

Scheme Standards

The landlord

- Provides current gas and electrical safety certificates, and if there is a mains powered fire alarm, a current fire alarm certificate.
- Signs up to the West of England Good Management Code.
- Confirms that they have no unspent convictions for relevant offences.

The property

- Meets the government's Decent Homes Standard (ie reasonable repair, heating and thermal efficiency, modern kitchen & bathroom facilities).
- Meets any legal requirements that apply to the type of property, for example:
 - Is free of major hazards (bands A - D of the government's Housing Health & Safety Rating System)

- All HMOs must comply with the Regulatory Reform (Fire Safety) Order fire standards and the HMO Management Regulations
- All licensable HMOs must comply with the HMO licensing standards
- All properties let after 1st October 2008 must have an Energy Performance Certificate

- If a non-licensable HMO, has good facilities and room sizes (HMO licensing standards used as a guide)
- Meets the standards referred to in the 'Accreditation Standard' column in the following table. Properties that meet the optional higher 'Accreditation Plus Standard' will have this recognised in their accreditation certificate.

	Accreditation standard	Accreditation Plus standard
Energy efficiency	100mm loft insulation* 80mm tank insulation Cavity wall insulation (where feasible) At least four low energy light bulbs * where the property has night storage heaters – 200mm loft insulation needed	200mm loft insulation 80mm tank insulation Cavity wall insulation (where feasible) At least 80% light bulbs low energy Draught proofing 'A'-rated condensing boiler
Security	For non multipoint style uPVC doors only: Front doors: – Rim Lock – 5-lever mortice/Euro/Oval cylinder lock Rear doors: – 5-lever mortice/Euro/Oval cylinder lock – top and bottom slide bolts Internal thumb turn on all front doors Locks on all accessible windows Letter box cowl	Specific recommendations made by Avon & Somerset Police following inspection of property – may include front door chains and spyholes, external lighting, improved external surveillance, burglar alarm etc.
Fire safety in single family houses	10-year sealed battery smoke detector to ground and top floors (interlinked if three storeys or more) Fire blanket in kitchen	Interlinked mains powered fire detectors on each floor Fire blanket in kitchen

Decent Homes

What is a 'Decent Home'? Simply speaking it is a home that is warm, weatherproof and has reasonably modern facilities.

In order to be a decent home, a property must:

- 1. Meet the current statutory minimum requirements for housing**
- 2. Be in a reasonable state of repair**
- 3. Have reasonably modern facilities and services**
- 4. Provide a reasonable degree of thermal comfort**

So to ensure your property is 'Decent' you must make sure that:

- The property is free from serious hazards (as defined by the Housing Health & Safety Rating system)
- All the 'Key building components' (walls, roof, external doors, heating, electrical systems etc) are within their expected lifespan and do not need replacing or repair
- No more than one of the 'Other building components' (kitchen units, ceilings and walls, plumbing) are within their expected lifespan and do not need replacing or repair
- The property has reasonably modern facilities and services. This means the property will fail the standard if it fails at least three of the following:
 - a reasonably modern kitchen (20 years old or less)
 - a kitchen with adequate space and layout
 - a reasonably modern bathroom (30 years old or less)

- an appropriately located bathroom and WC
- adequate insulation against external noise (where external noise is a problem)
- adequate size and layout of common areas for blocks of flats.
- The property has a good heating system and a good level of insulation. This includes areas that might be hard to insulate by traditional means, for example rooms with flat roofs and attic rooms. Please contact the Private Housing Service to discuss methods that can be used in these cases.

This fact sheet is intended only as a guide to what a Decent Home is. If you want more information about Decent Homes then you can go to www.communities.gov.uk/housing/decenthomes/whatis/

A leaflet explaining the standard is available at www.communities.gov.uk/documents/corporate/pdf/145401.pdf

If you have any concerns about your property and want to check that it does meet the Decent Homes standard you can call the Private Housing Teams.

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

Email: private.housing@bristol.gov.uk

Telephone: 0117 3533871

Housing Health and Safety Rating System

This fact sheet has been produced by Bristol City Council to give basic information about the Housing Health & Safety Rating System.

The Housing Health & Safety Rating system is not a standard, but works on a risk assessment approach. This means that you need to inspect your property and think about how likely it is that your property is at risk from these hazards, and ways that you can mitigate this risk.

There are 29 hazards in total, this fact sheet gives some examples of the most commonly found hazards in Bristol so that you know what you should be aware of when checking your property. This is intended as guidance only, not a comprehensive guide to risks and solutions.

Most commonly found hazards in Bristol

Hazard	Explanation	Easy ways to mitigate risk
Excess cold	Sub-optimal indoor temperatures	Efficient central heating system, loft and cavity wall insulation. (This would include areas that might be hard to insulate by traditional means, for example rooms with flat roofs and attic rooms. Please contact the Private Housing Service to discuss methods that can be used in these cases.)
Damp and mould growth	Dust mites, mould or fungal growths caused by dampness and/or high humidity	Extractor fans and operable windows. Efficient heating systems
Electrical	Electric shocks and electric burns	Get a qualified electrician to carry out an Electrical Installation check
Falls on stairs etc	Falling on stairs or over guarding inside and outside the property	Clear, safe stairs free from obstructions with appropriate handrails.
Structural collapse	The threat of any part of the property being displaced or falling because of disrepair or adverse weather conditions	Ensure property is structurally sound
Entry by intruders	Problems with keeping a dwelling secure and maintenance of defensible space	See Accreditation standards. Additionally, doors and windows maintained in good condition; single glazing in or adjacent to external doors provided with security film

Guide to HMO Fire Safety Standards

Please note if your property is a Licensable HMO it must meet the full licensing standards, which can be found at www.landlordinfo.co.uk

This guidance document is only for HMOs that are not licensable under the Housing Act 2004, and is intended to give clarity about the standards required to join the Accreditation scheme. The guidance below does not apply to single family houses – see Accreditation Standards.

To be accredited the property must be provided with fire safety measures established following a risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005. Guidance on carrying out this is contained in the LACoRS (Local Authorities Co-ordinators of Regulatory Services) Publication 'Housing – Fire Safety Guidance on fire safety provisions for certain types of existing housing'. A copy can be found at www.bristol.gov.uk/private-landlords

This guidance includes some examples that may apply, although each property must be considered separately. The LACoRS guidance has been written for landlords and contains a step-by-step approach, including help with recording a fire risk assessment. There is no requirement to submit this, but on inspection it is expected that this will be available (a blank risk assessment form is attached to this guide).

The guidance includes some case studies that may apply to your property, examples of which are shown below. However, they should not be regarded as standards, and each property needs to be assessed separately.

Shared house of no more than two storeys (Case study D4)

Escape Routes

- Escape route should have sound, traditional construction and should not pass through risk rooms
- All doors should be sound, well constructed and close-fitting
- Alternatively, provide suitable escape windows from bedrooms and living rooms.
- Escape windows should:
 - have an unobstructed openable area that is at least 0.33m²
 - have a minimum 450mm height and 450mm width
 - not be more than 1,100mm above the floor

Fire separation

- Floors and walls should be of sound, traditional construction

Fire detection and alarm system

Grade D, LD3 system

- interlinked mains wired smoke alarms with integral battery back-up located in the escape route at all floor levels
- additional interlinked heat alarm with integral battery back-up located in the kitchen
- additional interlinked smoke alarm with integral battery back-up located in the sitting room

Lighting of escape routes

- Conventional artificial lighting

Fire fighting equipment

- Fire blanket to be provided in the kitchen
- Simple multi-purpose fire extinguisher on each landing recommended

Code of Good Management Practice

Conduct

The landlord agrees to conduct business with regard to the property and the tenancy in a courteous, reasonable and equitable manner and to answer promptly queries and issues raised by the tenant.

Inventories

The landlord agrees to ensure that an inventory is signed by both parties at the beginning of the tenancy (or as soon as practicable afterwards) and to give the tenant the opportunity both to carry out a joint inventory inspection at the outset and to discuss the inventory at the end of the tenancy.

Deposits

The landlord agrees to hold deposits in accordance with an authorised Tenancy Deposit Scheme and to withhold any deposit only for the purpose for which it was levied, to return deposits as soon as possible after the end of a tenancy (in any event within 4 weeks) and to provide written details and receipts for any deductions which may be made.

Repairs and maintenance

The landlord agrees to carry out repairs within a time period appropriate to the severity of the problem, keeping as far as is practicable to the guide timescales given below*. The landlord agrees to uphold as far as practicable all undertakings given on work to be completed prior to the tenant moving in, to consult the tenant when planning other major maintenance

work during the tenancy and to give reasonable notice (except in emergencies) and details of any work, servicing or testing to be carried out. The landlord agrees to set up effective monitoring arrangements to check the condition of the building and installations.

Landlord's access to property and other statutory requirements

The landlord agrees to comply with all their statutory obligations under legislation and associated regulations, Codes of Practice and British Standards including the Furniture and Furnishings (Fire Safety) Regulations 1988 and the legal requirement to gain access to the property (for inspection, repairs, monitoring or other reasons) only by prior arrangement with the tenant and having given 24 hours notice (except in emergencies).

Neighbours

The landlord agrees to take reasonable steps to minimise any nuisance, alarm, harassment or distress that may be caused to neighbours by the way the property is used. The landlord agrees to offer occupiers of the immediately neighbouring properties a contact telephone number, address or e-mail address to report any problems, to ensure that "To Let" or "Let" boards are not left up as long-term advertising features, to keep the external appearance of the property in a reasonable condition and to make adequate arrangements for the storage and disposal of refuse.

* Guide to repair timescales once a fault has been reported

Emergency repairs – 24 hours (Affecting health or safety eg major electrical fault, blocked WC).

Urgent repairs – 5 working days (Affecting material comfort eg hot water, heating or fridge failure, serious roof leak).

Other non-urgent repairs – 20 working days

Guide to HMO Licensing Standards for Facilities

Please note if your property is a Licensable HMO it must meet all the standards as described in the full licensing standards, which can be found at www.landlordinfo.co.uk.

This guidance is only for HMOs that are not licensable under the Housing Act 2004, and is intended to give clarity about the standards required to join the Accreditation scheme.

Standards for shared houses

See overleaf for standards for facilities provided for exclusive use, e.g. in bedsits

Bathroom toilets and wash hand basins facilities standards

Occupants	Standards required
1-4	At least 1 bathroom + 1 toilet (can be in the same room)
5	At least 1 bathroom + 1 extra toilet and wash hand basin (toilet and wash hand basin can be contained in a second bathroom)
6-10	At least 2 bathrooms + 2 toilets and wash hand basins (1 toilet and wash hand basin can be contained in one of the bathrooms)
11-15	At least 3 bathrooms + 3 toilets and wash hand basins (2 toilets and wash hand basins can be contained in two of the bathrooms)

Kitchens and dining facilities standards

Occupants	Standards required
Any	Dining facilities within 1 floor of kitchen area
Per 5	1 sink, draining board & tiled splashback (dishwasher is an acceptable alternative for a second sink)
	1 cooker with 4 ring hob, oven + grill (a 27 litre microwave with a convection oven and grill is an acceptable alternative for a second cooker)
Per 5	1 electrical socket per major appliance + 4 freely available sockets
Per 5	500mm x 1000mm fixed worksurface
Each	0.3m ³ dry good storage cupboard per occupier
Per 5	2 worktop height refrigerators with freezer compartments or 1 worktop height refrigerator + 1 worktop height freezer

Room size standards

Occupiers	Kitchen	Total communal living space (inc. kitchens, dining and living rooms)
1-3	5m ²	13.5 m ²
4	6 m ²	17 m ²
5	7 m ²	18 m ²
6	9 m ²	20 m ²
7-10	11 m ²	27.5 m ² *

* If your property does not meet this standard please contact the private housing teams for further guidance - discretion may be exercised in some circumstances.

Standards for facilities provided for exclusive use, e.g. in bedsits

NB If any of these facilities are shared then the standards overleaf apply

Bathroom toilets and wash hand basins facilities standards

	Standards required
Baths or showers and toilets	A fixed bath or shower and a toilet with wash hand basin.
Wash hand basins	A wash hand basin. NB a sink provided as a kitchen facility within a unit is acceptable

Kitchens and dining facilities standards

	Standards required
Sinks	A sink with constant hot and cold water, tiled splash back and a draining board.
Cooker	A cooker with a 4 ring hob, oven and grill or a 2 ring hob, oven and grill together (positioned so that hobs are at worktop level) with a 27 litre microwave is acceptable in a single person letting
Worktop	Fixed worktop(s) with a smooth impervious surface for food preparation, minimum size 500mm x 1000mm.
Storage	A 0.6m ³ dry goods storage cupboard other than a sink base unit.
Refrigerator	A worktop height refrigerator with a freezer compartment.
Electrical sockets	1 electrical socket per major appliance + 4 freely available sockets

Room size standards

Occupiers	Kitchen	Combined bedroom and living room	Combined bedroom, living room and kitchen
1	4m ²	9m ²	13m ²
2	5m ²	14m ²	19m ²

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



ALBANIAN

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

BENGALI

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

CHINESE

如果英文不是您的第一語言，而您需要翻譯的話，我們可以為您安排。

GUJARATI

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

HINDI

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

KURDISH

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

POLISH

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

PORTUGUESE

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

PUNJABI

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

SOMALI

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

URDU

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

VIETNAMESE

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

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

Bath & North East
Somerset Council

