



Chichester and Arun Landlord Accreditation Scheme Standards





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An introduction to the scheme

What is the accreditation scheme?

Accreditation is the recognition that a landlord has voluntarily complied with standards set by Chichester & Arun District Councils (CDC and ADC) regarding the condition and management of their properties. To join the scheme a landlord must be a 'fit & proper person', abide by the Code of Good Management and agree to accredit all his/her rented properties in Chichester and Arun Districts.

What does it cost?

There is **NO COST** to join the scheme.

Who is a "fit and proper" person?

A person who has not committed any offences, or been subject to any proceedings brought by a local authority or Regulatory Body with regard to the Housing Act, Landlord & Tenant Act or any Approved Code of Practice in relation to the management of HMOs. Furthermore convictions relating to fraud, dishonesty, discrimination, drugs or Schedule 3 of the Sexual Offences Act 2003 may disqualify an applicant.

Who can become accredited?

Only property owners can apply to accredit their properties.

What does the Code of Management require?

The Code requires landlords to conduct themselves in a professional manner at all times and respond promptly to all issues raised by tenants.

Do all properties have to be accredited?

Landlords who apply for accreditation must provide a list of all their properties which are available for letting in both Chichester & Arun Districts and agree that all his/her rented properties will become accredited within an agreed timescale. Landlords will need to bring all their rented properties up to accreditation standard as soon as possible and within timescales set by the relevant Council.

How do I apply?

Please visit www.chichester.gov.uk or www.arun.gov.uk and download an application form.

How long does accreditation last?

Accreditation will normally last for 5 years and inspections will only be required at the expiry of the term,

standards



however interim inspections may also be undertaken. Please note accreditation may be revoked if the Code of Management or the standards are breached.

Who operates the scheme?

The Landlord Accreditation Scheme is run by Chichester & Arun District Councils.

Do I have to join a Landlord Association?

No, but assistance can be provided by the National Landlords Association on www.landlords.org.uk or the Residential Landlords Association www.rla.org.uk

This booklet sets out the standard which Accredited properties are normally expected to reach. However, discretion may be applied when there are practical difficulties in achieving the standards.

Legislation

Since the introduction of the Housing Act 2004, local authorities must identify hazards affecting the health and safety of the occupants in dwellings. Landlords have a mandatory duty to ensure their properties are free from hazards including damp and mould, excess cold and fire. Further information can be found in the Housing Health and Safety Rating System for landlords and property related professionals, which can be found at <https://www.gov.uk/government/publications/hhsrs-operating-guidance->

housing-act-2004-guidance-about-inspections-and-assessment-of-hazards-given-under-section-9

In addition landlords must comply with The Licensing and Management of Houses in Multiple Occupation (England) Regulations 2006, where applicable.

Maintenance

The Landlord must ensure properties (including boundary walls, fences and gardens), are safe and maintained in good repair and that utility services and associated appliances (if provided by the landlord) are maintained in good working order.

When maintenance works are required, landlords should inform tenants in advance.

Standard of appearance

Accredited properties are expected to be maintained to a high standard externally and internally, and be of a smart appearance and in good decorative order. All fixtures and fittings including all kitchen units and bathroom suites should match. Mattresses should be inspected on change of tenant and replaced as necessary.

Timescale

The Landlord must ensure that repairs are completed within a reasonable timescale,



scheme

which depends on the severity of the problem. For example:

24 hours - urgent issues affecting the health or safety of the occupants (e.g. major electrical fault, blocked WC).

3 working days - essential, affecting material comfort (e.g. hot water or heating failure).

7 working days - non-urgent, structural or services.

Where landlords are unable to meet the above timescales, for example if contractors are unavailable, they must keep the tenants informed of progress.

Electrical Safety

The Landlord must ensure the electrical installation is inspected every 5 years by a suitably qualified person e.g. NICEIC or ECA registered contractor and hold a valid Electrical Installation Condition Report stating the installation is in a satisfactory condition i.e. free of code 1 and 2 defects.

All electrical appliances including white goods and stand-alone cookers/hobs provided by the landlord must be visually checked to ensure they are in sound condition and tested at least every 5 years. A Portable Appliance Test (PAT) report must be obtained at least every five years. Any item less than a year old does not need testing but dated proof of purchase is required.

Minimum number of socket outlets:

(Please note sockets must be suitably located)

Living Room - 3 doubles

Dining room - 3 doubles

Kitchen - 3 double sockets above worktops in addition to sockets dedicated to fixed appliances such as refrigerator and washing machine.

Hall - 1 single

(Please consider the location of the telephone point when siting the socket if an internet router is required.)

Landing - 1 single

Bedrooms - 2 doubles in each

Gas & Oil Safety

The Landlord must ensure the property has a current and valid Gas or Oil Safety Certificate (renewable annually).

Portable gas/paraffin heaters are unacceptable and must not be provided.

Provide a carbon monoxide alarm (CO) marked with British Standard EN 50291 and a British or European approval mark, such as a Kitemark. A new CO alarm is required every 5 years unless the manufacturers instructions clearly state it has a longer life.

An alarm should be fitted anywhere where there is a combustion appliance. The detector should be installed in accordance with the manufacturer's instructions.

Security

The property must have security measures to protect against unauthorised access.

standards



Facilities

The facility requirements for a licenced HMO may vary from the standards below. Please contact your local authority to discuss further.

Bathrooms and WC's

For up to every 5 occupants the landlord must provide:

- one bath or temperature controlled shower (all showers to be a minimum 750mm x 750mm) with an appropriate shower curtain or screen.
- one WC with wash hand basin provided with constant hot and cold water supplies as appropriate and connected to a suitable foul drainage system.

For 6-10 occupants, two bath/shower rooms to include a WC and basin are required.

Bath/shower rooms must be provided with:

- mechanical extract ventilation at a rate of 15 litres /second to the open air.
- splash backs to baths/basins; adequate wall tiling or other suitable waterproof finish to showers.
- an adequate drying area.
- easily cleanable floor and wall surfaces. NB – floor covering should

be slip resistant. Carpets are not considered suitable.

- separate WC's must be provided with a wash hand basin located in the same room and supplied with hot and cold water.
- If there is no openable window, the WC must be provided with mechanical extract ventilation at a rate of 6 litres/ second.

Kitchens

The Landlord must ensure that all kitchens have a safe layout suitable for the number of tenants. The work surfaces, walls and floor must have readily cleanable finishes and be in good repair. Kitchen walls adjacent to cookers, sinks and food preparation areas must be provided with impervious splash backs. There must also be adequate storage facilities, to be kept in good repair.

The kitchen must be provided with the following:

- Sink with impervious draining board. For up to 5 occupants 1 sink with impervious draining board is acceptable. For 6 occupants 2 sinks with impervious draining board is preferable where practicable. For 7-10 occupants 2 sinks with impervious draining boards must be provided.



scheme

- An adequate supply of cold and constant hot water to each sink.
- Facilities for the cooking of food, to include a 4 ring hob and oven. For 6 occupants ideally provide an additional 4 ring hob and oven where practicable. However a convection oven/grill microwave of minimum 30 litre capacity may be provided instead of an additional oven/hob. For 7-10 occupants two 4 ring hobs with ovens must be provided.
- Sufficient worktop area for the preparation of food (ideally based on 0.5 m of 600 mm deep worktop per person).
- Please note at least 300mm of worktop should be provided either side of the hob.

- Adequate cupboards for the storage of food and kitchen utensils.
- Where a property is let furnished provide refrigerators and freezers of a suitable capacity for the number of occupants.
- Adequate refuse bins. It is advisable to have separate kitchen and bathroom waste bin for refuse and recyclable material.
- Mechanical Extractor fan to the open air with an extract rate of 30 litres/sec if it is adjacent to a cooker/hob, or 60 litres/sec if located elsewhere. A hood over the hob is preferred.

Heating

The landlord must provide an efficient whole house fixed heating system fitted with appropriate time and temperature control in all rooms/areas where practicable. The system must be capable of maintaining 22°C in living rooms, bedrooms and bathrooms, and 18°C in all other areas. To achieve this the landlord must ensure the property has one of the following:

- An adequate, controllable oil or gas fired central heating system with thermostatic radiator valves, a programmer/timer, and a room thermostat.



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- Electric storage heaters provided with charge and temperature control which allows the appliance to detect the internal temperature and adjust the charging and heat release accordingly. Fixed electric heaters must have time and temperature control each with a dedicated fused spur.

Room Sizes

NB: minimum room sizes are subject to each room being of a shape offering adequate useable living space.

- 6.5m² for a single bedroom where a lounge and kitchen or adequately sized kitchen diner is shared.
- 10m² for a single bedroom where a kitchen is shared without a shared lounge.
- 10.5m² for a double bedroom where a lounge or dining room or adequately sized kitchen diner is shared.
- 12m² for a double bedroom where a kitchen is shared without a shared lounge area.
- 13m² for a one roomed unit with kitchen facilities for a single person.
- Sloping ceilings. Any areas of the room with a ceiling height of less than 1.5 metres will be discounted. For the rest of the room 50% of the floor to ceiling height must be at least 2.4 metres.

- 13m² for a lounge to ensure there is adequate seating for the number of occupants and be of suitable shape and layout.

Cleaning

The landlord must ensure the property is thoroughly cleaned throughout on a change of occupancy.

Furniture Decor, Carpeting and cleaning

The landlord must ensure the interior of the property is maintained in good decorative order including doors and woodwork.

The landlord must ensure the condition of carpeting is satisfactory and replaced as necessary. Carpets must be well-fitting and with proper thresholds.

Furniture

The Landlord must ensure all furniture is in good condition and fit for purpose and labelled to show compliance with Furniture and Furnishings (Fire) (Safety) Regulations.

Any furniture left by previous tenants becomes the responsibility of the landlord and must be checked to ensure it is safe to remain and compliant with current legislation or otherwise disposed of.



scheme

Waste disposal

The Landlord must ensure an adequate number of bins (of a suitable size) are provided and the tenants are aware of the waste disposal arrangements in the area including collection days and items to be recycled. Details are available on the websites:

www.chi.gov.uk www.arun.gov.uk

Garden

The Landlord must ensure gardens are kept in a well maintained condition by means of a written agreement signed by both the landlord and the tenants. This should be incorporated into the tenancy agreement. If the tenants are made responsible, gardening equipment must be provided. Please note petrol mowers are not deemed appropriate.

Fire Safety

Landlords or managing agents of all let properties must ensure they have an up-to date Fire Risk Assessment document for the property undertaken by a competent person and ensure this is reviewed on a regular basis. This is to be in accordance with the Housing Act 2004, LACORS Guidance and all current guidance.

Energy Efficiency

Insulation

The property, where practicable must have:

- 250mm of loft insulation
- Cavity wall insulation where suitable
- A factory foam lagged cylinder or a well-fitted hot water tank jacket which is at least 80mm thick.
- Hot water tanks must be fitted with a timer temperature controlled thermostat.

Energy Performance Certificate

Properties must have an EPC rating of D or above.

Windows

All sleeping rooms must have an adequately sized openable window to provide natural ventilation directly to the open air. Patio doors and French doors are not suitable. Windows must be in satisfactory repair, weathertight and able to be opened and closed freely. Ideally, for energy efficiency reasons windows should be double glazed. All windows that have blown must be appropriately repaired or replaced. Ground floor bedroom windows should be provided with suitable restrictors to provide adequate ventilation and security.

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Additional Criteria

Should any white goods (fridge, freezer, washing machine, dishwasher) require replacement, an appliance with an 'A or B' energy rating must be provided.

Code of Good Management

Tenancy Agreements

The landlord must supply the tenants with an Assured Shorthold Tenancy agreement (either "joint" or "individual").

The agreement must include:

- Name, address and contact numbers of landlord and managing agent (if later applicable)
- Details of person on whom Notices should be served (England & Wales)
- Tenant name(s)
- Address of property to be rented
- The term of the tenancy and start date

The agreement must be written in plain clear language with no legal jargon or unfair terms and state clearly:-

- The rent payable, due date and payment method
- The deposit payable and details of when it will be refunded and the deposit scheme being used

- Whether there are any other service charges and the method of arriving at such charges
- Council tax implications
- Who is responsible for garden maintenance
- Who pays the utility bills or whether included in the rent payment
- The landlord's obligations
- The tenant's obligations
- Any mutual agreements
- The landlord must provide each tenant with an Energy Performance Certificate with a minimum rating of D and a copy of the "How to rent: the checklist for renting in England" booklet. (Available on-line).





scheme

- Landlords must undertake the appropriate “Right to Rent” Document Checks (if applicable to their tenants).

The landlord must act in accordance with the requirements of the Housing Act 2004 with regard to rent deposits. If the landlord wishes to take a monetary deposit he/she must safeguard that deposit in a statutory tenancy deposit protection scheme.

The Landlord must supply an Inventory at the beginning of each tenancy. The inventory should list all the furniture and equipment supplied by the landlord and a detailed description of the condition. Reference should also be made to the condition of the floor covering and décor. The inventory must be agreed by the tenants.

The Landlord must ensure the risk of exposure to legionella is assessed and controlled. All water systems require an assessment of the risk which landlords can carry out themselves if they are competent, or employ somebody who is. In most residential settings, a simple assessment may show that the risks are low and no further action may be necessary. For more information please visit www.hse.gov.uk/legionnaires/index.htm

Complaints and Appeals Procedure

Any problems or complaints relating to the Accreditation Scheme that the Accreditation Officer has been unable to resolve must be made in writing to the Housing Team Manager by the owner/manager. A written response will be given within 14 days.

Landlords who are aggrieved by the Council’s decision can appeal to the Accreditation Appeals Panel, which will include the Housing Portfolio Holder for the relevant authority, the Housing Team Manager from the partner authority and a Landlord Representative from the applicable area.

Appeals must be made in writing to the appropriate Team Manager, depending on which district the property is located in. The Panel will aim to meet within 21 days of the appeal being submitted. The Panel may ask for witnesses to either be present or provide a written statement. The determination of the Panel, to uphold, amend or reverse the previous decision, is final and will be notified to relevant parties within 7 days of the hearing.

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If you have any further questions about the scheme or would like to submit an application please contact the relevant authority below:

**Chichester District Council,
Housing Standards Team,
East Pallant House, 1 East Pallant,
Chichester PO19 1TY
Tel: 01243 521165/521130 or
email: accreditation@chichester.gov.uk**

**Arun District Council,
Private Sector Housing and Public Health,
3rd floor, Arun Civic Centre, Maltravers Road,
Littlehampton BN17 5LF
Tel: 01903 737755
email: accreditation@arun.gov.uk**

This booklet is available in large print format upon request



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