

CHAPTER 2 - PREPARATION FOR BRITISH FORCES CYPRUS

SECTION 3 - ACCOMMODATION

02.0301. Entitlement. Regardless of your employer, publicly funded accommodation in Cyprus is allocated in line with BFC and MOD policy. Your entitlement, equivalent military rank, specific job role and personal status category (accompanied, unaccompanied or single) are the deciding factors for the type of accommodation you are allocated whilst serving in Cyprus.

SP ONLY

02.0302. Entitlement. This simply means either Service Families Accommodation (SFA) for **accompanied** personnel (PStat Cat 1, 1C, 1S or 2) and those in appointments as detailed in the BFC policy, or Single Living Accommodation (SLA) for all others (including Married Unaccompanied personnel). You may apply to live out, at personal expense, through your Unit Admin Office, though your chosen property must undergo security checks prior to being authorised.

UKBC ONLY

02.0303. Entitlement. As a civilian you may fall into two categories: entitled and non-entitled, dependent on your employment contract. Entitled personnel will be provided with accommodation; non-entitled personnel may be provided accommodation if there is spare capacity and at non-entitled rates. Detailed definitions of personal status can be found in [JSP 464](#) however if you are married/in a civil partnership, or a single parent, and accompanied by your family, you will normally be accommodated in SFA. All other personnel will be offered accommodation in the appropriate Mess. Currently, Single officer with Equivalent Responsibilities (SOWER) status does not give automatic entitlement to Service Families Accommodation and cohabitation is not permitted, unless exceptional authority is granted by HQ BFC. You may be able to receive Overseas Rent Allowance and find your own property to rent, for further information please contact BFC-HQ-CmdSec-UKBC@mod.gov.uk. UKBC personnel are advised to check their entitlement to accommodation and allowances with the BFC Civilian HR Team, via their 'on island' employer, as soon as possible. UKBC personnel who are Specially Recruited for Overseas, will have accommodation charges levied after 5 years of their initial appointment. Further information can be found in the [Overseas Transfer Policy](#)

02.0304. Single Living Accommodation. SP should contact the accommodation cell or Mess Managers at their respective units with regards to SLA. UKBC single/unaccompanied can opt to be accommodated in the appropriate Mess either for a temporary period or on a permanent basis for the duration of their posting. Where spare capacity does not exist from the housing stock for single UKBC, they will need to be accommodated in the appropriate Mess until availability arises.

Location	Tel (94120)
Akrotiri Accommodation Cell	6672/6011
Akrotiri Sgts' Mess	5078
Akrotiri Officers' Mess	5201
Ay Nik (Admin Office)	7450
Ay Nik Sgts' Mess	7707
Ay Nik Officers' Mess	7707
Episkopi Accommodation Cell	2273
Episkopi Sgts' Mess	2724
Episkopi Officers' Mess	2025
Dhekelia Sgts' Mess	4692

Dhekelia Officers' Mess	4042
Dhekelia Accommodation Cell	4793

02.0305. Service Families Accommodation. All SFA allocations in Cyprus are processed through the Housing and Community Support Office (HCSO). To ensure you are allocated the correct quarter for you and your family you must complete [MOD F1132](#), scan and send it to the relevant HCSO office location as soon as possible.

Location	HCSO Office	Fax/Email
Akrotiri Housing Allocations, RAF Akrotiri, BFPO 57 Mon to Fri 0730-1200	94120 6233 00357 2527 6233	94120 6532 00357 2527 6532 BFC-AKI-EMS-HousingGpMailbox@mod.gov.uk
Ayios Nikolaos Housing Office, The Forum, JSSU (Cyp), BFPO Open Mon - Fri 0800 – 1500.	00357 2395 7426	00357 2395 7780 JCG-JSSOCy-SPTWELFAREMAILBOX@mod.gov.uk
Dhekelia Housing Allocations, Amenities Centre, BFPO 58 Open Mon 0700 – 1600, Tue – Fri 0700 – 1330	HCSO 00357 2474 4401 HCSO CLERK 00354 2474 4225	john.sharpe683@mod.gov.uk Maggie.kali300@mod.gov.uk
Episkopi Housing Allocations, Episkopi Station, BFPO 53 Open Mon -Thu 0800 – 1400, Fri 0800 – 1200	00357 2596 3944	00357 2596 2423 Bfc-epi-stn-cmntysptoffcalloc@mod.gov.uk
Nicosia Housing Office, 6 & 8 Hastings Drive, PROM – BRS, BFPO 567 Open Mon – Fri 0715 – 1415	00357 2261 4415 00357 2235 9436	UNFICYP-UN-HQBRITCON-HEM UNFICYP-HQBRITCON-HSE Clk

02.0306. On arrival in Cyprus your quarter will be furnished according to the furniture demand submitted with your Form1132 . If a furniture demand is not submitted then SFA will be supplied fully furnished, irrespective of your furniture requirements as you may have to wait some time before your own personal belongings arrive. You will find in your accommodation a “Get-You-In Pack” containing the following (additional items are available on request for large families):

Item	Qty	Item	Qty	Item	Qty
Double duvet	1	Double duvet cover	1	Double sheets	4
Single duvet	2	Single duvet cover	2	Single sheets	8
Pillows	4	Slips pillows	8	Iron steam	1
Kettle electric	1	Pan frying large	1	Saucepan large	1
Saucepan med	1	Serving spoon	1	Cup tea	6
Saucer tea	6	Plate dinner	6	Plate soup	6
Plate tea	6	Tumbler	6	Fork table	6

Knife table	6	Knife bread	1	Knife vegetable	1
Spoon desert	6	Spoon tea	6	Pot tea	1
Tin opener	1	Slice food	1	Box carton	1

02.0307. March-in of Accommodation. The HCSO will inform you of when your accommodation will be ready to occupy and when the march-in inspection of the housing can be carried out. Often the march-in date may be arranged before you arrive on Island. In these circumstances your **incoming Unit/Section will nominate a proxy for you** to march-in on your behalf. This should be arranged with both the proxy and your HCSO.

02.0308. Electricity. Cyprus provides the same electrical system as the UK. Standard 3-pin plugs 240v. Each quarter has an electric meter. For service personnel the cost of electricity is incorporated into the accommodation Fuel and Light (F&L) charges. UKBC are granted an electricity allowance as described in the [Fuel Subsidy Scheme](#). Charges will be applied for usage over these rates and for Specially Recruited personnel from the 5-year point.

02.0309. Gas. Gas is either supplied via a main feed or bottle. Most cookers and hot water are run via gas. SFAs that do not have central heating will have additional gas heaters which run on bottled gas or electric heaters in addition to a coal fire. The types of heaters supplied will depend on your SFA location. UKBC personnel can claim a local utilities allowance from DBS towards the cost of gas and non-electric heating via HR Form 005 found on [DBS Digital Forms](#).

02.0310. Privately Owned Accommodation. Those personnel with private homes in the UK will be considering whether to sell on assignment. This is obviously a private decision; however, the military recognise the costs involved in selling due to an assignment and offer reimbursement of legal and estate agent fees for SP only. Similarly, such costs may be recovered should SP families choose to re-buy a home on their return to the UK; your Unit Admin Office will advise on these procedures. Separate arrangements exist for UKBC and they can be found in the [Overseas Transfer Policy](#).