs and non-HMOs where hazards were identified in previous years but resolved in the reporting year. Do not include HMOs/non-HMOs which were made free of hazards without local authority action.
- 1.6 This data is not an estimate of the number of HMOs/non-HMOs with category 1 hazards in the area.

Table 2

- 2.1 The number of hazards in table 2 cannot be less than the number of HMOs/non-HMOs with hazards in table 1.
- 2.2 Hazard types are listed as hazards in Housing Wales: Housing Health and Safety Rating System: Operating Guidance (Housing Act 2004: Part 1).
- 2.3 We would expect the number of hazards of each type in table 2a for non-HMOs to be less than or equal to the number of assessments, and validation tests are applied to ensure this is the case. A similar test is applied in table 2b in respect of HMOs, although it is recognised that there may be some isolated cases where more than one hazard of a particular type can be identified against HMOs, for example where a flat of multiple occupancy is itself part of a wider HMO, or where an assessment of an entire HMO is incomplete, and hence not recorded, but where the hazard has been recorded to facilitate immediate remedial work.

Table 3

- 3.1 Only include HMOs licensed at 31 March. Do not report the number of licences issued during the year.
- 3.2 Include passported and new licences.
- 3.3 Include full and conditional licences.
- 3.4 If your authority does not have a selective licensing scheme, please record zero in row 4.
- 3.5 Further details on licensing is available in Parts 55, 56 and 79 of the Housing Act 2004.
- 3.6 The total number of licences in row 3 should equal the numerators of performance indicators PSR/007 parts a) and b) combined.

Table 4

- 4.1 The number of known HMOs in row 1 should equal the denominator of all parts of performance indicator PSR/007.
- 4.2 The number of known HMOs in row 1 should be greater than or equal to the number of licensed HMOs in table 3, row 3.
- 4.3 The estimated number of HMOs should be greater than or equal to the number of known HMOs.

Further guidance is available in the Act:

[Housing Act 2004](#)

and The Selective Licensing of Houses (Additional Conditions)(Wales) Order 2006

[2006 Order](#)

Definitions

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Houses in multiple occupation (HMOs)	These are defined in sections 254-260 of the Housing Act 2004 as a building or part of a building which: (i) meets the standard test; (ii) meets the self-contained flat test; (iii) meets the converted building test; (iv) has an HMO declaration in force; or (v) is a converted block of flats.
Selective licensing	The Housing Act 2004 introduced selective licensing to deal with particular problems in an area. Selective licensing will be primarily focused on: - areas of low housing demand; and - other areas suffering from anti-social behaviour. Selective licensing can be introduced where either: a) a local housing authority has declared an area as a renewal area; b) a local housing authority has provided assistance to any person in accordance with an adopted and published policy; c) the area of their district or area in their district comprises a minimum of 25% of housing stock let by private sector landlords.

Further definitions are available in the 2004 Act.

[Housing Act 2004](#)

and The Selective Licensing of Houses (Additional Conditions)(Wales) Order 2006

[2006 Order](#)

Contact Information

Please select your authority from the list provided

Hazards and licences

[Survey Response Burden](#)

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Please provide contact details for your authority below. This will help us to direct any queries to the correct contact.

Form completed by/Main contact for data queries:

	V1
Name	X
Telephone number	X
E-Mail address	X

Alternative contact details

Name	X
Telephone number	X
E-Mail address	X

Survey Response Burden

Please select your authority from the list provided

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The Welsh Government monitors the burden placed on local authorities completing the data collection forms. This helps us when planning future changes to data collection forms. We would be grateful if you could assist us by completing the table below.

Please enter the time it has taken you (and any colleagues) to prepare and send the return. A number of staff employed in different roles may have been involved. You are asked to count the hours spent by staff in each full time equivalent annual salary band indicated below. You will need to round staff salaries to the nearest £1,000. Please record your time to the nearest hour.

Please enter the number of hours taken to complete this form by grade of each staff member:

- Retrieval and saving the empty form;
- Collection, collation, analysis and aggregation of records and figures required;
- Filling in, checking, amending, reviewing and, when completed, approving the form; and
- Sending the form back via AFON.

Grade of staff	Hours taken	V1
Band 1 (£11,500 - £19,999)		X
Band 2 (£20,000 - £26,999)		X
Band 3 (£27,000 - £33,999)		X
Band 4 (£34,000 - £53,999)		X
Band 5 (£54,000+)		X

Comments

Table 1: Assessments and resolved hazards

Please select your authority from the list provided

During the year
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		2018-19						Comments	
		Non-HMOs	HMOs	Total	V1				
		a	b	c	a	b	c		
1	Total assessments			0	✗	✗	✓		
2	Of which:	Contained category 1 hazards*							
3		Contained category 2 hazards*							
4	Number of HMOs and non-HMOs where all category 1 hazards have been resolved as a result of local authority action				0	✗	✗	✓	

*An assessment can contain category 1 and category 2 hazards. Both should be recorded in rows 2 and 3 if applicable.

		2017-18						Comments	
		Non-HMOs	HMOs	Total	V2				
		a	b	c	a	b	c		
1	Total assessments	-	-	-	✓	✓	✓		
2	Of which:	Contained category 1 hazards*							
3		Contained category 2 hazards*							
4	Number of HMOs and non-HMOs where all category 1 hazards have been resolved as a result of local authority action		-	-	-	✓	✓	✓	

Comments

Table 2a: non-HMOs - Number of category 1 and 2 hazards identified by the local authority, by hazard type

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During the year

Hazard Type	2018-19				2017-18				Comments
	Number of hazards identified in non-HMOs		V1		Number of hazards identified in non-HMOs		V2		
	Category 1	Category 2	a	b	Category 1	Category 2	a	b	
1 Damp and mould growth			✗	✗	-	-	✓	✓	
2 Excess cold			✗	✗	-	-	✓	✓	
3 Excess heat			✗	✗	-	-	✓	✓	
4 Asbestos and manufactured mineral fibres (MMF)			✗	✗	-	-	✓	✓	
5 Biocides			✗	✗	-	-	✓	✓	
6 Carbon monoxides and fuel combustion products			✗	✗	-	-	✓	✓	
7 Lead			✗	✗	-	-	✓	✓	
8 Radiation			✗	✗	-	-	✓	✓	
9 Uncombusted fuel gas			✗	✗	-	-	✓	✓	
10 Volatile organic compounds			✗	✗	-	-	✓	✓	
11 Crowding and space			✗	✗	-	-	✓	✓	
12 Entry by intruders			✗	✗	-	-	✓	✓	
13 Lighting			✗	✗	-	-	✓	✓	
14 Noise			✗	✗	-	-	✓	✓	
15 Domestic hygiene, pests and refuse			✗	✗	-	-	✓	✓	
16 Food safety			✗	✗	-	-	✓	✓	
17 Personal hygiene, sanitation and drainage			✗	✗	-	-	✓	✓	
18 Water supply			✗	✗	-	-	✓	✓	
19 Falls associated with baths etc.			✗	✗	-	-	✓	✓	
20 Falling on level surfaces etc.			✗	✗	-	-	✓	✓	
21 Falling on stairs etc.			✗	✗	-	-	✓	✓	
22 Falling between levels			✗	✗	-	-	✓	✓	
23 Electrical hazards			✗	✗	-	-	✓	✓	
24 Fire			✗	✗	-	-	✓	✓	
25 Flames, hot surfaces			✗	✗	-	-	✓	✓	
26 Collision and entrapment			✗	✗	-	-	✓	✓	
27 Explosions			✗	✗	-	-	✓	✓	
28 Position and operability of amenities			✗	✗	-	-	✓	✓	
29 Structural collapse and falling elements			✗	✗	-	-	✓	✓	
30 Total	0	0	✓	✓	-	-	✓	✓	

Comments

Table 2b: HMO - Number of category 1 and 2 hazards identified by the local authority, by hazard type

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Please select your authority from the list provided

During the year

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Hazard Type	2018-19				2017-18				Comments
	Number of hazards identified in HMOs		V1		Number of hazards identified in HMOs		V2		
	Category 1	Category 2	c	d	Category 1	Category 2	c	d	
1 Damp and mould growth			✗	✗	-	-	✓	✓	
2 Excess cold			✗	✗	-	-	✓	✓	
3 Excess heat			✗	✗	-	-	✓	✓	
4 Asbestos and manufactured mineral fibres (MMF)			✗	✗	-	-	✓	✓	
5 Biocides			✗	✗	-	-	✓	✓	
6 Carbon monoxides and fuel combustion products			✗	✗	-	-	✓	✓	
7 Lead			✗	✗	-	-	✓	✓	
8 Radiation			✗	✗	-	-	✓	✓	
9 Uncombusted fuel gas			✗	✗	-	-	✓	✓	
10 Volatile organic compounds			✗	✗	-	-	✓	✓	
11 Crowding and space			✗	✗	-	-	✓	✓	
12 Entry by intruders			✗	✗	-	-	✓	✓	
13 Lighting			✗	✗	-	-	✓	✓	
14 Noise			✗	✗	-	-	✓	✓	
15 Domestic hygiene, pests and refuse			✗	✗	-	-	✓	✓	
16 Food safety			✗	✗	-	-	✓	✓	
17 Personal hygiene, sanitation and drainage			✗	✗	-	-	✓	✓	
18 Water supply			✗	✗	-	-	✓	✓	
19 Falls associated with baths etc.			✗	✗	-	-	✓	✓	
20 Falling on level surfaces etc.			✗	✗	-	-	✓	✓	
21 Falling on stairs etc.			✗	✗	-	-	✓	✓	
22 Falling between levels			✗	✗	-	-	✓	✓	
23 Electrical hazards			✗	✗	-	-	✓	✓	
24 Fire			✗	✗	-	-	✓	✓	
25 Flames, hot surfaces			✗	✗	-	-	✓	✓	
26 Collision and entrapment			✗	✗	-	-	✓	✓	
27 Explosions			✗	✗	-	-	✓	✓	
28 Position and operability of amenities			✗	✗	-	-	✓	✓	
29 Structural collapse and falling elements			✗	✗	-	-	✓	✓	
30 Total		0	0	✓	✓		✓	✓	

Comments

Table 3: Licences

Please select your authority from the list provided

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	At 31 March 2019		At 31 March 2018		Comments
	Dwellings licensed	V1	Dwellings licensed	V2	
1 Mandatory HMO licences		✗	-	✓	
2 Additional HMO licences		✗	-	✓	
3 Total HMO licences	0	✓	-	✓	
4 Selective licences		✗	-	✓	
5 Total licences	0	✓	-	✓	

Comments

Table 4: HMOs in the local authority area

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	At 31 March 2019		At 31 March 2018		Comments
	Number	V1	Number	V2	
	a	a			
1 Known HMOs in local authority area		✘	-	✓	
2 Estimate of all HMOs in local authority area		✘	-	✓	
3 Please provide a comment if the number of assessments is greater than 20% of the number of estimated HMOs		0 ✘			

Comments