

The Derby Accredited Property Scheme Recognising good standards in private rented accommodation

Government has set targets to increase the proportion of vulnerable households living in decent homes between now and 2020. It also specifically aims to encourage the provision of quality accommodation within the Private Rented Sector.

As part of the Housing Strategy at Derby City Council, we are aiming to improve the quality of life in Derby's neighbourhoods and build healthy and independent communities¹.

The Derby Accredited Property Scheme is the result of joint working between Derby City Council, Derby University, Derby University Students Union, Decent and Safe Homes - DASH - East Midlands, Derbyshire Fire and Rescue Service and Derby Community Safety Partnership.

The Scheme is a voluntary programme and aims to encourage and support good standards and good management in private rented and student accommodation by working with landlords. It also aims to give confidence to tenants that the legal minimum standards of safety in the accommodation have been reached.

- Derby City Council is committed to supporting Private Landlords/Agents.
- On application for membership, Landlords will be declaring their commitment to good property standards and to working in partnership with the Council.

Accreditation will be available across Derby city covering the whole of the private rented sector across all tenures with the exception of Housing Associations. The first two years of membership for each new applicant are free. Properties will be listed as accredited on the scheme website, stating their level of accreditation.

The Beneficiaries of the Scheme will be Landlords, Agents, Tenants and local communities, and the Council is committed to ensuring that privately rented accommodation is healthy and safe, and that standards are raised.

The Scheme and its website will be advertised throughout Derby by posters, letters to known landlords, fliers distributed through Housing Benefits and articles in the press and Housing Standards newsletters. The Scheme website will enable tenants to search for specific property to check accredited status, and to list accredited properties within Derby. Landlords of student properties will still be able to advertise through Derby University.

Landlords will need to carefully read through this document and the Accreditation requirements, and decide which level of Accreditation they will be aiming at for their properties.

¹ Regional Policies: 3 - Recognising and responding to areas affected by low demand; and 5 - Renewing and re-vitalising the private sector.

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1. Accreditation

1.1 'Accredited' and 'Accredited Plus+' Levels

The Derby Accredited Property Scheme has two levels of Accreditation: **Accredited**, and **Accredited Plus+**. Once Landlords and their properties have achieved Accredited Status, scheme benefits and incentives can then be accessed to work towards achieving the Accredited Plus+ Status, if their property does not already meet the criteria for this. The requirements for both levels of Accreditation are detailed in **Sections 4** and **5**.

Accredited Plus+ standards are over and above those required at Accredited level and demonstrate further improvements within applicable properties which benefit the tenant and increase the appeal of the property. The status assigned will be agreed between the applicant and the inspecting officer or the decision will be taken to the Scheme Management Committee. Please see section 3.1.

1.2 Student Properties

Landlords wishing to promote their property on the Derby University Student Accommodation Register must first achieve Accredited status - an application must then be made to Derby University who may make a further inspection prior to agreeing to promote the property. Please contact the Private Sector Accommodation office at Derby University on 01332 591302 for further details.

1.3 Managing Agents

Managing agents are also invited to join the Derby Accredited Property Scheme to act as a representative for their clients' property.

In order to apply for Accreditation, the Agent will need to provide written consent from the owner and give the owners details on the Application form. Subsequently, the application will follow the usual Application and Property Inspection procedure as set out below, with the Agent agreeing to operate within the requirements of the Scheme - see **Sections 4** and **5**.

Where a landlord uses a Managing Agent, but wishes to join the Accreditation Scheme, they can apply as an individual member but must give the Agent's details, along with the usual associated paperwork.

1.4 Point of Contact

Whoever applies, whether it be landlord or managing agent, once accredited, the applicant will be the point of contact for the property.

1.5 Application for Membership

Application

On receipt of an enquiry a copy of the Scheme Outline & Code of Standards and Application Form will be sent out to the applicant. Applicants wishing to apply for accreditation will need to complete the application form and send this with the associated paperwork back to Derby City Council. Further guidance on the Application Procedure can be found in **Section 6**.

Property Inspection

A joint inspection of the property will be carried out with the Accreditation Officer and Landlord/Agent, and the applicant will be advised of any works that need to be carried out before accreditation can be achieved.

Derby University may also inspect properties where landlords have applied to be on their student Accommodation register. Landlords/Agents should refer to Derby University's standards for furniture requirements, before compiling their inventory. See **Appendix E**.

Membership Acceptance

If no additional works are required and the relevant paperwork and checks are in order, the Council will issue the appropriate certification for the property together with information for the landlord and the tenant. The landlord's name will be registered and they will consequently be eligible for the scheme benefits.

If, on inspection of the property, standards are found to be below the minimum legal standard, the landlord must work with the Council. However, under certain circumstances, Derby City Council may consider it necessary to serve a formal notice under the Housing Act 2004 on the owner / manager to undertake such works.

Duration and Renewal of Membership

Accreditation will be valid for 12 months from the date of issue, providing the landlord does not breach the Scheme requirements. A month before expiry of the certificate, the Council will send the landlord a re-registration form. On receipt of a suitably completed re-registration form and any associated paperwork, the Council will accredit the property for a further 12 months. After the initial Property inspection and acceptance onto the Scheme, properties will then generally only be re-inspected on investigation of a complaint or after three years of Membership.



Sale of Accredited Property

Landlords with accredited property must inform the Council if they sell the property. If the property remains as a rental property, the new landlord can apply for Accreditation on their own merit. Accreditation will not be automatically transferred.

1.6 Regional Accreditation

Landlords with properties in other areas of the East Midlands can become regionally Accredited through Membership of the East Midlands Landlord Accreditation Scheme – EMLAS.

They will need to provide a full list of dwellings owned or managed by them, and will attend an approved training course covering tenancy management, health & safety and hazard awareness, in order to demonstrate a sufficient level of ability to manage property to the standard required.

Please see www.EastMidlandsDASH.org.uk for more details.

2. Benefits of Scheme Membership

Accredited Landlords / Agents will receive certificates for properties which have achieved Accreditation, and information packs for themselves and for their tenants. The following benefits and incentives will also be available to Landlords. For full details, please see the additional Scheme Benefits Leaflet.

Marketing

- The details of Accredited Properties will be made available to the public through the **Scheme website** www.derby.gov.uk/Accreditation. Individuals will be able to search for and list Accredited properties in Derby
- Students will be able to access the Derby University website www.derby.ac.uk/residential/rooms/search02.html for a list of Accredited properties
- As of the scheme launch, Landlords / Agents in the private rented sector will only be able to advertise their accredited properties with **Derby HomeFinder**
- The Scheme will be extensively promoted and advertised by the Council, and as Accreditation becomes more widely acknowledged, it is anticipated that Accredited Landlords / Agents will gain a distinct **market advantage**

Financial and other Housing Assistance

- **Cashback** on submission of new and renewed electric safety certificates
- Free Energy Efficient **light bulbs**
- Free **Fire blanket** for the kitchen
- Financial assistance may be available for fire safety works in order to achieve Accredited Status. **Mains wired interlinked alarms** are required in single family dwellings before the Landlord can receive Accreditation status

Assistance when working towards Accredited Plus+ Level

- Kitchen and Bathroom modernisation, double glazing, security measures and loft insulation

Grant conditions will apply: if the property is sold within three years of the grant being paid, or if any grant conditions are breached, the grant must be repaid.

Please note, only property owners will be eligible to access the financial assistance.

Council Associated services

- **Landlord Liaison officers within the Housing Options Centre** can offer to Accredited Landlords/Agents:
 - Local Housing Allowance fast tracking – aiming to achieve payments to the tenant within 14 days of receiving complete LHA claim
 - some support for tenant and landlord throughout the tenancy
 - Bond Assurance Scheme to indemnify Landlords / Agents against loss or damage to their property by the tenant
 - assistance to tenants to maintain their tenancy
 - access to the Rent in Advance Scheme.

- **The Council's Empty Homes Assistance Scheme** can offer enhanced terms and conditions to Accredited Landlords. Where eligible, Accredited Landlords who wish to bring empty properties back into use will generally be offered improved terms over and above those offered to non-accredited landlords
- **Waste Management and Refuse Collection Services**

Other local and national companies who are happy to work with Landlords with Accredited Properties and can offer services such as fixed rates and discounts:

- | | |
|--|--|
| ▪ Solicitors Services | ▪ Inventory Services |
| ▪ Mortgage Services | ▪ Cleaning, Gardening, Clearance Services |
| ▪ Insurance Services | ▪ Property Maintenance |
| ▪ Home Emergency Services | ▪ Building equipment hire |
| ▪ Energy Performance Certificates | ▪ Landlord Association membership |

The non-Council Services listed, have offered their services at a discounted rate to landlords with Accredited Properties. Derby City Council makes no formal endorsement of their services and landlords are free to make their own decisions as to who they do business with.

The Company issuing the discount or service may check the Landlord's Accreditation status, by searching on the website or by phoning the Accreditation Office.

3. Operation and Management of the Scheme

3.1 The Scheme Management Committee

The Scheme is managed by a committee made up a quorum of three, and no more than nine, of the following representatives:

- Derby City Council Accreditation Officer
- Derby City Council Housing Standards Officer responsible for the Accreditation of Student Accommodation
- Derby City Council Licensing and Accreditation Coordinator
- Derby University Accommodation Officer
- Representative from Derby University Students Union or Welfare
- Derby Landlords and/or Agent representatives

The role of the Committee will be to:

- annually review Scheme standards², policies and procedures
- deal with disputes over Accreditation membership acceptance and assigned status
- deal with complaints and breaches of scheme requirements.

The Committee shall aim to meet every six months, unless circumstances require an additional meeting to be held.

3.2 Complaints Procedure

A requirement of the scheme is that Landlords / Agents inform their tenants that they are a member of the Scheme and provide the tenant at the start of the tenancy with the Information for Tenants leaflet, which includes the complaints procedure.

In the event of a dispute arising between a scheme member landlord and a tenant, the landlord shall deal with the matter in a reasonable manner at all times. All complaints should be acknowledged by the landlord immediately upon receipt.

Complaints regarding repairs should be made and responded to as directed and within the timescales given on page 10.

² The Management Committee reserves the right to amend the requirements of the Scheme at any time to reflect changes in policy and / or legislation. If this occurs and additional works are required to maintain accredited status, a reasonable period – dependant on the works necessary – from the date of written notification, will be given for the work to be carried out. Accredited status will remain in place during the period allowed to undertake the works. In some cases, Derby City Council may consider it necessary to serve a formal notice under the Housing Act 2004, on the owner / manager to undertake such works. Accreditation will be revoked if the owner does not comply with the requirement to carry out works within the stated time.

All other tenant complaints may be made orally or in writing to the landlord. Landlords / Agents shall then agree an appropriate course of action, and implement it within three weeks of the date of agreement.

If any complaint is not resolved by the landlord, tenants should contact the Accreditation Office whose staff will aim to resolve the complaint informally. In cases where no agreement is reached, or the Landlord / Agent fails to carry out the agreed response, the Accreditation Office staff will refer the matter to the Scheme Management Committee. All parties will be able to make either written or oral representation, as the Committee deems appropriate.

Landlords wishing to make a formal complaint about the operation of the Scheme must do so initially, in writing, to The Scheme Management Committee.

3.3 Breach of Scheme Requirements

Revocation of Accreditation

Accreditation may be withdrawn, with respect to all properties on the scheme which are under the control of a particular landlord:

- if the Scheme Management Committee considers there has been a serious breach of the scheme
- if the landlord persistently refuses to comply with any requirements placed upon them
- where the Scheme Management Committee becomes aware that the landlord or other persons or organisations involved with the management of the property are no longer considered to be fit and proper – see Section 6.3
- if there have been substantiated and persistent complaints from tenants regarding the management of a property.

The landlord / agent will be contacted and invited to discuss the breaches found with the Scheme Management Committee. Decisions to revoke accreditation will only be made by the Scheme Management Committee, and the applicant will be notified of such a decision by the Committee, in writing, within a week.

Membership Suspension or Termination

- Landlords / Agents who lose their accredited status will no longer be participants of or eligible for any of the benefits of the scheme
- The Scheme Management Committee will consider the reinstatement of accredited status if the landlord is able to demonstrate that following remedial action, they are capable of complying with the requirements of the Scheme. The final decision will be made by the Independent Review Panel – see **Section 3.4**

3.4 Appeals against Decisions

Any interested party who is aggrieved by a decision made by the Scheme Management Committee, may appeal in writing against that decision to an **Independent Review Panel** within four weeks of notification of the decision.

The appeal must be made in writing to the chair person of the Scheme Management Committee who will convene a meeting of the Independent Review Panel. This shall normally consist of a member of a Derby Landlord Association or a Derby Landlord, and a senior member of staff from Derby City Council. In cases where the property in question is a student property, a member of staff from the University Accommodation Service and a local Student's Union representative will also be invited. Those members of staff shall not be members of the Scheme Management Committee.

The aggrieved person may make a personal representation to the Panel. Any decision made by the Independent Review Panel will be final.

3.5 Scheme Compliance Monitoring and Regulation

Compliance with the requirements of the Scheme will be monitored by the initial inspection of properties, and through investigating tenants' complaints. To maintain credibility of the Scheme, complaints by tenants or breaches of the Scheme standards by landlords / agents will be taken seriously and investigated by the Accreditation Officer. Persistent or serious breaches of the requirements of the Scheme can result in Landlords / Agents being excluded from membership of the Scheme, and therefore no longer being eligible for any of the Scheme benefits.

3.6 Scheme Register / Website

The details of accredited landlords and agents, sufficient only for publicity and promotional purposes, are a matter of public record, and are readily available for public reference. Landlords will, for the purpose of the promotion of their business, be deemed to have permitted the Council to publicly display their details and agree to have their name and the addresses of properties they own or manage displayed on the Council website or other stated publicly available records. Landlords / Agents applications and subsequent acceptances – or rejections – of Membership, and details of properties will be incorporated into APP, the Council database.

Landlords / Agents wishing to attain Regional Accredited Status will, on making a relevant application, be deemed to agree to have their name and addresses of properties they own or manage displayed on the EMLAS website or other stated publicly available records.

3.7 Disclaimer

The scheme standards have not been designed as a definitive guide and due regard needs to be given to national legislation and other matters affecting private rental sector letting in ensuring the landlord / agent meet their statutory responsibilities. Any existing statute, regulation, central government order or circular, bye-law or regulatory enactment will continue to take precedence over the information in this document. The responsibility for meeting legislative requirements remains with the owner of the property. Professional advice should be sought on legal, financial, building and health and safety matters.

The Council will not accept liability for any loss to any person or third party resulting from information contained, or deemed to have been omitted from, this document.

3.8 Further Information



This document may be subject to change, according to policy and legal requirements.

The scheme will be reviewed annually by the Scheme Management Committee and members will be informed of any significant changes.

If you require any further information about the accreditation scheme and its standards, please contact the Accreditation Office, Housing and Advice Services, PO Box 6323, Derby DE1 2WW. Telephone: 01332 256414.

4. Accredited Status Requirements

 denotes discounts/benefits available

GENERAL requirements for Derby City Council Accredited status	
Paperwork	The Landlord shall send a completed application form together with current and appropriate test certification for each property. Please see Section 6.2 for further details.
Landlord check	<p>The Landlord shall provide the following:</p> <ul style="list-style-type: none"> • self-certification of Fit and Proper Person which may be verified using Licensing checks. Please also see Section 6. • Criminal Record Bureau – CRB report – if deemed necessary by Scheme Management Committee • A signed declaration of commitment to the Code of Standards • Agreement to details being included on the Scheme Website – see Section 5, above.
PROPERTY requirements for Derby City Council Accredited status	
Hazard free	The property shall be free from unacceptable hazards to health and safety – Category 1 hazards or high scoring Category 2 hazards under the Housing Health and Safety Rating System – HHSRS. Please see Appendix A .
Gas Appliances & Supply	<p>All gas appliances and alterations and repairs to gas installations shall comply with current Gas Safety (Installation and Use) Regulations 1998, where relevant to landlords.</p> <ul style="list-style-type: none"> • All gas appliances provided by the Landlord must be checked, and preferably serviced, annually by a CORGI registered engineer. • A copy of the CORGI gas safety certificate shall be sent to Derby City Council and a copy also shown to the tenant, or put on display in the dwelling, within 28 days of the test or at the commencement of a new tenancy. • Any records of appliances tested, including dates, defects and action taken should be kept for inspection purposes.
CO detection	Battery powered carbon monoxide detectors shall be provided in accordance with manufacturer's instructions and BSEN 50291:2001, to all rooms containing a gas fire, unless the gas fire is fitted with an integral carbon monoxide detector linked to a cut off safety valve, and to other gas appliances that are not room-sealed.
Electrical installation & appliances	<p>All components used in electrical wiring installations and repairs must comply with the relevant International Standards and all appliances will be installed in accordance with manufacturers instructions.</p> <ul style="list-style-type: none"> • The Landlord shall certify the safety of the electrical wiring of the dwelling and all electrical installations within the property by obtaining a Periodic Inspection Report from a competent electrician – NICEIC or other recognised body. •  This Report must be made available to Derby City Council when applying for membership and made available for tenants to see should they make a request. Periodic inspections shall be carried out and the reports sent to Derby City Council every five years, or more frequently if specified in the Periodic Inspection Report. • Portable electrical appliances provided by the owner, such as fridges, microwave ovens, tumble dryers, shall be kept in functional and safe working order. • Portable Appliance Testing – PAT – ensures that electrical appliances are safe and function effectively. Therefore it is recommended that a PAT Test be carried out on class 1 earthed equipment, for example irons and kettles, at intervals of not more than two years, by a competent electrician. PAT applicable appliances must also be regularly inspected for wear and tear and any defects remedied or replaced as necessary, with the records retained for at least two years. Please also see Appendix B.
Property Appearance & Repair	<ul style="list-style-type: none"> • The property will be in a reasonable state of repair with no major building components, such as roof, external walls, chimneys and heating systems, being old AND in need of replacement or major repair because of their condition. • The property shall be kept in a reasonable state of decorative repair, as assessed by the Inspecting Officer.
Garden	The garden shall be in a state which is and can easily be maintained; reasonably tidy, clear of rubbish, and safe  .
Facilities and Space Standards	<ul style="list-style-type: none"> • Landlords shall not allow properties to be knowingly overcrowded. • Each kitchen within a property shall contain hygienic facilities for the storage, preparation and cooking of food, capable of being easily cleaned and maintained by the tenant. • All toilets, baths, showers and wash hand basins shall be hygienic and be supplied with constant hot and cold water supplies where appropriate. • The facilities and space standards for kitchens, bathrooms, and other habitable rooms shall meet the required national and appropriate local standards. See Appendix C for further guidance on numbers of kitchens, bathrooms and toilet facilities required in Houses in Multiple Occupation and on minimum room sizes.
Space heating	<ul style="list-style-type: none"> • Heating should be controllable by the occupants, and safely and properly installed and maintained. It should be appropriate to the property design, layout and construction, such that the whole of the dwelling can be adequately and efficiently heated. • Open or gas fires will not be allowed in rooms used for sleeping purposes, and portable bottled gas, oil fired, paraffin, liquefied petroleum gas appliances or portable electric bar fires will not be permitted as a means of heating. • In multi-occupied buildings, provision for space heating may be centrally controlled. Such systems should be operated to ensure that occupants are not exposed to cold indoor temperatures and should be provided with controls to allow the occupants to regulate the temperature within their dwelling.

PROPERTY requirements for Derby City Council Accredited status	
Heating, insulation & Energy Efficiency	<p>All dwellings will be provided with a reasonable level of energy efficiency ...</p> <ul style="list-style-type: none"> • As a minimum, suitable lagging of any hot water tank and exposed piping. • Where accessible, roof voids shall have insulation material to all horizontal and vertical surfaces, typically 250mm thick mineral wool, and fixed to vertical surfaces with non-rusting staples and supported by suitable netting. • Existing eaves ventilation must not be restricted under any circumstances. • Any refurbishment scheme should incorporate, where practical, energy efficiency improvements. • From October 2008, Landlords / Agents must comply with legal requirements to provide an Energy Performance Certificate at the start of each new tenancy, which must be available for the Council to inspect on demand 🌟. <p>For advice and information on offers regarding Energy Efficiency, please contact Derby Home Energy Advice Service, 01332 255622, EnergyAdviceTeam@derby.gov.uk</p>
Fire Safety Please also see Appendix D	<p>The fire safety requirements in any particular property will be based on a risk assessment and shall be provided in accordance with the National Guidance on Fire Safety in Residential Accommodation. However, the requirements listed in Appendix D are a guide to the minimum standards commonly applicable to an accredited property.</p> <p>In single family dwellings, the Council can help pay towards mains wired interlinked alarms to be installed before the Landlord can receive Accreditation status and the related certification / paperwork 🌟.</p> <p>Fire safety risk assessments shall be carried out for all licensable properties in multiple occupation, appropriate precautions put into place and records kept for at least two years.</p>
Lighting	<p>Natural Lighting ...</p> <ul style="list-style-type: none"> • All habitable rooms shall be provided with an area of clear glazing in an external wall, situated in a window and / or a door, equivalent in total area to not less than one-tenth of the floor area of the room. Standards may be more stringent where natural lighting is poor. • Glazing to bathrooms and / or WC compartments should be obscure. <p>Artificial Lighting ...</p> <ul style="list-style-type: none"> • All areas within the dwelling shall be adequately lit by artificial lighting, with sufficient switches fitted at suitable locations to operate the lighting. • Staircases shall have a switch at the top and bottom of each flight.
Ventilation	<p>All windows must be fully operational.</p> <p>Habitable rooms shall be ventilated directly to the external air by a window and the opening part of the window shall be equivalent to not less than one-twentieth of the floor area of the room.</p> <p>Kitchens, bathrooms and WC compartments shall be provided with adequate natural or mechanical ventilation.</p>
Furniture & Furnishings	<p>Furniture, fixtures and fittings shall be provided in a satisfactory condition and maintained in a proper and safe working order complying with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 and 1993). For further detail please see Appendix E.</p>
Security Please also see Appendix F.	<ul style="list-style-type: none"> • External doors and frames must be secure, of robust construction and fitted with a safe locking system which meets the strength requirements of BSS 3621-1998, and there should be secure window locks where appropriate. • Accessible ground floor windows must be of sound construction and resistant to unauthorised entry. • Emergency escape route door and window locks should be thumb turn or lever handle – that is, being capable of being opened from the inside without the use of a key 🌟. • Where thumb turn locks are fitted in doors, any glazed area in the door or next to the door should be fitted with laminated security glass at least 6.4mm thick. • Any security grilles installed must be used responsibly and take into account fire safety requirements, appearance and suitability for purpose. • Any measures recommended by the local Police Authority and crime prevention initiatives, should be considered and implemented, where appropriate.
Hygiene & Waste Disposal	<ul style="list-style-type: none"> • Each property shall be in a habitable and clean condition before the commencement of each letting 🌟. • All facilities used for the storage, preparation and cooking of food, and floor coverings in kitchens, bathrooms and toilets, shall be capable of being readily cleaned and maintained in a hygienic state by the tenants. • Suitable refuse disposal facilities shall be provided sufficient for the number of occupants. • Landlords / Agents must inform their tenants of the need for proper refuse collection, and take appropriate steps to enforce all tenancy agreement clauses that relate to proper refuse disposal. • When properties are vacated at the end of the tenancy, immediate steps shall be taken to leave the premises, yard and gardens free from accumulations of refuse and in a safe, secure and hygienic condition 🌟. • Where it is a student property, throughout each period of letting and during student vacations the property shall be kept in a clean and tidy condition both internally and externally, and be free from any vermin.

MANAGEMENT requirements for Derby City Council Accredited status				
Selling property	Landlords / Agents shall inform Derby City Council of any change of ownership or management of the accredited property.			
To Let Signs	To Let signs should be removed within seven days of a tenancy agreement being signed.			
Planning Permission	Landlords shall consult the appropriate local authority planning officer regarding any requirements for planning consent prior to or during the process of application for accreditation. Granting of an Accreditation Certificate does not infer that planning or building regulations consent has been or will be granted. Any planning consultation must be declared on the application form for accreditation.			
Bldg Control Approval	It is the owner's responsibility to consult with the appropriate building control officer, to determine whether any proposed work requires building regulation approval.			
Tenancy Agreements	There shall be a proper written tenancy agreement which shall comply with requirements set out in Appendix G . The landlord shall ensure that both parties have identical copies of the tenancy agreement.			
ASB of Tenants and their Visitors	Landlords / Agents shall take reasonable steps to prevent and deal with the anti-social behaviour of their tenants and / or visitors. In the event of persistent anti-social behaviour of tenants and / or their visitors, the landlord shall use the statutory powers available to them to enforce the tenancy agreements.			
Inventory	A detailed inventory will be carried out when the tenant first moves in and again when they leave the property. This should normally be undertaken in the presence of the tenant, with the record then being signed by both the landlord / agent and the tenant 🌟. An example of an inventory, together with general inventory guidance can be downloaded from www.EastMidlandsDASH.org.uk/downloads.asp#dash			
Deposits Please also see Appendix G	Where a deposit is required Landlords / Agents must use a government approved national Tenancy Deposit Protection Scheme, as defined in Part 6 of the Housing Act 2004. Tenants shall be informed in writing of the following: <ul style="list-style-type: none"> How the deposit is held Who will receive the interest How long after the end of the tenancy the deposit will be returned, subject to the resolution of any dispute. What the deposit is held for; How any disputes over the deposit will be resolved 			
Rent	In certain cases, it may be appropriate that an application be made to the Rent Assessment Committee for a market rent to be set. See www.therentservice.gov.uk or phone 0845 100 2615.			
Receipts	A rent book or other acceptable form of receipt for any rent paid will be provided by the landlord. However, for rent, deposit, utility, service charge or other transactions made by bank transfer, an annual statement will be provided when requested by the tenant. For cash or cheque transactions, a written receipt will be provided by the landlord.			
Access	Where access is required for routine inspection/s or viewings, the tenants shall be informed of the date, time and purpose of the visit, no less than 24 hours in advance, unless otherwise agreed.			
Repairs	Landlords/Agents will ensure that the property is clean and is in a satisfactory state of repair at the commencement of, and during, each tenancy 🌟. Under normal circumstances the following repairs shall meet the following completion deadlines:			
	Repair Type	Description	Timescale of completion	Reported
	Priority 1 – emergency repairs	Repairs needed to avoid danger to health, risk to the safety of residents or serious damage to buildings or internal contents	These must be completed within 24 hours of the defect being reported. If they cannot be completed within 24 hours, the best available and appropriate temporary arrangements will be made	Verbally or in writing
	Priority 2 – urgent repairs	Repairs to defects which materially affect the comfort or convenience of the residents	These must be completed within five working days of the defect being reported	In writing
	Priority 3 – non urgent day to day repairs	Reactive repairs not falling within the above categories	These must be completed within 28 working days – or other agreed time period – of the defect being reported	In writing
<p>Unless an Emergency Repair, the date on which the repair was reported to the landlord in writing shall be the start date for the repairs completion timescale, and tenants will be notified at least 24 hours prior to attendance by contractors or others to undertake repairs / upgrade work.</p> <p>Maintenance and servicing will be carried out with due regard to the convenience of the tenants.</p> <p>Where contractors are working in occupied premises, it shall be written into the contract that they remove all redundant components and debris from site on completion of work in a reasonable time, and behave in a professional and courteous manner at all times whilst at the premises.</p> <p>If decorative finishes for which landlords have responsibility are damaged or disturbed during repairs, they shall be made good within a reasonable timescale.</p>				

MANAGEMENT requirements for Derby City Council Accredited status	
Licensing	Landlords shall ensure that all their premises comply – or will comply within agreed timescales – with any statutory licensing schemes that are in operation in their area. Please refer to Appendix H.
Respect	Tenants' privacy and entitlement to unnecessary intrusion shall be respected.
Conduct	Business shall be pursued by the landlord in a professional, courteous and diligent manner at all times. The landlord shall not act in such a manner that brings the Accredited Property Scheme or Derby City Council into disrepute.
Insurance	The Landlord shall make sure that adequate insurance cover is provided for the building and its contents as appropriate, and advise the tenants of any insurance cover that is their personal responsibility🌟.
Equal Opportunities	The landlord shall ensure that, in the provision and letting of housing or associated services, the letting of contracts for services, and in all aspects of operations of the scheme by any participants, no person or group of persons applying will be treated less favourably than any other person or group of persons because of their race, ethnic or national origin, gender, disability, age, civil or religious status or sexual orientation.
Items to be provided to tenants	Gas Safety Certificates, Periodic Inspection Reports and any PAT test and fire safety installation test certificates must be made available for tenants on request. Keys shall be given to the tenants to all key operated locks for purpose of access and/or ventilation.
Information to be given to existing and new tenants	<p>A copy of the Derby Accredited Property Scheme which includes all property and management standards</p> <p>Complaints procedure</p> <p>Repairs, maintenance and improvements procedure</p> <p>A notice in the hallway or lounge with the following information:</p> <ul style="list-style-type: none"> • full address of the property • copy of valid gas safety certificate • full name, address and telephone number of the owner • a contact in case of emergency – if different from above • Derby City Council Certificate of Accreditation & Derby University Certificate where applicable • contact details for Derby City Council's Accreditation Officer • telephone number of local hospital, doctor and police station. <p>Clear statement of rent due to be paid during the contract, including the dates, amounts and method of payment</p> <p>Within 14 days of receiving a deposit, the landlord must give the tenant information about the Tenancy Deposit Protection Scheme being used. The tenant can confirm this by contacting them</p> <p>Responsibility regarding who pays utility charges</p> <p>Clear written instructions for the safe use of all central heating / hot water systems</p> <p>Instructions on the safe use of all electrical appliances – including fire alarms, burglar alarms and washing machines where provided, cookers, space and water heaters, refrigerators and freezers</p> <p>Where applicable, clear instructions for any burglar alarm system, and a key holder must be nominated</p> <p>Clear guidance and appropriate training on fire safety</p> <p>Any insurance cover that is the tenants' personal responsibility</p> <p>Refuse collection times / locations and recycling initiatives</p> <p>On request, advice on how best to heat the accommodation and use hot water in an energy efficient way using the facilities provided</p>
Mail	Tenants shall be reminded of the need to arrange for forwarding or redirecting of mail. Where redirection has not occurred, the landlord/agent should hold all post addressed correctly to individual tenants for a minimum of two weeks. In cases where post is not redirected or retrieved and the tenant is not returning, mail should be returned to sender.

🌟 denotes discounts/benefits available






Under no circumstances must a property be advertised as accredited by Derby Accredited Property Scheme unless a current certificate issued by Derby City Council is held for that property.

Student properties

Landlords/Agents wishing to promote their properties with Derby University should refer to Derby University's standards for furniture requirements, and be aware that study bedrooms may need to be larger in order to comply with Derby University requirements for the inclusion of a desk and other such items. Please contact the Private Sector Accommodation office at Derby University on 01332 591302 for further details.

5. Accredited Plus+ Status Requirements

In order to achieve Accredited Plus+ Status, your property will need to meet the 'Accredited' requirements, and also fulfil the following additional requirements.  denotes discounts/benefits are available, see p4,5.

	Additional Property requirements for Derby City Council Accredited Plus+ Status
Internal Decoration	Floor coverings shall be in good repair, that is, not worn or stained. Walls and ceilings shall be in good condition, painted or wallpapered in neutral colours, and it is expected that rooms shall be repainted/redecorated between tenancies. Decoration will be considered and will be accepted at the discretion of the inspecting officer.
Property Appearance & Repair	There shall be no combination of building components that are old and require replacement or major repair due to their age. Redecoration shall be carried out as frequently as is necessary to prevent the visual appearance of the property adversely affecting the neighbourhood. It is recommended that the landlord provide curtains to all front windows and to any others to the side or rear if they are readily visible from any public highway / footpath.
Gardens	Gardens, yards and boundaries shall be regularly maintained and kept clear of rubbish. <i>Landlords / agents shall comply with this responsibility either through enforcement of tenancy conditions or by the employment of a contractor for routine gardening matters.</i> 
Facilities	<ul style="list-style-type: none"> - A kitchen which is reasonably modern and in good condition – generally 20 years old or less  - A bathroom which is reasonably modern and in good condition – generally 30 years old or less 
Space heating	Where gas or oil central heating is fitted, appliances must have a suitable programmer to give effective hot water and heating control, by providing at least two timed 'on and off' periods a day, with a manual override. Programmers shall be conveniently sited and temperature control in rooms will usually be via thermostatic radiator valves and / or a room thermostat.
Energy Efficiency	<ul style="list-style-type: none"> - It is recommended that there will be double glazing  throughout the property, where appropriate. All replacement window and door installations are now subject to Building regulations. As such, any replacement window installations must now be carried out by a FENSA registered installer or alternatively a Building Regulation application must be submitted to Derby City Council Building Control. Additionally, reference should be made to the National Guidance on Fire Safety in Residential Accommodation to ensure that any replacement window installations do not conflict with the advice given in the document. - Cavity wall insulation is desirable where appropriate. - For furnished properties it is recommended that any white goods will achieve an Energy Efficiency rating of A.
Fire Safety	Fire safety risk assessments will be carried out for all properties, with appropriate precautions put into place and records kept for at least two years. Please contact the Accreditation Office for details of the type of Fire Safety Risk Assessment required for your property. Please also see Appendix D .
Security	Security measures over and above those listed in Accredited standard shall be provided  , for example: <ul style="list-style-type: none"> - intruder alarm with 20 minute cut-off device - external sensor lights - secure boundary where appropriate - anti-lifting devices fitted to any patio doors will have either a multi-locking system or have patio door locks to the top and bottom of the sliding door. Please also see Appendix F .

	Additional Management requirements for Derby City Council Accredited Plus+ Status
Training	It is recommended that the Landlord attend an approved training course covering tenancy management, health & safety and hazard awareness, in order to demonstrate a sufficient level of ability to manage property to the standard required.
ASB of Tenants and their Visitors	Landlords shall take reasonable steps to prevent and deal with the anti-social behaviour of their tenants and / or visitors. This shall include the insertion of a specific clause in letting agreements requiring tenants and their visitors not to cause a nuisance or annoyance to others. In the event of persistent anti-social behaviour of tenants and / or their visitors, the landlord shall work and co-operate with statutory or other agencies to assist in reducing nuisance and anti-social behaviour, and shall use the powers available to them to terminate the tenancy agreements. Where appropriate, Derby City Council will provide advice to the landlord.

6. Completing the Application form

6.1 Application form

On the Application form, the landlord will certify that:

- they are 'Fit and Proper' – see **Section 6.3** for more details
- they accept and agree to abide by the Scheme's code of standards as the minimum standards their Accredited properties will meet. These can be found in **Sections 4** and **5**.

6.2 Associated Paperwork needed

- List of properties which the landlord is seeking accredited status for
- Current, valid landlord's gas safety certificate for each property
- Current, satisfactory Periodic Inspection Report for the electrical installation for each property – see Appendix B for further details. 🌟 - discounts/benefits available
- Fire Detection and alarm system, emergency lighting system, and Portable Appliance Test certificates, where completed

Managing Agents will need to send a completed Agent Application form, the associated paperwork as listed above, and the following:

- landlord details and written consent and signature from the landlord provided on application
- sample tenancy agreement used by the managing agent.

6.3 Fit and Proper Person checks

On receipt of an application, Derby City Council will ensure as far as is reasonably practicable, that the landlord, and any other person associated with management of the property, is responsible, competent and suitable to be a member of the scheme.

In deciding whether an applicant to join the scheme is 'fit and proper', regard will be had, among other matters, to:

- any previous unspent convictions relating to violence, sexual offences, drugs or fraud
- whether the applicant has contravened any laws relating to housing or landlord or tenant issues
- whether the applicant has been found guilty of unlawful discrimination practices
- whether the applicant has managed properties otherwise than in accordance with any relevant code of practice
- whether there is any outstanding debt to a local authority or any participating educational establishment
- whether there has been any fraudulent use of or deceptive use of an accreditation certificate
- information known / held by any relevant agencies or Council departments.

6.4 Data Protection

STATUTORY DECLARATION FOR RELEASE OF INFORMATION



All information provided will be treated in confidence and in accordance with the Data Protection Act 1998. It will only be used to progress your application.

We may have to share and/or check your information with other agencies including the Police, Fire & Rescue Service, Office of Fair Trading, other local authorities and other relevant departments within this Council, for example Council Tax, Revenues and Benefits and Debtors.

6.5 Refusal of an Application

If the application is unsuccessful, the reasons will be given in writing together with appropriate advice and assistance should they wish to make a future application. Landlords/Agents whose applications are not accepted have a right to appeal to the Independent Review Panel. Please refer back to **Section 3** for information about the Scheme Management Committee and the Appeals procedure.

Decisions to refuse accreditation will only be made by the Scheme Management Committee. Such a decision will be notified to the applicant by the chair person of the Scheme Management Committee. Landlords may appeal this decision to the Independent Review Panel.

The reasons mentioned above for refusal of Accreditation are not exhaustive and there may be other reasons why the scheme managers consider it appropriate to refuse an application for accreditation.

Appendix A – the Housing Health and Safety Rating System

The Housing Act 2004 introduced a new way in which councils assess housing conditions – the Housing Health and Safety Rating System – HHSRS.

This system is a risk assessment based approach used to assess housing conditions.

There are 29 different hazards that we are required to assess.

Each hazard is assessed separately and, if judged to be 'serious' with a 'high score', is deemed to be a Category 1 hazard.

The Council has a duty to deal with hazards which are assessed as Category 1, and discretionary powers to deal with Category 2 hazards.

The hazards are grouped into the four categories listed below, and are applicable to all residential property ...

Physiological	Psychological	Infection	Safety
<ul style="list-style-type: none"> • Damp and mould growth • Excess cold • Excess heat • Asbestos and manufactured mineral fibres • Biocides • Carbon Monoxide - and so on • Lead • Radiation • Uncombusted fuel gas • Volatile organic compounds 	<ul style="list-style-type: none"> • Crowding and Space • Entry by Intruders • Lighting • Noise 	<ul style="list-style-type: none"> • Domestic Hygiene - and so on • Food Safety • Personal Hygiene • Water Supply 	<ul style="list-style-type: none"> • Falls in baths • Falling on stairs - and so on • Falls between levels • Electrical hazards • Fire hazards • Hot surfaces - and so on • Collision/Entrapment • Position and Operability • Explosions • Structural collapse - and so on

For more information please contact the Accreditation Office

Appendix B – Electrical Installation and Appliances

Following inspection, any defects highlighted as 'requires urgent attention' – code 1, or 'requires improvement' – code 2, or 'requires further investigation' – code 3, shall be given attention and suitable certification submitted to that effect before a Periodic Inspection Report can be accepted as satisfactory.

Fixed electrical heating or cooking appliances shall also be included within the inspection.

Important Note: Any electrical installation work other than that specified in Table 1 of Approved Document P to the Building Regulations 2000 must be notified to a Building Control Authority, unless the proposed installation work is to be undertaken by a competent person registered with an electrical self-certification scheme authorised by the Secretary of State.

On completion of any such installation work undertaken by a registered electrical contractor at a property subject to the Accreditation Scheme, a signed Building Regulations self-certification certificate shall be obtained and sent to the Building Control Body. A copy of this certificate shall be submitted to Derby City Council Housing Standards Team.

In addition a duly completed Electrical Installation Certificate similar to the model in BS 7071 shall be obtained and submitted to Derby City Council.

Appendix C – Space & Amenities

The Council has adopted standards to safeguard the health and safety of people living in rented accommodation and to ensure that facilities within the dwelling are suitable for the number of people living there.

Amenities and space guidance for all dwellings

There are some amenities that are required in all dwellings. There must be:

- satisfactory facilities for the storing, preparing and cooking of food including an adequate number of sinks with a satisfactory supply of hot and cold water
- an adequate number of suitably positioned toilets for the sole use of the people living there
- an adequate number of suitably positioned fixed baths or showers and wash-hand basins, each with a satisfactory supply of hot and cold water.
- adequate precautions in place to protect against the risk from fire; these are detailed in the Fire Safety pages.

Overcrowding

Statutory Overcrowding – Housing Act 1985

Overcrowding can be caused by having too many people in a room or by the having too many people for the size of the room.

If two people of the opposite sex have to sleep in the same room the accommodation will be overcrowded unless the two people are:

- a married or cohabiting couple, or
- at least one occupant is under ten years old.

The number of people of the same sex – unless they are a same sex couple – who can sleep in one room is restricted by the size of the room.

The amount of space in each room

Rooms that are counted include living rooms, bedrooms and large kitchens. For the space and floor area calculations, children under one year old are ignored, children under ten years old and over one count as a half, and rooms under 50 square feet are ignored.

As a general rule:

- 1 room = 2 people
- 2 rooms = 3 people
- 3 rooms = 5 people
- 4 rooms = 7.5 people
- 5 or more rooms = 2 people per room.

The floor area of a room also determines how many people can sleep in it:

- floor area 110 sq feet – 10.2 sq metres approx = 2 people
- floor area 90 - 109 sq ft – 8.4 - 10.2 sq m approx = 1.5 people
- floor area 70 - 89 sq ft – 6.5 - 8.4 sq m approx = 1 person
- floor area 50 - 69 sq ft – 4.6 - 6.5 sq m approx = 0.5 people.

Crowding and Space Hazard – HHSRS

The HHSRS provides an additional tool for local authorities to tackle overcrowding.

The HHSRS Operating Guidance, available to download from

www.derby.gov.uk/Housing/Housing+Standards/07overcrowding.htm outlines the ideal where, depending on the gender mix:

“a dwelling with one bedroom is suitable for up to two people regardless of age; two bedrooms for up to four people; three for up to six people; and four for up to seven people. Living rooms and kitchens are also considered. Whether a dwelling is actually overcrowded depends on the age and circumstances of the family in it.”

A dwelling may not match the ideal, but unless the hazard is a high-scoring Category 1, the authority's decision to act is discretionary.

Amenity and space guidance for Houses in Multiple Occupancy - HMOs

The following guidance is available to download from

www.derby.gov.uk/Housing/Housing+Standards/06AmenitiesandspaceguidanceforHousesinMultipleOccupation.htm:

- guidance on space provision for Licensable and Non-Licensable Houses in Multiple Occupation.

Access

When the facilities are shared, access must be through communal areas only and not through someone else's accommodation. Access must not be from outside the house.

Bathrooms

Construction - Each bathroom, shower or toilet compartment should have surfaces that are reasonably smooth, waterproof and easy to clean. A minimum of a two-tile splash back, or equivalent, around the bath and basin should be provided and a full-height splash back, at least 1.7 metres high, around the shower. Edges should be properly sealed where they meet a wall. Shower trays should be suitably enclosed to prevent water splashing. Floors should be slip resistant and easy to clean.

The toilet, washbasin and bath or shower should have smooth, waterproof surfaces that are easy to clean. Each should be of adequate size and be connected through a suitable trap to main drainage. The flushing mechanism of the toilet should be capable of removing waste effectively.

The approximate minimum dimensions for each fitting are:

- bath - length 1.7metres x width 760mm
- basin - excluding basins in toilet compartments - depth 410mm x width 560mm
- basin in toilet compartment - smaller basins permitted
- shower tray - length 760mm x width 760mm.

Privacy - Each bathroom, shower room or toilet should be in a compartment providing privacy, so partitions must be from floor to ceiling, doors must have suitable locks, and any windows should be opaque.

Amenity provision - guidance for shared bathing and toilet facilities for Houses in Multiple Occupation is available to download from

www.derby.gov.uk/Housing/Housing+Standards/06AmenitiesandspaceguidanceforHousesinMultipleOccupation.htm.

Kitchens

All facilities and appliances should be designed and installed so that they are not a risk to people in the kitchen.

Most accidents in the kitchen are in connection with the cooker, electrical installation or out-of-reach storage; they can be reduced by safe layout and circulation space.

Where the cooker is in relation to doorways and work surfaces is particularly important. The cooker, work surfaces and sink should be reasonably close together in the kitchen and positioned so as to be as safe as possible. Anti-topple brackets should be fitted to cookers and cooker safety guards provided if children are living in, or are regular visitors to, the accommodation. It is especially important that work surfaces are easily cleaned and big enough to provide space for hot pans and dishes, which should be out of reach to small children. Work surfaces on either side of a cooker will help prevent a child reaching panhandles at the side of a cooker.

Electrical leads must not trail across the kitchen, and the electrical installation and appliances must be in a safe condition and should be regularly checked for safety by a National Inspection Council for Electrical Installation Contracting, NICEIC registered contractor.

Gas cookers and gas fired water heating systems must be checked for safety at least once every 12 months by a Council of Registered Gas Installers, CORGI registered contractor.

Location - Depending upon the type of accommodation, suitable cooking facilities may be provided within each letting, if there is enough space, while in others some share. When a communal dining room is not provided, the kitchen should be on the same floor as the letting and, where this is not possible, it should be no more than one floor distant.

In the case of a shared kitchen, if a communal dining room is provided, this should be next to the kitchen.

Kitchen size and layout - The kitchen size and shape should allow for the safe provision of all kitchen facilities. Cookers should not be by doorways, and there should be enough floor space to allow safe access to the oven and safe circulation space for kitchen users. In shared kitchens there should be no more than two sets of facilities per kitchen.

Within lettings the kitchen area should be adequately separated from other activity areas, such as beds, and should be away from the doorway if within a bed-sit or kitchen/diner.

Lighting and ventilation of kitchen areas - The kitchen area, particularly cookers and worktops, must be well lit and have adequate ventilation. In addition to any natural ventilation, mechanical extract ventilation should be installed and maintained.

Communal food provision - When food is provided communally, such as in some hostels and bed and breakfast places, meals should be available at normal meal times. But there is still a need to provide facilities for tenants to prepare light meals and drinks. If all meals are not provided then food preparation facilities must be provided in line with the standards in this document.

Amenity provision - guidance for kitchen amenity standards for Houses in Multiple Occupation is available to download from

www.derby.gov.uk/Housing/Housing+Standards/06AmenitiesandspaceguidanceforHousesinMultipleOccupation.htm.

Food preparation and associated facilities and procedures must meet the requirements of the Food Safety Act 1990 and the Health and Safety at Work etc Act 1974 and all associated Regulations. For more information call Environmental Health and Trading Standards on 01332 716332.

Appendix D – Fire Safety

The fire safety requirements in any particular property will be based on a risk assessment and shall be provided in accordance with the National Guidance on Fire Safety in Residential Accommodation.

Landlords should refer to this guidance in all instances.

Please phone 01332 256414 or visit www.derby.gov.uk/accreditation for information on accessing this document.

The requirements listed below are only an example of standards commonly applicable to an accredited property. Please refer to the National Guidance on Fire Safety in Residential Accommodation and contact the Accreditation Office for more detailed advice.

Fire Precautions

Escape Routes – Houses of no more than Two-Storeys

Except for kitchens, all habitable rooms shall be provided with an emergency egress window – as described in 'Means of Escape Windows' – or door; or have access to a protected hallway / stairway.

Escape Routes – Three-Storey Houses

The house shall have a protected stairway as described below:

The stairway will commonly be protected by 30 minutes fire resistant construction – ceiling and walls enclosing the stairway – and, depending on the circumstances, either 20 minute or 30 minute fire doors – which should extend to a final exit.

Doors opening directly on to a landing or hallway used as a primary escape route shall be fitted with a suitable self-closing device.

The gap between the door and door frame shall not exceed 4mm.

Means of Escape Windows

Any emergency egress window should have an unobstructed openable area that is at least 0.33 square metres in area and at least 450 mm high and 450 mm wide. The bottom of the openable area should not be more than 1100 mm above the floor of the room. Stays may be fitted to egress windows, subject to the stay being fitted with a release catch, which may be child resistant. The windows should be capable of being locked and unlocked from inside without the use of a key.

Ceilings & Walls

All ceilings and walls between rooms shall be in a completely sound condition. There shall be no bulging or cracking to plaster work. Coverings such as polystyrene or other materials that disguise the condition of the ceiling or wall may have to be removed in order to facilitate inspection.

Timber, hardboard, particleboard – chipboard, block board, heavy flock wall papers, thermosetting plastics and thermoplastics – expanded polystyrene wall and ceiling linings – shall not be used as surface finishes to escape routes – landings staircases, hallways or rooms through which occupants have to go to leave the dwelling.

Fire Detection and Alarm Systems

A fire alarm and detection system designed in accordance with guidance given in BS 5839-6:2004 shall be installed. Landlords should also refer to the National Guidance on Fire Safety in Residential Accommodation for further information.

A certificate of design, installation and commissioning shall be obtained in the format suggested by BS 5839-6:2004, and kept available for examination on request. Where there have been variations from the British Standard, these shall be stated on the certificate.

Installing engineers shall be familiar with all relevant British Standards relating to automatic fire detection systems.

All work shall comply with BS 7671.

All work shall be carried out by a person competent in the installation of automatic fire detection systems in dwellings. NICEIC enrolled contractors or ECA members who regularly install automatic fire detection systems and whose work is subject to regular assessment will be deemed to be competent in this context.

All work shall either be carried out by a competent person registered with an electrical self-certification scheme authorised by the Secretary of State for the purposes of Part P of the Building Regulations, or be notified to a building control body before work begins.

On completion of any self-certified work, a signed Building Regulations self-certification certificate shall be obtained and copies submitted to the relevant building control body and the Housing Standards Team at the Council.

Maintenance of Fire Alarm Systems

Fire alarm and detection systems in accredited properties shall be tested, serviced and maintained in accordance with BS 5839-6:2004. Where inspection and servicing certificates are required on a periodic basis, grade A systems where separate detector heads, sounders and control panels are provided, for example, these shall be kept available for inspection by Council officers on request.

A copy of the certificate shall be provided to the Council when applying for accreditation, or renewal of accreditation.

In properties where interlinked smoke / heat alarms have been acknowledged by the Council as an acceptable means of detection and alarm within that particular property, each alarm shall be tested regularly and cleaned periodically in accordance with supplier's instructions – usually every six months.

Keyless Exit

All room doors opening onto an escape route, designated final exit doors, and emergency egress windows, shall be capable of being opened from the inside without the use of a key. This includes all bedroom doors fitted with a lock. Thumb-turn mortise locks, or Yale type locks and barrel bolts are considered acceptable.

Four / Five-Storey Dwellings

Specific consideration will be given to these properties in conjunction with the Fire Officer. A risk assessment will be made in each case to determine the level of fire safety required. Please contact the Accreditation Office for further details.

Fire Suppressant Systems

Fire suppressant technology has advanced in recent years. The installation of a system will be considered by the Council and may well allow certain relaxations of the above requirements. The design specification must, however, be agreed with the Council officer and Derbyshire Fire and Rescue Service in advance of installation.

Fire blankets

A 1m² fire blanket in kitchens – and at any other cooking facility in the property – shall be provided, to be located both away from the cooker/s at a height of about 1.5m above floor level and in a clearly visible position.

Appendix E – Furniture & Furnishings

All furniture provided by the landlord must satisfy the requirements of the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 and 1993).

A landlord, at the time of application, shall certify on the application form that all relevant furnishings provided by him / her comply with these regulations.

Any authorised officer of the local authority's Trading Standards Department shall have the right to examine furniture or subject it to such tests as are necessary to secure compliance with these regulations.

Further information on these Regulations can be obtained by contacting the local Trading Standards Department – telephone number 01332 716282.

If you wish to promote your property with Derby University, they have specific requirements for furniture. Please contact the Private Sector Accommodation office at Derby University on 01332 591302 for further details.

Appendix F – Security

External entrance doors and frames should be robust, external quality, hardwood or period softwood doors, minimum 44mm thick, hung on substantial hinges and rebated to withstand a charge or kick. UPVC doors with a multi-point locking system will also be acceptable. Thin plywood panels and window standard glazing will not be accepted.

Locks to external doors shall be halfway up the door with a good quality sash lock with a Euro or Oval profile and to include means of a thumb turn, so that exit and / or escape is possible without the use of a key, all of which meet the strength requirements of BSS3621 – 1998, thief resistant locks.

Where UPVC doors are already fitted, the lock shall be fitted with a cylinder having a thumb turn on the inside face, so that a key is not necessary to exit the premises.

Glazed areas in doors or adjacent to doors, fitted with thumb turn locks shall be fitted with laminated security glass at least 6.4 mm thick. If this is not possible, the glazed area should be protected, by the addition of an internal grille or an unbreakable transparent polycarbonate panel, for example.

Letterboxes should be remote from the lock or have a suitable letterbox visor guard fitted.

If the house has patio doors, they shall have an anti-lifting device fitted, or have either a multi-locking system or have patio door locks to the top and bottom of the sliding door.

All windows at ground floor level, and other levels where access is afforded, such as from flat roofs, shall be fitted with automatic window locks. Louvre windows will not be acceptable at ground floor level and are not recommended elsewhere.

Any windows which form part of an escape route must be accessed without the use of a key.

All hedges and bushes near to windows and doors of the property shall be maintained at a low level to avoid providing screening for burglars.

Appendix G – The Tenancy Agreement

- Letting agreements shall be written in clear legible English containing no contractual terms in conflict with any statutory or common law entitlement of the tenant or the terms of this Scheme.
- The name and current business address of the landlord shall be stated on the agreement together with the address and telephone numbers of any managing agent or person/s acting on behalf of the landlord.
- Tenancy Deposit Protection is a simple process which ensures tenancy deposits are safeguarded against disputes. This is a legal requirement for landlords and will be beneficial for both landlords and tenants. The Government has awarded contracts to three companies to run Tenancy Deposit Protection Schemes. Any deposit must be protected by one of these three authorised schemes.
 - The Deposit Protection Service, 0870 707 1707 www.depositprotection.com
 - The Dispute Service Limited, 0845 226 7837 www.tds.gb.com
 - Tenancy Deposit Solutions, Ltd 0871 703 0552 www.mydeposits.co.uk

The tenancy agreement shall include the relevant Tenancy Deposit information.

- Where a fee is charged for arranging a letting agreement, prospective tenants should be clearly informed of this in advance.
- The landlord must ensure that correct notice for possession has been served on current tenants so that new tenancies do not commence until the existing one has finished.
- Responsibility for the payment of all utility charges, and the pricing structure per unit, should it differ from that charged by the supplier, and council tax, shall be accurately stated in the terms of the letting agreement.
- Where any service charges are levied by the landlord, such services and charges, and the method of arriving at such charges must be properly specified and detailed in the letting agreement.

Appendix H – Information on Licensing

Selective and Mandatory licensing

The Housing Act 2004 has introduced important changes in the private rented sector, which include Houses in Multiple Occupation – HMOs, and Selective Licensing. These provisions have been introduced to address housing conditions in HMOs, areas of low demand and / or anti-social behaviour and poor tenancy management.

What is the criteria for licensing?

Mandatory licensing will apply to HMOs which meet specific criteria, namely properties with three or more storeys, occupied by five or more persons not from the same family.

Additional licensing can be introduced by Derby City Council – with government consent – to licence smaller HMOs where deemed necessary.

Selective licensing covers all private rented properties within a selective area – designated by Derby City Council and approved by the Secretary of State – which are experiencing low demand and / or persistent anti-social behaviour.

For a comprehensive list of all licence conditions or other issues concerning licensing please contact 01332 256414.

Appendix I – Houses in Multiple Occupation - HMO - Management Regulations

Landlords and Managing Agents of houses in multiple occupation – HMOs – must comply with the Management of Houses in Multiple Occupation (England) Regulations 2006 – Statutory Instrument 2006/372.

These regulations state the duties of both the manager of the HMO and the tenants ...

- Duty of manager to provide information to occupier.
- Duty of manager to take safety measures.
- Duty of manager to maintain water supply and drainage.
- Duty of manager to supply and maintain gas and electricity.
- Duty of manager to maintain common parts, fixture, fittings and appliances.
- Duty of manager to maintain living accommodation.
- Duty to provide waste disposal facilities.
- Duties of occupiers of HMOs.

Each duty is explained in detail and a full copy of the Regulations can be downloaded from: www.opsi.gov.uk/si/si2006/uksi_20060372_en.pdf

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Electric Safety Certificates	14, 18	Local Housing Allowance	4
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Empty Homes Assistance Scheme	5	Loft insulation	5
Energy Efficiency (A), (A+)	9, 11, 12	Mail (A)	11
Energy Performance Certificates	5, 9	Managing Agents	3, 13
Equal Opportunities (A)	11	Marketing	4
Escape Routes	9, 17, 18, 19	Mediation Services	4
Escape Windows	9, 17, 18, 19	Membership fee	1
Facilities (A), (A+)	8, 9, 11, 14, 15, 17	Membership Suspension or Termination	7
Financial Assistance	4	Mortgage Services	5
Fire blankets	4, 18	Paperwork (A), (A+)	8, 12, 13
Fire Safety (A), (A+)	9, 11, 12, 15, 17	Periodic Inspection Report	8, 11, 13, 14
Fire Suppressant Systems	18	Planning Permission (A)	10
Fit and Proper Person Checks	6, 8, 13	Property Appearance & Repair (A), (A+)	8, 12
Furniture & Furnishings (A)	3, 9, 11, 19	Property Inspection	3, 7, 8, 10
Further information	7	Receipts (A)	10
Garden (A),(A+)	8, 9, 12	Refusal of an Application	13
Gas Appliances & Supply (A)	8	Regional Accreditation	4, 7, 12
Gas Safety Certificates (A)	8, 11, 13	Renewal of Membership	3
Government	1	Rent (A)	10
Grants	5	Repairs (A)	10
Hazard free (A)	8		
Heating (A)	9		



Respect (A)	11
Revocation of Accreditation	6
Sale of Accredited Property	4
Scheme Compliance Monitoring and Regulation	7
Scheme Management Committee	6
Scheme Operation	6
Scheme Register	7
Security	16
Security (A), (A+)	9, 12
Selling property (A)	10

Solicitors Services	4
Space & Amenities	14
Space heating (A), (A+)	8, 12
Space Standards (A)	8
Students / Student Properties	1, 3, 4, 9, 11
Tenancy Agreements (A)	10, 16
To Let Signs (A)	10
Training (A+)	12
Ventilation (A)	9
Website	1, 4, 7, 8

A = Accredited Requirements; A+ = Accredited Plus+ Requirements