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ADMIRALTY FLEET ORDER
NAVAL BILLETING REGULATIONS

ADMIRALTY, S.W.1,
23rd December, 1943.

The following Order having been approved by My Lords Commissioners of the Admiralty is hereby promulgated for information and guidance and necessary action.

By Command of Their Lordships,

J. V. Markham

To all Commanders-in-Chief (not C.-in-C. H.F.), Flag Officers, Senior Naval Officers, Superintendents or Officers in Charge of H.M. Naval Establishments, and Admiralty Overseers concerned. } Home Commands.

NOTE:—The scale of distribution is shown in the Admiralty Fleet Order Volume, 1941, Instructions, paragraph 10.

6195.—Naval Billeting Regulations

(N.L. 19996/43.—23 Dec. 1943.)

This Order is in the main a consolidation of the existing Fleet Orders on Naval Billeting. Attention is drawn to the Miscellaneous Instructions at the end of this Order.

(i) The Admiralty have made an Order under Section I of the Naval Billeting, etc., Act, 1914, authorising any Commander-in-Chief or Flag Officer, whose flag is flying at any Naval port or station in the United Kingdom, to issue billeting requisitions and requisitions of emergency. A copy of the Order is given below:—

By the Commissioners for executing the Office of Lord High Admiral.

WHEREAS, by virtue of Section I of the Naval Billeting, etc., Act, 1914, when a Proclamation has been issued by His Majesty calling out all or any of the men of the Naval Reserves in case of war or emergency, The Commissioners for executing the Office of Lord High Admiral are empowered, by Order distinctly stating that a case of emergency exists, to authorise any Commander-in-Chief or Flag Officer whose flag is flying at any Naval Port or Station in the United Kingdom to issue a billeting requisition or a requisition of emergency:

AND WHEREAS His Majesty has, by Proclamation dated the 21st day of September, 1939, called into Active Service officers of the Retired and Emergency Lists of the Royal Navy and Royal Marines and the Special Reserve of Engineer Officers of the Royal Navy:

AND WHEREAS a case of emergency exists within the meaning of the said Act:

Now, therefore, The Commissioners for executing the Office of Lord High Admiral do hereby authorise and empower any Commander-in-Chief or Flag Officer whose flag is flying at any Naval Port or Station in the United Kingdom to issue such billeting requisitions and requisitions of emergency as may be necessary.

BY COMMAND OF THEIR LORDSHIPS,
R. H. A. Carter,
Secretary.

Admiralty, S.W.1.
26 September, 1939.

(ii) The authority given by this Order is restricted (by the Act under which it is made) to the billeting of, and the requisition of supplies for, officers and men of His Majesty's naval forces borne on the books of any of His Majesty's ships in commission when employed on detached service.

(iii) There is no power to billet vehicles.

2. *Issue of Billeting Requisitions and Requisitions of Emergency or Impressment.*—Commanders-in-Chief or Flag Officers may now issue billeting requisitions in the established form (B.360) requiring Chief Officers of Police to provide billets in such places and for such numbers of officers and men, and their horses [and vehicles] and for such period as may be specified in the requisition. They may also issue requisitions of Emergency or impressment on the established form (B.363) requiring Justices of the Peace to issue their warrants for the provision of such carriages, animals, vessels used in inland navigation, food, forage and stores as may be required (see Section 115 (2) of the Army Act as applied to Naval requirements by the Naval Billeting, etc., Act—Appendix II to these Regulations). Fire engines and ambulances belonging to local authorities are not to be requisitioned.

3. *Premises available for use as Billets.*—Under Section 108A (3) (a) of the Army Act (see Appendix I) the occupiers of all public buildings, dwelling-houses, warehouses, barns and stables, as well as the keepers of victualling houses are liable to billets.

3a. *Co-ordination with other Services.*—Naval Billeting requirements should be co-ordinated with those of the Army and Royal Air Force. Officers in command of units should inform the Medical Officers of Health for the district and ask for their co-operation in the medical and sanitary aspects of billeting.

4. *Selection of billets for ratings.*—The police authorities will prepare lists of available accommodation. In the selection of accommodation for billets preference will be given (subject to requirements of air raid protection) to large buildings and unoccupied private houses. Public buildings (schools, etc.) will not be used, if time permits, until arrangements have been made direct between the Admiralty and the authority controlling the building. The selection of accommodation for billets

will be made on the following general principles, though it is to be understood that an emergency may necessitate exceptional action:—

- (a) Working factories are not liable to be taken as billets and could be occupied only with the consent of the owners.
- (b) Theatres, music halls, cinemas, and places of amusement, the owners of which would suffer considerable financial loss by their diversion from ordinary use, should be avoided if possible.
- (c) Licensed premises are generally undesirable for use as billets of long duration and should be held in reserve for temporary emergency, such as the sudden arrival of additional troops.
- (d) If it were necessary to use private dwelling-houses, the houses of substantial householders should be first utilised and poorer districts should be avoided.
- (e) The following premises should not be utilised for billets without the full consent of the occupants:—
 - (i) houses in which only women, with or without children, are living;
 - (ii) houses of female religious communities;
 - (iii) bank premises;
 - (iv) houses of foreign consuls duly accredited as such;
 - (v) houses of rate collectors, etc., who conduct their business from their private residences.

5. *Scale of accommodation for men.*—In large buildings, 40 or 50 square feet of floor space should be allowed for each man.

In the use of private houses, allotment on a scale of one man to every two rooms of the house, exclusive of kitchens and offices, should be regarded as the maximum. This scale should be regarded as tentative only and should not be applied indiscriminately where it would cause overcrowding.

6. *Selection of billets for officers.*—Billets for officers should be selected in premises conveniently situated with regard to their men, but not, as a rule, in the same building.

7. *Selection of billets for horses.*—Stabling must be obtained close to the officers and men, and if possible, on the same premises. Usually stabling will have to be improvised and any suitable sheds will be selected for the purpose.

8. *Accommodation, bedding and food.*—When billets are requisitioned in private houses or in licensed victuallers' premises, the occupier can be required to provide, for officers, lodging and attendance; for men, lodging, attendance and food; for horses, stable room and forage. The scale of food for men and of forage for horses is given in the Second Schedule to the Army Act (see Appendix I). Special naval requirements may occasionally make it necessary to call upon the occupier to provide men with meals, but ordinarily it will be unnecessary to do so, provisions or provision allowance being supplied at the public expense. The decision whether meals in billets should be demanded or provision allowance (or provisions) issued to the men is at the discretion of Senior Officers responsible for billeting. Nor will the provision of beds be ordinarily demanded; the men will be in possession of blankets and an issue of straw will be made to them until palliasses can be distributed.

Owners of large buildings, or unoccupied private houses which are used as billets will not be required to supply food, bedding or attendance.

9. *Cooking arrangements and latrines.*—Men quartered in large numbers on premises where there are insufficient kitchen and cooking appliances will supplement the deficiency by the construction of field kitchens. Where latrine accommodation is insufficient, arrangements will be made to improvise means up to a scale of four seats per 100 men, claims for any expenditure incurred being submitted to the Admiralty.

10. *Billeting of vehicles.*—Billeting of vehicles can only be carried out when men are called out under the Reserve and Auxiliary Forces Act; it is not at present applicable when men are called out following a proclamation and an Admiralty Order (see Article 1).

Billeting of vehicles should be confined to billeting in accommodation which is vacant at the time or which the proprietor is prepared to render available by his arranging for the removal of private vehicles garaged or parked therein. Private vehicles are not therefore to be compulsorily displaced.

In general, billeting of vehicles should be confined to short periods or small numbers of vehicles. Accommodation which is required for vehicles in large num-

bers over extended periods should be taken over by requisition under emergency powers.

Attention is drawn to the fact that the Act does not require payment to be made for billeting of vehicles on land which has not been made up for the passage or parking of vehicles, except that payment is required to be made in respect of any damage to such land occasioned by the billeting.

Further, it should be noted that no payment is required to be made for the standing of vehicles upon land (including made up land) where any other vehicles may stand free of charge irrespective of the person by whom they are owned or driven. The intention of this provision is to enable the Department to have free use of such parking facilities as are available to the general public without charge.

RATES OF PAYMENT FOR BILLETS

11. (i) The prices to be paid to keepers of victualling houses and occupiers of other buildings for billets requisitioned are fixed at the rates shown hereunder :—

Accommodation and Services	Prices to be paid
(a) Officers*	
Lodging and attendance (includes laundering of bedding and provision of heat and light).	Three shillings a night for the first officer and two shillings a night for each additional officer.
(b) Men	
Lodging and attendance	Eightpence a night for each man.
Breakfast as specified in Part I of the second schedule to the Army Act	Elevenpence.
Dinner as so specified	One shilling and fourpence.
Tea as so specified	Fivepence.
Supper as so specified	Sixpence.
Lodging and attendance; the preparation and cooking (including the means and the necessary utensils) and the serving of food provided from service sources.	Elevenpence a night for each man.
Ancillary services (where provided)	
(i) Heat, light, laundering of bedding : Winter (October to May inclusive) Summer (June to September inclusive).	Threepence a day for each man. One penny a day for each man.
(ii) Hot water for baths	One penny a day for each man.
(c) Horses	
Stable room and ten pounds of oats, twelve pounds of hay and eight pounds of straw a day for each horse.	Two shillings and threepence a day.
Proper stabling without forage for each horse.	Sixpence a day.

* Note—An officer shall pay for his food.

(ii) The following rates for officers and men where accommodation of a more limited character than that specified in the Schedule subjoined to paragraph (i) is provided, and for horses where proper stabling is not provided, are hereby fixed as shown in the subjoined Schedule :—

Accommodation	Prices to be paid
Officers and men—unfurnished accommodation in occupied premises.	Twopence a night for each officer or man.
Officers and men—unfurnished accommodation in otherwise unoccupied premises.	One penny a night for each officer or man.
Horses—Accommodation in buildings where proper stabling is not provided.	Threepence a day for each horse.

(iii) In relation to the classes of buildings and land specified in part (a) and in relation to the classes of vehicles specified in part (b) of the subjoined Schedule the prices to be paid to the occupier of any such building or land for the accommodation of such vehicles when billeted in pursuance of the above-mentioned orders are hereby fixed at the rates shown in part (c) of that schedule :—

SCHEDULE

(a) Classification of Buildings and Land

Class A—Buildings covered and enclosed on all sides.

Class B—Buildings covered but not enclosed on every side.

Class C—Land, not covered by a building, made up for the passage or parking of vehicles (not being land where vehicles are normally allowed to stand free of charge irrespective of the person by whom they are owned or driven).

Class D—Land, not covered by a building, not made up for the passage or parking of vehicles; and uncovered land made up for the passage or parking of vehicles where vehicles are normally allowed to stand free of charge irrespective of the person by whom they are owned or driven.

(b) Classification of Vehicles

Class I—Motor cycles with sidecar or similar attachment.

Class II—Motor cycles without sidecar or similar attachment.

Class III—Motor vehicles (other than motor cycles) and horse-drawn vehicles of which the product of the over-all length and the over-all width (both measured to the nearest inch) does not exceed 125 square feet.

Class IV—Motor vehicles (other than motor cycles) and horse-drawn vehicles of which the product of the over-all length and the over-all width (both measured to the nearest inch) exceeds 125 square feet but does not exceed 180 square feet.

Class V—Motor vehicles (other than motor cycles) and horse-drawn vehicles of which the product of the over-all length and the over-all width (both measured to the nearest inch) exceeds 180 square feet.

(c) Daily prices to be paid for each vehicle

Class of building or land	Class of vehicle				
	I	II	III	IV	V
	d.	d.	d.	s. d.	s. d.
Class A	6	3	9	1 3	2 0
Class B	4	2	6	0 10	1 4
Class C	3	2	4	0 8	1 0
Class D	Nil	Nil	Nil	Nil	Nil

12. *Method of Payment for Billets.*—Payment for all billets will be made by the officer or rating demanding the billets under the requisition before the billets are vacated, and payment is to be made at least once in every four days if so required by the person on whom the men are billeted.

If for any exceptional reason, payment cannot be effected before departure occupiers should be instructed to apply for payment to the Director of Navy Accounts. Payment will then be made on production of Form B.362, duly certified as to the number of billets occupied and the amount due. This procedure should be followed only for exceptional reasons and care should then be taken to ensure that the certificate is filled in correctly. For unoccupied buildings, if the owner's address is unknown, the Police Officer providing the billets should be asked to transmit the form duly completed.

Great care should be taken to obtain receipts on Form B.362 for all payments made and all receipts should be forwarded as vouchers.

13. *Payment for Damage.*—Wilful damage should be paid for and charged against the men concerned. Reasonable claims for unavoidable damage, not due to fair wear and tear inevitable in billeting, may be settled by the Commanding Officer

if the amounts are small. Exceptional claims are to be referred to the Admiralty, the occupier being requested to state his claim in writing and the Commanding Officer giving an acknowledgment of it.

Occupiers should be informed that any claims for damage must be made before the men depart and that payment of claims made subsequently cannot be guaranteed.

14. *Billeting Offences.*—Offences in relation to billeting are to be dealt with as provided in Sections 30 and 31 of the Army Act as adapted to the Naval Forces (see Appendices I and II).

15. *Receipts for Requisitioned Articles.*—A formal receipt must be given for all articles requisitioned under a Requisition of Emergency Impressment. Except when the market value can be readily determined, any reference on the receipt to the sum payable is to be qualified, e.g., by the words "value not agreed", "amount as claimed", etc.

16. *Billeting Forms and Requisition of Emergency or Impressment Forms.*—The necessary forms, namely :—

B.360	Billeting Requisition.
B.361 and B.361 (V)	Demand by Police for Billets.
B.362 and 362 (V)	Payment for Billets.
B.363	Including :—
			A. Requisition of Emergency or Impressment.
			B. Demand on Justices by Officer collecting carriages, etc.
			C. Justice's Warrant to Constables to Impress.
			D. Constable's Notice to Owners.

can be obtained from the Royal Naval Store Depot, Royal Victoria Yard, Deptford, S.E.8, on demand.

APPENDIX I

NAVAL BILLETING—MODIFICATIONS EFFECTED IN THE ARMY ACT AS APPLIED TO NAVAL BILLETING BY THE NAVAL BILLETING, Etc. ACT, 1914.

(AS MODIFIED BY ORDER IN COUNCIL MADE UNDER SECTION 4 OF THE RESERVE AND AUXILIARY FORCES ACT, 1939.)

Section 108A of the Army Act and the other provisions of the Army Act relating to billeting shall, in their application to the billeting of officers and men of His Majesty's Naval Forces borne on the books of any of His Majesty's ships in commission when employed on detached service, have effect as modified and set forth hereunder :—

108A.—(1) Where a Proclamation* has been issued by His Majesty calling out all or any of the men of the Naval Reserves in case of war or emergency, the Admiralty may by Order, distinctly stating that a case of emergency exists, authorise any Commander-in-Chief or Flag Officer whose flag is flying at any port or station in the United Kingdom to issue a billeting requisition.

(2) Any officer so authorised may issue a billeting requisition under his hand reciting the said Order and requiring chief officers of police to provide billets in such places and for such number of officers and men, and their horses, and for such period, as may be specified in the requisition.

* By Order in Council made under Section 4 of the Reserve and Auxiliary Forces Act, 1939, it is provided that where the Admiralty are authorised by any Order in Council made under Section 1 of that Act to call out for service members of any of His Majesty's naval forces, any Commander-in-Chief or Flag Officer whose flag is flying at a naval port or station in the United Kingdom, may issue under his hand a billeting requisition provided that the powers thereby conferred on any officer shall be exercisable by him only if and so far as the exercise of these powers appears to him to be necessary in consequence of the calling out of persons for service under the Reserve and Auxiliary Forces Act, 1939.

(3) The provisions of this Act as to billeting shall apply to billeting under such a requisition as if for references therein to a route there were substituted references to such a requisition, subject, however, to the following modifications :—

- (a) The occupiers of all public buildings, dwelling-houses, warehouses, barns and stables shall, as well as the keepers of victualling houses, be liable to billets, and the said provisions shall apply as if references to victualling houses and the keepers of victualling houses included references to such public buildings, dwelling-houses, warehouses, barns, and stables, and the occupiers thereof;
- (b) The powers and duties conferred or imposed on constables shall be exercised and performed by the chief officers of police, and accordingly for references to constables in the said provisions there shall be substituted references to the chief officers of police, and for the reference to a justice of the peace in sub-section (7) of section one hundred and eight there shall be substituted a reference to a court of summary jurisdiction, but a chief officer of police in selecting the persons required to provide billets, and in determining the number of officers and men to be billeted on any person shall, so far as practicable, have regard to the convenience of the several occupiers, and shall act in accordance with any general instructions which may have been issued by the police authority;
- (c) The accommodation to be furnished under this section by keepers of victualling houses and occupiers of other buildings shall, as the officer demanding billets may in each case require, be either such accommodation as is specified in section one hundred and six of this Act and the Schedule therein referred to or accommodation of a more limited character, and the prices to be paid therefore shall be such as may be fixed for different kinds of buildings and different classes of accommodation by regulations made by the Admiralty with the consent of the Treasury.

* * * *

3(a). A billeting requisition issued under sub-section 2 of this section may also require the provision of billets for such number of vehicles of any class prescribed by regulations made by the Admiralty with the consent of the Treasury, being vehicles in use for the purposes of His Majesty's naval forces, as may be specified in the requisition, and the provisions of this Act as to billeting shall apply in relation to the billeting of such vehicles as aforesaid under a billeting requisition as they apply in relation to the billeting of horses under such a requisition subject, however, to the following modifications :—

- (a) The occupier of any building or land shall be liable to billets;
- (b) The accommodation to be furnished by the occupier of the building or land shall be standing room for the vehicles, and the prices to be paid therefor shall be such as may be fixed in relation to different classes of buildings and land and different classes of vehicles by regulations made by the Admiralty with the consent of the Treasury:
Provided that nothing in this paragraph shall be construed as requiring any payment to be made in respect of vehicles billeted otherwise than in a building unless the vehicles are billeted on land the surface of which has been made up for the passage or parking of vehicles not being land where vehicles are normally allowed to stand free of charge irrespective of the person by whom they are owned or driven;
- (c) The power conferred by paragraph (7) of Part II of the Second Schedule of this Act on the officer demanding billets to allot them among his men and their horses shall extend to vehicles but save as aforesaid the said Part II shall not apply.

(4) Any regulations as to prices made under this section shall be laid before each House of Parliament as soon as may be after they are made, and if within forty days after they have been so laid either House presents an address to His Majesty praying that any such regulations may be annulled, His Majesty may thereupon by Order in Council annul the same, and the regulations so annulled shall thenceforth become void without prejudice to anything done thereunder in the meantime.

Section 1 of the Rules Publication Act, 1893 (which requires notice to be given of a proposal to make certain statutory rules) shall not apply to any such regulations.

(5) For the purpose of this section :—

The expression "public building" includes any building wholly or partially provided or maintained out of the rates, and any building to which the public habitually have access, whether on payment or otherwise ;

The expression "chief officer of police" :—

(a) As respects the City of London, means the Commissioner of City Police, and elsewhere in England has the same meaning as in the Police Act, 1890 ;

(b) In Scotland has the same meaning as in the Police (Scotland) Act, 1890 ;

(c) In Northern Ireland means a county inspector of the Royal Ulster Constabulary.

In the case of unoccupied premises this section shall apply as if the owner were the occupier thereof.

(6) Compensation shall be paid by the Admiralty out of money voted by Parliament for naval services in respect of any damage caused to any building or land which is occasioned by any billeting therein or thereon under this section, and the amount of such compensation shall in the event of disagreement be determined :

(a) In England by arbitration under the Arbitration Act, 1889 ;

(b) In Scotland in the same manner as a question of disputed compensation under sub-section (10) of section twenty-five of the local Government (Scotland) Act, 1894 ;

(c) In Northern Ireland by Arbitration under the Common Law Procedure Amendment Act (Ireland), 1856, as amended by any subsequent enactment.

Provisions of Army Act applied by Section 108A thereof.

103. (1) Every chief officer of police being in charge at any place in the United Kingdom mentioned in the billeting requisition shall, on the demand of any officer or other person in charge of a party to be billeted, and on production of such billeting requisition, billet on the occupiers of victualling houses and other premises specified in this Act in that place such number of officers, men, and horses entitled under this Act to be billeted as are mentioned in the billeting requisition and stated to require quarters.

* * * * *

(3) A billeting requisition purporting to be issued as required by this Act shall be evidence, until the contrary is proved, of its having been duly issued in pursuance of this Act, and if delivered to an officer or man by his commanding officer, shall be a sufficient authority to such officer or man to demand billets, and when produced by an officer or man to a chief officer of police, shall be conclusive evidence to such chief officer of police of the authority of the officer or man producing the same to demand billets, in accordance with such billeting requisition.

104. (1) The provisions of this Part of this Act with respect to victualling houses shall extend to all inns or hotels (whether licensed or otherwise) livery stables, or alehouses, also the houses of sellers of wine by retail, whether British or foreign, to be drunk in their own houses or places thereunto belonging, and to all houses of persons selling brandy, spirits, strong waters, cider, or metheglin by retail ; and the occupier of a victualling house, inn, hotel, livery stable, alehouse, or any such house as aforesaid shall be subject to billets under this Act, and is in this Act included under the expression "keeper of a victualling house", and the inn, hotel, house, stables, and premises of such occupiers are in this Act included under the expression "victualling house".

* * * * *

105. (1) All officers and men of His Majesty's Naval forces ; and

(2) All horses belonging to His Majesty's Naval forces : * * * * * shall be entitled to be billeted.

106. (1) The keeper of a victualling house or occupier of other premises upon whom any officer, man or horse is billeted shall receive such officer, man, or horse in his victualling house or premises, and furnish there the accommodation following :

that is to say, lodging and attendance for the officer ; and lodging, attendance, and food for the man ; and stable room and forage for the horse in accordance with the provisions of the Second Schedule of this Act.

(2) Where the keeper of a victualling house or occupier of other premises on whom any officer, man, or horse is billeted desires, by reason of his want of accommodation or of his victualling house or premises being full or otherwise, to be relieved from the liability to receive such officer, man, or horse, in his victualling house or premises, and provides for such officer, man, or horse in the immediate neighbourhood such good and sufficient accommodation as he is required by this Act to provide, and as is approved by the chief officer of police issuing the billets, he shall be relieved from providing the same in his victualling house or premises.

(3) There shall be paid to the keeper of a victualling house or occupier of other premises for the accommodation furnished by him in pursuance of this Act the prices for the time being authorised in this behalf by the regulations made in that behalf.

(4) An officer or man demanding billets in pursuance of this Act shall, before he departs, and if he remains longer than four days, at least once in every four days, pay the just demands of every keeper of a victualling house or occupier of other premises on whom he and any officers and men under his command, and his or their horses (if any) have been billeted.

(5) If by reason of a sudden order to march, or otherwise, an officer or man is not able to make such payment to any keeper of a victualling house or occupier of other premises as is above required, he shall before he departs make up with such keeper of a victualling house or occupier of other premises an account of the amount due to him, and sign the same, and forthwith transmit the account so signed to the Admiralty, who shall forthwith cause the amount named in such account as due to be paid.

107. (1) The police authority for any place may cause annually a list to be made out of all keepers of victualling houses and occupiers of other premises within the meaning of this Act in such place, or any particular part thereof, liable to billets under this Act, specifying the situation and character of each victualling house or premises, and the number of men and horses who may be billeted on the keeper or occupier thereof.

(2) The police authority shall cause such list to be kept at some convenient place open for inspection at all reasonable times by persons interested, and any person who feels aggrieved either by being entered in such list, or by being entered to receive an undue proportion of officers, men, or horses, may complain to a court of summary jurisdiction, and the court, after such notice as the court think necessary to persons interested, may order the list to be amended in such manner as the court may think just.

108. The following regulations shall be observed with respect to billeting in pursuance of this Act ; that is to say—

(1) No more billets shall at any time be ordered than there are effective officers, men, and horses present to be billeted ;

(2) All billets, when made out by the chief officer of police, shall be delivered into the hands of the officer or other person in charge of the party presenting the billeting requisition or of some officer or man authorised by such officer or person in charge ;

(3) If a keeper of a victualling house or occupier of other premises feels aggrieved by having an undue proportion of officers, men, or horses billeted on him, he may apply to a justice of the peace or if the billets have been made out by a justice may complain to a court of summary jurisdiction, and the justice or court may order such of the officers, men, or horses to be removed and to be billeted elsewhere as may seem just ;

(4) A chief officer of police having authority in a place mentioned in the billeting requisition may act for the purposes of billeting in any locality within one mile from such place, unless some chief officer of police ordinarily having authority in such locality is present and undertakes to billet therein the due proportion of officers, men and horses ;

(5) The regulations with respect to billets contained in the Second Schedule to this Act shall be duly observed by the chief officer of police ;

* * * * *

- (7) A court of summary jurisdiction may require a chief officer of police to give an account in writing of the number of officers, men and horses billeted by such chief officer of police, together with the names of the keepers of victualling houses and occupiers of other premises on whom such officers, men and horses are billeted, and the locality of such victualling houses and other premises.

Offences in relation to Billeting

30. Every person subject to the Naval Discipline Act who commits any of the following offences (in this Act referred to as offences in relation to billeting); that is to say—

- (1) Is guilty of any ill-treatment, by violence, extortion, or making disturbances in billets, of the occupier of a house in which any person or horse is billeted; or
- (2) Being an officer, refuses or neglects, on complaint and proof of such ill-treatment by any officer or man under his command, to cause compensation to be made for the same; or
- (3) Fails to comply with the provisions of this Act with respect to the payment of the just demands of the person on whom he or any officer or man under his command, or his or their horses have been billeted, or to the making up and transmitting of an account of the money due to such person; or
- (4) Wilfully demands billets which are not actually required for some person or horse entitled to be billeted; or
- (5) Takes or knowingly suffers to be taken from any person any money or reward for excusing or relieving any person from his liability in respect of the billeting or quartering of officers, men, or horses, or any part of such liability; or
- (6) Uses or offers any menace to or compulsion on a chief officer of police or other civil officer to make him give billets contrary to this Act, or tending to deter or discourage him from performing any part of his duty under the provisions of this Act relating to billeting, or tending to induce him to do anything contrary to his said duty; or
- (7) Uses or offers any menace to or compulsion on any person tending to oblige him to receive, without his consent, any person or horse not duly billeted upon him in pursuance of the provisions of this Act relating to billeting, or to furnish any accommodation which he is not thereby required to furnish,

shall, on conviction summarily or by court-martial, be liable to dismissal from His Majesty's service with disgrace or such other punishment inferior in degree as is mentioned in Section fifty-two of the Naval Discipline Act, subject in the case of a punishment awarded summarily to the restriction mentioned in Section fifty-six of that Act.

109. If a chief officer of police commits any of the offences following; that is to say—

- (1) Billets any officer, man, or horse, on any person not liable to billets without the consent of such person; or
- (2) Receives, demands, or agrees for any money or reward whatsoever to excuse or relieve a person from being entered in a list as liable, or from his liability to billets, or from any part of such liability; or
- (3) Billets or quarters on any person or premises, without the consent of such person or the occupier of such premises, any person or horse not entitled to be billeted; or
- (4) Neglects or refuses after sufficient notice is given to give billets demanded for any officer, man or horse entitled to be billeted;

he shall, on summary conviction, be liable to a fine of not less than forty shillings and not exceeding ten pounds.

110. If a keeper of a victualling house or occupier of other premises commits any of the offences following; that is to say—

- (1) Refuses or neglects to receive any officer, man, or horse billeted upon him in pursuance of this Act, or to furnish such accommodation as is required by this Act; or
- (2) Gives or agrees to give any money or reward to a chief officer of police to excuse or relieve him from being entered in a list as liable, or from his liability to billets, or any part of such liability; or
- (3) Gives or agrees to give any officer or man billeted upon him in pursuance of this Act any money or reward in lieu of receiving an officer, man, or horse, or furnishing the said accommodation;

he shall, on summary conviction, be liable to a fine of not less than forty shillings and not exceeding five pounds.

111. (1) If any officer quarters or causes to be billeted any officer, man, or horse, otherwise than is allowed by this Act upon any person, he shall be guilty of a misdemeanour.

(2) If any officer or man commits any offence in relation to billeting for which he is liable to be punished under Part One of this Act, other than an offence in respect of which any other remedy is given by this part of this Act to the person aggrieved, he shall, upon summary conviction, be liable to a fine not exceeding fifty pounds.

(3) A certificate of a conviction for an offence under this section shall be transmitted by the court making such conviction to the Admiralty.

119. (1) The following persons: that is to say—

- (a) If any officer or man fails to comply with the provisions of this part of this Act with respect to the payment of a sum due to a keeper of a victualling house or the occupier of other premises, or to the making up of an account of the sum due, the person to whom the sum is due; or
- (b) If a keeper of a victualling house, or the occupier of other premises, suffers any ill-treatment by violence, extortion, or making disturbance in billets from any officer or man billeted upon him, the person suffering such ill-treatment, but, when there is an officer commanding such officer or man present at the place only after first making due complaint, if practicable to such commanding officer,

may apply to a court of summary jurisdiction, and such court, if satisfied on oath of such failure or such ill-treatment, and of the amount fairly due to the applicant, including the costs of his application to the court of summary jurisdiction, shall certify the same to the Admiralty, who shall forthwith cause the amount due to be paid.

(2) Provided that the Admiralty, if it appear to them that the amount named in such certificate is not justly due, or is in excess of the amount justly due, may direct a complaint to be made to a court of summary jurisdiction for the county, borough, or place for which the court giving the certificate acted, and the court after hearing the case may by order confirm the said certificate, or vary it in such manner as to the court seems just.

120. (1) A chief officer of police shall observe the directions given to him for the due execution of this part of this Act by the police authority; and the police authority, or any member thereof, and every justice of the peace may, if it seem necessary, and in the absence of a chief officer of police shall, themselves or himself exercise the powers and perform the duties by this part of this Act vested in or imposed on a chief officer of police, and in such case every such person is in this part of this Act included in the expression "chief officer of police".

(2) A person having or executing any naval office or commission in any part of the United Kingdom shall not, directly or indirectly, be concerned, as a justice or chief officer of police, in the billeting of or appointing quarters for any officer or man, or horse of the force, or part of the force, under his immediate command, and all warrants, acts, and things made, done, and appointed by such person for or concerning the same shall be void.

121. If any person—

- (1) Forges or counterfeits any billeting requisition, or knowingly produces to a justice or chief officer of police any billeting requisition so forged or counterfeited; or
- (2) Personates or represents himself to be an officer or man authorised to demand any billet, or to be entitled to be billeted, or to have his horse billeted; or
- (3) Produces to a justice or chief officer of police a billeting requisition which he is not authorised to produce or a document falsely purporting to be a billeting requisition,

he shall be liable, on summary conviction, to imprisonment for a period not exceeding three months with or without hard labour, or to a fine not less than twenty shillings and not more than five pounds.

SECOND SCHEDULE

BILLETING

PART I

ACCOMMODATION TO BE FURNISHED BY KEEPER OF VICTUALLING HOUSE OR OCCUPIER OF OTHER PREMISES

A keeper of a victualling house or occupier of other premises on whom an officer, man, or horse is billeted—

- (1) Shall furnish the officer and man with lodging and attendance: and
- (2) Shall, if required by the man, furnish him for every day of the march, and on the day of arrival at the place of final destination, with breakfast, hot dinner and supper on each day, such meals to consist of or to be substantially equivalent to the following quantities of food and drink—
 - (a) For breakfast, five ounces of bread, one ounce of butter, one pint of tea with milk and sugar, four ounces of bacon, one ounce of marmalade;
 - (b) For hot dinner, ten ounces of meat, three ounces of bread, ten ounces of potatoes, eight ounces of other vegetables, four ounces of pudding;
 - (c) For tea, four ounces of bread, half an ounce of margarine, one pint of tea with milk and sugar, two ounces of jam;
 - (d) For supper, three ounces of bread, one pint of tea with milk and sugar, four ounces of meat; and
- (3) When a man is not so entitled to be furnished with "a meal" shall furnish the man with the means and the necessary utensils for the preparation and cooking of his food; and
- (4) Shall furnish stable room and ten pounds of oats, twelve pounds of hay, and eight pounds of straw on every day for each horse.

For the purposes of this part of this Schedule the expression "furnished with lodging" shall include the provision of a separate bed for each officer and man.

PART II

REGULATIONS AS TO BILLETS

- (1) When the men are on the march the billets given shall, except in case of necessity or of an order of a justice of the peace, be upon victualling houses or other premises, in or within one mile from the place mentioned in the billeting requisition.

* * * * *

(3) Except in case of necessity, where horses are billeted, each man and his horse shall be billeted on the same victualling house or other premises.

(4) Except in case of necessity, one man at least shall be billeted where there are one or two horses, and two men at least where there are four horses, and so in proportion for a greater number.

(5) Except in case of necessity, a man and his horse shall not be billeted at a greater distance from each other than one hundred yards.

(6) When any men with their horses are billeted upon the keeper of a victualling house or occupier of other premises who has no stables, on the written requisition of the officer or other person in charge of the party to be billeted, the chief officer of police shall billet the men and their horses, or the horses only, on the keeper of some other victualling house or occupier of other premises who has stables, and a court of summary jurisdiction, upon complaint by the keeper of the last-mentioned victualling house or occupier of the last-mentioned premises, may order a proper allowance to be paid to him by the keeper of the victualling house or occupier of other premises relieved.

(7) An officer demanding billets may allot the billets among the men under his command and their horses as he thinks most expedient for the public service, and may from time to time vary such allotment.

(8) The officer or other person in charge of the party to be billeted, may, where it is practicable, require that not less than two men shall be billeted in one house.

APPENDIX II

NAVAL REQUISITIONS OF EMERGENCY OR IMPRESSMENT—MODIFICATIONS EFFECTED IN THE ARMY ACT AS APPLIED TO NAVAL REQUISITIONS OF EMERGENCY OR IMPRESSMENT BY THE NAVAL BILLETING, Etc., ACT, 1914.

(AS MODIFIED BY ORDER IN COUNCIL MADE UNDER SECTION 4 OF THE RESERVE AND AUXILIARY FORCES ACT, 1939.)

Section 115 of the Army Act and the other provisions of the Army Act relating to the impressment of carriages and other things enumerated in that section, shall, in their application to the impressment of carriages, animals, vessels, food, forage, and stores, required for the purposes of officers and men of His Majesty's Naval Forces borne on the books of any of His Majesty's ships in commission when employed on detached service have effect as modified and set forth hereunder.

115. (1) Where a Proclamation* has been issued by His Majesty calling out all or any of the men of the Naval Reserves in case of war or emergency, the Admiralty may, by order, distinctly stating that a case of emergency exists, authorise any Commander-in-Chief or Flag Officer whose flag is flying at any port or station in the United Kingdom to issue a requisition of emergency.

(2) Any officer so authorised may issue a Requisition of Emergency or a requisition of impressment under his hand reciting the said order, and requiring justices of the peace to issue their warrants for the provision, for the purpose mentioned in the requisition, of such carriages and animals as may be provided under the foregoing provisions, and also of carriages of every description, and of horses of every description, whether kept for saddle or draught, and also of vessels (whether boats, barges, or other) used for the transport of any commodities whatsoever upon any canal or navigable river, and also of food, forage, and stores of every description.

* By Order in Council made under Section 4 of the Reserve and Auxiliary Forces Act, 1939, it is provided that where the Admiralty are authorised by any Order in Council made under Section 1 of that Act to call out for service members of any of His Majesty's Naval Forces, any Commander-in-Chief or Flag Officer whose flag is flying at a naval port or station in the United Kingdom may issue under his hand a requisition of impressment, provided that the powers thereby conferred on any officer shall be exerciseable by him only if and so far as the exercise of these powers appears to him to be necessary in consequence of the calling out of persons for service under the Reserve and Auxiliary Forces Act, 1939.

(3) A justice of the peace, on demand by an officer of the portion of His Majesty's Naval Forces mentioned in a requisition of emergency or of impressment or by an officer of the Admiralty authorised in this behalf, and on production of the requisition, shall issue his warrant for the provision of such carriages, animals, vessels, food, forage, and stores as are stated by the officer producing the Requisition of Emergency or requisition of impressment to be required for the purpose mentioned in the requisition; the warrant shall be executed in the like manner, and all the provisions of this Act as to the provision or furnishing of carriages and animals, including those respecting fines on officers, justices, constables, or owners of carriages or animals shall apply in like manner as in the case where a justice issues, in pursuance of the foregoing provisions of this Act, a warrant for the provision of carriages and animals, and shall apply to vessels, food, forage, and stores in like manner in all respects as they apply to carriages.

(3A) A Requisition of Emergency or requisition of impressment may authorise any officer mentioned therein to require any carriages and horses furnished in pursuance of this section to be delivered at such place (not being more than one hundred miles in the case of a mechanically propelled carriage or trailer, and not being more than ten miles in the case of any other carriage or any horse, from the premises of the owner) and at such time as may be specified by any officer mentioned in the requisition, and in such case it shall be the duty of a constable executing a warrant issued by a justice of the peace under this section upon the demand of an officer producing the Requisition of Emergency or requisition of impressment to insert in his order such time and place for delivery of any vehicle or horse to which the order relates as may be specified by such officer, and the obligation of owners to furnish carriages and horses shall include an obligation to deliver the carriages and horses at such place and time as may be specified in such order, and the provisions of this Act shall have effect as if references therein to the furnishing of carriages and horses included, as respects any such carriage or horse as aforesaid, delivery at such time and place as aforesaid. The carriages or horses mentioned in the order shall not be deemed to have been furnished until proper delivery has been made to the place and at the time stated in the order.

(4) The sum to be paid for any article shall be deemed to have been tendered when a formal receipt for the article setting forth the amount is handed to the owner or his representative; but the property in a carriage or animal impressed shall be vested in the owner until such time as the carriage or animal has been duly furnished at the place and time stipulated.

(5) Canal, river, or lock tolls are hereby declared not to be demandable for vessels while employed in any service in pursuance of this section or returning therefrom. And any toll collector who demands or receives toll in contravention of this exemption shall, on summary conviction, be liable to a fine not exceeding five pounds nor less than ten shillings.

(6) A Requisition of Emergency or requisition of impressment purported to be issued in pursuance of this section and to be signed by an officer therein stated to be authorised in accordance with this section, shall be evidence, until the contrary is proved, if its being duly issued and signed in pursuance of this Act, and if delivered to an officer of His Majesty's Naval Forces or of the Admiralty shall be a sufficient authority to such officer to demand carriages, animals, vessels, food, forage, and stores in pursuance of this section, and when produced by such officer shall be conclusive evidence to a justice and constable of the authority of such officer to make such demand in accordance with such requisition; and it shall be lawful to convey on such carriages, animals and vessels, not only the baggage, provisions, and naval stores of the detachments mentioned in the requisition of emergency, but also the officers, men, servants, and other persons of and belonging to the same.

(7) The order of the Admiralty authorising an officer to issue a Requisition of Emergency or requisition of impressment may authorise him to extend such requisition to the provision of carriages, animals, vessels, food, forage, and stores, for the purpose of being purchased, as well as of being hired, on behalf of the Crown, and as respects any mechanically propelled carriage or trailer so requisitioned for the purpose of being purchased, two hundred and fifty miles from the premises of the owner shall for the purposes of subsection (3A) of this section be the distance within which delivery may be required.

(8) Where a justice, on demand by an officer and on production of a Requisition of Emergency or requisition of impressment has issued his warrant for the provision of any articles, and any person ordered in pursuance of such warrant to furnish any such article refuses or neglects to furnish the same according to the order, the said officer may seize (and if need be by force) the article requisitioned, and may use the same in like manner as if it has been furnished in pursuance of the order, but the said person shall be entitled to payment for the same in like manner as if he had duly furnished the same according to the order.

* * * * *

(10) A Requisition of Emergency or requisition of impressment issued under this section may prohibit, during such period and to such extent as may be specified in the requisition, the sale and purchase of horses or carriages or the sale and purchase of horses and carriages of any class or description so specified to or by any person other than a person appointed by the Admiralty to purchase horses or carriages; and if any person sells or purchases or is concerned in the sale or purchase of a horse or carriage in contravention of such prohibition, he shall be liable on summary conviction to a fine not exceeding one hundred pounds or to imprisonment for a term not exceeding three months, or to both such imprisonment and fine.

(11) The power conferred by this section to issue a Requisition of Emergency or requisition of impressment shall include a power to issue a Requisition of Emergency or requisition of impressment revoking, amending or varying a Requisition of Emergency or requisition of impressment previously issued.

OTHER PROVISIONS OF THE ARMY ACT APPLIED BY SECTION 115 THEREOF

112. (1) The constable or constables shall execute such warrant, and persons having carriages, animals, drivers, vessels, food, forage, or stores suitable for the said purpose shall, when ordered by a constable in pursuance of such warrant, furnish the same in a state fit for use.

(4) The warrant ordering carriages, animals, drivers, vessels, food, forage, or stores to be provided shall specify the number and description thereof, and also, when not required to be provided for the purpose of being purchased, the places from and to which the same are to travel, and the distances between such places.

(6) A fee of one shilling and no more shall be paid for the warrant by the officer applying for the same and shall be paid to the clerk of the justice.

(7) Where a carriage has one or more alternative bodies the carriage may be demanded with any one or more bodies, and where a carriage is used for haulage the carriage may be demanded with or without the vehicles ordinarily hauled.

OFFENCES IN RELATION TO IMPRESSMENT OF CARRIAGES, ETC.

31. Every person subject to the Naval Discipline Act who commits any of the following offences (in this Act referred to as offences in relation to the impressment of carriages); that is to say—

- (1) Wilfully demands any carriages, animals, vessels, food, forage, or stores, which are not actually required for the purposes authorised by this Act; or
- (2) Constrains any carriage, animal, or vessel furnished in pursuance of the provisions of this Act relating to the impressment of carriages to travel against the will of the person in charge thereof beyond the proper distance, or to carry against the will of such person any greater weight than he is required by the said provision to carry; or
- (3) Does not discharge as speedily as practicable any carriage, animal or vessel furnished in pursuance of the provisions of this Act relating to the impressment of carriages; or

- (4) Compels the person in charge of any such carriage, animal or vessel, or permits him to be compelled, to take thereon any baggage or stores not entitled to be carried, or, except where the carriage or animal is furnished upon a Requisition of Emergency or requisition of impressment to take thereon any man or servant (except such as are sick) or any woman or person ; or
- (5) Ill-treats or permits such person in charge to be ill-treated ; or
- (6) Uses or offers any menace to or compulsion on a constable to make him provide any carriage, animal, vessel, food, forage, or stores, which he is not bound in pursuance of the provisions of this Act relating to the impressment of carriages to provide, or tending to deter or discourage him from performing any part of his duty in relation to the providing of carriages, animals, vessels, food, forage, or stores, or tending to induce him to do anything contrary to his said duty ; or
- (7) Forces any carriage, animal, vessel, food, forage, or stores from the owner thereof.

shall, on conviction summarily or by court-martial, be liable to dismissal from His Majesty's service with disgrace or such other punishment inferior in degree as is mentioned in Section fifty-two of the Naval Discipline Act, subject in the case of a punishment awarded summarily to the restriction mentioned in Section fifty-six of that Act.

116. Any constable who—

- (1) Neglects or refuses to execute any warrant of a justice, requiring him to provide carriages, animals, vessels, food, forage, or stores ; or
- (2) Receives, demands, or agrees for any money or reward whatsoever to excuse or relieve any person from being entered in a list as liable to furnish, or from furnishing any such article ; or
- (3) Orders any such article to be furnished for any person or purpose or on any occasion for and on which it is not required by this Act to be furnished,

shall, on summary conviction, be liable to a fine of not less than twenty shillings nor more than twenty pounds.

117. A person ordered by any constable in pursuance of this Act to furnish any article, who—

- (1) Refuses or neglects to furnish the same according to the orders of such constable and this Act ; or
- (2) Gives or agrees to give to a constable or to any officer any money or reward whatsoever to be excused from being entered in a list as liable to furnish, or from being required to furnish, or from furnishing, or in lieu of furnishing, any article in pursuance of this Act ; or
- (3) Does any act or thing by which the execution of any warrant or order for providing or furnishing any article in pursuance of this Act, is hindered,

shall, on summary conviction, be liable to pay a fine of not less than forty shillings nor more than ten pounds.

118. (1) Any officer or man who commits any offence in relation to the impressment of carriages for which he is liable to be punished under Part One of the Naval Discipline Act, other than an offence in respect of which any other remedy is given by this part of this Act to the person aggrieved, shall, on summary conviction, be liable to a fine not exceeding fifty pounds nor less than forty shillings.

(2) A certificate of a conviction for an offence under this section shall be transmitted by the court making such conviction to the Admiralty.

119. (1) The following persons ; that is to say—

- (a) If any officer or man fails to comply with the provisions of this part of this Act in respect of carriages or animals, or to the making up of an account of the sum due, the person to whom the sum is due ; or
- (b) If the owner of any article or the person in charge of any carriage, animal or vessel furnished in pursuance of this part of this Act suffers any ill-treatment from any officer or man, the person suffering such ill-treatment, but, when there is an officer commanding such officer or man present at the place only after first making due complaint, if practicable to such commanding officer,

may apply to a court of summary jurisdiction, and such court, if satisfied on oath of such failure or such ill-treatment, and of the amount fairly due to the applicant, including the costs of his application to the court of summary jurisdiction, shall certify the same to the Admiralty, who shall forthwith cause the amount due to be paid.

(2) Provided that the Admiralty, if it appear to them that the amount named in such certificate is not justly due, or is in excess of the amount justly due, may direct a complaint to be made to a court of summary jurisdiction for the county, borough, or place for which the court giving the certificate acted, and the court after hearing the case may by order confirm the said certificate, or vary it in such manner as to the court seems just.

120. (1) A constable shall observe the directions given to him for the due execution of this part of this Act by the police authority ; and the police authority or any member thereof, and every justice of the peace may if it seem necessary, and in the absence of a constable shall, themselves or himself exercise the powers and perform the duties by this part of this Act vested in or imposed on a constable, and in such case every such person is in this part of this Act included in the expression " constable ".

* * * * *

121. If any person—

- (1) Forges or counterfeits any requisition of emergency or requisition of impressment or knowingly produces to a justice or constable any requisition of emergency or requisition of impressment so forged or counterfeited ; or
- (2) Personates or represents himself to be an officer or man authorised to demand any carriage, animal, vessel, food, forage, or stores ; or
- (3) Produces to a justice or constable a requisition, which he is not authorised to produce, or a document falsely purporting to be a requisition,

he shall be liable, on summary conviction, to imprisonment for a period not exceeding three months, with or without hard labour, or to a fine not less than twenty shillings and not more than five pounds.

MISCELLANEOUS INSTRUCTIONS

Retention of Billets during Absence

Payment may be made for accommodation in a billet during the absence of the person billeted on leave or duty, when gear is left behind in the billet, up to a limit of twenty-one days.

Supply of Fire, Light, Water, etc.

2. The rates of payment approved in the Billeting Regulations cover only the provision of the actual items mentioned. The following legal rulings have been given as to the provision of fire, light, water, etc., as a part of billeting accommodation :—

Heating cannot be demanded in any classes of billets.

Fire or other means of cooking can be demanded only in the case of men billeted for lodging and attendance only.

Light.—If no light is installed in the room occupied candles to a reasonable extent can be demanded from the occupier, except in unfurnished accommodation.

Water.—In the accommodation specified in the paragraph 11 (i) of this Order, water for drinking and washing purposes may be demanded from the occupier ; the accommodation specified in paragraph 11 (ii) does not entail provision of water.

Baths.—(a) Hot baths cannot be demanded in the case of officers billeted under any class of billets.

(b) Where it is impossible for ratings billeted to obtain baths at service establishments, local arrangements should, if possible, be made for them to visit public baths.

Where these are not available Commanding Officers are authorised to make the best arrangements possible and to make payment at the rate specified in paragraph 11 (b) (ii) in respect of such additional service provided by the billeting.

Bedding.—The billeting rate for officers specified in paragraph 11 (i) entitles them to claim sheets and blankets where these are available.

Payment for Billeting—Stamp Duty on Receipts.—It is notified that a special wartime concession has been introduced exempting from stamp duty receipts (for £2 or more) given by householders in respect of payments for billeting by the service departments.

In future stamped receipts in connection with such payments need not be required.

(A.F.Os. 2511/39, 2919/39, 1407/40, 2489/41, 3101/42 are cancelled.)