



P2 Full Guidance Notes

Guidance notes on the completion of the P2(Quarterly)

Housebuilding (Quarterly)

About the return

The purpose of this return is to collect quarterly information about the new dwellings that you inspect for building control reasons. This is used to provide estimates of all new housebuilding activity in your local authority area after it is combined with parallel data from the National Housebuilders Council. Figures for your authority are added to others to give regional and national housebuilding figures. This is key information for the Government and the media on economic conditions generally, for the construction industry and about the housing market. Up-to-date national figures are released through a quarterly statistical release.

Points to note when completing the return

- a) **all fields must be completed**
- b) where an entry is unknown or unavailable, # should be entered
- c) please give estimates if you are unable to fill in a box with an exact figure
- d) where an entry is zero, 0 should be entered
- e) when asked to provide an explanation, please use the Notes box
- f) **include** new housebuilding activity inspected under your building control duties
- g) **exclude** NHBC inspected new housebuilding activity, all conversions and improvements.

Deadline for submission

Completed returns should be submitted on Interform within two weeks. Please take a printout or copy of the return for future reference.

Help

If you have any problems providing the data required in the return, please contact: Charlotte Redwood on 0117 372 8037 or the Helpdesk on 0117 372 8989 (email interform.support@communities.gsi.gov.uk). The fax number is 0117 372 8699.

Dwellings started during the quarter

A dwelling is a self-contained unit with a lockable front door, which has its own bathroom and kitchen. A permanent has a design life of over 60 years. Dwellings should be reported as started when the foundations are laid (or slabbing, if applicable). All dwellings in a block of flats should be shown as started when the work on the foundations of the block has begun.

Dwellings completed during the quarter

Dwellings should be reported as completed when they become ready for occupation. For local authority dwellings this will normally be taken to be the quarter in which keys are handed over to the clerk of works. For other dwellings this will be the quarter in which notice of completion or occupation is given, whichever is the earlier. *If full information is not available for all dwellings please provide estimates.*

Column 1 (Private Enterprise dwellings)

Include all new dwellings financed and built by private developers in the local authority area. This includes any such dwellings built on local authority land, but not dwellings built on behalf of Registered Social Landlords. Include here all dwellings for which the tenure is not known. This might include dwellings started by a private builder under a Section 106 agreement, where as yet no registered social landlord has been found for the social housing component

Include all new dwellings provided for statutory purposes other than under the Housing Act 1985, or for an authority other than the housing authority, e.g. for a Government Department, Police, Fire or other public authority.

Column 2 (Registered Social Landlord dwellings)

Include all new dwellings built on behalf of **housing associations** or **local housing companies**, even if construction is carried out by private contractors. Dwellings should also be included if the housing association is not registered with the Housing Corporation, or if it was set up following a Large Scale Voluntary Transfer of dwellings out of local authority control. Exclude the rehabilitation of dwellings. Exclude dwellings purchased by housing associations or local housing companies from private sector after the dwellings concerned have been completed.

Column 3 (Local Authority dwellings)

Include all new dwellings being built by your authority within your authority's boundaries, on land owned or held on a long lease by your authority. **Include in your figures those being built by another local authority within your authority's boundaries.** Include any new housebuilding which is part of a larger scheme of local authority dwellings; even if this newbuild is only to replace the loss of dwellings arising from the demolition or conversion of existing local authority stock. Exclude all new dwellings provided for statutory purposes other than under the Housing Act 1985, or for an authority other

than the housing authority, e.g. for a Government Department, Police, Fire or other public authority. Exclude all new dwellings built on local authority land by housing associations, or by private developers for eventual sale.

Column 4 (Total)

Please include all new dwellings started and completed during the quarter. These totals should equal the sum of the three boxes to the left.

Confirm Please confirm that this return is based on LA Inspected New Build properties only.

Email You must enter an email address for any queries about, and any reminders for future submission of, the data in this return. This is a mandatory field for completion. NB For your convenience this field should be prefilled with the last address entered. If it is no longer current you will need to amend

Contact Please enter a contact name for queries about the data in this return.

Final Please alter the drop down box from No to YES if all sections of the return are final and you are ready to submit the data. NB This will revert to No on saving if there are unresolved mandatory errors or uncompleted mandatory fields

Phone Please enter a telephone number for the contact entered above.

Notes Please use this box if you wish to provide additional information about the entries made in this return. You should use this box to explain data entries detailed in any non mandatory errors (where the data does not need to be changed to clear them). If present these will be listed in the Status report