

# Service Family Accommodation Encroachments



Working with



## Visit Information

Visit Reference

Visit Type

Visit date and time

Housing officer Name

## Home Details

Address

Postcode

UPRN

## Licensee Details

Title

Rank

Forename

Surname

Service Number

Telephone Landline

Telephone mobile

Email Address Personal

Email Address Work

Unit Name

Unit Base



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## Encroachments

Questions	Answer	Info to be held
Full description of adaptation, including location:	Description:	NEC
Please include a sketch of the proposed adaptation, and its location at the home	YES / NO	NEC
Does the encroachment impact the fabric of the building?	YES / NO	NEC
Will the encroachment be installed by a qualified contractor? For all encroachments which impact the structure or layout of the property, it must be confirmed that works will be carried out by a responsible professional	YES / NO	NEC
Does the adaptation provide added value to the property? If the work does not add value to the Property, it must be removed prior to move out and made good, costs incurred and removal will be the responsibility of the occupant.	YES / NO	NEC
Is a visit required to assess the Encroachment? For all non-standard encroachments (Satellite, garden shed, security lights, etc) a visit to the property must be booked to assess the impact. Please refer to JSP 464 Vol 1 pt. 0608 for guidance, if needed.	YES / NO	NEC
When will the encroachment be installed?	Date:	NEC



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## Encroachments (continued)

Questions	Answer	Info to be held
<p>Does the encroachment have the potential to negatively impact the surrounding area or people living there?</p> <p>Please ensure you check that the encroachment cannot create antisocial behaviour within the area, for example, badly fitted security lights which shine into other homes, or security cameras pointing at another person's garden that may have the potential to cause neighbour disputes. These should be managed carefully.</p>	YES / NO	NEC



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AUDIT PAGE FOR INTERNAL USE ONLY

## Home Details

Address	
Postcode	
UPRN	

## Administration

Task	Action Completed	Date
Photos of Encroachment (before install) Images saved to secure site	YES / NO	
Photos of Encroachment (after installation) Images saved to secure site	YES / NO	
Does the encroachment meet the standards set out in JSP 464?	NEC/RAMS/DIO notified YES / NO / NA	
Databases updated	NEC/RAMS/DIO notified YES / NO / NA	