



Ministry of Housing,
Communities &
Local Government

H-CLIC

The Homelessness Case Level Information Collection (H-CLIC) Data Monitoring Specification

For the monitoring of the Homelessness Reduction Act 2017

Version 1.4.3

Issued: 28th September 2018

Table of Contents

1.	Introduction.....	7
2.	Revisions log	7
3.	File Format and Sample Data	7
4.	File Transmission	8
5.	The Data	8
6.	Personal data.....	10
7.	Field Validation	10
8.	Section Validation	10
9.	Closed Cases	11
10.	Legacy Cases.....	11
11.	Specification of the H-CLIC Variables and Validations	12
1.	The MAIN Section	13
2.	The PEOPLE Section.....	39
3.	The SUPPORT Section	48
4.	The PREVENT Section	52
5.	The RELIEF Section	62
6.	The ASSISTANCE Section	73
7.	The DECISION Section.....	76
8.	FINAL DUTIES Section.....	87
9.	The TEMPORARY ACCOMMODATION Section	93
10.	The REVIEW Section	102
	Annex 1: Personal Data	110
	Annex 2: Updates to the H-CLIC data requirement version 1.3	119
	Annex 3: Updates to the H-CLIC data requirement version 1.4	121
	Annex 4: Local authority codes and names look ups.....	124

Contents

1.	Introduction.....	7
2.	Revisions log	7
3.	File Format and Sample Data	7
4.	File Transmission	8
5.	The Data	8
6.	Personal data	10
7.	Field Validation	10
8.	Section Validation	10
9.	Closed Cases	11
10.	Legacy Cases.....	11
11.	Specification of the H-CLIC Variables and Validations	12
1.	The MAIN Section	13
1.1	Local Authority Code and Case Reference Number	14
1.2	Previous Case Reference Number	15
1.3	Reasons for eligibility for assistance.....	16
1.4	Number of children.....	17
1.5	Date of assessment of circumstances and needs.....	18
1.6	Assessment of circumstances and needs.....	19
1.7	Ethnic group of main applicant	20
1.8	Sexual orientation of main applicant	21
1.9	Nationality of main applicant	22
1.10	Employment status of main applicant.....	23
1.11	Benefits towards housing costs.....	24
1.12	Benefits towards other living costs	25
1.13	Accommodation at time of application	26
1.14	Accommodation when last settled	28
1.15	Main reason for loss of settled home.....	29
1.16	Reason for loss of Assured Shorthold Tenancy	30
1.17	Reason for loss of social rented tenancy	31
1.18	Reason for loss of Supported Housing.....	32
1.19	Referrals into the Authority	33
1.20	Referral Agency	34
1.21	Local Connection authority	36
1.22	Date homeless application made	37
1.23	Employment status of main applicant's spouse or partner.....	38
2.	The PEOPLE Section.....	39
2.1	Local Authority Code and Case Reference Number.....	40
2.2	Person identifier.....	41

2.3	Gender	42
2.4	Age	43
2.5	Relationship	44
2.6	Date joined household homeless application.....	45
2.7	Date left household homeless application.....	46
2.8	Age at quarter end	47
3.	The SUPPORT Section	48
3.1	Local authority code and Case Reference Number	49
3.2	Support Needs of Main Applicant and Household members.....	50
4.	The PREVENT Section	52
4.1	Local authority code and Case Reference Number	53
4.2	Date Prevention Duty started.....	54
4.3	Prevention Activity	55
4.4	Engaged with support needs	56
4.5	Date Prevention Duty ended	57
4.6	Reason Prevention Duty ended	58
4.7	Temporary accommodation provided or duty owed	59
4.8	Accommodation Outcome	60
4.9	Local authority location of accommodation outcome.....	61
5.	The RELIEF Section	62
5.1	Local authority code and Case Reference Number	63
5.2	Date Relief Duty started.....	64
5.3	Relief Activity	65
5.4	Engaged with support needs	66
5.5	Date Relief Duty ended	67
5.6	Reason Relief Duty ended.....	68
5.7	Temporary accommodation provided or duty owed	69
5.8	Accommodation outcome	70
5.9	Local authority location of accommodation outcome.....	71
5.10	Local Connection Destination Authority.....	72
6.	The ASSISTANCE Section	73
6.1	Local authority code and Case Reference Number	74
6.2	Assistance with support needs	75
7.	The DECISION Section	76
7.1	Main duty decision date	77
7.2	Date main duty decision takes effect	78
7.3	Outcome of decision	79

7.4	Relief offered to legacy cases.....	80
7.5	Priority need decision	81
7.6	Temporary accommodation provided or duty owed	83
7.7	Accommodation outcome	84
7.8	Local Connection Destination Authority	85
7.9	Local authority location of accommodation outcome.....	86
8.	FINAL DUTIES Section	87
8.1	Local authority code and Case Reference Number	88
8.2	Section 193(2), section 193C(4) or section 195A(1) duty end date	89
8.3	Reason the section 193(2) Duty, the section 193C(4) Duty or the section 195A(1) Duty ended	90
8.4	Accommodation outcome	91
8.5	Local authority location of accommodation outcome.....	92
9.	The TEMPORARY ACCOMMODATION Section	93
9.1	Local authority code and Case Reference Number	94
9.2	Date entered temporary accommodation.....	95
9.3	Date of entry into temporary accommodation placement.....	96
9.4	Date of exit from temporary accommodation placement.....	97
9.5	Type of temporary accommodation.....	98
9.6	Number of bedrooms within the temporary accommodation placement.....	99
9.7	Duties under which temporary accommodation is provided.....	100
9.8	Is temporary accommodation in other local authority district	101
9.9	Date of exit from temporary accommodation	102
10.	The REVIEW Section	102
10.1	Local authority code and Case Reference Number	104
10.2	Date review requested.....	105
10.3	Date review completed	106
10.4	Review requested	106
10.5	Decision subject to County Court Appeal.....	108
10.6	Review outcome.....	109
Annex 1:	Personal Data	110
A1.1	Local Authority Code and Case Reference Number	111
A1.2	Person identifier	112
A1.3	Date of Birth.....	113
A1.4	Forename	114
A1.5	Surname.....	115
A1.6	National Insurance Number	116

A1.7	Property name or number of current or last settled accommodation	117
A1.8	Postcode of current or last settled accommodation.....	118
Annex 2:	Updates to the H-CLIC data requirement version 1.3	119
A2 Table 1:	Medium to high impact changes to H-CLIC version 1.3.....	120
A2 Table 2:	Medium to Low impact changes to H-CLIC version 1.3	120
Annex 3:	Updates to the H-CLIC data requirement version 1.4	121
A3 Table 2:	Medium to Low impact changes to H-CLIC version 1.4	122
Annex 4:	Local authority code look ups	124

1. Introduction

This data specification contains the core questions to be used in the monitoring of statutory homelessness by local authorities in England following commencement of the Homelessness Reduction Act 2017.

It includes the acceptable methods and media for sending the data, the overall format of the data file, and rules governing when to send data. Definitions and format validation checks on each variable are also provided.

This document is intended to be a working document and will be updated periodically. The revisions log below provides the record of the nature and timing of these updates.

2. Revisions log

25 th October 2017 Version 1.0	Finalised data specification.
26 th October 2017 Version 1.1	Finalised data specification with option 9, “not homeless” added to section 7.3
16 th November 2017 Version 1.2	Finalised data specification with: field mandatory routing updated in section 1.20; ‘priority need’ removed from option 4 of section 7.3
13 th December 2017 Version 1.3	Finalised data specification with updates detailed in <i>Annex 2: Updates to the H-CLIC data requirement version 1.3</i>
9 th January 2018 Version 1.4	Finalised data specification with updates detailed in <i>Annex 3: Updates to the H-CLIC data requirement version 1.4</i>
9 th March 2018 Version 1.4.1	Finalised data specification with updates where guidance was inconsistent or unclear as detailed in <i>Annex 3: Updates to the H-CLIC data requirement version 1.4</i>
8 th May 2018 Version 1.4.2	Finalised data specification with updates where guidance was inconsistent or unclear as detailed in <i>Annex 3: Updates to the H-CLIC data requirement version 1.4</i>
August 2018 Version 1.4.3	Finalised data specification with updates where guidance was inconsistent or unclear as detailed in <i>Annex 3: Updates to the H-CLIC data requirement version 1.4</i>

3. File Format and Sample Data

Data should be sent in XML format. An XSD file will be made available to outline the format of delivery. This will be consistent with the latest version of the requirement.

Local authorities without a compatible IT system and a low caseload will be able to submit information via an online form in DELTA manually on a case level basis.

4. File Transmission

Local authorities should submit an XML file of their data to the Department for Communities and Local Government.

Data transmission will be via the Department for Communities and Local Government's DELTA system. Further information will be provided in time for local authorities to upload their data.

Local authorities without a compatible IT system and a low caseload will be able to submit information via an online form in DELTA manually on a case level basis.

5. The Data

The xml data specification can be split into sections indicated by the parent XML tag. The sections relate to different characteristics of each case and the potential stages a case may progress through from assessment to the final outcome of cases (described below).

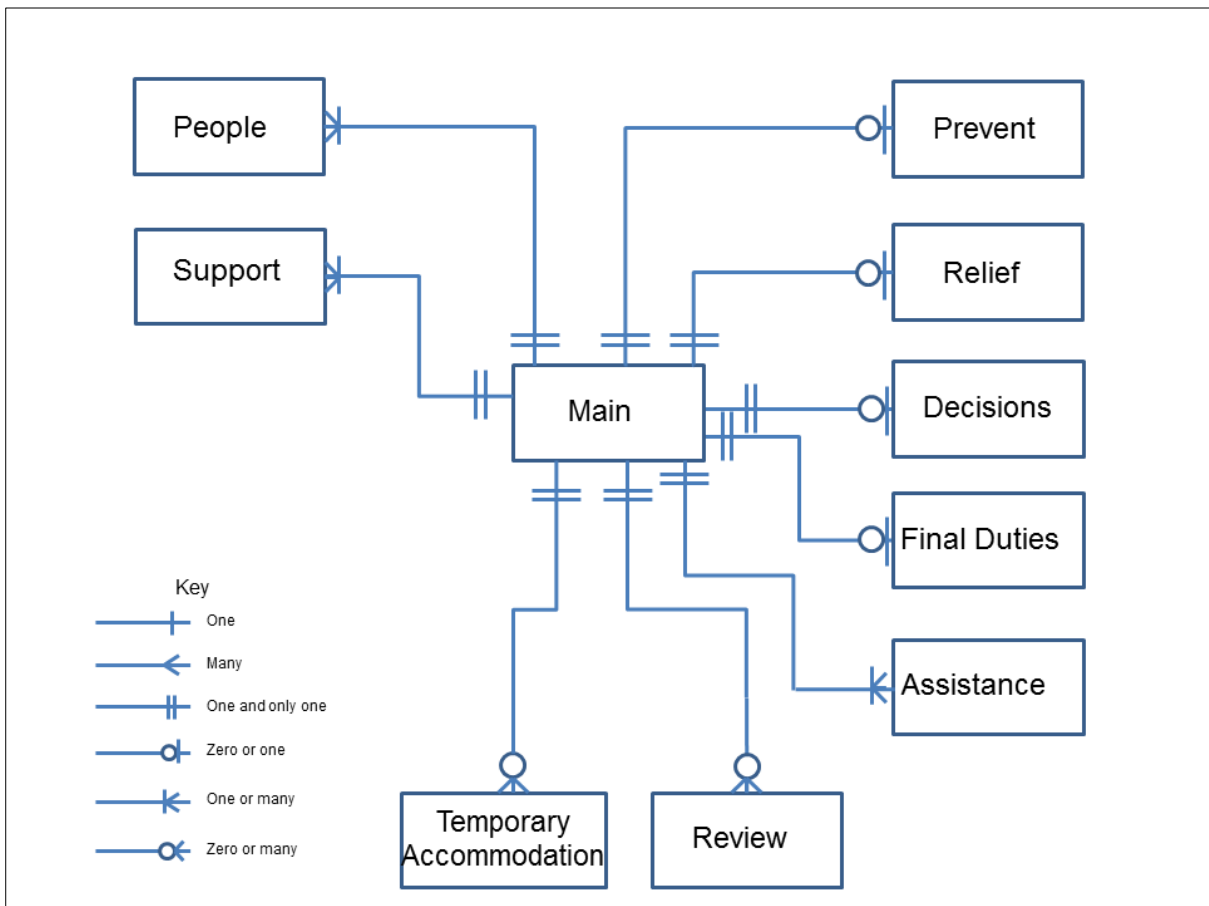
Please note that various sections may not be required in each case. With few exceptions, all fields in a section should be complete if that section is relevant to a case.

There are ten sections:

Section	Single or multiple records per case	Description	Cases taken under the Homelessness Reduction Act
Main	Single entry	Information on the main applicant and details of the homelessness application for the household.	Mandatory
People	Single or multiple entry	The characteristics of each household member.	Mandatory
Support	Single or multiple entry	Captures any support needs in the household.	Mandatory
Prevent	Single entry	Captures activity if the Prevention Duty is owed.	Conditional upon a prevention duty owed
Relief	Single entry	Captures activity if the Relief Duty is owed.	Conditional upon a relief duty owed
Decision	Single entry	Captures activity if the case proceeds to an assessment for the s193(2) duty, the s193C(4) duty or the s195A(1) duty.	Conditional on an unsuccessful relief duty

Final Duties	Single entry	Captures activity if the case was assessed as owed the s193(2) duty, the s193C(4) duty or the s195A(1) duty.	Conditional on a decision that main duty is owed
Assistance	Single or multiple entry	Captures assistance with support needs received by the household.	Conditional
Temporary Accommodation	Single or multiple entry	Captures use of temporary accommodation	Completed as required
Review	Single or multiple entry	Captures any reviews requested on the local authority's decisions relating to the case.	Completed as required

Figure 1: The relationship between the H-CLIC data sections



The above diagram shows the relationship between the sections of the data. These relationships will be enforced upon receipt of data at MHCLG. The sections can be thought of as tables that will form a relational database upon receipt at MHCLG. There is also a flow diagram in the guidance document demonstrating possible routes through the H-CLIC and HRA process.

6. Personal data

Personal data has been moved from the People Section into a separate section at the end of this requirement document. For data security, this personal data will be submitted via a separate XML upload to H-CLIC. MHCLG will request this either quarterly or as required. Further information will be provided in early 2018.

7. Field Validation

Data returned to MHCLG must conform to the standards set out in this document. This validation should therefore be enforced in systems used to record and store casework data. Data that does not meet these standards will be rejected by the Department.

8. Section Validation

Table 1: Submission rules for the H-CLIC sections

Stage of case	Submission trigger	Minimum sections to be completed
Initial assessment	Initial assessment	Main, People, Support
Prevention Duty	Prevention Duty ends	Assistance, Main, People, Prevent, Support
Relief Duty	Relief Duty ends	Assistance, Main, People, Relief, Support
Decision	A decision on s193(2) or s193c(4) duty	Decision, Main, People, Support, Assistance
Final Duties	Final Duties end	Assistance, Final Duties, Main, People, Support
Temporary accommodation	A household is currently living in temporary accommodation A household leaves temporary accommodation.	Main, People, Support, Temporary accommodation
Review	Review completed	Main, People, Review, Support & if review was successful it is expected that the new activity and outcome is reported

At the end of each quarter any case that has been active during the latest quarter should be submitted to the Department. Activity triggers for submitting cases are provided in Table 1 above.

If multiple stages are completed then sections relevant across these activities should be submitted. For example, if prevention fails and relief is successful on a case then Assistance, Main, People, Prevention, Relief and Support sections should be submitted at the end of that quarter.

Submissions should only be made on cases if an activity trigger has been reached during the last quarter. When the new sections are provided there will be an opportunity to update information in the Main, People and Support sections to reflect any changes to household composition and needs. If a submission trigger has not been reached within a quarter, there is no need to resubmit the updated Main, People and Support information.

9. Closed Cases

Where a case closes following a decision and the applicant household is not in temporary accommodation, no further data should be submitted. If the case has closed the review section could be submitted subsequently. If there is a review, the case could be reopened and redrafted, depending on the review decision.

10. Legacy Cases

H-CLIC is designed to report on new cases that present to the Department once the Homelessness Reduction Act comes into force in April 2018. However many authorities will have a number of legacy cases to manage under the old legislation for months or years beyond this date. For this reason we have added an option to section 1.6 of the H-CLIC form that identifies cases that are being managed under the old legislation. Selection of this option will result in some changes to routing options which are outlined. This means that H-CLIC works with and without legacy cases being reported.

Activity triggers for submitting legacy cases are provided in Table 2 below.

Table 2: Submission rules for legacy cases

Stage of case	Submission trigger	Sections to be completed
Prevention	A successful homelessness prevention	Main, People, Prevent
Decision	A decision on s193 duty	Decision, Main, People
Relief	A successful homelessness relief	Decision, Main, People, Relief
Final Duties	Final Duties end	Final Duties, Main, People
Temporary accommodation	A household is currently living in temporary accommodation A household leaves temporary accommodation.	Main, People, Temporary accommodation

11. Specification of the H-CLIC Variables and Validations

The rest of this specification describes each of the variables to be included, the possible responses to the questions to which they relate, the values associated with the responses, and any validation checks required.

The Data is split into a number of sections per case for ease of extraction by IT providers.

More detailed information can be found in the XSD file which can be requested from homelessnessstats@communities.gsi.gov.uk.

1. The MAIN Section

The information collected in this section relates to the **main applicant** and details of the homelessness application.

This section must be completed in full for every homelessness application where the applicant is eligible for assistance. Only items that are flagged as non-mandatory can be left blank and only when the qualification criteria have been met. Only one response can be returned for each field. This means that only one selection can be made.

Where onward routing is indicated this states which section should be completed after the main section. It does not mean that the remainder of the main section should be left blank. Routing criteria often exclude temporary accommodation and reviews as these may or may not be required.

The unique identifier for each case is defined in this section. This is the local authority code and case reference number.

For legacy cases, MHCLG accept that not all information can be provided for this section. Please provide as much information as possible for these cases. Information on the minimum requirements for legacy cases can be found in the H-CLIC guidance.

1.1 Local Authority Code and Case Reference Number

XML TAG: LA_CRN

PARENT XML TAG: MAIN

Description

The identifying code for the local authority prefixed to the Council's own Case Reference Number (CRN) for the case.

Format

Alphanumeric, 22 characters (nine character local authority code, underscore, twelve character case reference number). If necessary, the case reference number is to be prefixed with zeroes to meet string length. If the case reference number has more than twelve characters, use the unique suffix.

The CRN must be unique within each local authority and is maintained throughout the lifetime of the case. Each Case Reference Number must contain at least one person.

An example LA_CRN is:

E09000001_000000012345

Where E09000001 is the **LACODE**

12345 is the **CRN**

_ is the join

*For nine digit local authority codes use ONS LA codes.
English Local Authorities only.*

See Annex 4

Field Mandatory

Yes.

Validation

First nine characters must match an ONS local authority code, LAD16CD. The LA code and CRN are to be joined using an underscore (_).

1.2 Previous Case Reference Number

XML TAG: PCRN

PARENT XML TAG: MAIN

Description

If this case is linked to a previous case within the Local Authority, the previous case reference number should be provided.

Field Mandatory

No.

Recommended if the household has previously engaged with homelessness services. Can be blank.

Format validations

Alphanumeric, maximum 12 characters. If the previous case reference number has more than twelve characters, use the unique suffix.

1.3 Reasons for eligibility for assistance

XML TAG: ELIGIBLE

PARENT XML TAG: MAIN

Description

Whether main applicant is eligible for homelessness assistance and on what basis this eligibility was determined.

Format

Numeric.

Field Mandatory

Yes – If ASSESS_DATE has been completed

Legacy – not required

Responses

Not eligible	0
British or Irish citizen, habitually resident in UK, Ireland, Channel Islands, or Isle of Man, or deported from another country	1
EEA citizen: worker	2
EEA citizen: self-employed	3
EEA citizen: permanent right to reside	4
EEA citizen: other	5
EEA citizen: A family member of one of the above groups	6
Non-UK/EEA: Granted refugee status	7
Non-UK/EEA: Exceptional Leave to Remain	8
Non-UK/EEA: Indefinite Leave to Remain	9
Non-UK/EEA: Limited Leave to Remain	10
Non-UK/EEA: Other protection (e.g. humanitarian, discretionary)	11

Onward routing

If 1.3 ELIGIBLE=0, **case closed (no requirement to continue with data collection)** but a minimum of one person should be provided in the PEOPLE section.

If 1.3 ELIGIBLE=1–11, continue.

Validations

Checks against ethnicity and nationality. Warnings will flag against inconsistent responses, which can be ignored.

1.4 Number of children

XML TAG: CHILDREN

PARENT XML TAG: MAIN

Description

Number of children under 18, including expected children, in the household at the time of application.

Field Mandatory

Yes if 1.3 ELIGIBLE <>0 and ASSESS_DATE has been completed

Can be blank if 1.3 ELIGIBLE = 0

Can be zero.

Legacy cases – rules apply as above

Format

Numeric, up to two digits. Can be zero.

Validations

Number of children must match at least the number of children in the household at point of application or the most recent update. Can be more children to account for expected children,

Will flag errors to be corrected if the household contains more than 15 children.

1.5 Date of assessment of circumstances and needs

XML TAG: ASSESS_DATE

PARENT XML TAG: MAIN

Description

Date of the assessment of the applicant's housing circumstances and needs. This date is intended to capture the date the decision on what duty (if any) was owed. If the application is reassessed following a review, enter the latest assessment date.

Field Mandatory

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – rules apply as above.

Format

YYYY-MM-DD

This field is specified in the following form "YYYY-MM-DD" where:

- DD indicates the day
- MM indicates the month
- YYYY indicates the year

Note: All components are required!

E.g. Write 3 April 2018 as 2018-04-03

Validation

Must be on or after the apply date. Must match the prevention or relief duty start date (whichever applies).

1.6 Assessment of circumstances and needs

XML TAG: ASSESS1

PARENT XML TAG: MAIN

Description

Assessment of the household's homelessness circumstances.

Format

Numeric.

Field Mandatory

Yes if 1.3 ELIGIBLE <>0 and ASSESS_DATE has been completed

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – rules apply as above

Responses

Threatened with homelessness – Prevention Duty owed	0
Threatened with homelessness due to service of valid Section 21 Notice – Prevention Duty owed	1
Already homeless – Relief Duty owed (include accepted local connection referrals)	2
Not threatened with homelessness within 56 days	3
Legacy case – not offered homelessness prevention activity	4
Legacy case – homelessness prevention activity undertaken	5
Local connection referral – Main duty accepted	6

Onward routing (once the relevant main, people and support sections have been completed)

New Act cases

If 1.6 ASSESS1=0, 1 complete PREVENT

If 1.6 ASSESS1=2, complete RELIEF

If 1.6 ASSESS1=3, case closed

If 1.6 ASSESS1=6, complete FINAL_DUTIES

Legacy cases

If 1.6 ASSESS1=4 complete DECISION

If 1.6 ASSESS1=5 complete PREVENT

Validation

Cannot be a legacy case if the apply date is on or after 3rd April 2018

Cannot be a new Act case if the apply date is before the 3rd April 2018.

Can only be option 1 – S21 notice if the current accommodation is PRS: self-contained, PRS: HMO, Registered provider tenant or social rented supported housing or hostel.

1.7 Ethnic group of main applicant

XML TAG: ETHNIC

PARENT XML TAG: MAIN

Description

Ethnic group of the main applicant.

Format

Numeric.

Field Mandatory

Yes if 1.3 ELIGIBLE <>0 and ASSESS_DATE has been completed

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – not required

Responses

Harmonised ONS England-specific ethnic group question used.

<https://www.ons.gov.uk/methodology/classificationsandstandards/measuringequality/ethnicgroupnationalidentityandreligion#different-aspects-of-ethnicity>

Validation

Warnings will flag if the ethnicity appears inconsistent with nationality or eligibility. However, these can be ignored as applicable.

White: English/Welsh/Scottish/Northern Irish/British	0
White: Irish	1
White: Gypsy or Irish Traveller	2
Any other White background	3
Mixed/Multiple ethnic groups: White and Black Caribbean	4
Mixed/Multiple ethnic groups: White and Black African	5
Mixed/Multiple ethnic groups: White and Asian	6
Any other Mixed/Multiple ethnic background	7
Asian/Asian British: Indian	8
Asian/Asian British: Pakistani	9
Asian/Asian British: Bangladeshi	10
Asian/Asian British: Chinese	11
Any other Asian background	12
Black/ African/Caribbean/Black British: African	13
Black/ African/Caribbean/Black British: Caribbean	14
Any other Black/African/Caribbean background	15
Other ethnic group: Arab	16
Any other ethnic group	17
Don't know / refused	18

1.8 Sexual orientation of main applicant

XML TAG: SEXUALID

PARENT XML TAG: MAIN

Description

Sexual orientation of the main applicant.

Format

Numeric.

Field Mandatory

Yes if 1.3 ELIGIBLE <>0 and ASSESS_DATE has been completed

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – default to 0 where this cannot be provided can be blank if unknown

Responses

Categories recommended by the Government Equalities Office.

Prefer not to say	0
Gay / Lesbian	1
Heterosexual / Straight	2
Other	3

1.9 Nationality of main applicant

XML TAG: NATIONALITY

PARENT XML TAG: MAIN

Description

Nationality of the main applicant.

Format

Numeric.

Field Mandatory

Yes if 1.3 ELIGIBLE <>0 and ASSESS_DATE has been completed

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – can be blank if unknown

Responses

UK national habitually resident in UK	0
UK national returning from residence overseas / in UK for first time	1
Czech Republic	2
Estonia	3
Hungary	4
Latvia	5
Lithuania	6
Poland	7
Slovakia	8
Slovenia	9
Bulgaria	10
Romania	11
Croatia	12
Ireland	13
Other EEA country national	14
Non-EEA country national	15

Validations

Checks against eligibility and ethnicity, warnings will flag on inconsistent responses. For example where nationality is not British but applicant is eligible because they are a British citizen. These will flag as warnings and can be ignored.

1.10 Employment status of main applicant

XML TAG: EMPLOYMENT

PARENT XML TAG: MAIN

Description

Employment status of the main applicant.

Format

Numeric.

Field Mandatory

Yes if 1.3 ELIGIBLE <>0 and ASSESS_DATE has been completed

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – default to 0 if not known, can be blank if unknown

Validations

Will check against benefits and partner income and will flag a warning if no household income is reported. In work / education or training responses will flag warnings when the applicant is older than typically expected for these categories.

Retirement will flag as a warning if the applicant is younger than expected.

These warnings can be ignored as applicable,

Responses

Don't know / Refused	0
Working: 30 hours a week or more	1
Working: less than 30 hours a week	2
Training Scheme / apprenticeship	3
Not working because of long term sickness or disability	4
Registered unemployed	5
Not registered unemployed but seeking work	6
At home/not seeking work (including looking after the home or family)	7
Retired (including retired early)	8
Full-time student	9
Other	10

1.11 Benefits towards housing costs

XML TAG: BEN_HOUSING

PARENT XML TAG: MAIN

Description

Whether the applicant is claiming benefit towards their housing costs.

Format

Numeric.

Field Mandatory

Yes if 1.3 ELIGIBLE <>0 and ASSESS_DATE has been completed

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – default to 3 if unknown, can be blank if unknown

Responses

No benefits	0
Universal Credit	1
Housing Benefit	2
Don't know / refused	3

1.12 Benefits towards other living costs

XML TAG: BEN_OTHER

PARENT XML TAG: MAIN

Description

Whether the applicant is claiming benefit towards their other living costs, including claims that are still being assessed. If the applicant receives or has claimed more than one benefit, identify the one which contributes most to their income.

Format

Numeric.

Field Mandatory

Yes if 1.3 ELIGIBLE <>0 and ASSESS_DATE has been completed

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – default to 0 if unknown, can be blank if unknown

Validations

Must be a minimum of universal credit if universal credit is selected in housing benefits.

A warning will flag if no benefits is selected and no alternative source of income for the household has been identified. This can be ignored

Responses

No benefits claims made / refused to answer	0
Universal Credit	1
Tax Credits (WTC, CTC)	2
Income Support / CA	3
Jobseeker's Allowance	4
Employment and Support Allowance	5
Disability Benefits (PIP, DLA, AA, IB, IIDB)	6
State Pension and/or Pensioner Credit (PC)	7
Bereavement Benefits (BP, WPA, BA, BSP)	8

1.13 Accommodation at time of application

XML TAG: CURRENTACCOM

PARENT XML TAG: MAIN

Description

Accommodation at time of application.

Format

Numeric.

Field Mandatory

Yes if 1.3 ELIGIBLE <>0

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – complete if known, can be blank if unknown

Responses

Owner-occupier	0
Shared ownership	1
Private rented sector: self-contained	2
Private rented sector: HMO	3
Private rented sector: lodging (not with family or friends)	4
Council tenant	5
Registered Provider tenant	6
Armed Forces accommodation	7
Tied accommodation	8
Looked after children placement	9
Living with family	10
Living with friends	11
Social rented supported housing or hostel	12
Refuge	13
Rough sleeping (in judgement of assessor)	14
Homeless on departure from institution: Custody	15
Homeless on departure from institution: Hospital (psychiatric)	16
Homeless on departure from institution: Hospital (general)	17
Temporary accommodation	18
Student accommodation	19
NASS accommodation	20
No fixed abode	21
Caravan / houseboat	22
Other	23

Onward routing

If CURRENTACCOM=0-9: skip to 1.15 REASONLOSS and continue with rest of the section

If CURRENTACCOM=10-23: complete 1.14 LASTACCOM and continue with rest of section

Validations

Age of applicant cannot be over 25 if currently in a children's placement

Prevention duty cannot be owed in ASSESS1 if the applicant is currently rough sleeping or no fixed abode.

Will flag a warning if an applicant under the age of 18 is in owner occupier or PRS.

1.14 Accommodation when last settled

XML TAG: LASTACCOM
PARENT XML TAG: MAIN

Description

If current accommodation is not the main applicant's last settled home, describe accommodation when last settled.

Format

Numeric.

Field Mandatory

Yes if 1.3 ELIGIBLE <>0 and if 1.13 CURRENTACCOM=10, 11, 12, 13, 14, 15, 16, 17, 18, 19,20, 21, 22, 23.

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – can be blank if unknown

Validations

If current accommodation is settled (see Annex) then last accommodation must match this option.

Responses

Not known	0
Owner-occupier	1
Shared ownership	2
Private rented sector	3
Lodging (not with family or friends)	4
Council tenant	5
Registered Provider tenant	6
Living with family or friends	7
Looked after children placement	8
Social rented or supported housing	9
Tied accommodation	10
Armed Forces accommodation	11
Other	12

1.15 Main reason for loss of settled home

XML TAG: REASONLOSS

PARENT XML TAG: MAIN

Description

Main reason for loss of last settled home, or threat of loss of settled home.

Format

Numeric.

Field Mandatory

Yes if 1.3 ELIGIBLE <>0 and ASSESS_DATE has been completed

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – rules apply as above

Responses

Mortgage repossession	0
End of private rented tenancy – assured shorthold tenancy	1
End of private rented tenancy – not assured shorthold tenancy	2
End of social rented tenancy	3
Eviction from supported housing	4
Family no longer willing or able to accommodate	5
Friends no longer willing or able to accommodate	6
Relationship with partner ended (non-violent breakdown)	7
Domestic abuse	8
Racially motivated violence or harassment	9
Non-racially motivated / other motivated violence or harassment	10
Left institution with no accommodation available	11
Left HM Forces	12
Required to leave accommodation provided by Home Office as asylum support	13
Fire or flood / other emergency	14
Other	15
Property disrepair	16

Validation

Reason for loss must be consistent with current or last settled accommodation

Onward routing

If 1.15 REASONLOSS=1: complete 1.16 REASONAST

If 1.15 REASONLOSS=3: complete 1.17 REASONSRS

If 1.15 REASONLOSS=4: complete 1.18 REASONSH

Else: skip to 1.19 REFERRAL

1.16 Reason for loss of Assured Shorthold Tenancy

XML TAG: REASONAST

PARENT XML TAG: MAIN

Description

Main reason for loss of Assured Shorthold Tenancy

Format

Numeric.

Field Mandatory

Yes if 1.3 ELIGIBLE <>0 and if 1.15 REASONLOSS=1

Can be blank if 1.3 ELIGIBLE = 0

Blank if 1.15 REASONLOSS <>1

Legacy cases – rules apply as above, can be blank if unknown

Responses

Rent arrears due to tenant difficulty budgeting or tenant making other payment(s)	0
Rent arrears due to increase in rent	1
Rent arrears due to reduction in employment income	2
Rent arrears following changes in benefit entitlement	3
Rent arrears due to change in personal circumstances	4
Breach of tenancy, not related to rent arrears	5
Landlord wishing to sell or re-let the property	6
Tenant complained to the council/agent/landlord about disrepair	7
Tenant abandoned property	8
Illegal eviction	9
Other	10

Validation

If REASONLOSS does not equal 1 (end of AST) then this field should be left blank

1.17 Reason for loss of social rented tenancy

XML TAG: REASONSRS

PARENT XML TAG: MAIN

Description

Main reason for loss of social rented tenancy

Format

Numeric.

Field Mandatory

Yes if 1.3 ELIGIBLE <>0 and if 1.15 REASONLOSS=3

Blank if 1.15 REASONLOSS<>3

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – rules apply as above, can be blank if unknown

Validation

If REASONLOSS does not equal 3 (end of social rented tenancy) then this field should be left blank

Responses

Rent arrears due to tenant difficulty budgeting or tenant making other payment(s)	0
Rent arrears due to increase in rent	1
Rent arrears due to reduction in employment income	2
Rent arrears following changes in benefit entitlement	3
Rent arrears due to change in personal circumstances	4
Breach of tenancy, not related to rent arrears	5
Tenant abandoned property	6
Other	7

1.18 Reason for loss of Supported Housing

XML TAG: REASONSH

PARENT XML TAG: MAIN

Description

Main reason for loss of supported housing

Format

Numeric.

Field Mandatory

Yes if 1.3 ELIGIBLE <> 0 and if 1.15 REASONLOSS=4

Can be blank if 1.3 ELIGIBLE = 0

Blank if 1.15 REASONLOSS <>4

Legacy cases – rules apply as above, can be blank if unknown.

Validation

If REASONLOSS does not equal 4 (supported housing) then this field should be left blank

Responses

Rent arrears	0
Other breach of tenancy or licence, not related to rent	1
No longer eligible for supported housing	2
Other	3

1.19 Referrals into the Authority

XML TAG: REFERRAL

PARENT XML TAG: MAIN

Description

Whether applicant was referred to the local authority.

Format

Numeric.

Field Mandatory

Yes if 1.3 ELIGIBLE <>0 and ASSESS_DATE has been completed

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – rules apply as above. Default to 0 if this information is not available
can be blank if unknown

Validations

Checked against the referral agency to confirm whether the local authority has a duty to refer.

Responses

No	0
Yes – by a public body under the Duty to Refer	1
Yes – by an agency that is not a public body subject to the Duty to Refer	2
Yes – by another local authority: Local Connection referral	3

Onward routing

If 1.19 REFERRAL=1, 2: **complete 1.20 REFERRAL_AGENCY then skip to 1.22 and continue with the remainder of the section**

If 1.19 REFERRAL=0: **skip to 1.22 APPLY_DATE and continue with remainder of section**

If 1.19 REFERRAL=3: **skip to 1.21 LCON_REF and continue with remainder of section**

1.20 Referral Agency

XML TAG: REFERRAL_AGENCY

PARENT XML TAG: MAIN

Description

Which agency referred the applicant.

Format

Numeric.

Field Mandatory

Yes if 1.3 ELIGIBLE <>0 and if 1.19 REFERRAL=1, 2.

Blank if 1.19 REFERRAL=0, 3

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – rules apply as above. Can be blank if unknown

Validations

Checked against the response to the reason for referral, if the body has a Duty to Refer then a referral under the Duty to Refer is expected.

Responses

Adult Secure Estate (prison)	0
Youth Secure Estate	1
National Probation Service	2
Community Rehabilitation Company	3
Police	4
Hospital A&E or in-patient	5
Mental Health Service – Acute in-patient	6
Mental Health Service – Community based	7
CAMHS	8
Sexual Health services	9
Community health visitors	10
Community midwives	11
GPs	12
Substance Misuse Treatment Service	13
Adult Social Services	14
Children's Social care	15
Children's Early Help services / Children's Centres	16
Troubled Families / Families Intervention Programme	17
Youth Services	18
School	19
Further Education College	20
University	21
DWP – Jobcentre Plus	22
Housing benefit /Welfare Assistance Service	23
Citizens Advice Bureau / Debt Advice Agency	24

Private Registered Provider (Housing Association)	25
Local authority landlord	26
Private landlord	27
Supported housing provider	28
Housing First provider	29
Refuge provider	30
NASS accommodation provider	31
Armed Forces / Veteran Support Service	32
Environmental Health	33
Community Safety	34
Nil Recourse Team	35
Other local authority service	36
No Second Night Out Hub	37
Street Services for rough sleepers	38
Housing related (floating) support provider	39
Other service provider (not housing related)	40
LGBT support agency	41
Faith organisation	42

1.21 Local Connection authority

XML TAG: LCON_REF

PARENT XML TAG: MAIN

Description

Which local authority made the Local Connection referral.

Format

Alphanumeric, nine characters. Use ONS LA codes.

Includes England, Wales, Scotland and Northern Ireland Codes.

Wales and Scotland authorities can only be selected for final duty referrals.

Northern Ireland final duty referrals are by arrangement only.

See Annex 4 for list of local authorities and their codes

Field Mandatory

Yes if 1.3 ELIGIBLE <>0 and if 1.19 REFERRAL=3

Can be blank if 1.3 ELIGIBLE = 0

Blank if 1.19 REFERRAL=0, 1, 2

Legacy cases – rules apply as above, can be blank if unknown

Validation

Must be one of the values included above or blank (if not mandatory). Must not be own LA code.

1.22 Date homeless application made

XML TAG: APPLY_DATE
PARENT XML TAG: MAIN

Description

Date that the household homelessness application was made. This is intended to be the date of the first approach and a commitment to take an application was made. This can be but is not necessarily the date the application was completed.

Field Mandatory

Yes

Legacy cases – rules apply as above.

Format

YYYY-MM-DD

This field is specified in the following form "YYYY-MM-DD" where:

- DD indicates the day
- MM indicates the month
- YYYY indicates the year

Note: All components are required!

E.g. Write 3 April 2018 as 2018-04-03

Validations

Legacy cases must be on or before the 2nd April 2018. New Act cases must be on or after the 3rd April 2018.

Legacy cases cannot be before 01/01/1996

1.23 Employment status of main applicant's spouse or partner

XML TAG: EMPL_PARTNER

PARENT XML TAG: MAIN

Description

The employment status of the main applicant's partner as recorded in the people table. Details of spouses / partners who are not part of the household homeless application should be excluded.

Format

Numeric.

Field Mandatory

Yes if 1.3 ELIGIBLE <>0. If the applicant does not have a partner, default to 11 – No partner.

Can be blank if 1.3 ELIGIBLE = 0

Legacy cases – default to 0 if not known, can be blank if unknown

Responses

Don't know / Refused	0
Working: 30 hours a week or more	1
Working: less than 30 hours a week	2
Training Scheme / apprenticeship	3
Not working because of long term sickness or disability	4
Registered unemployed	5
Not registered unemployed but seeking work	6
At home/not seeking work (including looking after the home or family)	7
Retired (including retired early)	8
Full-time student	9
Other	10
No partner	11

Validations

If no partner is reported in the people then cannot report an income source here.

Also cannot report no partner if a partner is identified in the PEOPLE section.

Age validations are run against the selection made here for possible but unlikely scenarios..

2. The PEOPLE Section

The variables in this section are completed for **each household member**.

Only one response can be returned for each field per household member.

For legacy cases, MHCLG accept that not all information can be provided for this section. Please provide as much information as possible for these cases.

~~2.1 Local Authority Code and Case Reference Number~~

This was a duplicate reference, it is no longer required.

2.2 Person identifier

XML TAG: PERSON_ID

PARENT XML TAG: PEOPLE

Description

A unique identifier for the household member. This is to be provided to each household member in the application. A new identifier should be produced for each household member with each homelessness application.

Format

Alphanumeric, no special characters, must be 12 characters.

Field Mandatory

Yes

Legacy cases – rules apply as above.

Validations

Must be unique to each household member, can be repeated across applications where an individual presents in a new case.

2.3 Gender

XML TAG: GENDER

PARENT XML TAG: PEOPLE

Description

The gender of the household member.

Format

Numeric.

Responses

Female	0
Male	1
Transgender	2
Prefer not to say	3
Not known / Other	4

Field Mandatory

Yes

Legacy cases – rules apply as above

2.4 Age

XML TAG: AGE

PARENT XML TAG: PEOPLE

Description

The age in years of the household member when the household homelessness application was made.

Format

Numeric, up to three digits.

Recorded as true at date of the homelessness application APPLY_DATE (see 1.23).

Field Mandatory

Yes and the JOIN_D of the household member is the APPLY_DATE, which means AGE is always mandatory for main applicants.

Legacy cases – rules apply as above

If person was not born on application date this value can be omitted, provided the JOIN_D is after the APPLY_D

Validation

Cannot be under 16 if the main applicant

It is expected that children will be a minimum of 11 years different in age to the main applicant.

No person can be over 120 and any person over 100 will flag a warning for you to check.

No person can be of negative age. Unborn children should be left blank or reported as 0.

2.5 Relationship

XML TAG: RELATIONSHIP
PARENT XML TAG: PEOPLE

Description

Relationship to the main applicant.

Format

Numeric.

Field Mandatory

Yes

Legacy cases – rules apply as above. Can be blank if unknown.

Validations

One person (and only one person) must be the main applicant.

Warnings will flag for more than one spouse partner, which can be ignored.

Children can only have a status of daughter or son, carer or other.

A minimum of 11 years age gap is expected for the main applicants children or parents.

Large age differences between the main applicant and their partner will flag warnings that can be ignored.

Responses

Main Applicant	0
Spouse / partner	1
Parent / guardian	2
Daughter or son	3
Other relative	4
Carer	5
Lodger / tenant	6
Other	7

2.6 Date joined household homeless application

XML TAG: JOIN_D

PARENT XML TAG: PEOPLE

Description

The date the person joined the household homeless application.

Format

YYYY-MM-DD

This field is specified in the following form “YYYY-MM-DD” where:

- DD indicates the day
- MM indicates the month
- YYYY indicates the year

Note: All components are required!

E.g. Write 3 April 2018 as 2018-04-03

Field Mandatory

Yes Default to match 1.22 APPLY_DATE if part of the household at the application date.

Legacy cases – rules apply as above. Can be blank if unknown.

Validations

The main applicant’s join date must match the apply date as the application cannot exist without them.

For anyone else the join date cannot be a future date, nor can it be after the leave date.

No person can have a JOIN_D before the APPLY_DATE.

2.7 Date left household homeless application

XML TAG: JOIN_L

PARENT XML TAG: PEOPLE

Description

The date the person left the household homeless application. This field is used to remove people from the number of people in temporary accommodation, for example.

Format

YYYY-MM-DD

This field is specified in the following form “YYYY-MM-DD” where:

- DD indicates the day
- MM indicates the month
- YYYY indicates the year

Note: All components are required!

E.g. Write 3 April 2018 as 2018-04-03

Field Mandatory

Blank if household member has not left the household.

Mandatory if household member has left the household.

Legacy cases – rules apply as above. Can be blank if unknown.

Validation

The main applicant cannot have a leave date as the case should not exist without them.

Would normally be blank.

Cannot be a future date.

Must be on or after the JOIN_D.

2.8 Age at quarter end

XML TAG: AGE_END

PARENT XML TAG: PEOPLE

Description

The age in years of the household member at the quarter end for which data is submitted to MHCLG. Where quarter end is 31st March, 30th June, 30th September, or 31st December.

Format

Numeric, up to three digits.

Recorded as true at date of the quarter end. For example, if data is being submitted for July – September 2018, the age at quarter end would be calculated as 30th September 2018 minus the household member's date of birth.

Field Mandatory

Yes if household member has not left the household

Legacy cases – rules apply as above

Validation

Cannot be greater than AGE + number of years since apply date + 1

Cannot be less than AGE

Cannot be negative

Cannot be over 120 and warnings will flag against anyone over 100.

3. The SUPPORT Section

The variables in this section are completed if there are any support needs for the main applicant and/or any household members, in the judgement of the local authority officer. These are support needs that the household require assistance with during the application. Do not record characteristics of the household here if these do not require additional support.

If there are no support needs, the default option of 'No support needs' is to be selected.

Multiple support needs can be recorded from the dropdown options.

For legacy cases, this section does not need to be completed and should be returned blank.

~~3.1 — Local authority code and Case Reference Number~~

This was a duplicate reference, it is no longer required.

3.2 Support Needs of Main Applicant and Household members

XML TAG: SPTNEED

PARENT XML TAG: SUPPORT

Description

All of the support needs identified within the household.

Format

Numeric.

Default option is 0='No support needs'.

Select all support needs that apply from the list below. These are support needs rather than characteristics of the household. Further information will be available in the guidance notes.

Field Mandatory

Yes if 1.3 ELIGIBLE<>0.

Legacy cases – blank.

Validations

Cannot select no support needs and another support need.

Support needs will be checked against attributes of the people section. For example a household with only a 25 year old cannot select the option 'young person aged 16-17 years.'

Responses

No support needs	0
Legacy cases: support needs not known	1
Young person aged 16-17 years	2
Young person aged 18-25 years requiring support to manage independently	3
Young parent requiring support to manage independently	4
Care leaver aged 18-20 years	5
Care leaver aged 21+ years	6
Physical ill health and disability	7
History of mental health problems	8
Learning disability	9
At risk of/has experienced sexual abuse/exploitation	10
At risk of/has experienced domestic abuse	11
At risk of/has experienced abuse (non-domestic abuse)	12
Drug dependency needs	13
Alcohol dependency needs	14
Offending history	15
History of repeat homelessness	16
History of rough sleeping	17
Former asylum seeker	18
Old age	19
Served in HM Forces	20
Access to education, employment or training	21

4. The PREVENT Section

This section is completed if the local authority accepts a Prevention Duty for the household. It should be completed where the household was recorded as owed a Prevention Duty in the MAIN section. This information will be submitted to MHCLG once the Prevention Duty has ended. If no Prevention Duty is owed, the fields in this section can be returned as blank.

Prevention duty information (or activity information for legacy cases) should be submitted to MHCLG once prevention has ended. This information should be submitted to MHCLG alongside a People, Main, Support and Assistance sections in the reporting window following the quarter when prevention ended.

Only one Prevention Duty should be submitted per case. If many prevention methods are used only the main activity that resulted in or contributed most to the prevention outcome should be reported. If a successful review has been carried out then the new prevention activity and outcome following this should be reported.

4.1 ~~Local authority code and Case Reference Number~~

This was a duplicate reference, it is no longer required.

4.2 Date Prevention Duty started

XML TAG: P_START_DATE

PARENT XML TAG: PREVENT

Description

Date Prevention Duty commenced.

Format

YYYY-MM-DD

This field is specified in the following form “YYYY-MM-DD” where:

- DD indicates the day
- MM indicates the month
- YYYY indicates the year

Note: All components are required!

E.g. Write 3 April 2018 as 2018-04-03

Field Mandatory

New Act cases

Expect completion if 1.6 ASSESS1=0, 1.

Blank if 1.6 ASSESS1=2, 3.

Submitted when 4.5 PD_END_DATE completed.

Legacy cases

Can complete if 1.6 ASSESS1=5.

Blank if 1.6 ASSESS1=4.

Record the activity start date here

Submitted when 4.5 PD_END_DATE completed.

Validations

New Act cases must be within a day of the ASSESS_DATE (for a prevention duty assessment) unless a successful review was undertaken, when the prevention duty can start later. Cannot be a future date.

Submitted only when the prevention duty ends (PD_END_DATE is complete)

4.3 Prevention Activity

XML TAG: PR_ACTIVITY

PARENT XML TAG: PREVENT

Description

The main prevention activity that was undertaken by the local authority as part of the Prevention Duty. The main prevention activity that was successful in preventing homelessness. In cases where the Prevention Duty was not successful the main activity should be recorded.

Format

Numeric.

Field Mandatory

New Act cases

Expect completion if 1.6 ASSESS1=0, 1 and PD_END_DATE has a value

Blank if 1.6 ASSESS1=2, 3.

Submitted when 4.5 PD_END_DATE completed.

Legacy cases

Can complete if 1.6 ASSESS1=5 and PD_END_DATE has a value

Blank if 1.6 ASSESS1=4.

This should be completed as the outcome following prevention.

Submitted when 4.5 PD_END_DATE completed.

Responses

No activity – advice and information provided	0
Accommodation secured by local authority or organisation delivering housing options service	1
Helped to secure accommodation found by applicant, with financial payment	2
Helped to secure accommodation found by applicant, without financial payment	3
Supported housing provided	5
Negotiation/mediation work to secure return to family or friend	6
Negotiation/mediation/advocacy work to prevent eviction/repossession	7
Financial payments to reduce rent service charge or mortgage arrears	8
Discretionary Housing Payment to reduce shortfall	9
Financial payments used for other purposes (not arrears or to secure new accommodation)	10
Housing related support to sustain accommodation	11
Debt advice	12
Resolved benefit problems	13
Sanctuary or other security measures to home	14

Validation

Submitted only when the prevention duty ends (PD_END_DATE is complete)

If no activity selected an information message will flag because even if an activity is unsuccessful this activity should be reported.

4.4 Engaged with support needs

XML TAG: SUPPORT_PR

PARENT XML TAG: PREVENT

Description

Whether the household were engaged with help for their support needs before the Prevention Duty ended.

Format

Numeric.

Field Mandatory

New Act cases

Expect completion if 1.6 ASSESS1=0, 1 and PD_END_DATE has a value

Blank if 1.6 ASSESS1=2, 3.

Submitted when 4.5 PD_END_DATE completed.

Legacy cases

Can complete if 1.6 ASSESS1=5 and PD_END_DATE has a value Blank if 1.6 ASSESS1=4.

Default value of 2.

Submitted when 4.5 PD_END_DATE completed.

Responses

No	0
Yes	1
No support needs	2

Validations

Cannot be no support needs if support needs are selected in the SUPPORT section.

Cannot select Yes or no if no support needs are identified in the SUPPORT section.

Submitted only when the prevention duty ends (PD_END_DATE is complete)

4.5 Date Prevention Duty ended

XML TAG: PD_END_DATE

PARENT XML TAG: PREVENT

Description

Date Prevention Duty ended.

Format

YYYY-MM-DD

This field is specified in the following form “YYYY-MM-DD” where:

- DD indicates the day
- MM indicates the month
- YYYY indicates the year

Note: All components are required!

E.g. Write 3 April 2018 as 03-04-2018

Field Mandatory

New Act cases

When Prevention Duty has ended, expect completion if 1.6 ASSESS1=0, 1.

Blank if 1.6 ASSESS1=2, 3.

Legacy cases

Expect completion if 1.6 ASSESS1=5.

Blank if 1.6 ASSESS1=4.

Record this as the prevention activity end date. Can be left blank if unknown.

Validation

Must be on or after the prevention duty start date. Cannot be a future date.

Submitted only when the prevention duty ends (PD_END_DATE is complete)

4.6 Reason Prevention Duty ended

XML TAG: PREV_END_REASON

PARENT XML TAG: PREVENT

Description

The reason the Prevention Duty was ended.

Format

Numeric.

Field Mandatory

New Act cases

Expect completion if 1.6 ASSESS1=0, 1 and PD_END_DATE has a value
Blank if 1.6 ASSESS1=2, 3.

Submitted when 4.5 PD_END_DATE completed.

Legacy cases

Default option of 0.

Responses

No longer eligible	0
Secured existing accommodation for 6 months	1
Secured existing accommodation for 12 or more months	2
Secured alternative accommodation for 6 months	3
Secured alternative accommodation for 12 or more months	4
Homeless	5
56 days or more expired and no further action	6
Intentionally homeless from accommodation provided	7
Refused suitable accommodation	8
Refused to cooperate	9
Withdrew application / applicant deceased	10
Contact lost	11

Onward routing

If 4.6 PREV_END_REASON=10,11: **case closed** no further information required

If 4.6 PREV_END_REASON=0-4, 6,: complete 4.7 to 4.9 then case will be closed

If 4.6 PREV_END_REASON=5, 7,: complete 4.7 to 4.9 then **RELIEF**

If 4.6 PREV_END_REASON=8, 9: complete 4.7 to 4.9 then **RELIEF if applicable, otherwise case closed**

Legacy cases

The case closes following prevention activity, **case closed**

Validations

Submitted only when the prevention duty ends (PD_END_DATE is complete)

Can only be secured existing accommodation if CURRENT_ACCOM matches ACCOM_PR (accommodation outcome at end of prevention duty).

4.7 Temporary accommodation provided or duty owed

XML TAG: TA_PREV

PARENT XML TAG: PREVENT

Description

Whether a temporary accommodation duty was owed or temporary accommodation was provided following the end of prevention duty.

Format

Numeric.

Field Mandatory

New Act cases

Expect completion if 1.6 ASSESS1=0, 1 and 4.6 PREV_END_REASON is not 10 or 11

Blank if 1.6 ASSESS1=2, 3.

Submitted when 4.5 PD_END_DATE completed.

Legacy cases

Default option 0; cannot be 1 or 2.

Responses

No duty owed and no accommodation provided	0
Yes – temporary accommodation provided	1
Temporary accommodation duty owed but no accommodation provided	2

Onward routing

If 4.7 TA_PREV=0, complete **4.8 ACCOM_PR & 4.9 DEST_PR**

If 4.7 TA_PREV=1, complete **TEMPORARY ACCOMMODATION**, skip 4.8 & 4.9

If 4.7 TA_PREV=2, complete **4.8 & 4.9** then complete **TEMPORARY**

ACCOMMODATION

Validations

Cannot select temporary accommodation duty owed if prevention duty ended with securing accommodation for 6-12 months.

Submitted only when the prevention duty ends (PD_END_DATE is complete)

Legacy cases cannot be Yes (1) or “Temporary accommodation duty owed but no accommodation provided” (2)

4.8 Accommodation Outcome

XML TAG: ACCOM_PR

PARENT XML TAG: PREVENT

Description

The applicant's accommodation when Prevention Duty ended.

Format

Numeric.

Field Mandatory

New Act cases

Expect completion if 4.7 TA_PREV=0 or 2.

Blank if 4.7 TA_PREV=1 or 4.6 PREV_END_REASON is 10 or 11

Submitted when 4.5 PD_END_DATE completed.

Legacy cases

This should be completed as this information was captured as part of the P1E.

Responses

Not known	0
Private rented sector: self-contained	1
Private rented sector: HMO	2
Private rented sector: lodging (not with family or friends)	3
Council tenancy	4
Registered Provider tenancy	5
Owner-occupier	6
Staying with family	7
Staying with friends	8
No fixed abode: rough sleeping	9
No fixed abode: not rough sleeping	10
Social rented supported housing or hostel	11
Refuge	12
Custody	13
Other	14

Validations

If accommodation secured for 6-12 months than refuge, custody, not known, no fixed abode cannot be provided.

Where existing accommodation has been secured for 6-12 months (PREV_END_REASON) this field should match current accommodation (CURRENT_ACCOM) and cannot be custody or no fixed abode.

Submitted only when the prevention duty ends (PD_END_DATE is complete)

If prevention ended in Homeless (4.6), and duty owed but no temporary accommodation provided (4.7) then accommodation outcome (4.8) cannot be a different type of "settled accommodation" to current accommodation (1.13)

4.9 Local authority location of accommodation outcome

XML TAG: DEST_PR

PARENT XML TAG: PREVENT

Description

In what local authority district (named) is the accommodation outcome described in 4.8 ACCOM_PR. This is completed if a secure accommodation was reported in 4.8 ACCOM_PR.

Format

Alphanumeric, nine characters.

Use ONS LA codes.

Includes England, Wales, Scotland and Northern Ireland Codes.

See Annex 4 for ONS LA codes

Field Mandatory

New Act cases

Expect completion if 4.8 ACCOM_PR=1-6.

Can be completed if 4.8 ACCOM_PR=7-14. If location is unknown for these options, field can be left blank.

Blank if 4.8 ACCOM_PR=0 or 4.6 PREV_END_REASON is 10 or 11

Submitted when 4.5 PD_END_DATE completed.

If accommodation is within the local authority district then select own local authority district.

Legacy cases

Complete if known.

5. The RELIEF Section

This section is completed if the local authority accepts a Relief Duty for the household. It should be completed where the household was recorded as owed a Relief Duty in the MAIN section or as proceeding to a Relief Duty in the PREVENT section, after a Prevention Duty failed. This information will be submitted to MHCLG once the Relief Duty has ended.

Relief duty (or activity information for legacy cases) should be submitted to MHCLG once relief has ended. This information should be submitted to MHCLG alongside a People, Main, Support and Assistance sections, as a minimum, in the reporting window following the quarter when relief ended.

Only one Relief Duty per case should be submitted. If many relief methods are used, only the main activity that resulted in or contributed most to the relief outcome should be reported. If a successful review has been carried out then the new relief activity and outcome following this should be reported.

For legacy cases, this section can be completed if the local authority offered relief activity to the applicant household following the decision stage.

5.1 ~~Local authority code and Case Reference Number~~

This was a duplicate reference, it is no longer required.

5.2 Date Relief Duty started

XML TAG: R_START_DATE
PARENT XML TAG: RELIEF

Description

Date relief activity commenced.

Field Mandatory

New Act cases

Expect completion if 1.6 ASSESS1=2 or if 4.6 PREV_END_REASON=5, 7, 8, 9
Blank if 4.6 PREV_END_REASON=0-4, 6, 10, 11.
Submitted when 5.5 R_END_DATE completed.

Legacy cases

Can complete if 7.4 LEG_REL=1
Insert the date relief activity commenced.
Submitted when 5.5 R_END_DATE completed.

Format

YYYY-MM-DD

This field is specified in the following form “YYYY-MM-DD” where:

- DD indicates the day
- MM indicates the month
- YYYY indicates the year

Note: All components are required!

E.g. Write 3 April 2018 as 2018-04-03

Validations

Must match ASSESS_DATE or PD_END_DATE (or plus one day) when a relief duty is now owed.

Will check ASSESS1 and PREV_END_REASON to see if a prevention duty is owed on the case

Cannot be a future date

5.3 Relief Activity

XML TAG: REL_ACTIVITY

PARENT XML TAG: RELIEF

Description

The relief activity that was successful in relieving homelessness. In cases where the Relief Duty was not successful the main activity should be recorded.

Format

Numeric.

Field Mandatory

New Act cases

Expect completion if 1.6 ASSESS1=2 or if 4.6 PREV_END_REASON=5, 7, 8, 9 and R_END_DATE has been completed

Blank if 4.6 PREV_END_REASON=0-4, 6, 10, 11.

Submitted when 5.5 R_END_DATE completed.

Legacy cases

Can complete if 7.4 LEG_REL=1

This can be completed if relief activity undertaken in a case.

Responses

No activity	0
Accommodation secured by local authority or organisation delivering housing options service	1
Helped to secure accommodation found by applicant, with financial payment	2
Helped to secure accommodation found by applicant, without financial payment	3
Supported housing provided	4
Negotiation/mediation work to secure return to family or friend	5
Negotiation/mediation/ enforcement action to secure re-entry with landlord	6
Sanctuary or other security measures to enable return home	7
Other activity through which accommodation secured	8

Validations

Will check ASSESS1 and PREV_END_REASON to see if a relief duty is owed on the case

If no activity selected an information message will flag because even if an activity is unsuccessful this activity should be reported.

5.4 Engaged with support needs

XML TAG: SUPPORT_REL
PARENT XML TAG: RELIEF

Description

Whether the household were engaged with help for their support needs before the Relief Duty ended.

Format

Numeric.

Field Mandatory

New Act cases

Expect completion if 1.6 ASSESS1=2 or if 4.6 PREV_END_REASON=5, 7, 8, 9 and R_END_DATE has been completed

Blank if 4.6 PREV_END_REASON=0-4, 6, 10, 11.

Submitted when 5.5 R_END_DATE completed.

Legacy cases

Not required

Can complete if 7.4 LEG_REL=1

Default value of 2.

Submitted when 5.5 R_END_DATE completed.

Responses

No	0
Yes	1
No support needs	2

Validations

Cannot be no support needs if support needs are recorded in SUPPORT

Must be no support needs if no support needs are reported in SUPPORT

Will check ASSESS1 and PREV_END_REASON to see if a relief duty is owed on the case

5.5 Date Relief Duty ended

XML TAG: R_END_DATE

PARENT XML TAG: RELIEF

Description

Date relief activity ended.

Format

YYYY-MM-DD

This field is specified in the following form “YYYY-MM-DD” where:

- DD indicates the day
- MM indicates the month
- YYYY indicates the year

Note: All components are required!

E.g. Write 3 April 2018 as 03-04-2018

Field Mandatory

New Act cases

When Relief Duty has ended, expect completion if 1.6 ASSESS1=2 or if 4.6 PREV_END_REASON=5, 7, 8, 9

Blank if 4.6 PREV_END_REASON=0-4, 6, 10, 11.

Legacy cases

Can complete if 7.4 LEG_REL=1

Insert the date the relief activity completed.

Validations

Must be on or after relief duty start date. Cannot be a future date.

Will check ASSESS1 and PREV_END_REASON to see if a relief duty is owed on the case

5.6 Reason Relief Duty ended

XML TAG: REL_END_REASON

PARENT XML TAG: RELIEF

Description

The reason the Relief Duty was ended.

Format

Numeric.

Field Mandatory

New Act cases

Expect completion if 1.6 ASSESS1=2 or if 4.6 PREV_END_REASON=5, 7, 8, 9 and R_END_DATE has been completed

Blank if 4.6 PREV_END_REASON=0-4, 6, 10, 11.

Submitted when 5.5 R_END_DATE completed.

Legacy cases

Can complete if 7.4 LEG_REL=1. Can be blank.

Responses

No longer eligible	0
Secured accommodation for 6 months	1
Secured accommodation for 12 months	2
56 days elapsed	3
Refused final accommodation or final part six offer	4
Notice served due to refusal to cooperate	5
Withdrew application / applicant deceased	6
Intentionally homeless from accommodation provided	7
Local connection referral accepted by other LA	8
Contact lost	9

Onward routing

If 5.6 REL_END_REASON=6, 9: **case closed**

If 5.6 REL_END_REASON=0, 1, 2, 4 complete 5.7 to 5.9 then **case closed**

If 5.6 REL_END_REASON=8: complete 5.7 to 5.10 as applicable, **case closed**

If 5.6 REL_END_REASON=3, 5, 7: **complete** 5.7 to 5.9 as applicable and move to

DECISION section

Legacy cases

The case closes following relief activity, **case closed**.

Validations

Cannot be secured accommodation for 6-12 months if the accommodation outcome at relief is not settled accommodation.

Will check ASSESS1 and PREV_END_REASON to see if a relief duty is owed on the case.

5.7 Temporary accommodation provided or duty owed

XML TAG: TA_REL

PARENT XML TAG: RELIEF

Description

Whether a temporary accommodation duty was owed or temporary accommodation was provided at any point during relief or following the relief duty end date.

Format

Numeric.

Field Mandatory

New Act cases

Expect completion if 1.6 ASSESS1=2 or if 4.6 PREV_END_REASON=5, 7, 8, 9

Blank if 4.6 PREV_END_REASON=0-4, 6, 10, 11.

Submitted when 5.5 R_END_DATE completed.

Legacy cases

Default option 0; cannot be 1 or 2.

Responses

No duty owed and no accommodation provided	0
Yes – temporary accommodation provided	1
Temporary accommodation duty owed but no accommodation provided	2

Onward routing

If 5.7 TA_REL=0, complete **5.8 ACCOM_R & 5.9 DEST_REL**

If 5.7 TA_REL=1 and REL_END_REASON=0, 1, 2, 4, 5, 7, 8, complete 5.8 & 5.9 and **TEMPORARY ACCOMMODATION**

If 5.7 TA_REL=2, complete **5.8 ACCOM_R & 5.9 DEST_REL**, then complete **TEMPORARY ACCOMMODATION**

Validations

Will check ASSESS1 and PREV_END_REASON to see if a relief duty is owed on the case. Legacy cases must be no or blank.

5.8 Accommodation outcome

XML TAG: ACCOM_R

PARENT XML TAG: RELIEF

Description

The applicant's accommodation when Relief Duty ended.

Format

Numeric.

Field Mandatory

New Act cases

Expect completion if 5.7 TA_REL=0 or 2 Or if TA_REL=1 and REL_END_REASON=0, 1, 2, 4, 5, 7, 8.

Submitted when 5.5 R_END_DATE completed.

Legacy cases

Can complete if 7.4 LEG_REL=1 and 5.7 TA_REL=0.

This should be completed as this information was captured as part of the P1E.

Responses

Not known	0
Private rented sector: self-contained	1
Private rented sector: HMO	2
Private rented sector: lodging (not with family or friends)	3
Council tenancy	4
Registered Provider tenancy	5
Owner-occupier	6
Staying with family	7
Staying with friends	8
No fixed abode: rough sleeping	9
No fixed abode: not rough sleeping	10
Social rented supported housing or hostel	11
Refuge	12
Custody	13
Other	14

Validations

Cannot be refuge, custody, no fixed abode or not known if the reason the relief duty ended was accommodation secured for 6-12 months.

Will check ASSESS1 and PREV_END_REASON to see if a relief duty is owed on the case. Legacy cases must be no or blank.

5.9 Local authority location of accommodation outcome

XML TAG: DEST_REL
PARENT XML TAG: RELIEF

Description

In what local authority district (named) is the accommodation outcome described in 5.8 ACCOM_R.

Format

Alphanumeric, nine characters.

Use ONS LA codes.

Includes England, Wales, Scotland and Northern Ireland Codes.

See Annex 4 for ONS LA codes

Field Mandatory

New Act cases

Expect completion if 5.8 ACCOM_R=1-6.

Can be completed if 5.8 ACCOM_R=7-14. If location is unknown for these options, field can be left blank.

Blank if ACCOM_R=0.

Submitted when 5.5 R_END_DATE completed.

If accommodation is within the local authority district then select own local authority district.

Legacy cases

Complete if known.

Validations

Will check ASSESS1 and PREV_END_REASON to see if a relief duty is owed on the case. Legacy cases must be no or blank.

5.10 Local Connection Destination Authority

XML TAG: LCON_REL

PARENT XML TAG: RELIEF

Description

Where applicant has been referred to another local authority, record here the name of the authority.

Format

Alphanumeric, nine characters.

Use ONS LA codes.

Includes England, Wales, Scotland and Northern Ireland Codes.

See Annex 4 for ONS LA codes

Field Mandatory

Expect completion if 5.6 REL_END_REASON=8. Submitted when 5.5 R_END_DATE completed.

Validation

The nine character LA code must match an ONS local authority code, LAD16CD. If a local connection was not made must be blank. This cannot be local authority's own LA code.

6. The ASSISTANCE Section

The questions in this section are completed if the household was recorded as having any support needs in the SUPPORT Section. If no support needs are identified in the support section then no engagement with support needs would be expected. If the local authority has not arranged the services for the client but these were arranged through other parties the assistance provided should still be reported here as the requirement for the person to engage with assistance with their support needs has been met.

For legacy cases, this section does not need to be completed and should be returned blank.

Multiple forms of assistance can be recorded from the dropdown menu. This section should only be completed if a minimum of PREVENT or RELIEF have been completed.

Assistance with support needs applies to all members of the household.

6.1 ~~Local authority code and Case Reference Number~~

This was a duplicate reference, it is no longer required.

6.2 Assistance with support needs

XML TAG: SUPP_ASSIST

PARENT XML TAG: ASSISTANCE

Description

Any assistance with support needs that the household was referred to and engaged with. This relates to the engagement with support needs that was achieved during the time the household was worked with at the local authority. Select all that apply from the responses list below.

Format

Numeric.

Field Mandatory

Yes – Once either PREVENTION or RELIEF are completed.

Legacy cases – can be blank.

Can be completed before PREVENTION or RELIEF are completed.

Validations

Default option is 'No support offered'.

If 4.4 SUPPORT_PR=1 (YES) or 5.4 SUPPORT_REL=1 (YES), 'No support offered' is not a valid response. No support offered cannot be selected in combination with any other option.

Further validations against section 3.2 will be run to check for consistency in responses but not all ASSIST fields directly match the SUPPORT section. The additional ASSIST options should be selected where applicable.

Checks against SUPPORT_PR and SUPPORT_REL to ensure assistance with support needs are selected where assistance has previously been indicated.

Responses

No support offered	0
Engaged with support for mental health needs	1
Engaged with support for physical health needs	2
Engaged with support for drug dependency needs	3
Engaged with support for alcohol dependency needs	4
Engaged with support for domestic abuse needs	5
Engaged with support with learning disability needs	6
Engaged with support with other needs	7
Engaged with housing related support / support with independent living skills	8
Engaged with debt advice service	9
Provided with local authority social care	10
Training in life skills, tenancy skills or other	11
Access to education, training or employment	12

7. The DECISION Section

For applications made on or after 3rd April 2018:

This section is always completed for a case where the relief stage has ended without homelessness having successfully been relieved, and an assessment is required to determine which final duty, if any, is owed.

It can also be completed where a decision as to what final duty will be owed is made within the relief stage, whether or not that decision has any impact prior to the conclusion of the relief stage.

For legacy cases this section is to be completed if homelessness has not been prevented and the local authority makes a decision as to whether or not the main duty (s193) is owed.

7.1 Main duty decision date

XML TAG: DECDATE

PARENT XML TAG: DECISION

Description

The date that a decision on what final duty (if any) will be owed is issued. This may differ from the date that the decision takes effect which is recorded in section 7.2.

This date field will be used to enable local authorities to report decisions once a relief duty has commenced, where required.

Format

YYYY-MM-DD

This field is specified in the following form “YYYY-MM-DD” where:

- DD indicates the day
- MM indicates the month
- YYYY indicates the year

Note: All components are required!

E.g. Write 3 April 2018 as 2018-04-03

Field Mandatory

New Act cases

Expect completion if 5.6 REL_END_REASON=3, 5, 7.

Blank if 5.6 REL_END_REASON=0, 1, 2, 4, 6, 8, 9.

Can be completed if 1.6 ASSESS1 = 2

Can be completed if 4.6 PREV_END_REASON=5, 7, 8, 9

Legacy cases

Not required

Validations

Cannot be a future date

This field should be blank until a relief duty is owed

7.2 Date main duty decision takes effect

XML TAG: ASSDATE

PARENT XML TAG: DECISION

Description

The date when the main duty decision resolves the final duties owed to an applicant. This may be later than the date of issue in the case that a decision was issued prior to the conclusion of the relief stage. This date may not be prior to the conclusion of the relief duty.

If a decision is issued following the conclusion of the relief stage this date will be equal to the date in section 7.1.

Format

YYYY-MM-DD

This field is specified in the following form “YYYY-MM-DD” where:

- DD indicates the day
- MM indicates the month
- YYYY indicates the year

Note: All components are required!

E.g. Write 3 April 2018 as 2018-04-03

Field Mandatory

New Act cases

Expect completion if 5.6 REL_END_REASON=3, 5, 7.

Can be submitted only when 5.6 REL_END_REASON is complete

Blank if 5.6 REL_END_REASON=0, 1, 2, 4, 6, 8, 9.

Legacy cases

Expect completion if 1.6 ASSESS1=4.

Validation

Must be on or after DECDATE and after the relief duty start date.

Is not expected until the relief duty has ended (new act cases).

Cannot be a future date

7.3 Outcome of decision

XML TAG: ASSESS2

PARENT XML TAG: DECISION

Description

The outcome of the decision issued on what duty (if any) is owed when relief stage ends (the main duty).

Format

Numeric.

Field Mandatory

New Act cases

Expect completion if 5.6 REL_END_REASON=3, 5, 7 and DECDATE is populated.

Blank if 5.6 REL_END_REASON=0, 1, 2, 4, 6, 8, 9.

Can be completed if 1.6 MAIN = 2

Can be completed if 4.6 PREV_END_REASON=5, 7, 8, 9

Submitted when 7.1 DECDATE and / or 7.2 ASSDATE completed.

Legacy cases

Expect completion if 1.6 ASSESS1=4.

Submitted when 7.2 ASSDATE completed.

Responses

Not eligible for assistance	0
Homeless + priority need + unintentionally homeless – s193(2) duty	1
Homeless + priority need + unintentionally homeless + no local connection – referred to another Local Authority	2
Homeless + priority need + unintentionally homeless – refused to cooperate (s193C(4) duty owed)	3
Homeless + unintentionally homeless – owed a 2 year reapplication duty s195A(1)	4
Homeless + priority need + intentionally homeless	5
Homeless + no priority need	6
Withdrew prior to assessment	7
Lost contact prior to assessment	8
Not homeless	9

Onward routing

New Act cases

If 7.3 ASSESS2=0, 9: complete 7.6-7.7 then **case closed**

If 7.3 ASSESS2 = 5, 6 skip to 7.5-7.7 then **case closed**

If 7.3 ASSESS2=1, 3, 4: skip to 7.5 – 7.7 then **complete FINALDUTIES**

If 7.3 ASSESS2=2: skip to 7.5-7.8 and **case closed**

If 7.3 ASSESS2=7, 8: case closed

Legacy cases – cannot be option 3

If 7.3 ASSESS2=5, 6: complete **7.4 LEG_REL** & **7.5 PNEED**, remainder of decision section can be left blank

If 7.3 ASSESS2=0, 2, 7, 8, 9: **case closed (no further information required)**

If 7.3 ASSESS2=1, 4: skip to 7.5 only then **complete FINALDUTIES**

7.4 Relief offered to legacy cases

XML TAG: LEG_REL

PARENT XML TAG: DECISION

Description

Whether relief activity was offered to the applicant. For legacy cases found to be intentionally homeless or to not have priority need.

Format

Numeric.

Field Mandatory

New Act cases

Blank.

Legacy cases

Expect completion if 7.3 ASSESS2=5, 6.

Blank if 7.3 ASSESS2=0, 1, 2, 3, 4, 7, 8.

Submitted when 7.2 ASSDATE completed.

Responses

No	0
Yes	1

Onward routing

If 7.4 LEG_REL=0, **case closed**.

If 7.4 LEG_REL=1, **complete RELIEF (no requirement to continue to complete the remainder of this section)**.

Validation

This field is only expected on legacy cases where ASSESS2 = 5 or 6 either intentionally homeless or homeless but not priority need.

Can be 0 but preferably blank if the question does not apply (a homeless and priority need legacy case or not a legacy case).

7.5 Priority need decision

XML TAG: PNEED

PARENT XML TAG: DECISION

Description

Decision on what priority need, if any, the applicant has. Where the applicant has priority need for several reasons, identify the one which is most relevant.

Format

Numeric

Field Mandatory

New Act cases

Expect completion if 7.3 ASSESS2=1, 2, 3, 4, 5, 6.

Can be completed if 1.6 ASSESS1 = 2

Can be completed if 4.6 PREV_END_REASON=5, 7, 8, 9

Blank if 7.3 ASSESS2=0, 7, 8, 9

Submitted when 7.1 DECDATE and / or 7.2 ASSDATE completed.

Legacy cases

Expect completion if 7.3 ASSESS2=1, 2, 4, 5, 6.

Blank if 7.3 ASSESS2=0, 7, 8.

Submitted when 7.2 ASSDATE completed.

Responses

No priority need	0
Priority need: homeless because of fire, flood or other emergency	1
Priority need: household includes dependent children	2
Priority need: applicant is / household includes a pregnant woman	3
Priority need: applicant aged 16 or 17 years	4
Priority need: applicant is care leaver and aged 18 to 20 years	5
Priority need: vulnerable as result of old age	6
Priority need: vulnerable as result of physical disability / ill health	7
Priority need: vulnerable as result of mental health problems	8
Priority need: vulnerable as a care leaver 21+	9
Priority need: vulnerable as served in HM Forces	10
Priority need: vulnerable as been in custody or on remand	11
Priority need: vulnerable as fled home because of violence / threat of violence (domestic abuse)	12
Priority need: vulnerable as fled home because of violence / threat of violence (not domestic abuse)	13
Priority need: vulnerable as result of learning difficulty	14
Priority need: vulnerable for other special reason	15
Priority need: drug dependency	16
Priority need: alcohol dependency	17
Priority need: former asylum seeker	18

Validations

Cannot be no priority need if a priority need assessment is indicated in ASSESS2, outcome of decision. If ASSESS2 is no priority need then no priority need should be selected. These fields are checked against information in the PEOPLE section and SUPPORT, warnings will flag that can be ignored if inconsistencies are identified.

7.6 Temporary accommodation provided or duty owed

XML TAG: TA_DEC

PARENT XML TAG: DECISION

Description

Whether a temporary accommodation duty was owed or temporary accommodation was provided following the decision on whether a main duty is owed.

Format

Numeric.

Field Mandatory

New Act cases

Expect completion if 5.6 REL_END_REASON=3, 5, 7.

Can be completed if 1.6 ASSESS1 = 2

Can be completed if 4.6 PREV_END_REASON=5, 7, 8, 9

Blank if 5.6 REL_END_REASON=0, 1, 2, 4, 6, 8, 9.

Blank if 5.6 REL_END_REASON=3, 5, 7 and 7.3 ASSESS2=7, 8.

Submitted when 7.1 DECDATE and / or 7.2 ASSDATE completed.

Legacy cases

Expect completion if 1.6 ASSESS1=4.

Submitted when 7.2 ASSDATE completed.

Any option permitted

Responses

No duty owed and no accommodation provided	0
Yes – temporary accommodation provided	1
Temporary accommodation duty owed but no temporary accommodation provided	2

Onward routing

If 7.6 TA_DEC=0, complete **7.7 ACCOM_D**

If 7.6 TA_DEC =1, skip remainder of this section and complete **TEMPORARY ACCOMMODATION**

If 7.6 TA_DEC=2, complete **7.7 ACCOM_D** then complete **TEMPORARY ACCOMODATION**

Validation

Checks against priority need assessment and if priority needs are indicated then a duty owed assessment should be made. And if no priority need then no duty is owed

7.7 Accommodation outcome

XML TAG: ACCOM_D

PARENT XML TAG: DECISION

Description

The applicant's accommodation following the decision on whether a duty is owed.

Format

Numeric.

Field Mandatory

New Act cases

Expect completion if 7.6 TA_DEC=0 or 2 and 7.2 ASSDATE is complete

Blank if 7.6 TA_DEC=1 or 7.2 ASSDATE is blank.

Submitted when 7.2 ASSDATE completed.

Legacy cases

Rules apply as above. Default 0 if unknown

Responses

Not known	0
Private rented sector: self-contained	1
Private rented sector: HMO	2
Private rented sector: lodging (not with family or friends)	3
Council tenancy	4
Registered Provider tenancy	5
Owner-occupier	6
Staying with family	7
Staying with friends	8
No fixed abode: rough sleeping	9
No fixed abode: not rough sleeping	10
Social rented supported housing or hostel	11
Refuge	12
Custody	13
Other	14

7.8 Local Connection Destination Authority

XML TAG: LCON_DEST

PARENT XML TAG: DECISION

Description

Where applicant has been referred to another local authority, record here the name of the authority.

Format

Alphanumeric, nine characters.

Use ONS LA codes.

Includes England, Wales, Scotland and Northern Ireland Codes.

See Annex 4 for ONS LA codes

Field Mandatory

Expect completion if 7.3 ASSESS2=2.Submitted when 7.2 ASSDATE completed.

Legacy cases – can be blank

Validation

The nine character LA code must match an ONS local authority code. Cannot be local authority's own code and should be left blank (omitted from XML instead).

7.9 Local authority location of accommodation outcome

XML TAG: DEST_DEC

PARENT XML TAG: DECISION

Description

In what local authority district (named) is the accommodation outcome described in 7.7 ACCOM_D. This is completed if a secure accommodation was reported in 7.7 ACCOM_D.

Format

Alphanumeric, nine characters.

Use ONS LA codes.

Includes England, Wales, Scotland and Northern Ireland Codes.

See Annex 4 for local authority ONS codes

Field Mandatory

New Act cases

Expect completion if 7.7 ACCOM_D=1-6.

Can be completed if 7.7 ACCOM_D=7-14. If location is unknown for these options, field can be left blank.

Blank if 7.7 ACCOM_D=0.

If accommodation is within the local authority district then select own local authority district.

Legacy cases

Complete if known.

8. FINAL DUTIES Section

For (new) applications made after 1st April 2018: This section is only completed if prevention and/or relief were not successful and the case was assessed as owed the s.193(2) duty, the s.193C(4) duty or the s195A(1) duty. It should be completed where the household was found to be unintentionally homeless and owed one of the homelessness duties in the DECISION section.

If the case was not assessed as owed a final homelessness duty, the fields in this section can be returned as blank. Only one response can be returned for each field.

For legacy cases this section is to be completed if the case was assessed as owed the main duty (s193 or s195A(1)).

8.1 ~~Local authority code and Case Reference Number~~

This was a duplicate reference, it is no longer required.

8.2 Section 193(2), section 193C(4) or section 195A(1) duty end date

XML TAG: DATEOUTC

PARENT XML TAG: FINALDUTIES

Description

The date that the section 193(2), section 193C(4) or section 195A(1) duty ended.

Format

YYYY-MM-DD

This field is specified in the following form “YYYY-MM-DD” where:

- DD indicates the day
- MM indicates the month
- YYYY indicates the year

Note: All components are required!

E.g. Write 3 April 2018 as 2018-04-03

Field Mandatory

New Act cases

Expect completion if 7.3 ASSESS2=1, 3, 4 and 7.2 ASSDATE is complete

Blank if 7.3 ASSESS2=0, 2, 5, 6, 7, 8, 9

Legacy cases

Expect completion if 7.3 ASSESS2=1, 4

Blank if 7.3 ASSESS2=0, 2, 5, 6, 7, 8, 9 (legacy cases cannot =3 for 7.3)

Validations

For new Act cases must be on or after relief duty end date and on or after the decision date. This date cannot be a future date.

8.3 Reason the section 193(2) Duty, the section 193C(4) Duty or the section 195A(1) Duty ended

XML TAG: ACTEND

PARENT XML TAG: FINALDUTIES

Description

The reason that the section 193(2) duty, the section 193C(4) or the section 195A(1) duty ended.

Format

Numeric.

Field Mandatory

New Act cases

Expect completion if 7.3 ASSESS2=1, 3, 4 and 7.2 ASSDATE is complete

Blank if 7.3 ASSESS2=0, 2, 5, 6, 7, 8, 9

Submitted when 8.2 DATEOUTC completed.

Legacy cases

Expect completion if 7.3 ASSESS2=1, 4

Blank if 7.3 ASSESS2=0, 2, 5, 6, 7, 8, 9 (legacy cases cannot =3 for 7.3)

Submitted when 8.2 DATEOUTC completed.

Responses

Ceased to be eligible	0
Accepted a Housing Act 1996 Pt6 social housing offer	1
Refused suitable Housing Act 1996 Pt6 social housing offer	2
Accepted a Private Rented Sector offer	3
Refused suitable Private Rented Sector offer	4
Refused suitable temporary accommodation offer	5
Became homeless intentionally from temporary accommodation	6
Ceased to occupy temporary accommodation	7
Applicant withdrew or lost contact	8

8.4 Accommodation outcome

XML TAG: ACCOM_FD

PARENT XML TAG: FINALDUTIES

Description

The applicant's accommodation when section 193(2), section 193C(4) or the section 195A(1) duty ended.

Format

Numeric.

Field Mandatory

New Act cases

Expect completion if 7.3 ASSESS2=1, 3, 4 and 7.2 ASSDATE is complete

Blank if 7.3 ASSESS2=0, 2, 5, 6, 7, 8, 9 or 7.2 ASSDATE is blank

Submitted when 8.3 DATEOUTC completed.

Legacy cases

Expect completion if 7.3 ASSESS2=1, 4

Blank if 7.3 ASSESS2=0, 2, 5, 6, 7, 8, 9 (legacy cases cannot =3 for 7.3)

Submitted when 8.3 DATEOUTC completed.

Responses

Not known	0
Private rented sector: self-contained	1
Private rented sector: HMO	2
Private rented sector: lodging (not with family or friends)	3
Council tenancy	4
Registered Provider tenancy	5
Owner-occupier	6
Staying with family	7
Staying with friends	8
No fixed abode: rough sleeping	9
No fixed abode: not rough sleeping	10
Social rented supported housing or hostel	11
Refuge	12
Custody	13
Other	14

Validations

Accommodation outcome must match with ACTEND, reason final duties ended.

8.5 Local authority location of accommodation outcome

XML TAG: DEST_DUTY

PARENT XML TAG: FINALDUTIES

Description

In what local authority district (named) is the accommodation outcome described in 8.4 ACCOM_FD. This is completed if a secure accommodation was reported in 8.4 ACCOM_FD.

Format

Alphanumeric, nine characters.

Use ONS LA codes.

Includes England, Wales, Scotland and Northern Ireland Codes.

See annex 4 for ONS LA codes

Field Mandatory

New Act cases

Expect completion if 8.4 ACCOM_FD=1-6.

Can be completed if 8.4 ACCOM_FD=7-14. If location is unknown for these options, field can be left blank.

Blank if 8.4 ACCOM_FD=0.

If accommodation is within the local authority district then select own local authority district.

Legacy cases

Complete if known.

9. The TEMPORARY ACCOMMODATION Section

This section is completed where the applicant is owed a temporary accommodation duty or the local authority uses its powers to provide temporary accommodation. This includes households owed a temporary accommodation but who remain in their property or who have made their own arrangements for temporary accommodation.

Temporary accommodation, unlike other sections, should be submitted once a household is moved into temporary accommodation and resubmitted every quarter until the household exits temporary accommodation. This means that unlike other sections if a field is mandatory in the temporary accommodation table MHCLG will expect to receive some placement information for the case until an exit is reported.

Temporary accommodation information can also be submitted outside of routing rules because a household may be moved to temporary accommodation without an activity trigger being reported. The only exception to this is when a prevention duty is started and has not been reported as failed. In this instance temporary accommodation should not have been provided.

Each time a household moves temporary accommodation placements and the reportable characteristics change this should be recorded as a new placement. For example if a household moves rooms in a hotel this should not be reported. However, if a household moves hotel placements to another borough this should be reported. Moves that involve change of TA type or number of habitable rooms should also be reported.

If a household moves placements and these dates overlap this will be accepted. If a household is split across temporary accommodation types, these separate instances should be reported. Please close previous placements before creating a new placement where you can, otherwise we will count this as the household being split across placements.

For legacy cases this section is to be completed if the applicant household is already in or moves into a temporary accommodation placement, is owed a main duty but remains in their accommodation, or is making their own arrangements for temporary accommodation.

~~9.1 — Local authority code and Case Reference Number~~

This was a duplicate reference, it is no longer required.

9.2 Date entered temporary accommodation

XML TAG: TA_DATE

PARENT XML TAG: TA

Description

Date that the household entered local authority temporary accommodation.

Format

YYYY-MM-DD

This field is specified in the following form “YYYY-MM-DD” where:

- DD indicates the day
- MM indicates the month
- YYYY indicates the year

Note: All components are required!

E.g. Write 3 April 2018 as 2018-04-03

Field Mandatory

Expect completion if 4.7 TA_PREV=1, TA_PREV=2, if 5.7 TA_REL=1, TA_REL=2, if 7.6 TA_DEC=1 or if TA_DEC=2.

Submitted when 9.3 ENTRY_DATE or 9.9 TA_EXIT_DATE completed.

Legacy cases – rules apply as above.

All cases – can be completed even if none of the routing rules above have been met. Except where a successful prevention has been reported as temporary accommodation would not have been used.

Validations

Cannot overlap a prevention duty (must be before or after these dates).

Must match the first temporary accommodation placement start date.

Must be on or after the apply_date

9.3 Date of entry into temporary accommodation placement

XML TAG: ENTRY_DATE

PARENT XML TAG: TA

Description

Date of temporary accommodation placement entry.

Format

YYYY-MM-DD

This field is specified in the following form “YYYY-MM-DD” where:

- DD indicates the day
- MM indicates the month
- YYYY indicates the year

Note: All components are required!

E.g. Write 3 April 2018 as 03-04-2018

Field Mandatory

Expect completion if 4.7 TA_PREV=1, 4.7 TA_PREV=2, if 5.7 TA_REL=1, if 5.7 TA_REL=2, if 7.6 TA_DEC=1 or if 7.6 TA_DEC=2

Legacy cases – rules apply as above.

All cases – can be completed even if none of the routing rules above have been met. Except where a successful prevention has been reported as temporary accommodation would not have been used.

Validations

Must not be before the TA_DATE. Must not be after the EXIT_DATE and not a future date.

9.4 Date of exit from temporary accommodation placement

XML TAG: EXIT_DATE

PARENT XML TAG: TA

Description

Date of temporary accommodation placement exit.

Format

YYYY-MM-DD

This field is specified in the following form “YYYY-MM-DD” where:

- DD indicates the day
- MM indicates the month
- YYYY indicates the year

Note: All components are required!

E.g. Write 3 April 2018 as 03-04-2018

Field Mandatory

Expect completion if 4.7 TA_PREV=1 or if 5.7 TA_REL=1 or if 7.6 TA_DEC=1.

Expect completion if 4.7 TA_PREV=2 or if 5.7 TA_REL=2 or if 7.6 TA_DEC=2.

Blank if applicant has not left temporary accommodation placement.

Submitted when 9.3 ENTRY_DATE or 9.9 TA_EXIT_DATE completed.

Legacy cases – rules apply as above.

All cases – can be completed even if none of the routing rules above have been met.

Except where a successful prevention has been reported as temporary accommodation would not have been used.

Validations

Must be after the ENTRY_DATE, cannot be after TA_EXIT_DATE. Cannot be a future date.

Can be blank where a placement has not yet ended

9.5 Type of temporary accommodation

XML TAG: TATYPE

PARENT XML TAG: TA

Description

The type of temporary accommodation provided by the local authority in the placement.

Format

Numeric.

Field Mandatory

Expect completion if 4.7 TA_PREV=1 or if 5.7 TA_REL=1 or if 7.6 TA_DEC=1

Expect completion if 4.7 TA_PREV=2 or if 5.7 TA_REL=2 or if 7.6 TA_DEC=2.

Submitted when 9.3 ENTRY_DATE or 9.9 TA_EXIT_DATE completed.

Legacy cases – rules apply as above.

All cases – can be completed even if none of the routing rules above have been met.

Except where a successful prevention has been reported as temporary accommodation would not have been used.

Responses

Temporarily remains in property	0
Made own arrangements for temporary accommodation	1
Privately managed Bed & Breakfast hotels (privately managed, meal/s provided, shared facilities)	2
Other nightly paid, privately managed accommodation, shared facilities	3
Other nightly paid, privately managed accommodation, self-contained	4
Hostels (including reception centres and emergency units)	5
Refuges	6
Private sector accommodation leased by your authority or leased or managed by a registered provider	7
Directly with a private sector landlord	8
Accommodation within your own stock	9
Accommodation within registered provider stock	10
Any other type of temporary accommodation	11

9.6 Number of bedrooms within the temporary accommodation placement

XML TAG: TASIZE

PARENT XML TAG: TA

Description

Number of bedrooms, which the household has sole use of within the temporary accommodation placement. If the household is living in a hotel the number of rooms occupied by the household should be provided. Please do not state the number of rooms in the hotel.

(bedroom = living or sleeping area that is separate from any area containing cooking, washing or toilet facilities)

Format

Numeric. Range from 0+. 0 refers to self-contained with no separate rooms for living and sleeping.

Field Mandatory

New Act cases

Expect completion if 9.5=2, 3, 4, 5, 6, 7, 8, 9, 10, 11

Submitted when 9.3 ENTRY_DATE or 9.9 TA_EXIT_DATE completed.

All cases – can be completed even if none of the routing rules above have been met. Except where a successful prevention has been reported as temporary accommodation would not have been used.

Legacy cases – leave blank if unknown

Validations

Cannot have more than 10 bedrooms – if living in a hotel then the rooms occupied by the household should be provided and not the rooms in the hotel.

9.7 Duties under which temporary accommodation is provided

XML TAG: TADUTY

PARENT XML TAG: TA

Description

The duty under which temporary accommodation is provided.

Format

Numeric.

Field Mandatory

Expect completion if 4.7 TA_PREV=1 or if 5.7 TA_REL=1 or if 7.6 TA_DEC=1

Not required if 4.7 TA_PREV=2 or if 5.7 TA_REL=2 or if 7.6 TA_DEC=2.

Submitted when 9.3 ENTRY_DATE or 9.9 TA_EXIT_DATE completed.

Legacy cases – rules apply as above.

All cases – can be completed even if none of the routing rules above have been met.

Except where a successful prevention has been reported as temporary accommodation would not have been used.

Responses

Interim: pending enquiries plus intentional homeless, review appeal, awaiting appeal	0
Section 193(2)	1
Section 193C(4)	2

Validations

Cannot be interim duties unless; assessment date (1.5) has not taken place, no prevention duty is owed, or prevention duty was unsuccessful

Duty cannot be owed for "Section 193(2) if that was not the Outcome of Decision or owed a reapplication duty (7.3)

Duty cannot be owed for "Section 193C(4) if that was not the Outcome of Decision (7.3) or if a legacy cases (1.6)

9.8 Is temporary accommodation in other local authority district

XML TAG: TA_OTHER

PARENT XML TAG: TA

Description

In what local authority district is the temporary accommodation (named).

Format

Alphanumeric, nine characters.

Use ONS LA codes.

Include England, Wales, Scotland and Northern Ireland Codes.

See annex 4 for ONS LA codes

Field Mandatory

New Act cases

Expect completion if 4.7 TA_PREV=1 or if 5.7 TA_REL=1 or if 7.6 TA_DEC=1

Not required if 4.7 TA_PREV=2 or if 5.7 TA_REL=2 or if 7.6 TA_DEC=2.

Submitted when 9.3 ENTRY_DATE or 9.9 TA_EXIT_DATE completed.

Can be completed even if none of the routing rules above have been met.

Except where a successful prevention has been reported as temporary accommodation would not have been used.

If placement is within the local authority district then select own local authority district.

Legacy cases – can be blank if out of district location is unknown. However, blanks will be assumed to be out of district as a default.

9.9 Date of exit from temporary accommodation

XML TAG: TA_EXIT_DATE

PARENT XML TAG: TA

Description

Date of temporary accommodation exit

Format

YYYY-MM-DD

This field is specified in the following form “ YYYY-MM-DD” where:

- DD indicates the day
- MM indicates the month
- YYYY indicates the year

Note: All components are required!

E.g. Write 3 April 2018 as 2018-04-03

Field Mandatory

When household leaves temporary accommodation, expect completion if 4.7 TA_PREV=1 or if 5.7 TA_REL=1 or if 7.6 TA_DEC=1 or if 4.7 TA_PREV=2 or if 5.7 TA_REL=2 or if 7.6 TA_DEC=2.

Legacy cases – rules apply as above.

All cases – can be completed even if none of the routing rules above have been met. Except where a successful prevention has been reported as temporary accommodation would not have been used.

Onward routing

Legacy cases – if applicant has left temporary accommodation, complete FINAL DUTIES.

Validations

Cannot be before EXIT_DATE and must be blank if EXIT_DATE is blank for any TA placement reported. Must be completed if all temporary accommodation placements have an EXIT_DATE.

10. The REVIEW Section

This section is to be completed for all reviews requested on decisions made by the local authority. If a review has been completed then options should be submitted for all fields in this section. Completion of this section does not depend on other sections.

Reviews can be submitted on open and closed cases as reviews may result in a case being reopened. A successful review is likely to result in another section of the case being revised. For example a review of a prevention duty may result in a new prevention duty / activity being offered.

If no review was requested, the fields in this section must be returned as blank. Many records are permitted but only one record should be submitted per review.

Legacy cases do not require any review information so this section should be left blank.

10.1 ~~Local authority code and Case Reference Number~~

This was a duplicate reference, it is no longer required.

10.2 Date review requested

XML TAG: REV_DATE_R
PARENT XML TAG: REVIEW

Description

Date the review was requested.

Format

YYYY-MM-DD

This field is specified in the following form “YYYY-MM-DD” where:

- DD indicates the day
- MM indicates the month
- YYYY indicates the year

Note: All components are required!

E.g. Write 3 April 2018 as 2018-04-03

Field Mandatory

Submitted when 10.3 REV_DATE_C completed.

Validation

Must be after apply date.

10.3 Date review completed

XML TAG: REV_DATE_C

PARENT XML TAG: REVIEW

Description

Date the review was completed.

Format

YYYY-MM-DD

This field is specified in the following form “ YYYY-MM-DD” where:

- DD indicates the day
- MM indicates the month
- YYYY indicates the year

Note: All components are required!

E.g. Write 3 April 2018 as 2018-04-03

Field Mandatory

No, not expected in all cases. Mandatory where a review (REV_DATE_R) has taken place.

Validations

Must be on or after the date the review was requested.

10.4 Review requested

XML TAG: REV_REQ

PARENT XML TAG: REVIEW

Description

If review was requested and completed, which decision it related to.

Format

Numeric.

Responses

Eligibility for assistance	0
Duties owed homeless or threatened with homelessness	1
Reasonable steps taken to help prevent and/or relieve homelessness	2
Ending of the prevention and/or Relief Duty	3
Notices served on refusal to cooperate	4
Local connection referrals	5
Whether applicant in priority need and not intentionally homeless (main duty)	6
Decision to end the main duty	7
Suitability of accommodation offered at Prevention or Relief stage (not final)	8
Suitability of Final PRS or Final Part 6 Offer at Relief stage	9

Suitability of accommodation offered as S193 Temporary Accommodation or S193C(4)	10
Suitability of accommodation offered to end S193 duty	11

Field Mandatory

Submitted when 10.3 REV_DATE_C completed.

10.5 Decision subject to County Court Appeal

XML TAG: COURT

PARENT XML TAG: REVIEW

Description

Whether any review decisions subject to County Court Appeal.

Format

Numeric.

Responses

No	0
Yes	1

Field Mandatory

Submitted when 10.3 REV_DATE_C completed.

10.6 Review outcome

XML TAG: REV_OC

PARENT XML TAG: REVIEW

Description

Whether the applicant's review was successful.

Format

Numeric.

Responses

No	0
Yes	1

Field Mandatory

Submitted when 10.3 REV_DATE_C completed.

Annex 1: Personal Data

Personal data will be provided separately to H-CLIC via a separate XML upload. This is to ensure the separation and security of identifiable personal data. MHCLG will either request this information at the quarter end or as otherwise required.

Further guidance on how this data is to be submitted will be provided in early 2018.

This personal information is required for monitoring the Act. For legacy cases, MHCLG do not require personal information as consent will not have been provided.

A1.1 Local Authority Code and Case Reference Number

XML TAG: LA_CRN

PARENT XML TAG: PERSONAL

Description

The local authority code prefixed to the council's own Case Reference Number.

Format

Alphanumeric, 22 characters.

Field Mandatory

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases must be blank.

Validation

Must match that provided in section 1.1.

A1.2 Person identifier

XML TAG: PERSON_ID

PARENT XML TAG: PERSONAL

Description

A unique identifier for each household member.

Format

Alphanumeric, 12 characters.

Field Mandatory

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases must be blank.

Validation

Must match that provided in section 2.2.

A1.3 Date of Birth

XML TAG: DOB

PARENT XML TAG: PERSONAL

Description

Date of birth of the household member.

Format

YYYY-MM-DD

This field is specified in the following form “YYYY-MM-DD” where:

- DD indicates the day
- MM indicates the month
- YYYY indicates the year

Note: All components are required!

E.g. Write 3 April 2018 as 2018-04-03

Field Mandatory

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases must be blank.

A1.4 Forename

XML TAG: FORENAME

PARENT XML TAG: PERSONAL

Description

The forename of the household member.

Format

Alpha, 200 characters maximum

Field Mandatory

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases must be blank.

A1.5 Surname

XML TAG: SURNAME

PARENT XML TAG: PERSONAL

Description

The surname of the household member.

Format

Alpha, 200 characters maximum

Field Mandatory

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases must be blank.

A1.6 National Insurance Number

XML TAG: NINO

PARENT XML TAG: PERSONAL

Description

The National Insurance Number for the household member (aged 16 and over).

Format

Alphanumeric, either NK (Not Known) or 9 characters coded in the form XY123456Z. All letters should be in UPPERCASE.

Validation

Must be aged 16 years or over.

The REGEX which this field is validated against is:

NK|([ABCEGHJKLMNPRSTWXYZ][ABCEGHJKLMNPRSTWXYZ][0-9]{6}[A-D])

Field Mandatory

No

Legacy cases must be blank.

A1.7 Property name or number of current or last settled accommodation

XML TAG: PROPERTYNUMLAST

PARENT XML TAG: PERSONAL

Description

Property name or number of current address, or last settled address if already homeless.

Format

Alphanumeric, 40 characters maximum.

Field Mandatory

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases must be blank.

A1.8 Postcode of current or last settled accommodation

XML TAG: POSTCODELAST

PARENT XML TAG: PERSONAL

Description

Postcode of the current address, or last settled address if already homeless.

Format

Alphanumeric, eight characters maximum.

Responses

A valid postcode matching the following regular expression.

(GIR 0AA)|((((([A-Z][0-9][0-9] ?)|([A-Z][A-HJ-Y][0-9][0-9] ?)|([A-Z][0-9][A-Z])|([A-Z][A-HJ-Y][0-9] ?[A-Z]))) [0-9][A-Z]{2})

Missing postcodes should be coded as: SW1P 4DF.

Field Mandatory

Can be blank if 1.3 ELIGIBLE (MAIN) = 0

Yes if 1.3 ELIGIBLE (MAIN) <>0

Legacy cases must be blank.

Annex 2: Updates to the H-CLIC data requirement version 1.3

Updates issued: 13th December 2017

Changes to the H-CLIC data requirement

The H-CLIC data requirement was finalised and published on the 25th October. Since this date, some minor changes have been made to the document. Any further changes will be kept to a minimum. When issues are raised by IT suppliers or local authorities that impact on data quality we will review the requirement and when necessary, publish a revised version online. We will notify local authorities and IT suppliers via email when revisions have been made. The online published requirement will always be the most up-to-date at any time and this will be version controlled. This will mean that local authorities can submit data that conforms to earlier versions of the final schema even though the most recent would be preferred.

H-CLIC requirement version 1.3

There are three types of change that have been made to H-CLIC version 1.3, following feedback from IT suppliers and local authorities. These are:

1. The addition or removal of fields. These are considered medium-high impact and are outlined in Table 1.
2. Changes to routing or the description of fields that may impact routing. These are considered medium-low impact and are outlined in Table 2.
3. Guidance on completing fields, which has been updated for cross-document consistency. The guidance for sections 1.4, 1.14, 1.15, 1.19, 1.20, 5.7, 9.2, 9.4, 9.5, 9.6, 9.7, 9.8 has been updated.

A2 Table 1: Medium to high impact changes to H-CLIC version 1.3

Section	Requirement location	Change made	Reason for change
2, 3, 4, 5, 6, 7, 8, 9, 10	LA_CRN Sections 2.1, 3.1, 4.1, 5.1, 6.1, 7.1, 8.1, 9.1, 10.1.	LA_CRN duplicate removed from all sections except the Main section.	The LA_CRN unique case identifier is needed only once per case in the Main section. This is to indicate that the XML upload should be structured by case rather than by section.
1	1.22 Date referral received	Field removed.	Field removed, as original XML tag was not unique and matched 1.5 ASSESS_DATE.
1	1.22 Date homeless application made	New field added.	To capture the initial date that the household made a homelessness application.
1	1.23 Employment status of main applicant's partner	New field added.	To capture economic activity in the total household. A default option of 'No partner' is available.
2	2.8 Age at quarter end	New field added.	To keep the age of household members up-to-date. This is particularly important for temporary accommodation placements to calculate the number of children and vulnerable young people in a household.
4, 5, 7, 8	4.9, 5.9, 7.9, 8.5 Local authority location of accommodation outcome	New fields added.	To record where households' accommodation is located at the end of the Prevention Duty, Relief Duty, Decision stage and Final Duties stage. Accommodation location does not need to be reported for unknown accommodation outcomes or those that are non-secure (e.g. rough sleeping).
1	1.15 Main reason for loss of settled home	Category added.	'Property disrepair' added as a response option, to capture when an applicant cannot remain in their accommodation for this reason.

A2 Table 2: Medium to Low impact changes to H-CLIC version 1.3

Section	Requirement location	Change made	Description of update
1, 4	1.6 Assessment of circumstances and needs 4 Prevent – all fields	Routing & routing guidance	Option 3 'Not threatened with homelessness within 56 days' – now routes to case closed. Routing from 1.6 ASSESS1 updated through the Prevent section.
1	1.20 Referral agency	Dropdown list added	A provisional longlist of agencies is now included. This may be reduced, but we will maintain the numbering for retained items.
2	2.4 Age	Description update	The description updated to refer to the household member's age when the homelessness application was made, not the assessment of circumstances and needs.
2	2.6 Date joined homelessness application	Default option	Default date changed to 1.22 Date homeless application made, from 1.6 Date of assessment of circumstances and needs.
5	5.6 Reason relief duty ended	Routing	Households found to be intentionally homeless (option 7) will proceed to the Decision section.

Annex 3: Updates to the H-CLIC data requirement version 1.4

Updates issued: 9th January 2018

H-CLIC requirement version 1.4

There are three types of change that have been made to H-CLIC version 1.4. These are:

1. The addition of fields and additional categories added as response options. These are considered medium-high impact and are outlined in Table 1.
2. Amended categories in response options. These are considered medium-low impact and are outlined in Table 2.
3. Routing descriptions, field descriptions, and field mandatory descriptions contain more detail to help clarify what information is required.
Routing descriptions have been updated in sections 1.3, 1.6, 1.13, 1.19, 4.6, 4.7, 5.6, 5.7, 7.3, 7.4, 7.6.
Field descriptions have been updated in sections 1.4, 1.23, 3.2, 4.3, 7, 7.2.
Field mandatory descriptions have been updated in sections 4.7, 4.8, 4.9, 7.3, 7.5, 7.6, 7.7, 8.2, 8.3, 8.4.

A3 Table 1: Medium to high impact changes to H-CLIC version 1.4

Section	Requirement location	Change made	Reason for change
5	5.10 Local Connection Destination Authority	New field added.	Local connection referrals can be made at the relief or main duty stages. The option to report local connection referrals at the relief stage was previously not available.
7	7.1 Main Duty decision date	New field added.	The addition of a main duty decision date has been included so that a decision can be made on a household case during the relief stage. In all earlier versions this would not have been allowed.
1	1.6 Assessment of circumstances and needs	Category added.	'Local connection referral – Main duty accepted' added to capture applications where a decision on the case has been reached by the referring authority. Onward routing directly to the FINALDUTIES section has been included. Relief duty referrals are not affected and can be reported using 1.19 and 1.6 via option 2 – 'already homeless – Relief Duty owed.'
4	4.7 Temporary accommodation provided or duty owed	Category added.	'Temporary accommodation duty owed but no accommodation provided' added. This is so cases where individuals are homeless at home can be identified separately from those who are living in local authority provided temporary accommodation. NOTE: A temporary accommodation duty assessment can only be made on completion of an unsuccessful prevention duty.
5	5.7 Temporary	Category	'Temporary accommodation duty owed but no

	accommodation provided or duty owed	added.	accommodation provided' added. This is so cases where individuals are homeless at home can be identified separately from those who are living in local authority provided temporary accommodation.
7	7.6 Temporary accommodation provided or duty owed	Category added.	'Temporary accommodation duty owed but no accommodation provided' added. This is so cases where individuals are homeless at home can be identified separately from those who are living in local authority provided temporary accommodation

A3 Table 2: Medium to Low impact changes to H-CLIC version 1.4

Section	Requirement location	Change made	Description of update
1	1.6	Category amended	Already homeless – Relief Duty owed amended to 'Already homeless – Relief Duty owed (include accepted local connection referrals)' To make it clear that local connection referrals that are accepted at the relief stage can be logged and routed using this selection.
1	1.13 Accommodation at time of application	Category amended.	'Caravan / Houseboat / Tent' amended to 'Caravan / Houseboat'. This is because tent is never considered settled accommodation.
4	4.7 Temporary accommodation provided or duty owed	Categories amended.	'No' amended to 'No duty owed and no accommodation provided'. 'Yes' amended to 'Yes – temporary accommodation provided'. To be consistent with the descriptions now provided in 5.7 and 7.6.
5	5.7 Temporary accommodation provided or duty owed	Categories amended.	'No' amended to 'No duty owed and no accommodation provided'. 'Yes' amended to 'Yes – temporary accommodation provided'. To distinguish between those who are provided with temporary accommodation, those who are homeless at home and those who are not considered to be either.
7	7.2 Date main duty decision takes effect	Field renamed.	This has been updated to the date the decision takes effect as this may be after the date the decision was issued, which is now captured in 7.1.
7	7.6 Temporary accommodation provided or duty owed	Categories amended.	'No' amended to 'No temporary accommodation provided'. 'Yes' amended to 'Yes – temporary accommodation provided'. To distinguish between those who are provided with temporary accommodation, those who are homeless at home and those who are not considered to be either.

A3: Table of updates in V1.4.1

Section	Requirement location	Change made	Description of update
Throughout		Date Formats	Date formats changed throughout schema from DD-MM-YYYY to YYYY-MM-DD
Throughout		Local authority look up lists	Look up lists re added to the schema and link removed. This has been replaced with guidance and an up to date look up list of local authorities in annex 4.
7		Temporary accommodation	To update the temporary accommodation section so that when option 2 is selected in 4.7 TA_PREV, 5.7 TA_REL or 7.6 TA_DEC a temporary accommodation section should be provided but 9.6 TASIZE, 9.7 TADUTY and 9.8 TA_OTHER fields are not required

A3a: Table of updates in V1.4.2

Section	Requirement location	Change made	Description of update
Annex 1: Personal		Personal data submission information.	Amended guidance on when to provide personal data to be consistent with privacy notices.

A3b: Table of updates in V1.4.3

Updates reflect relaxation to the eligible and legacy case submissions. Clarification on what data should be submitted in each activity section and when. We have amended the guidance for people, which is mandatory in any case submission even those that are ineligible. This is to ensure ineligible cases are genuine cases and not submitted in error. Other minor amendments have been made to text where additional clarification was requested from software suppliers or local authorities during the April to June 2018 submission window.

Section	Requirement location	Change made	Description of update
1	Throughout MAIN	Relaxing the mandatory rules particularly for legacy cases	Majority of controls are now mandatory when ELIGIBLE does not equal 0 AND ASSESS_DATE has a value. Some are no longer mandatory for legacy cases.
1	1.22	Clarification on mandatory conditions	Removed incorrect line that this control could be blank if ELIGIBLE (1.3) was "0" (not eligible) – this control is always mandatory
2	Throughout PEOPLE	Changes to mandatory rules	Removed can be blank if ELIGIBLE=0 (not eligible)
2	2.2	Included required number of characters	Added this control must be 12 characters and now matches the schema
2	2.8	Changes to mandatory rule	Clarifies not mandatory if household member has left the household
4	4.3	Changes to mandatory rule	Added that PD_END_DATE needs to be completed also for it to be mandatory

4	4.4	Changes to mandatory rule	Added that PD_END_DATE needs to be completed also for it to be mandatory
4	4.6	Changes to mandatory rule	Added that PD_END_DATE needs to be completed also for it to be mandatory
5	5.3	Changes to mandatory rule	Added that PD_END_DATE needs to be completed also for it to be mandatory
5	5.4	Changes to mandatory rule	Added that PD_END_DATE needs to be completed also for it to be mandatory
5	5.6	Changes to mandatory rule	Added that PD_END_DATE needs to be completed also for it to be mandatory
5	5.8	Changes to mandatory rule	Added if TA_REL=1 and REL_END_REASON=0,1, 2, 4, 5, 7, or 8 then mandatory
5	5.10	Clarified legacy mandatory rules	Added legacy cases can be blank
6	6.2	Clarified mandatory rules	Stated mandatory once PREVENTION or RELIEF are completed
7	7.1	Relaxed mandatory rules	No longer mandatory but can and should be completed after the same conditions are met
7	7.2	Relaxed mandatory rules	No longer mandatory but can and should be completed after the same conditions are met
7	7.3	Changes to mandatory rule	Added that DECDATE needs to be completed also for it to be mandatory
7	7.4	Changes to mandatory rule	Added that DECDATE needs to be completed also for it to be mandatory
7	7.5	Changes to mandatory rule	Added that DECDATE needs to be completed also for it to be mandatory
7	7.6	Changes to mandatory rule	Added that DECDATE needs to be completed also for it to be mandatory
7	7.7	Changes to mandatory rule	Added that ASSDATE needs to be completed also for it to be mandatory
7	7.8	Clarified legacy mandatory rules	Clarified legacy cases can be blank
8	8.2-8.4	Clarified legacy mandatory rules	Clarified why 7.3=3 was missing – legacy cases cannot =3 in 7.3

Annex 4: List of local authority codes and names

ONS LA Code	Local Authority	Country
X00000000	Not applicable	Non-UK
E06000001	Hartlepool	England
E06000002	Middlesbrough	England
E06000003	Redcar and Cleveland	England
E06000004	Stockton-on-Tees	England
E06000005	Darlington	England
E06000006	Halton	England
E06000007	Warrington	England
E06000008	Blackburn with Darwen	England
E06000009	Blackpool	England

ONS LA Code	Local Authority	Country
E06000010	Kingston upon Hull, City of	England
E06000011	East Riding of Yorkshire	England
E06000012	North East Lincolnshire	England
E06000013	North Lincolnshire	England
E06000014	York	England
E06000015	Derby	England
E06000016	Leicester	England
E06000017	Rutland	England
E06000018	Nottingham	England
E06000019	Herefordshire, County of	England
E06000020	Telford and Wrekin	England
E06000021	Stoke-on-Trent	England
E06000022	Bath and North East Somerset	England
E06000023	Bristol, City of	England
E06000024	North Somerset	England
E06000025	South Gloucestershire	England
E06000026	Plymouth	England
E06000027	Torbay	England
E06000028	Bournemouth	England
E06000029	Poole	England
E06000030	Swindon	England
E06000031	Peterborough	England
E06000032	Luton	England
E06000033	Southend-on-Sea	England
E06000034	Thurrock	England
E06000035	Medway	England
E06000036	Bracknell Forest	England
E06000037	West Berkshire	England
E06000038	Reading	England
E06000039	Slough	England
E06000040	Windsor and Maidenhead	England
E06000041	Wokingham	England
E06000042	Milton Keynes	England
E06000043	Brighton and Hove	England
E06000044	Portsmouth	England
E06000045	Southampton	England
E06000046	Isle of Wight	England
E06000047	County Durham	England
E06000049	Cheshire East	England
E06000050	Cheshire West and Chester	England
E06000051	Shropshire	England
E06000052	Cornwall	England
E06000053	Isles of Scilly	England

ONS LA Code	Local Authority	Country
E06000054	Wiltshire	England
E06000055	Bedford	England
E06000056	Central Bedfordshire	England
E06000057	Northumberland	England
E07000004	Aylesbury Vale	England
E07000005	Chiltern	England
E07000006	South Bucks	England
E07000007	Wycombe	England
E07000008	Cambridge	England
E07000009	East Cambridgeshire	England
E07000010	Fenland	England
E07000011	Huntingdonshire	England
E07000012	South Cambridgeshire	England
E07000026	Allerdale	England
E07000027	Barrow-in-Furness	England
E07000028	Carlisle	England
E07000029	Copeland	England
E07000030	Eden	England
E07000031	South Lakeland	England
E07000032	Amber Valley	England
E07000033	Bolsover	England
E07000034	Chesterfield	England
E07000035	Derbyshire Dales	England
E07000036	Erewash	England
E07000037	High Peak	England
E07000038	North East Derbyshire	England
E07000039	South Derbyshire	England
E07000040	East Devon	England
E07000041	Exeter	England
E07000042	Mid Devon	England
E07000043	North Devon	England
E07000044	South Hams	England
E07000045	Teignbridge	England
E07000046	Torridge	England
E07000047	West Devon	England
E07000048	Christchurch	England
E07000049	East Dorset	England
E07000050	North Dorset	England
E07000051	Purbeck	England
E07000052	West Dorset	England
E07000053	Weymouth and Portland	England
E07000061	Eastbourne	England
E07000062	Hastings	England

ONS LA Code	Local Authority	Country
E07000063	Lewes	England
E07000064	Rother	England
E07000065	Wealden	England
E07000066	Basildon	England
E07000067	Braintree	England
E07000068	Brentwood	England
E07000069	Castle Point	England
E07000070	Chelmsford	England
E07000071	Colchester	England
E07000072	Epping Forest	England
E07000073	Harlow	England
E07000074	Maldon	England
E07000075	Rochford	England
E07000076	Tendring	England
E07000077	Uttlesford	England
E07000078	Cheltenham	England
E07000079	Cotswold	England
E07000080	Forest of Dean	England
E07000081	Gloucester	England
E07000082	Stroud	England
E07000083	Tewkesbury	England
E07000084	Basingstoke and Deane	England
E07000085	East Hampshire	England
E07000086	Eastleigh	England
E07000087	Fareham	England
E07000088	Gosport	England
E07000089	Hart	England
E07000090	Havant	England
E07000091	New Forest	England
E07000092	Rushmoor	England
E07000093	Test Valley	England
E07000094	Winchester	England
E07000095	Broxbourne	England
E07000096	Dacorum	England
E07000098	Hertsmere	England
E07000099	North Hertfordshire	England
E07000102	Three Rivers	England
E07000103	Watford	England
E07000105	Ashford	England
E07000106	Canterbury	England
E07000107	Dartford	England
E07000108	Dover	England
E07000109	Gravesham	England

ONS LA Code	Local Authority	Country
E07000110	Maidstone	England
E07000111	Sevenoaks	England
E07000112	Shepway	England
E07000113	Swale	England
E07000114	Thanet	England
E07000115	Tonbridge and Malling	England
E07000116	Tunbridge Wells	England
E07000117	Burnley	England
E07000118	Chorley	England
E07000119	Fylde	England
E07000120	Hyndburn	England
E07000121	Lancaster	England
E07000122	Pendle	England
E07000123	Preston	England
E07000124	Ribble Valley	England
E07000125	Rossendale	England
E07000126	South Ribble	England
E07000127	West Lancashire	England
E07000128	Wyre	England
E07000129	Blaby	England
E07000130	Charnwood	England
E07000131	Harborough	England
E07000132	Hinckley and Bosworth	England
E07000133	Melton	England
E07000134	North West Leicestershire	England
E07000135	Oadby and Wigston	England
E07000136	Boston	England
E07000137	East Lindsey	England
E07000138	Lincoln	England
E07000139	North Kesteven	England
E07000140	South Holland	England
E07000141	South Kesteven	England
E07000142	West Lindsey	England
E07000143	Breckland	England
E07000144	Broadland	England
E07000145	Great Yarmouth	England
E07000146	King's Lynn and West Norfolk	England
E07000147	North Norfolk	England
E07000148	Norwich	England
E07000149	South Norfolk	England
E07000150	Corby	England
E07000151	Daventry	England
E07000152	East Northamptonshire	England

ONS LA Code	Local Authority	Country
E07000153	Kettering	England
E07000154	Northampton	England
E07000155	South Northamptonshire	England
E07000156	Wellingborough	England
E07000163	Craven	England
E07000164	Hambleton	England
E07000165	Harrogate	England
E07000166	Richmondshire	England
E07000167	Ryedale	England
E07000168	Scarborough	England
E07000169	Selby	England
E07000170	Ashfield	England
E07000171	Bassetlaw	England
E07000172	Broxtowe	England
E07000173	Gedling	England
E07000174	Mansfield	England
E07000175	Newark and Sherwood	England
E07000176	Rushcliffe	England
E07000177	Cherwell	England
E07000178	Oxford	England
E07000179	South Oxfordshire	England
E07000180	Vale of White Horse	England
E07000181	West Oxfordshire	England
E07000187	Mendip	England
E07000188	Sedgemoor	England
E07000189	South Somerset	England
E07000190	Taunton Deane	England
E07000191	West Somerset	England
E07000192	Cannock Chase	England
E07000193	East Staffordshire	England
E07000194	Lichfield	England
E07000195	Newcastle-under-Lyme	England
E07000196	South Staffordshire	England
E07000197	Stafford	England
E07000198	Staffordshire Moorlands	England
E07000199	Tamworth	England
E07000200	Babergh	England
E07000201	Forest Heath	England
E07000202	Ipswich	England
E07000203	Mid Suffolk	England
E07000204	St Edmundsbury	England
E07000205	Suffolk Coastal	England
E07000206	Waveney	England

ONS LA Code	Local Authority	Country
E07000207	Elmbridge	England
E07000208	Epsom and Ewell	England
E07000209	Guildford	England
E07000210	Mole Valley	England
E07000211	Reigate and Banstead	England
E07000212	Runnymede	England
E07000213	Spelthorne	England
E07000214	Surrey Heath	England
E07000215	Tandridge	England
E07000216	Waverley	England
E07000217	Woking	England
E07000218	North Warwickshire	England
E07000219	Nuneaton and Bedworth	England
E07000220	Rugby	England
E07000221	Stratford-on-Avon	England
E07000222	Warwick	England
E07000223	Adur	England
E07000224	Arun	England
E07000225	Chichester	England
E07000226	Crawley	England
E07000227	Horsham	England
E07000228	Mid Sussex	England
E07000229	Worthing	England
E07000234	Bromsgrove	England
E07000235	Malvern Hills	England
E07000236	Redditch	England
E07000237	Worcester	England
E07000238	Wychavon	England
E07000239	Wyre Forest	England
E07000240	St Albans	England
E07000241	Welwyn Hatfield	England
E07000242	East Hertfordshire	England
E07000243	Stevenage	England
E08000001	Bolton	England
E08000002	Bury	England
E08000003	Manchester	England
E08000004	Oldham	England
E08000005	Rochdale	England
E08000006	Salford	England
E08000007	Stockport	England
E08000008	Tameside	England
E08000009	Trafford	England
E08000010	Wigan	England

ONS LA Code	Local Authority	Country
E08000011	Knowsley	England
E08000012	Liverpool	England
E08000013	St. Helens	England
E08000014	Sefton	England
E08000015	Wirral	England
E08000016	Barnsley	England
E08000017	Doncaster	England
E08000018	Rotherham	England
E08000019	Sheffield	England
E08000021	Newcastle upon Tyne	England
E08000022	North Tyneside	England
E08000023	South Tyneside	England
E08000024	Sunderland	England
E08000025	Birmingham	England
E08000026	Coventry	England
E08000027	Dudley	England
E08000028	Sandwell	England
E08000029	Solihull	England
E08000030	Walsall	England
E08000031	Wolverhampton	England
E08000032	Bradford	England
E08000033	Calderdale	England
E08000034	Kirklees	England
E08000035	Leeds	England
E08000036	Wakefield	England
E08000037	Gateshead	England
E09000001	City of London	England
E09000002	Barking and Dagenham	England
E09000003	Barnet	England
E09000004	Bexley	England
E09000005	Brent	England
E09000006	Bromley	England
E09000007	Camden	England
E09000008	Croydon	England
E09000009	Ealing	England
E09000010	Enfield	England
E09000011	Greenwich	England
E09000012	Hackney	England
E09000013	Hammersmith and Fulham	England
E09000014	Haringey	England
E09000015	Harrow	England
E09000016	Havering	England
E09000017	Hillingdon	England

ONS LA Code	Local Authority	Country
E09000018	Hounslow	England
E09000019	Islington	England
E09000020	Kensington and Chelsea	England
E09000021	Kingston upon Thames	England
E09000022	Lambeth	England
E09000023	Lewisham	England
E09000024	Merton	England
E09000025	Newham	England
E09000026	Redbridge	England
E09000027	Richmond upon Thames	England
E09000028	Southwark	England
E09000029	Sutton	England
E09000030	Tower Hamlets	England
E09000031	Waltham Forest	England
E09000032	Wandsworth	England
E09000033	Westminster	England
N09000001	Antrim and Newtownabbey	Northern Ireland
N09000002	Armagh City, Banbridge and Craigavon	Northern Ireland
N09000003	Belfast	Northern Ireland
N09000004	Causeway Coast and Glens	Northern Ireland
N09000005	Derry City and Strabane	Northern Ireland
N09000006	Fermanagh and Omagh	Northern Ireland
N09000007	Lisburn and Castlereagh	Northern Ireland
N09000008	Mid and East Antrim	Northern Ireland
N09000009	Mid Ulster	Northern Ireland
N09000010	Newry, Mourne and Down	Northern Ireland
N09000011	Ards and North Down	Northern Ireland
S12000005	Clackmannanshire	Scotland
S12000006	Dumfries and Galloway	Scotland
S12000008	East Ayrshire	Scotland
S12000010	East Lothian	Scotland
S12000011	East Renfrewshire	Scotland
S12000013	Na h-Eileanan Siar	Scotland
S12000014	Falkirk	Scotland

ONS LA Code	Local Authority	Country
S12000015	Fife	Scotland
S12000017	Highland	Scotland
S12000018	Inverclyde	Scotland
S12000019	Midlothian	Scotland
S12000020	Moray	Scotland
S12000021	North Ayrshire	Scotland
S12000023	Orkney Islands	Scotland
S12000024	Perth and Kinross	Scotland
S12000026	Scottish Borders	Scotland
S12000027	Shetland Islands	Scotland
S12000028	South Ayrshire	Scotland
S12000029	South Lanarkshire	Scotland
S12000030	Stirling	Scotland
S12000033	Aberdeen City	Scotland
S12000034	Aberdeenshire	Scotland
S12000035	Argyll and Bute	Scotland
S12000036	City of Edinburgh	Scotland
S12000038	Renfrewshire	Scotland
S12000039	West Dunbartonshire	Scotland
S12000040	West Lothian	Scotland
S12000041	Angus	Scotland
S12000042	Dundee City	Scotland
S12000044	North Lanarkshire	Scotland
S12000045	East Dunbartonshire	Scotland
S12000046	Glasgow City	Scotland
W06000001	Isle of Anglesey	Wales
W06000002	Gwynedd	Wales
W06000003	Conwy	Wales
W06000004	Denbighshire	Wales
W06000005	Flintshire	Wales
W06000006	Wrexham	Wales
W06000008	Ceredigion	Wales
W06000009	Pembrokeshire	Wales
W06000010	Carmarthenshire	Wales
W06000011	Swansea	Wales
W06000012	Neath Port Talbot	Wales
W06000013	Bridgend	Wales
W06000014	Vale of Glamorgan	Wales
W06000015	Cardiff	Wales
W06000016	Rhondda Cynon Taf	Wales
W06000018	Caerphilly	Wales
W06000019	Blaenau Gwent	Wales
W06000020	Torfaen	Wales

ONS LA Code	Local Authority	Country
W06000021	Monmouthshire	Wales
W06000022	Newport	Wales
W06000023	Powys	Wales
W06000024	Merthyr Tydfil	Wales