

## **Housing Need Assessment Guidance Manual**

- 1. LOCA is seeking the information contained within Housing Needs Assessment guidance documentation used by NIHE officers when carrying out housing need assessments.**

Enclosed is the current Housing Needs Assessment guidance documentation. This document is currently subject to review to account for structural and operational changes to the Housing Executive, but the assessment methodology itself has been academically peer reviewed and remains robust.

Redactions have been applied to the document where it contains the names of the officers involved in policy development. The Housing Executive considers this to be exempt from disclosure as the exemption at Section 40(2) of the Freedom of Information Act (Personal Information) is engaged. In addition, disclosure of this personal information would be a breach of the Data Protection Act 2018, Schedule 2, Part 3, Paragraph 16 – Protection of the Rights of Others.



# **User Guide**

**Housing  
Executive**

The Regional Housing Authority

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## **7 Housing Need Assessment (General)**

### **7.1 The Housing Need Assessment Team**

The following core team members will be involved in the preparation of housing need assessments in accordance with this guidance under the overall guidance of the Assistant Director of Corporate Services:

- Strategic Planning Manager (Level 7)
- Corporate / PPS12 Planner (Level 6)
- Area Planner (Level 7)
- Assistant Area Planner (Level 5)
- G.I.S. (Analyst)
- Corporate Planning Officer (Level 5)

Other representation will be involved as required and will include:

- Equality
- Supporting people
- Travellers' unit
- Rural unit
- Private rented sector unit
- Housing & regeneration
- Planning & feasibility
- District Managers
- Regeneration services
- Strategic Programme Unit

The respective roles and responsibilities for each team member are set out in Appendix 2 - HNA Team – roles & responsibilities.

### **7.2 Assessment Period**

Given the dynamic nature of the housing market and the factors that influence it, any assessment of need will be for 5 and 7 years ahead. It should be noted however that projections beyond 5 years will be indicative only. Key statistics and projections will therefore be updated as required.

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A formal re-run of the HNA will be carried out after 7 years of the Plan's life. This will involve drafting a completely new HNA.

### 7.3 Approach

In order to produce a housing need assessment a range of data and information will be collated, analysed and interpreted. The analysis will involve examining trends and the range of factors that influence those trends. The analysis will not be merely a description of the data collated; it will consider how the various parts of the housing market are changing or likely to change over time and how this will impact on the local housing market.

### 7.4 Key Elements

There are 9 categories incorporated in the housing need assessments. These are as follows:

#### *Regeneration*

Analysis of regeneration activity will occur at the local housing level and at the district level.

#### *Social rented housing*

In most instances the catchment area will comprise one or more local housing areas. However, in instances where the LHA covers a number of small settlements, then the analysis will be undertaken at Common Landlord Area (CLA) or possibly estate level.

#### *Affordable private rented*

The housing need assessment will give a qualitative analysis at the district council level. If issues concerning private sector rented accommodation arise then a more geographically focused analysis will occur. This will identify any "hot spots" at the settlement level.

#### *Affordable owner occupation*

Based on the research carried out on behalf of the Housing Executive it was recommended that analysis would be carried out at the district council level.

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## *Second homes and empty homes*

The housing need assessment for both of these categories will give a qualitative analysis at the district council level. If issues arise then a more geographically focused analysis will be undertaken for any “hot spots” at the settlement level.

## *Students*

The housing need assessment will give a qualitative analysis and discuss the implications of students at initially the district council level. Should issues concerning students arise then a more geographically focused analysis will occur and identify any “hot spots” at the settlement level.

## *Supported Housing*

Supported housing needs will be identified in the Supporting People 3 year programme and will identify specific locations. No further geographic analysis will be required.

## *Travellers*

Needs are to be identified from the Travellers’ Units HNA and programme and will identify specific locations. No further geographic analysis will be required.

An example of a housing need assessment report for Armagh is included at Appendix 4. [Click here to open Armagh HNA Report](#)

## 7.5 Report Section 1 – Introduction & Context

### Housing Need Assessment Report – Executive Summary

The HNA Executive Summary sets out the key findings arising out of the analysis of the specific housing categories.

The housing need requirement will be set out in table form and will detail the level of social, supported & Travellers housing required. Specifically this should set out the following for each settlement, district council area and for the development plan area:

The HNA report will inform the Housing Executive in any further discussions or wider reconciliation of the planning service’s capacity studies with housing needs identified.

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**This section will be expanded following discussions with the Area Planners regarding site identification.**

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## **Introduction**

The Housing Need Assessment report will commence with a general introduction which sets out what the HNA is and the purposes for which it will be used. It will confirm that the approach taken complies with best practice in GB.

The introduction will also summarise the structure of the HNA report.

## **Regional Housing Market Assessment**

The HNA report will clearly establish the regional housing context.

The purpose of the regional housing market analysis is to set out an overarching picture of socio-economic, political, demographic and housing supply / demand issues operating in the region. It will also set out the different concerns and priorities as they impact on the housing market in different parts of the region or plan area.

Corporate Planning central staff will produce a draft narrative outlining the regional context for inclusion into the HNA. This will be updated annually and it will incorporate relevant issues from the NIHE Corporate Plan and the Review of the NI Housing Market. It will also include relevant planning issues such as Programme for Government, Planning and other relevant documents.

## **Local Context**

The purpose of including a localised housing context is to highlight local housing market, socio-economic, and demographic issues, within the development plan area, that are at variance from NI regional trends or where there is a possible issue associated with changing patterns of demand or supply of housing.

This section of the HNA may involve updating and expanding the housing issues statement produced earlier for the “Issues” stage of the planning process.

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An understanding of the key socio/economic and demographic trends is considered necessary if an informed housing need assessment is to be carried out.

The primary data source for socio/economic and demographic analysis is the census although other research or data will be available to supplement this e.g. Noble Index of Relative Deprivation; General Registrars mid year estimates or ad hoc research and commercially available datasets.

An understanding of housing supply is also considered necessary if an informed local housing need assessment is to be carried out and the local context section will examine trends in the following categories:

- The available supply of housing in relation to the various tenures
- Property characteristics
- The condition of the housing stock
- Voids or land surpluses
- Renovation grant activity
- Local housing strategies
- Estate renewal strategies
- URAs
- Economic appraisals
- Rural initiatives
- Specific housing stock related issues e.g. anti social behaviour, migrant workers or concentrations of HMOs.

### 7.6 Geographic extent and catchment area

The analysis will be undertaken at various geographical levels. The main area for analysis will be the development plan / district council boundary. Within these areas however other sub-level areas will be subjected to localised analysis. All catchment areas will be identified geographically and agreed at the beginning of the HNA process.

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## 7.7 Quality Assurance

When the preliminary analysis has been completed the Housing Need Assessment team will present an outline of the draft report to a PPS12 quality assurance group comprised of:

- Assistant Director Corporate Services.
- The Strategic Planning Manager.
- Area Manager(s).

The QA Group will have a challenge role in relation to the draft HNA and its housing market analysis. Subject to the comments and approval of the quality assurance group the HNA team will finalise the draft housing need assessment and submit it to the Director of Corporate Services / Deputy CX to take to the CXBC for approval.

When approved by the CXBC, the final draft housing need assessment will then be forwarded to the relevant Planning divisional office and DOE Planning HQ.

All correspondence relating to the HNA including the report itself and any associated papers should be **treated as confidential and marked accordingly.**

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## **8 Housing Need Assessment Report – Housing Category Analysis**

### **8.1 General**

When carrying out a housing analysis, it is necessary to identify the operation of a range of factors and to consider their impact and how they might affect housing markets and overall demand. In order to carry out an impact assessment it is first necessary to analyse each of the 9 specific categories identified.

### **8.2 Regeneration**

The Regional Development Strategy has set a goal to achieve more sustainable development by seeking a target of 60% of new development to be provided within the existing urban footprint of towns and cities. In assessing the potential for regeneration within towns and settlements preference will be given to estate renewal, redevelopment and brownfield development site / land release opportunities.

The Housing Executives' approach to regeneration involves two aspects. The first is a physical approach which removes blight, unfitness and dereliction. The second is neighbourhood renewal which goes beyond physical planning and tackles social and economic regeneration.

This section will highlight Board approved NIHE proposals as well as proposals from other statutory or private agencies that have housing implications together with a consideration of any potential impacts on the housing market.

The information sources for the Regeneration Section are as follows:

- Housing market profiles / Urban renewal area appraisals
- NIHE estate strategies / Neighbourhood renewal/Rural Regeneration Initiatives
- Economic appraisal of NIHE stock
- Settlement profiling tool

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The regeneration programme will be analysed to detail the anticipated impact of the approved regeneration activity on housing markets. In particular the consideration of regeneration will identify areas where high or low demand for housing is considered to be an issue. This will involve cross-referencing other aspects of need at both the macro and local levels and highlighting any initiatives in place to address such issues.

In order to carry out an analysis of regeneration it is necessary to:

- (1) Calculate the number of planned demolitions of occupied stock within NIHE Board approved renewal areas. This figure equates to the number of additional housing units required as a result of NIHE regeneration.
- (2) Give an estimate of the potential numbers of households involved in future NIHE demolition activity. This will be based on proposals in the pipeline for NIHE Board approval. Such estimates should be indicative and not geographically specific so as to avoid potential for adverse impacts on local housing markets.
- (3) Outline any other NIHE regeneration initiatives e.g. land assembly, sale of surplus land, conversion schemes, and estate renewal strategies. Any potential impact on the housing market should also be highlighted.
- (4) Outline any major regeneration activity proposed by other agencies that may impact on housing markets.

This element of the report may include a series of GIS maps showing the geographical incidence of regeneration activity. Detailed data and information sources will be clearly stated.

### 8.3 Social Rented Housing

Social rented housing is for those households who require their housing needs to be met by a Registered Social Landlord (RSL) i.e. the Housing Executive or a housing association. Social rented accommodation is subsidised through government funding (Housing benefit and housing association grant).

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The social rented housing need assessment will assess those applicants requiring “General Needs” social housing. It does not include a need assessment for “Supported Housing” i.e. housing, with associated support provision catering for a range of specific housing needs required by for example, those leaving the health care system, probation services or certain vulnerable homeless individuals.

The principal means of meeting social housing need is through the re-letting of existing social housing accommodation (stock turnover). Where relets are insufficient to meet housing need, then the construction of further social housing is required.

The Housing Executive in conjunction with the Department for Social Development and housing associations, operate a Common Selection Scheme or waiting list for social housing. The Common Selection Scheme incorporates a register of those seeking social housing on a geographical basis.

Applicants are awarded points on the basis of their housing circumstances. Points are awarded for a number of factors including

- Intimidation
- Insecurity of tenure
- Sharing
- Overcrowding
- Lack of amenities and disrepair
- Health and social well-being

The Common Selection Scheme defines applicants with 30 points or more as being in “Housing Stress”. It is those applicants in housing stress which are considered in the calculation for projecting social housing need.

The social housing waiting list includes applicants applying as a result of the on going programme of rural latent demand tests carried out by the Housing Executive to reveal hidden social housing demand.

In order to assess the social housing need within any development plan area it is necessary for the team to agree the appropriate catchment areas based on the relevant (LHAs) which will be identified and agreed. It is

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then possible to examine the available supply of accommodation against the projected demand as expressed on the Common Waiting List for social housing.

In most instances the catchment area will comprise one or more (LHAs). However, in the case of some smaller catchment areas involving small settlements the LHAs will be much wider area than the settlement in question. In such instances the assessment will use (CLAs).

The primary data source in relation to social housing is therefore the Housing Executive's PRAWL 2 waiting list.

In order to assess social housing need a number of elements have to be considered. Stage 1 uses the Board approved housing need projection methodology as described below.

## STAGE 1: PROJECTED HOUSING NEEDS CALCULATION

### a) Calculate Projected Housing Stress:

In order to project social housing waiting lists it is necessary to project the number of applicants in housing stress on the assumption that no housing supply is available.

This is established by adding:

*The average number of applicants in housing stress over the past 5 years*

+

*Average annual allocations to applicants in Housing Stress projected forward 5 years*

*(i.e. additional housing stress assuming no allocations over the projection period)*

+

*The net average change in housing stress projected forward by 5 years*

=

**PROJECTED HOUSING STRESS**

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### **b) Calculate Projected Social Housing Supply:**

It is then necessary to quantify the current and likely future available supply of social housing by adding the average level of relets multiplied by the projection period (5 years) to the number of currently available void stock. This does not include new build completions as this is what the Social Housing Need Projection is seeking to establish.

This is established by adding the:

*Average annual relets multiplied by projection period (5 years)*

+

*Current voids (excluding "pending demolition" and "pending sale").*

=

**PROJECTED SOCIAL HOUSING SUPPLY**

### **c) Calculate Projected Social Housing Need:**

The Projected Social Housing Need is calculated by subtracting Projected Housing Supply from Projected Housing Stress. The resulting answer is further qualified by deducting 1 years average relets to act as a counter to over supply of new build and to prevent the waiting list reducing to zero.

*Projected Housing Stress (a)*

-

*Projected Social Housing Supply (b)*

-

*Average annual relets x 1 year*

=

**PROJECTED SOCIAL HOUSING NEED**

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## STAGE 2:

The Stage 1 projected housing need figure is then examined for trend validity. A sensitivity analysis will then be carried out on the stage 1 calculation. This is done in order to examine fluctuations in trends and to take account of specific local issues.

Examples of some local factors are listed below:

- 1) when there are local issues which have been identified by NIHE managers, local elected representative or community groups
- 2) when areas have low levels of social housing correlating with evidence of prevailing low incomes as determined by a mass appraisal of these indicators for the plan area.
- 3) when potential need is identified by responses to a public advert in relation to rural latent demand.

## Schemes on Site

The new build programme allows for a defined number of new build units a year (subject to funding) and these need to be accounted for in the assessment, therefore, schemes on site before the date of the assessment is made should be deducted as part of stage 2 sensitivity analysis. This also applies to schemes that completed post 1<sup>st</sup> April and before the completed HNA exercise.

There may be occasions where the exact number of starts is difficult to acquire and the Area Planner should make a reasonable **estimate** of the number of new build units on site.

Outlined below are factors that will be considered in the sensitivity analysis of the projected housing need resulting from Stage1:

- **Average Residual Housing Need** - which is the current number of households in housing stress minus average annual relets, which is averaged over the past 5 years. This gives a current picture of waiting list activity and will be used as a sensitivity monitor on the

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baseline projected housing need figure of stage 1 which is based on past trends.

- **Housing market trends** – including; affordability; new build developments; tenure breakdown and trends.
- **Local Intelligence** – gained by discussion with local housing managers.
- **Demographics** – such as population increases/decreases, age bands, household formation, average household size, population projections.
- **Trend Validity** - examine the trends collated in stage 1 to ensure there are no anomalies.
- **Housing Mix** – Consideration of applicants in housing stress, allocations and average length of time on waiting lists for each household group and link this with data on house types to highlight any imbalances. Consideration will also be given to the levels of transfer applicants with special requirements which are not being addressed by relets of stock e.g. people with disabilities, high levels of under / over occupying.
- **Regeneration** – consider impact of NIHE Board approved regeneration proposals.
- **Rural Proofing** - Successive NIHE Board approved rural policies have acknowledged that waiting lists tend to underestimate the true extent of rural housing need. Consequently, in line with government rural proofing requirements, it will be necessary to use other specific rural housing need factors as identified in NIHE rural housing policies. These include
  - Regeneration/programme proposals from other statutory bodies,
  - Existence of other public sector facilities e.g. rural school

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- Other waiting list information held by NIHE. This would include waiting list second preferences (where the prospects of housing in first preference locations are limited), requests for transfers from existing tenants (including the impact of such transfers on the occupancy of the existing accommodation) and numbers expressing interest in rural areas within section 10 of the Housing Assessment form.
- The level and condition of remaining social housing
- Levels of unfitness and/or homelessness
- Any use of rural proofing to justify additional new build requirements must be supported by an assessment to establish the impact of such proposals would have on remaining waiting list and housing stock.

This element of the report will include a reconciliation of the social new build programme with that identified in the projection of social housing required.

Detailed data and information sources will be clearly stated.

#### 8.4 Private Rented Sector

DOE Planning Service requires a strategic assessment and qualitative information in relation to the impact changes to trends in the private rented sector will have on the housing market generally, and on affordable housing specifically.

In particular the following information will be highlighted within the HNA report:

- The numbers and percentage of private rented properties within the area, including any available trend analysis.
- Concentrations of HMO properties within the area and any trend analysis.
- Geographic concentrations (hot spots) of private rented accommodation.

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- The levels and trends of housing benefit in payment.
- Identification of issues, strategies and future proposals that will impact on private rented numbers.

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Current data sources are:

## SOURCES OF INFORMATION

Dwelling numbers, attributes,  
condition and location

Private Rented Unit  
Census  
House Condition Survey  
NIHE Housing Market  
Review  
Continuous Household  
Survey (NISRA)  
Private HB  
HMO data  
Commissioned Research  
(University of Ulster)

Rent levels

Private HB data  
Rent Register

This element of the report will contain:

- A series of tables detailing how the size, location and nature of the sector have changed.
- A summary of the role of the private rented sector and the key issues and impacts on the wider housing market.
- The ability and scope to influence the private rented sector
- Detailed data / information sources will be clearly stated.

### 8.5 Affordability & Low Cost Owner Occupation

In order to define and develop a better understanding of affordability, the Housing Executive commissioned research by the Centre for Urban and Regional Studies at the University of Birmingham and the Centre for Research on Property and Planning at University of Ulster.

The research considered best practice in GB and the Republic of Ireland and recommended that any assessment of affordability take account of

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available data on incomes and house prices. Simplicity of application was considered fundamental to the development of any affordability indicator or model. The model that has been developed is designed to establish a baseline of affordability indicators based on key variables: house process, incomes and interest rates, which will monitor

1. changes over time
2. differences between District Councils

### Sources of Information

Income	House Condition Survey
House Prices	House Price Indicator UJJ
New Build Supply	NIHE database NHBC

#### *House Prices*

The research recommended the lowest house price quartile, i.e. the least expensive 25% of houses for sale, represented the most meaningful threshold at which to assess affordability.

#### *Affordable Price*

The Affordable price is derived from income. The research recommended that when calculating the purchase capacity of a household the following variables be assumed.

- 35% of gross household income available to service a mortgage
- 25 year repayment mortgage term
- 95 % mortgage and 5% deposit
- A typical interest rate recorded at the time

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## *Catchment Areas*

Assessment of affordability will in most cases be at District Council level, with the exception of Belfast which has been split into four sectors.

## *The Assessment*

The model assesses affordability using a typical Building Society annuity formula to calculate maximum price a household with a median household income can afford to pay. A comparison of income and the incidence of low cost owner occupation in the Council area are then considered.

## 8.6 Empty Homes

A private sector empty home is not liable for rates and is defined by the Land and Property Services as: ( ) to follow up on how this is to be defined in future.

“a property with no one living in it and it is completely empty of furniture and/or effects or the furniture and effects therein are deemed to be of no value; and it is not being used in any way” (LPS definition).

However, empty homes also include all housing association/ Housing Executive voids (excluding those classified as pending “demolition” or “sale”).

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### SOURCES OF INFORMATION

Private sector	<p>LPS (The information is provided by address which allows for assessment at local housing area level.)</p> <p>NB -Currently this data may be unreliable as not all declared vacant properties are inspected to confirm this and what is included as empty by LPS may be overstated. Work is ongoing to examine data with the LPS and NIE.</p>
NIHE voids data is also held by address and is updated on a three monthly basis	PRAWL
Housing association data	Direct contact with relevant housing association managers.
Supplementary data	<p>Census</p> <p>Housing market profiles</p> <p>Urban renewal assessments</p> <p>Research publications</p>

To determine the level of empty homes the HNA report will:

- Define the area under assessment – this will be at a district council level and also at the town/ settlement and local area levels as appropriate
- Confirm the total dwelling stock
- Confirm the numbers of vacant empty homes
- Highlight those areas where empty homes are in excess of 3% of total housing stock (in bands <3%; 4 – 7%; 8 – 10%; 11 – 15%; 16 – 20% and > 20)

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- Trend analysis for last 3 years
- Outline government/NIHE initiatives on empty dwellings.
- Determine the level of long term voids empty more than 6 months

### 8.7 Second Homes

For the purpose of PPS12 the definition of second homes is:

“Dwellings that are not occupied as main residences but are used as holiday / short term homes.” (NIHE definition: note such properties will be liable for the payment of rates to the LPS).

Properties bought as second homes but let as an investment are considered to be within the private rented sector.

Currently data on second homes is limited to that contained in the census and it is therefore difficult to confirm precise and up to date information. However DOE Planning Service has requested that the measurement of second homes be expressed as a percentage of total stock for the catchment area. The Housing Executive propose to undertake further research into the second homes market and will assist in determining the level of second homes and their impact on the wider housing market.

The following approach which is based on census data and which will provide percentage ratios will be used to assess the second homes issue within particular areas:

- Identify through census data, those wards whose level of second homes is more than 5% as an indicator of pressure.
- In the identified wards an update on the second home market will be sought through local community surveys and local estate agents. In the absence of available data the Housing Executive will commission research to be carried out.
- The level of second homes will be compared against other relevant catchment areas i.e. province and district council.

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- Analysis of second homes will include an examination of trends over time.

This section will include:

- GIS maps showing the geographical incidence at the area plan, district council and local housing area level, across district boundaries and at different points in time.
- The urban / rural dimension
- Detailed data and information sources will be clearly stated.

## 8.8 Students

The DOE Planning Service requires qualitative information in relation to the impact students will have on the housing market and any potential land use requirements.

In particular the following information will be highlighted:

- The numbers of students residing in an area, including any available trend analysis
- Geographic hot spots of student concentrations
- Identification of issues / future proposals that will impact on student numbers

Relevant data is available from HESA (Higher Education Statistics Agency) and as held by the respective universities and some of the further education colleges.

Currently the release of any additional data from universities and colleges has to be agreed on an individual area plan basis.

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The following summarises the current sources of data in relation to student accommodation need:

### SOURCES OF INFORMATION

Number of new university / further education students enrolling annually for each campus location	University / college records / business plans Department of Employment and Learning HESA statistics
The number of university / college owned student specific accommodation – current and planned for each location	From University / college UUU and QUB web sites <a href="http://www.ulst.ac.uk">www.ulst.ac.uk</a> <a href="http://www.qub.ac.uk/sacc">www.qub.ac.uk/sacc</a> <a href="http://www.bunk.com">www.bunk.com</a> HESA statistics

In assessing students as a category within the HNA, the focus will be on current levels and trends in student population and accommodation, relevant housing issues and the net impact student accommodation has or will have on the housing market.

Discussion of issues and their impacts on housing (e.g. changes to tuition fees) is therefore essential and contact will be made with relevant student accommodation managers and any other relevant groups including SHAC housing association and Department of Employment and Learning to ensure pertinent issues are identified.

This section will contain:

- The context and any policy developments in respect of numbers in higher education.
- Hot spot concentrations will be highlighted

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- A summary of key issues and impacts of the student population and accommodation need on the wider housing market.
- Data / information sources will be clearly stated

## 8.9 Supported Housing Need

The term Supported Housing relates to accommodation with complementary housing support services to cater for people with a range of special needs including certain persons with mental or physical health issues, some persons leaving the criminal justice system and a number of vulnerable homeless persons.

For PPS12 purposes it is necessary to distinguish between general needs housing where support needs are provided on a peripatetic / floating basis and the provision of specialised supported accommodation, where the requirement for complementary housing support services are assessed, planned, and delivered in conjunction with accommodation based-solutions.

Increasingly, housing support services will be person-centred and will not necessarily have specialised accommodation solutions and associated implications for land use. Such needs are identified as part of the overall social housing need projection.

In defining any land use requirements for supported housing therefore, the PPS12 (H N A) will only relate to that accommodation which can not be provided in a general needs housing solution (with an appropriate floating support model) but requires the provision of a specialised, accommodation-based solution.

The Housing Executive, as lead organisation responsible for the delivery of the Supporting People programme has established, in partnership with the Area Health & Social Services Board, their Trusts and the Probation Board, a joint planning and commissioning framework. This involved the creation of a Supporting People commissioning body (with representatives from the DHSS&PS, the Area Health Board, Probation Board and the Housing Executive), and the establishment of four area Supporting People Partnerships.

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These partnerships include nominees from the Health Board, its Trusts, the Probation Board (NI) and the Housing Executive. The partnerships are tasked with establishing the extent of supported housing need and assessing the relative strategic priority of complementary housing support services. The partnerships will also determine the need for accommodation-based solutions at a local level. The Supporting People commissioning body will provide guidance to the Area Supporting People partnerships to establish regional priorities, and will be responsible for making definitive regional commissioning decisions.

Arising from this commissioning process, the Supporting People team will develop a 5 Year Supporting People Programme (with a plan to be reviewed annually), contingent upon the allocation of appropriate resources. The strategy will also identify accommodation-based solutions that will generate a land-use requirement.

A diagram of the proposed commissioning cycle is set out in Appendix 5.

This category within the HNA is derived from the budget led Supporting People programme. The main sources of information in relation to supported housing needs will therefore be the 5 year Supporting People Programme.

In terms of expected outputs, this section will contain:

- A summary of Supporting People plans, and specific reference to priorities that require a specialised accommodation solution and have a land use implication.
- Supported housing which will involve an accommodation-based solution, but is ineligible for Supporting People funding e.g. registered nursing care facilities, will also be identified.

The summary will include details of:

- The client group
- The settlement location
- The number of units / bed-spaces required

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Statements regarding specific schemes to address supported housing need and their required locations will be limited to those contained in the Supporting People Programme.

The statement will also recognise that over the life of the Development Plan additional needs will be identified as part of the on-going monitoring process, which will require to be addressed.

This approach relies on the Supporting People commissioning body for a regional assessment of needs and the identification of locations, number of units / bed-spaces, and client groups. The Housing Need Assessment for PPS12 will merely utilise information that has been developed by the Supporting People team and incorporate it into the HNA.

#### 8.10 Travellers

In 1999 the DOE (NI) gave the NIHE the strategic role in relation to the assessment and provision of accommodation for the Traveller community. The NIHE's Travellers Unit carries out a Traveller Housing Need Assessment. Subsequently the NIHE produced a report entitled "Travellers' Accommodation – Needs Assessment".

This report examined in detail the population and household characteristics, available accommodation and issues affecting the travelling community and made several recommendations. The most important recommendation was to identify a 5 year rolling programme of schemes required to meet the accommodation needs of Travellers.

There are three broad categories of accommodation as follows:

- Group housing – residential housing developments with additional facilities and amenities specifically designed to accommodate extended families on a permanent basis.
- Service sites – managed sites where caravans / "park homes" can be based. These sites provide electricity and other services together with communal or individual amenity units containing toilets etc.
- Transit sites – sites to facilitate temporary or short term location of caravans. Communal facilities are also provided.

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The “Travellers’ Accommodation – Needs Assessment” and the 5 year programme will inform the PPS12 Housing Need Assessment. As such this section will include a summary of the key findings and housing programme identified by the Travellers’ Unit as it relates to the development plan area and to towns and settlements within it.

In particular the number, type and location of the required accommodation will be highlighted.

This approach relies on the Travellers’ Unit for assessment of needs and the identification of locations, numbers of units and type of provision. The Housing Need Assessment for PPS12 will take what has been developed by the Travellers’ Unit and incorporates it into the HNA.

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## Glossary

Affordable Housing	Comprises the social rented sector, housing benefit funded private rented, and low cost owner occupation
Affordable Index (owner occupation)	A model to establish a baseline of affordability indicators based on key variables: house prices, incomes and interest rates which will monitor changes over time and differences between district councils
Allocations	Allocating tenancies of existing and new build properties to applicants on the common waiting list.
Average Annual Relets	The total number of re-lets within social housing in the last 3 years divided by that 3 number of years to obtain a mean figure of annual relets.
Common Selection Scheme	The approved (DSD) system for the letting of social housing both NIHE and housing association. Administered by the NIHE.
Common Landlord Area	An area defined by the housing selection scheme comprising one or more social landlords but which is considered homogeneous for the purposes of housing allocations. CLAs are generally smaller than local housing areas to allow applicants to be more specific re areas of choice.
Economic Appraisal	The formal mechanism to cost and evaluate investment options involving public sector budgets.
Estate Strategies	Formal NIHE strategies to improve the physical and environmental conditions as well as the social well being of those residing within its estates.
General needs housing	Housing which is designed and allocated to applicants with no special needs. This is increasingly designed to lifetime homes standards.

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Group Housing	Residential housing developments with additional facilities and amenities specifically designed to accommodate extended families of travellers on a permanent basis.
Housing Issues Statement	A strategic overview of housing issues that are likely to be of relevance in relation to the DOE planning services issues paper. The issues statement is largely a digest of information taken from district housing plans.
Housing Demand	An indicator of the number of applicants and transfer requests registering interest for housing under the Common Selection scheme, and before an assessment of Housing Stress has been made.
Housing Stress	An indicator of poor housing/ living conditions e.g. sharing, overcrowding, lack of amenity etc. Housing stress is deemed to exist when an applicant is awarded 30 points or more under the common selection scheme.
Land Terrier	A schedule of land holdings of the NIHE currently being developed.
Lettable vacant properties	Vacant or void properties that can be let within a reasonable period of time – this includes all categories of voids but excludes properties vacant pending sale or demolition.
Local Housing Area	A geographical area comprising one or more common landlord areas which represents, in the opinion of the area planner and district managers, a homogeneous area which represents a clearly defined social housing market. LHAs have relatively little movement out to or in from other LHAs.
Low Cost Owner Occupation	A typical affordable house is deemed to be within the boundary of the first quartile of house prices (25 <sup>th</sup> percentile) in that district or sector.

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New Build Requirement	Is that shortfall between projected housing stress as calculated using a Housing Need projection and the average number of re-lets to applicants on the waiting list. This requirement is translated into the social new build programme.
Projection Period	The period in years that a social housing need projection relates to 5 years ahead
Regeneration	The process of improving housing conditions or dereliction within an area (including NIHE estates) using a variety of approaches including redevelopment, estate strategies, housing renovation grants, and the encouragement of the private sector.
Re-letting	The process of allocating tenancies of vacant existing properties to applicants on the common waiting list.
Residual Housing Need	Current housing stress less average annual relets i.e. that element of housing stress applicants that can not be re-housed within one year.
Rural Latent Demand Testing	An assessment carried out jointly by the rural unit and area planning to establish any hidden demand. It also involves assessing the possible impact of other rural proofing criteria on projected social need calculations and the impact of any new provision on remaining housing and waiting list demand.
Serviced Site	A range of managed accommodation sites where traveller families have permanent base to park caravans or erect timber sectional buildings. Such sites have associated services such as electricity, water and sewerage and possibly communal amenity buildings are provided.
Social Housing	Housing provided by registered social landlords for rent. Such housing is allocated by reference to an approved (DSD) common waiting list and allocation system.

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Social Landlord	<p>Housing association operating under the Housing (NI) Order 1992 and registered with the registrar of credit unions as an industrial and provident society and also registered with the D.S.D.</p> <p>or</p> <p>The NI Housing Executive established under the Housing Executive Act (NI) 1971.</p>
Social New Build Programme	The proposed schemes for new social house building within Northern Ireland contained in a 5 year programme prepared by the NIHE and managed by the DSD and reviewed annually.
Supported Housing ( for PPS12 purposes)	Housing that has associated support provided for its occupant(s) where that support is provided within the building and as part of its management.
Transit Site	A basic facility where travellers will park caravans on a temporary basis but where services such as electricity, water and sewerage are provided.
Travellers	A generic group as defined by the Race Relations (NI) Order 1997 i.e. "having a shared history, culture and traditions, including a nomadic way of life."
Urban Renewal Area Appraisal	A process as defined by the DSD to allow the NIHE to formally assess housing conditions within a predefined location, examine a range of renewal options and agree (in consultation with residents) the most cost effective and appropriate option with which to proceed.

# Housing Need Assessment Guidance Manual (PPS12)

Title: **Appendix 2**

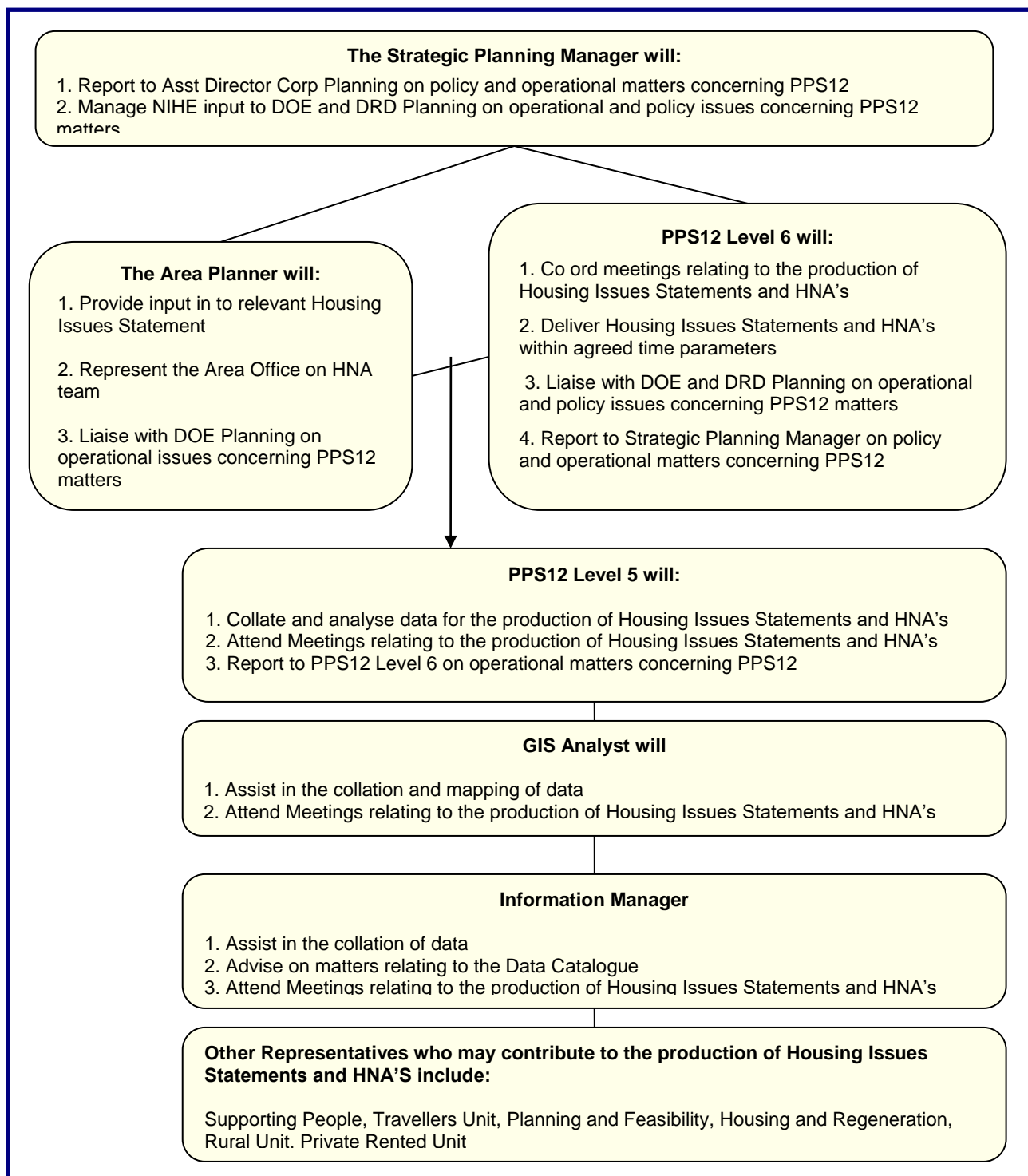
Contents: HNA Team – Roles and Responsibilities

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Title: **Appendix 5**

Contents: Proposed Commissioning Cycle

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