



Central Bedfordshire
Property Accreditation Scheme
Application Form

Accredited Property Application

Address of property to be accredited:			
Name & Address of owner:			
Telephone number of owner:	Home:		Mobile:
Agent: (if applicable)			
Telephone number of agent:	Office:		Mobile:

Is the property: ☐ Vacant ☐ Tenanted

Rent required:..... Deposit details:.....

Property available date:.....

Age of property:	Pre-1920 <input type="checkbox"/>	1920-45 <input type="checkbox"/>	1946-79 <input type="checkbox"/>	Post 1979 <input type="checkbox"/>
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Type of property:	Single <input type="checkbox"/> dwelling House	House in <input type="checkbox"/> multiple occupation	Single <input type="checkbox"/> dwelling Flat	Flat in <input type="checkbox"/> multiple occupation	Other <input type="checkbox"/> Please state
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Accommodation Details:

☐ House ☐ Maisonette ☐ Converted Flat ☐ Purpose built flat ☐ Flat above shop
☐ Studio ☐ Is the property suitable for wheelchair use

Floor: ☐ Base ☐ Ground ☐ 1st floor ☐ 2nd floor ☐ Other (please state).....

Number of rooms:

Single bedrooms Double bedrooms Bathroom Toilet Kitchen/Diner

Separate living room Separate toilet Separate shower

Heating:

- ☐ Gas Central Heating ☐ Electric Central Heating ☐ Night Storage Heating
- ☐ Other (please state).....

Water:

- ☐ From central heating ☐ Immersion heater

Garden: ☐ Yes ☐ No

Type of garden: ☐ Own ☐ Communal ☐ Shared

Patio: ☐ Yes ☐ No

Any Other Relevant Information

**For Each Additional Property, Please Photocopy
And Complete Pages 2-3**

Provision of Information in Accordance with the Data Protection Act 1998

As part of the Council's obligations under the Data Protection Act 1998 the Council will not keep information that is not relevant or excessive. The information provided by you that falls within the Data Protection Act 1998 will include information, whether in a written manual form, by E-mail, word processor or howsoever generated so long as it identifies the data subject and forms part of the filing system.

I hereby give my consent to the Council holding and retaining personal and sensitive information about me for the purposes of applying to join the Property Accreditation Scheme.

The personal data provided to the Council is for the purposes of making an application to join (and if successful remain on) the Property Accreditation Scheme.

I understand that it will be made available to the following sections of **Central Bedfordshire Council**:

Housing Advice	Housing Benefit	Planning
Anti Fraud	Building Control	Trading Standards

And I also understand that the Hertfordshire and Bedfordshire Fire Rescue and Police Services may be given access to some of the information provided within an application on request. The information will be used to check for any conflicts/breach of legislation associated with the above.

All information will be kept by the Council for the duration of the existence of the Property Accreditation Scheme. The information will be kept by the Private Sector Housing Service.

I give my consent to disclosure of relevant information about me to any appropriate body in cases where the Council is legally bound to disclose the particular information.

I will not unreasonably withhold my consent when asked to give it by the Council during the course of the Application for the Approved admission of the Property Accreditation Scheme.

It is expected that you have given all the correct details concerning your application. Should the Council discover that any false information has been given, the Council reserves the right to terminate and revoke a successful Accredited Status.

You are required to notify the Council of any changes to the details contained in the original application as and when they occur.

I have read, understood and agree for the information associated with my application to be used and kept as outlined above.

Name

Company (If applicable)

Signature

Date

Declaration

I undertake to abide by the conditions of the scheme and to supply the local authority with any information required, in connection with the properties listed.

I agree to abide by all relevant legislation, Codes of Practices and standards.

I declare that I, and to my knowledge, all my partners, directors and other persons responsible for the activities for the company or partnership which manages the properties listed on this application, have not:

- a) been convicted of harassment, illegal eviction or fraud in connection with mortgages, loans or housing benefits during the last ten years.
- b) breached any conditions associated with Housing Grant Aid during the last ten years.
- c) been prosecuted by the council for failing to carry out works required by a notice and that the council have not had to carry out works in default at any of the properties owned or managed by myself or any partners or directors of the company or partnership which manages the properties listed on this application during the last five years.

I agree that the council may withdraw accreditation and remove the Certificate of Accreditation if I breach any of the conditions provided in connection with this declaration.

I declare that all the information provided in connection with this application is true and accurate.

Name

Company (If applicable)

Signature

Date

Regulations Concerning Furniture and Furnishings

These are specific regulations governing furniture and furnishings. Relevant items must comply with the Furniture and Furnishings (Fire)(Safety) Regulations 1988 (as amended in 1989, 1993 & 2010) which seek to address the well known dangers associated with furniture filled with foam or incorporating other flammable materials.

The regulations cover:

- | | |
|---|-----------------------------|
| ■ any upholstered furniture | ■ beds |
| ■ mattresses | ■ upholstered headboards |
| ■ pillows | ■ scatter cushions |
| ■ seat pads | ■ nursery furniture |
| ■ sofas, futons, and other convertibles | ■ loose and stretch covers. |

Exempted from control are:

- | | |
|---|-----------|
| ■ furniture manufactured before 1950 | ■ bedding |
| ■ curtains | ■ carpets |
| ■ re-upholstery of furniture manufactured before 1950 | |

Any furniture not carrying a permanent label claiming compliance must be considered suspect. The labelling requirements do vary however and the requirement for beds and mattresses are different from those for other furniture (see below). If in doubt consult your local Trading Standards Department.

Beds and Mattresses

Just to complicate matters, the fire resistance of covers of beds and mattresses are not prescribed by the special regulations described above although the *fillings* are. Like other goods, they are covered by the General Product Safety Regulations 1994 which in turn bring in the relevant British Standards and European Standards. These standards distinguish between the different levels of risk or hazard and specify covering materials accordingly.

Given the known fire hazards associated with non-complying furniture, it would be sensible for landlords to ensure that all furnishings and furniture comply as soon as possible. This should avoid any possibility of civil claims in the event of injury or damage caused by non complying furniture.

I declare that all the furniture and furnishings provided in connection with the property/properties covered by this application comply with the above Regulations.

Name

Company (If applicable)

Signature

Date

Statement to Confirm Safety of Electrical Installations

Property	Age of Electrical Installation	Inspection Certificate Enclosed

To the best of my knowledge, the electrical installations in my properties are safe and comply with IEE Regulations and SEB requirements.

I will ensure that any problems brought to my attention will be rectified as soon as possible and a completion certificate for the repairs obtained from the contractor.

I also undertake to have all installations over 5 years old inspected by a NICEIC approved contractor or equivalent, and any others as they become 5 years old after this.

I have detailed the age of the installation in each property and enclosed copies of any relevant certificates and reports.

All subsequent paperwork will be kept available for inspection by tenants and the Council as necessary.

Name

Company (If applicable)

Signature

Date

Checklist

In order to apply for Property Accreditation you will also need to sign the relevant forms and include the following documents for each property listed, with your application form.



Signed copy of statement of Compliance with Furniture and Furnishings (Fire Safety) Regulations 1988



Signed copy of statement to confirm safety of electrical installation and copies of PIR certificates.



Signed copy of agreement of provision of information



Signed copy of Declaration



Current Gas Safety Certificates



Fire Alarm Test Certificates (where relevant)



Energy Performance Certificate

You need to complete all the parts of this Application Form. The form must then be returned to the accreditation officer at, The Private Sector Housing Service,

Properties in the north of the district former Mid Bedfordshire area - Private Sector Housing, Priory House, Monks Walk, Chicksands, Shefford, SG17 5TQ

Properties in the south of the district former South Bedfordshire – Private Sector Housing, Watling House, High Street North, Dunstable, Bedfordshire, LU6 1LF

Private Sector Housing – North Team	Private Sector Housing – South Team
Priory House	Watling House
Monk's walk	High Street North
Shefford	Dunstable
Beds SG17 5TQ	Beds LU6 1LF
Tel: 0300 300 8007	Tel: 0300 300 8007
Email: PSH@centralbedfordshire.gov.uk	Email: PSH@centralbedfordshire.gov.uk

Private Sector Housing Service - Equalities Monitoring

The following information will help us when considering whether the Property Accreditation Scheme is accessible to all members of the community. The answers will not be used to identify any individual.

(Please tick the appropriate box)

Q1. Are you male or female?

Male ☐ Female ☐

Q2. What is your age?

Under 16 yrs ☐ 30-44 yrs ☐ 65-74 yrs ☐

16-19 yrs ☐ 45-59 yrs ☐ 75+ ☐

20-29 yrs ☐ 60-64 yrs ☐

Q3. Do you consider yourself to be disabled?

Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a sustained and long-term adverse effect on his/her ability to carry out normal day to day activities.

Yes ☐ No ☐

Q4. Are you?

ASIAN

Bangladeshi ☐ Pakistani ☐

Chinese ☐ Indian ☐

Other Asian background (please specify)

BLACK

Caribbean ☐ African ☐

Other Black background (please specify)

Cont/.....

WHITE

British ☐ Irish ☐

European ☐

Other White background (please specify)

MIXED

White & Black Caribbean ☐ White & Black African ☐

White & Asian ☐

Other Mixed background (please specify)

OTHER

Gypsy/Romany/Irish
Traveller/Show People ☐ Arab ☐

Other Mixed background (please specify)

Q5. What is your Religion or belief?

Buddhist ☐ Christian ☐ Hindu ☐

Jewish ☐ Muslim ☐ Sikh ☐

No religion ☐ Other (please specify)

Q6. What do you consider your national identity to be?

English ☐ Welsh ☐ Scottish ☐

Northern Irish ☐ Irish ☐ British ☐

Italian ☐ Polish ☐

Other (please specify)

Q7. How would you define your sexual orientation?

Gay ☐ Lesbian ☐ Bisexual ☐

Heterosexual ☐ Other (please specify)

Q8. How would you describe your current employment status?

Employee in a full time job – work more than 30 hours a week ☐

Employee in a part time job – work less than 30 hours per week ☐

Self Employed – full or part time ☐

On a Government supported training programme
– Modern apprenticeship/Training for work ☐

Full time education at school, college or university ☐

Unemployed and available for work ☐

Permanently sick/disabled ☐

Wholly retired from work ☐

Looking after the home ☐

Doing something else (please specify)

.....

.....

Data Protection Act 1998

Please note that your personal details supplied on this form will be held and/or computerised by Central Bedfordshire Council for the purpose of assessing whether all members of the community are able to access the Private Sector Housing Service. The information collected may be disclosed to officers and members of the Council and its' partners for the purpose of ensuring that the Council meets its obligations in respect of equalities and diversity. Summarised information from the forms may be published, but no individual details will be disclosed under any circumstances. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.