



**NORTH SOMERSET  
PROPERTY ACCREDITATION SCHEME**



**APPLICATION FOR LANDLORDS/AGENTS**

To apply for the North Somerset Property Accreditation Scheme, please read the Fact Sheets (available online), then complete and return this form to: Private Rented Housing Team, North Somerset Council, Walliscote Grove Road, Town Hall, Weston-super-Mare, BS23 1UJ

<b>Personal Details:</b>		<b>Agent Details:</b>	
<b>Manager of property:</b>	<b>Yes/No</b>	<b>Manager of property:</b>	<b>Yes/No</b>
Surname:		Company:	
First Names:		Contact Name:	
Address:		Address:	
Post Code:		Post Code:	
Telephone:		Telephone:	
Mobile:		Fax:	
Email:		Email:	

**Declarations:**

- I confirm that I have read and understood the Decent Homes Fact Sheet and to the best of my knowledge my property meets these standards;
- I confirm that I have read and understood the Housing Health and Safety Rating System Fact Sheet and to the best of my knowledge my property is free from Hazards;
- I confirm that I have read and understood the Accreditation Standards for Fire Safety and to the best of my knowledge my property meets the relevant standard;

**Houses in Multiple Occupation (shared houses and bedsits only)**

**Note:** If the property is a licensable HMO it **must** meet or be working towards (with the approval of North Somerset Council) the HMO Licensing Standards. If it is an unlicensable HMO every effort should be made to meet the licensing standards, but do not necessarily need to be met completely.

- I confirm that the property is a licensable HMO, and meets the HMO licensing standards;
- I confirm that the property is a licensable HMO and work is currently being carried out in order to meet the HMO licensing standards
- I confirm that the property is an unlicensable HMO, that I have read and understood the HMO Guidance Fact Sheet and to the best of my knowledge my property meets this standard.

**If your property does not meet the standards, you may still be eligible for Accreditation. Please explain below why the property does not meet the standards and we will help to assess for you:**

### Incentives

In order to access the additional incentives available through this scheme, North Somerset Council will have to forward your details on to our partner organisations. Please indicate that you are happy for us to forward your contact details on to these organisations:

- I am happy for my details to be passed to organisations who offer discounts to landlords of accredited properties

### Inspections

- I would prefer the North Somerset Accreditation Officer to come and inspect my property as I am unsure if my property meets all the relevant standards

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

#### Only unspent convictions need to be declared

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

Fraud or dishonesty	Yes/No
Violence	Yes/No
Drugs Offences	Yes/No

Offences under Schedule 3 Of the Sexual Offenders Act 2003	Yes/No
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Sentences of imprisonment exceeding 30 months can never be treated as spent and must be disclosed, however long ago they were imposed. Please give details of unspent convictions:

(Continue on separate sheet and attach to form if necessary)



## Documents:

### Please tick the boxes and enclose copies of the following documents:

Copies of all the below documents should also be given to tenants

- Current Electrical Safety Certificate (e.g. NICEIC) free from faults (if applying for Accreditation Plus)
- Current CORGI or Gas Safe Safety Certificate, free from faults
- Code of Good Management Practice - read and understood
- Current Fire Alarm Certificate (HMOs only)
- Energy Performance Certificate (EPC), unless exempt. Please state reason for exemption:

Or

- Property is a licensable HMO and signed copies of certificates have already been submitted

**REMEMBER – without these certificates, we cannot accredit your property/ies**

## DECLARATION

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

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

I have read and understood and agree to abide by the Code of Good Management Practice.

I understand that the tenants in this property/ies will be sent information about the accredited status of the property. I understand that North Somerset Council or approved Agent may carry out an inspection of this property/ies at any time.

Signed:

Date:

Where did you find out about the North Somerset Property Accreditation Scheme?

Please specify:

Are any of your properties vacant?

Yes/No

If yes, please list address:

**Please note – we will be unable to process your application if the form is not complete, the relevant documents are not included, or if the safety certificates contain any faults. If you need assistance with any aspect of your application please contact us on the above address or by calling: (01934) 426493 or email: [propertyaccreditation@n-somerset.gov.uk](mailto:propertyaccreditation@n-somerset.gov.uk)**

## Equalities Monitoring

North Somerset Council works towards eliminating discrimination and promoting equal opportunities. Collecting the following information can help us to achieve this. Data collected will be used to help plan and deliver services more effectively. Information provided will be treated confidentially. **Providing this information is voluntary and you are not required to do so, please feel free to answer all, part or none of the questions below.**

### What is your gender?

(If you identify yourself as transgender, please tick the box you feel best describes your gender).

- Female       Male

### What age group do you belong to?

- 16-24       25-34       34 – 45       45-54       55-59       60-64       65+

### Do you consider yourself to be disabled?

- Yes       No       Prefer not to say

### How would you describe your ethnic origin?

#### White or White British:

- English       Irish       Scottish  
 Welsh       EU European       Other:

#### Mixed Race / Dual Heritage:

- White and Black Caribbean       White/Black African  
 White and Black Asian       Other:

#### Black or Black British:

- Caribbean       African  
 African Somali       Other:

#### Asian / Asian British:

- Indian       Pakistani  
 Bangladeshi       Other:

#### Other Ethnic Groups:

- Chinese or Chinese British  
 Gypsy/Traveler       Other:

### What is your religion? (Optional)

- Buddhist       Christian (all denominations)       Hindu  
 Jewish       Muslim       Sikh  
 None       Prefer not to say       Other:

### How would you define your sexuality? (Optional)

- Heterosexual       Lesbian/Gay/Bisexual       Prefer not to say

