

Accreditation Scheme for Private Rented Housing Application

To apply for the Bristol Accreditation Scheme, please read the enclosed handbook and fact sheets, then complete and return this form to:

The Private Housing and Adaptations Service (LIPS)
Bristol City Council, PO Box 595, Bristol BS99 2AW

1 Address of property for accreditation:

2 Name and address of landlord and/or agent:

Landlord Details.

Surname:

First Name:

Address:

Post Code:

Telephone no:

Mobile:

Email:

Agent Details.

Company:

Contact Name:

Address:

Post Code:

Telephone no:

Mobile:

Email:



3 Is the property currently occupied?

Yes No

Are your tenants: Over 60 years old Disabled
 Family with children under 16 years Receiving Local Housing Allowance
 None of the above

4 Declarations:

- 1. I confirm that I have read and understand the Decent Homes fact sheet and I am satisfied that the property meets these standards.
- 2. I confirm that I have read and understand the Housing Health and Safety Rating System (HHSRS) fact sheet and I am satisfied that the property meets these standards.
- 3. I confirm that I have read and understand the Accreditation Standards for Fire Safety and I am satisfied that the property meets these standards.

Please tick either 4a or 4b

- 4a. I confirm that I have read and understand the Accreditation Standards for Energy Efficiency and I am satisfied that the property meets these standards.
- 4b. I require free assistance for the property to meet the Accreditation standards for Energy Efficiency. (please specify:)

Loft Insulation Cavity Wall Insulation* Cylinder Insulation**

* Cavity wall insulation is only available for traditionally built properties with a cavity present.

** Cylinder insulation is only available if other measures are also being installed.

Please tick either 5a or 5b

- 5a. I confirm that I have read and understand the Accreditation Standards for Security and I am satisfied that the property meets the relevant standards.
- 5b. I require free assistance for the property to meet the Accreditation standards for Security.
- 6. I confirm that I have read and understand the Code of Good Management Practice and agree to manage this property in accordance with this code.
- 7. Agents only - I have the consent of the landlord for the free assistance to be provided.

5 Incentives:

In order to access **free/discount** incentives available through the scheme, Bristol City Council will have to forward your details on to our partner organisations. Please indicate that you are happy for us to forward your contact details on to these organisations:

- I am happy for my details to be passed to organisations who offer **free/discount** incentives to landlords of accredited properties.

Bristol City Council sends out quarterly newsletters to landlords keeping them up to date with developments and providing useful information. Please indicate if you are happy to be added to the database if you don't already receive these

- I already receive landlord newsletters
- Please send me landlord newsletters

6 This section only applies to Houses in Multiple Occupation (HMOs)

(See www.privatehousinginformation.co.uk for definitions of an HMO and a licensable HMO)

Note: if the property is a licensable HMO an HMO licence must have been issued or applied for and the property must meet the HMO licensing standards. If it is an HMO, but not licensable, every effort should be made to meet the licensing standards. See 'b' below for an allowable exception.

Please tick one of the options below:

- a. I confirm that the property is a licensed HMO and all conditions have been complied with;
- b. I confirm that the property is a licensed HMO and the only outstanding work to meet the licensing standards is the provision of wash hand basins and toilet facilities by 2012;
- c. I confirm that the property is not a licensable HMO, that I have read and understood the Guide to HMO Licensing Standard for Facilities and room sizes and to the best of my knowledge my property meets these standards;
- d. Agents only - I have checked with the licence holder that the property complies with the licence conditions (if agent not licence holder) or I have checked with the landlord that an HMO licence is not needed.

7 Documents:

Please tick boxes and enclose copies of the following documents:

- Satisfactory (no category 1 or 2 defects) Electrical Periodic Inspection Report (e.g. NICEIC), dated within the last five years
- Satisfactory CORGI or Gas Safe safety certificate for all appliances*, dated within the last 12 months

Either

- Energy Performance Certificate (EPC), unless exempt. Please tick reason for exemption:
 - Tenancy commenced before 1st October 2008
 - Property entirely let as bedsits
 - Shared house with individual tenancies
 - Satisfactory Fire Alarm Certificate (HMOs only) dated within the last 6 months
- or**
- The property is a licensable HMO and certificates dated within the above periods from the date of this application were submitted with the licence application

* Copies of these documents should also be given to tenants

REMEMBER

Without these certificates, we cannot accept your property on the accreditation scheme.

8 Fit and Proper assessment (as defined under Housing Act 2004):

Only unspent convictions need to be declared

Have you or any other person who will be involved in the management of the property been convicted of any offence involving:

- Fraud or dishonesty
- Violence
- Drugs offences
- Offences under Schedule 3 of the Sexual Offenders Act 2003

Sentences of imprisonment exceeding 30 months can never be treated as spent and must be disclosed, however long ago they were imposed. Please give details of unspent convictions:

9 Declaration:

I declare to the best of my knowledge, information and belief that the information provided in this application is correct and true. I understand that any misrepresentation by me may lead to the withdrawal of my membership from the Bristol City Council Accreditation Scheme.

I understand that a failure to maintain these standards can lead to removal from the scheme.

I understand that on approval, my property will be added to a list of accredited properties that will be made available to the public.

I understand that the tenants in this property will be sent information about the accreditation status of the property. I understand that Bristol City Council or approved Agent may carry out an inspection of this property, due notice of this will be given.

Signed:

Date

Please note we will be unable to process your application if the application form is not complete, the relevant documents are not included, or if the safety certificates contain any faults. If you need assistance with any aspect of your application please contact us for help.

Postal Address:

Private Housing and Adaptations Service (LIPS),
Bristol City Council,
PO Box 595,
Bristol, BS99 2AW

Email: private.housing@bristol.gov.uk

Telephone: 0117 3533871

Equalities Monitoring

Bristol City Council works towards eliminating discrimination and promoting equal opportunities. Collecting the following information can help us to achieve this. Data collected will be used to help us to plan and deliver services more effectively to individual tenants and service users. It will also be used to report on the needs of different groups of people. Information provided will be treated confidentially and in accordance with the Data Protection Act 1998.

How would you describe yourself?

Age 18 18 - 65 Over 65 Prefer not to state

Gender Male Female Prefer not to state

Transgender Yes No Prefer not to state

Ethnicity White British background Other white background
Black and minority ethnic background Prefer not to state

Religion / Belief Do you have a religion or faith?
Yes No Prefer not to state

Disability Are you disabled?
Yes No Prefer not to state

Sexual Orientation Are you lesbian, gay or bisexual? heterosexual / straight
Prefer not to state

If English is not your first language and you need a translation, we can get one for you.

ALBANIAN

Nëse anglishtja nuk është gjuha juaj amtare dhe keni nevojë për një përkthim, ne mund t'ua sigurojmë atë.

BENGALI

ইংরেজী আপনার মাতৃভাষা না হলে এবং আপনার কোন অনুবাদের প্রয়োজন হলে আমরা তা প্রদান করতে সক্ষম।

CHINESE

如果英文不是您的第一語言，而您需要翻譯的話，我們可以為您安排。

GUJARATI

જો તમારી પહેલી ભાષા અંગ્રેજી ન હોય અને તમને ભાષાંતરની જરૂર હોય તો અમે તમને તે આપી શકીએ છીએ.

HINDI

यदि अँग्रेज़ी आप की पहली भाषा नहीं है और आप को अनुवाद की आवश्यकता है तो यह हम आपको प्रदान कर सकते हैं

KURDISH

Heke îngilîzî zimanê we yê yekem nine û pêwîstiya we bi wergêr heye, em dikarin yekî ji we re bibînin

POLISH

Jeżeli język angielski nie jest Twoim językiem ojczystym i wymagasz tłumaczenia, możemy to zapewnić.

PORTUGUESE

Se o Inglês não é a sua língua materna e precisa de uma tradução, nós podemos obtê-la.

PUNJABI

ਜੇਕਰ ਇੰਗਲਿਸ਼ ਤੁਹਾਡੀ ਪਹਿਲੀ ਭਾਸ਼ਾ ਨਹੀਂ ਅਤੇ ਤੁਹਾਨੂੰ ਦੁਬਾਰੀਏ ਦੀ ਜ਼ਰੂਰਤ ਹੈ ਤਾਂ ਤੁਹਾਡੇ ਲਈ ਅਸੀਂ ਇਸਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।

SOMALI

Haddii Ingiriisku aanu ahayn alkaaga kowaad oo aad u baahan tahay turjumaad, annagaa kuu samayn karra.

URDU

اگر انگریزی آپ کی پہلی زبان نہیں ہے اور آپ کو ترجمہ کی ضرورت ہے تو ہم آپ کے لئے فراہم کر سکتے ہیں۔

VIETNAMESE

Nếu quý vị không thạo Anh văn và cần bản dịch, chúng tôi sẽ giúp quý vị một bản.

If you would like this form in another language, Braille, audio tape, large print, easy English, BSL video or computer disk please contact: 0117 353 3871.

Bath & North East
Somerset Council

