

Technical guidance for completing the form

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.

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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.

General Guidance	April 2023 - March 2024
Table 2 – Completions of new permanent dwellings during the year	Back to Home Page
2.1 Report permanent dwellings created by new construction.	
2.2 Houses include bungalows (living accommodation in a building of one storey).	
2.3 Flats include maisonettes.	
 Exclude: Hostels. Acquisitions of existing properties and acquisitions of newly built properties that were not originally intended for social housing such as properties acquired from private developers by the local authority or an RSL. In the case of newly built properties these should be regarded as Private Sector completions regardless of whether the dwelling was acquired by the local authority or an RSL prior to completion. 	
 Include: Housing units transferred to RSLs from developers as part of section 106 planning agreements; and Dwellings created through any conversion or improvement, where there has been: a change of use e.g. from a barn, warehouse or chapel; or splitting a house into flats or vice versa. 	
2.6 When recording dwellings created through conversion or improvement, only the net increase or decrease should be counted. E.g. if a house is converted into 3 flats, this should only be recorded as 2 new dwellings.	
2.7 Dwellings should be reported as completed in the year in which they become ready for occupation.	
Table 3 – Number of bedspaces in multi-occupancy accommodation completed during the year	
3.1 No specific guidance.	

Definitions	April 2023 - March 2024 Back to Home Page
Bedspaces	The space for one person. A double bedspace is two bedspaces and a cot is one bedspace. A single bedsit counts as one bedspace, a double bedsit counts as two bedspaces.
Completions	A dwelling is defined as completed when a completion notice has been served and when it has become ready for occupation.
Dwelling	A building or any part of a building that forms a separate and self contained set of premises designed to be occupied by a single family or household.
Non self-contained/multiple occupancy accommodation	A non self contained dwelling is accommodation which lacks exclusive use of bath/shower or WC or some cooking facilities. These usually take the form of a bedsit, shared housing, refuge, hostel, or hostel type accommodation in which each bedspace is therefore normally considered a non self contained dwelling.
Starts	A house or flat is counted as started on the date work begins on the laying of the foundation, including 'slabbing' for houses that require it, but not including site preparation. Thus when foundation work commences on a pair of semi-detached houses two houses are counted as started, and when work begins on a block of flats all the dwellings in that block are counted as started. The starts of houses in building schemes are usually phased over a period of weeks or even, in very large schemes, months.
Affordable housing	This applies to housing where there are secure mechanisms in place to ensure that it is accessible to those who cannot afford market housing, both on first occupation and for subsequent occupiers. Some schemes may provide for staircasing to full ownership, and where this is the case there must be secure arrangements in place to ensure the recycling of capital receipts to provide replacement affordable housing. The recycling of capital receipts can be achieved by covenanting the property to provide local authorities and registered social landlords with the opportunity to buy the property back once it comes onto the open market. Affordable housing breaks down into two sub-categories: • Social rented housing; and • Intermediate nented category includes properties where the rents are above those of social rented i.e. Benchmark rents but below market housing rents. <i>Includes:</i> • Affordable housing provided on allocated and windfall sites secured by a Section 106 agreement, planning conditions or other appropriate mechanism; • Affordable housing provided on sites allocated for 100% affordable housing; • Affordable housing provided on affordable housing exception sites; • Affordable housing provided on affordable housing exception sites; • Affordable housing provided on affordable housing exception sites; • Affordable housing provided on affordable housing exception sites; • Affordable housing provided through planning system. • All other affordable housing. • Affordable housing units provided through planning system. • All other affordabl

Contact information		April 2023 - March 2024 PLEASE SELECT <u>Back to Home Page</u>
Please provide contact details for your	RSL below. This will help us to direct any queries to the	correct contact.
Form completed by/Main contact fo	r data queries:	V1
Name		*
Telephone number		*
E-Mail address		*
Alternative contact details		
Name		*
Telephone number		*
E-Mail address		*

Monitoring survey response burden

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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 only include time spent on activities to prepare and send this return, such as:

- 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 to the Welsh Government's Statistical Directorate through Objective Connect.

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

Comment

Locati	ion		April 2023 - March 2024
			PLEASE SELECT
			<u>Table 2</u> <u>Back to Home Page</u>
Please develop	tick the box for each loca oment	l authority in wh	nich your RSL carries out
		lata items for tha	t authority will be recorded as
not app	licable		
	Isle of Anglesey		Neath Port Talbot
	Gwynedd		Bridgend
	Conwy		The Vale of Glamorgan
	Denbighshire		Cardiff
	Flintshire		Rhondda Cynon Taf
	Wrexham		Merthyr Tydfil
	Powys		Caerphilly
	Ceredigion		Blaenau Gwent
	Pembrokeshire		Torfaen
	Carmarthenshire		Monmouthshire

Table 2: Number of new permanent dwellings completed during the year

April 2023 - March 2024

PLEASE SELECT Table 3

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Only Local Authority and National House Building Council (NHBC) inspected data should be included. Exclude figures from Private Approved Inspectors (PAIs)

	Completed during this year					Completed during this year								
Go to guidance			Houses wit	h:					Flats with:	:				
Go to definitions														
												Total		
	1	2	3	4 or more			1	2	3	4 or more		houses and		
	bedroom	bedrooms	bedrooms	bedrooms	Total	V1	bedroom	bedrooms		bedrooms	Total	flats	V1	Comment
	а	b	С	d	е	abcde	f	g	h	i	j	k	fghij	[]
1 Isle of Anglesey					-	$\checkmark \checkmark \checkmark \checkmark \checkmark \checkmark$					0	-	$\checkmark \checkmark \checkmark \checkmark \checkmark \checkmark$	
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4 Denbighshire						$\checkmark \checkmark \checkmark \checkmark \checkmark \checkmark$					0		$\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark$	
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11 Swansea						$\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark$					0	0	$\checkmark \checkmark \checkmark \checkmark \checkmark \checkmark$	
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13 Bridgend						$\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark$					0	0	$\checkmark \checkmark \checkmark \checkmark \checkmark \checkmark$	
14 The Vale of Glamorgan					0	$\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark$					0	0	$\checkmark \checkmark \checkmark \checkmark \checkmark \checkmark$	
15 Cardiff					0	$\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark$					0	0	$\checkmark \checkmark \checkmark \checkmark \checkmark \checkmark$	
16 Rhondda Cynon Taf					0	$\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark$					0	0	$\checkmark \checkmark \checkmark \checkmark \checkmark \checkmark$	
17 Merthyr Tydfil					0	$\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark$					0	0	\checkmark \checkmark \checkmark \checkmark	
18 Caerphilly					0	$\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark$					0	0	\checkmark \checkmark \checkmark \checkmark	
19 Blaenau Gwent						$\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark$					0	0	\checkmark \checkmark \checkmark \checkmark	
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21 Monmouthshire						$\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark\checkmark$					0	0	\checkmark \checkmark \checkmark \checkmark	
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Comment														

Table 3: Number of multiple occupancy bedspaces composition Only Local Authority and National House Building Council (NHBC) is Exclude figures from Private Approved Inspectors (PAIs)	April 2023 - March 2024 PLEASE SELECT <u>Table 4</u> Back to Home Page		
<u>Go to guidance</u> <u>Go to definitions</u>	Number a	V1 a	Comment
1 Multiple occupancy bedspaces completed in this year		×	
Comment			

Table 4: Affordable housing completed this year April 2023 - March 20 PLEASE SELE									
This table asks if using the link.	Back to Home Page								
<u>Go to guidance</u> <u>Go to definitions</u>									
	Total dwellings completed this year	Of which are NOT affordable housing							
	Total	Number	V1 a	Comment					
1 Total houses	0	u	*						
2 Total flats	0		×						
3 Total houses and flats	0	C)						
Comment	:								
2 Total flats 3 Total houses and flats			*						