



## Barnsley Accredited Landlord Scheme Accredited Property Registration Form

### Property and Membership Detail

Property address (to be accredited)	
Post Code	
Members full name, including title	
Trading as/ Company (where applicable)	
Membership Number	
Contact Telephone(s)	
Mobile Telephone number	
E-mail address	

### **IS THIS PROPERTY MANAGED BY AN AGENT ON YOUR BEHALF?** If so, please provide details below:

Agents name	
Role of Agent?	
Trading as	
Address for correspondence	
Post Code	
Contact Telephone(s)	
E-mail address	



## Accredited Property Standards:

Please answer all the questions by ticking 'Yes' or 'No', if a question is not applicable please state 'N/A', thank you.

	Yes	No
<b>1: Furniture and Storage Space</b>		
Are all furnishings and furniture provided by the landlord in a satisfactory condition at the commencement of the tenancy, and complies as appropriate with the Furniture and Furnishings (Fire) (Safety) Regulations?		
<b>2: Kitchen Facilities</b>	Yes	No
<i>Does each kitchen contains facilities for the storage, preparation and cooking of food which are suitable for the number of occupants using the kitchen including:</i>		
Sink and drainer, with a satisfactory supply of hot and cold water with a sealed and cleanable splash back?		
Cooker point?		
Worktop at least 1000mm x 500mm, tables are not acceptable?		
Storage cupboards; food storage below a sink is not acceptable, room for refrigerator/refrigerator-freezer?		
<b>3: Toilet and Personal Washing Facilities</b>	Yes	No
Are there an adequate number of suitably located internal W.C.'s for the exclusive use of the tenant?		
Are baths and/or showers and washbasins provided with constant hot and cold water supplies as appropriate, with sealed and cleanable splash backs, which are suitable for the number of occupants?		
Is there an effective drainage system for foul, waste and surface water?		
Is there a washing machine outlet, where applicable?		
<b>4: Primary Structures</b>	Yes	No
<i>Is the property structurally stable, i.e. of substantially sound condition and free from significant or progressive structural defects, does the property have:</i>		
Distortion or spreading of roof structures and chimneys?		
Distortion and the cracking of walls and the continuity of wall-ties?		
Excessively sloping or collapsed floors?		



Distortion, integrity and movement of the foundations?		
<i>Is the property free from serious disrepair, i.e. the deterioration of the building elements and fixtures. Does the property have:</i>		
Loose and leaning chimney pots?		
Loose masonry?		
Leaking roof?		
Rotten or sticking windows ?		
<i>Does the property have:</i>		
Significant areas of rising damp prejudicial to health		
Penetrating damp		
Excessive condensation attributed to the structure of the property. (The tenant will be made aware of their duty to ventilate and heat the property to help minimise condensation)		
Are the gutters and fall pipes to the property of sound construction and free from obstruction?		
<b>5: Energy Efficiency</b>	<b>Yes</b>	<b>No</b>
Are Energy efficiency improvements incorporated, where practicable, into refurbishment schemes?		
Are tenants given advice upon request, or signposted to an appropriate advisory agency, on how best to heat their accommodation and use hot water in an energy efficient way using the facilities provided?		
Does the property provide a reasonable level of energy efficiency measures? Does the property have as a minimum:		
Lagging to exposed pipework ?		
Hot water tank lagging of 70mm? (if applicable)		
Insulation to roof void areas? (ideally 300mm)		
	<b>Yes</b>	<b>No</b>
All windows and doors draught proofed, where necessary?		
Cavity walls insulated? (if applicable)		



A current Energy Performance Certificate?		
<b>6: Space Heating</b>	<b>Yes</b>	<b>No</b>
Are clear written instructions in the safe use of all space heating and hot water systems available to the tenants?		
Is the heating controllable by the occupants?		
Is the heating system safely and properly installed and maintained?		
Is the heating system appropriate to the design, layout and construction, such that the whole of the property can be adequately and efficiently heated without the need for supplementary portable heaters?		
<b>7: Internal Layout</b>	<b>Yes</b>	<b>No</b>
Is the internal layout, or parts of it likely to be prejudicial to the health, safety or well being of the tenants, or otherwise not reasonably suitable for occupation?		
Do the rooms have an adequate floor to ceiling height? (There is no prescribed minimum height, but seven feet (2.1 metres) would normally be considered to be satisfactory. Each case will be looked at on its own merits depending upon all the circumstances.)		
<b>8: Freedom from Hazards</b>	<b>Yes</b>	<b>No</b>
Is the property and its boundaries maintained, as reasonably practicable, to be free of any avoidable or unnecessary hazards as defined in the Housing Health & Safety Rating System?		
<b>9: Gas Appliances and Supply</b>	<b>Yes</b>	<b>No</b>
Is the Gas Safety Certificate provided to tenants and made available to BMBC?		
	<b>Yes</b>	<b>No</b>
Do all means of use and supply of mains gas, alterations and repairs to gas installations comply with current Gas Safety (Installation and Use) Regulations?		
Does the property have documentation giving verification of annual gas safety checks by a Gas Safety Register registered gas installer?		
<b>10: Carbon Monoxide</b>		
Are Carbon Monoxide detectors installed in appropriate locations? ( e.g. situated in proximity to solid fuel appliances & gas appliances)		
<b>11: Liquefied Gas, Paraffin Heaters and Appliances</b>	<b>Yes</b>	<b>No</b>
Are portable bottled gas or paraffin heaters provided as a heating source?		
If applicable, is the oil fired heating system serviced in accordance with the manufacturer's recommendations?		



<b>12: Electrical Installations and Appliances</b>	<b>Yes</b>	<b>No</b>
Are all electrical installations provided by the landlord certified as safe by a competent electrician in accordance with the current relevant legislation?		
Are instructions in the safe use of all electrical appliances (including cookers, space and water heaters, refrigerators and freezers) provided to the tenants, where possible?		
Does the property have a document of verification showing that the electrical wiring of the property is in a safe and satisfactory condition, and stipulating the timescale within which the next safety check should be carried out?		
Do all components used in electrical wiring installations and repairs comply with the relevant International Standards?		
Are all appliances installed in accordance with manufacturer's instructions?		
Have reasonable steps been taken to ensure that all electrical appliances provided under the terms of the tenancy are functioning effectively, in accordance with manufacturers' operational limits, and in a safe manner?  (Portable Appliance Testing (PAT), would be one satisfactory method of ensuring this)		
Are appliances regularly visually inspected for wear and tear and any defects remedied?		
Are all fuse box circuits clearly identified and properly labelled?		
	<b>Yes</b>	<b>No</b>
<i>Provision of electrical sockets - does the property have:</i>		
Living rooms - a minimum of four socket outlets?		
Bedrooms - a minimum of two double sockets per double room and one double socket per single room?		
The hall and landing - an electrical socket, subject to size and practicalities of the property layout?		
Is there a dedicated socket provided for a refrigerator/refrigerator-freezer?		
Is there a dedicated socket provided for a washing machine, where appropriate?		
Is there a dedicated cooker outlet, where appropriate?		
Is there one double socket provided above the worktop?		



13: Lighting, Windows and Ventilation	Yes	No
Does the layout of the dwelling, particularly the living rooms, kitchens, and recreation spaces allow access for sunlight? (There should be sufficient natural light during daylight hours to enable normal domestic tasks to be carried out without eyestrain)		
Are windows of adequate size, and appropriate shape and position to allow for reasonable daylight penetration in to rooms?		
Do all new replacement windows comply with Building Regulations or FENSA requirements?		
Is safety glass provided in vulnerable locations?		
Is artificial lighting positioned in order to provide sufficient light to enable domestic and recreational activities to be carried out? (Artificial light is particularly important where domestic tasks require adequate light, for example in the kitchen over worktops, sinks and cookers)		
Is there means for ensuring low level background ventilation without excessive heat loss or draughts? (It should be controllable, properly installed and appropriate to the particular part of the property. There should be means for rapid ventilation at times of high moisture production in kitchens and bathrooms.)		
<b>14: Fire Safety</b> <i>It is good practice for fire safety risk assessments to be carried out at all properties. For guidance on fire safety risk assessments Landlords and Managing agents are advised to refer to the 'LACORS – Housing Fire Safety' guide, which is endorsed by 'The Chief Fire Officers Association' and the 'Chartered Institute of Environmental Health'. (Link to guidance in membership pack).</i>	<b>Yes</b>	<b>No</b>
Are there sufficient properly designed and appropriately sited smoke and/or heat detectors with alarms in the property?  These should be properly maintained and regularly tested (alarms are available for those with hearing impairment)		
Does the property have mains wired interlinked smoke detectors which comply with BS 5446 Part 1, located one per floor in the circulation areas (normally hallways and landings) complying with BS 5839 Part 6 Grade D?		
<b>Or as a temporary alternative:</b>		
Does the property have battery operated smoke detectors, located in the circulation areas one per floor, complying with BS 5446 Part 1? (Batteries to be of a minimum guaranteed 2-year life and tamper proof pins fitted to all detectors)		

**Example:**

In 2 storey properties where the stairs lead down into the kitchen, a smoke detector should be fitted to the living room and a heat detector to the kitchen; both interlinked to the smoke detector on the landing. There must also be a solid and well fitting internal door fitted to the base of the stairs.

In 3 storey properties where the stairs lead down into the kitchen the same applies, as for 2 storey, but a half-hour fire resistant door, with smoke seals, must be fitted at the base of the stairs instead of a solid and internal door.

There should be adequate, appropriate and safe means of escape in case of fire from all parts of the property.

For any form of multi-occupied buildings, there should be adequate fire protection to the means of escape and between each unit of accommodation, appropriate fire detections and alarms systems, and as appropriate emergency lighting.

Please note that compliance with HMO licence conditions will take precedence in certain situations.

**15: Security Measures**

*In high risk Houses in Multiple Occupation, to help avoid delay in escaping in case of fire, all accommodation doors, final exit doors and any other doors through which a person may have to pass should be so fastened and maintained that they can be easily and immediately opened from the inside **without the use of a key.***

**Yes****No**

Are external doors of a strong, solid and safe construction and fitted with a 5-lever mortice lock or equivalent?

Are the doorframes strong and well secured to the jambs?

Where applicable, is a door viewer and chain/bar fitted?

Are all ground floor windows and any upper storey windows easily accessible from the ground or any adjoining structure, of sound construction and fitted with window locks? (Keys must be provided to tenants)

If a burglar alarm is fitted, is it maintained and does it have a 20 minute cut out and a key holder nominated?

Has consideration been given to the provision of external security lighting for properties where this would be beneficial to the tenant?

**General notes on Security measures:**

Security grilles on doors and windows must be used responsibly and in consideration of fire safety, appearance and the need for their use at all.

Where windows can be fully opened and are readily accessible by minors, consideration should be given to the fitting of a lateral restrainer to the window frame / window.

Landlords and managing agents should consider and implement where appropriate, measures recommended by local Police Authority Crime Prevention initiatives.



16: Hygiene and Waste Disposal	Yes	No
Are all facilities for the storage, preparation and cooking of food capable of being readily cleaned, and being maintained in a clean and hygienic state by the tenants?		
Are all floor coverings in kitchens, bathrooms and WC's capable of being readily cleaned with suitable domestic disinfectant products?		
Are all properties provided with suitable refuse disposal facilities sufficient for the number of occupants, as advised by the local authority's waste collection service?		
17: Stairs / handrails	Yes	No
Are handrails securely fitted on all staircases, internally and externally to the property?		
Are all stairs and steps inside and outside the property of good sound construction, safe design and be in a good state of repair?		
Are all floor coverings (e.g. carpet) on stairs and floors firmly secured, so as not to cause a trip hazard?		
Where there is no wall to one or both sides of the stairs, is guarding (e.g. balustrade) provided to prevent falls off the sides of stairs? (It should be designed and constructed so as to discourage children from climbing)		
18: Asbestos		
<p>If you are a building owner, and/or are responsible for the maintenance or repair of a building, you have a duty to manage any asbestos in that building. As well as protecting people from exposure to asbestos fibres, you have a legal duty to manage asbestos under regulation 4 of the Control of Asbestos Regulations 2012.</p> <p>The Duty affects you if:</p> <ul style="list-style-type: none"> <li>- You own a building</li> <li>- You are responsible through the terms of a lease, contract or tenancy agreement</li> <li>- There is no formal agreement but you have control of a building</li> <li>- In a multi occupied building, you are the owner and have taken responsibility for maintenance and repair for the whole building</li> </ul> <p>For further information visit: <a href="http://www.hse.gov.uk/asbestos/duty.htm">http://www.hse.gov.uk/asbestos/duty.htm</a></p>		
19: Legionella		
<p>Landlords in control of premises are responsible for health and safety and need to take the right precautions to reduce the risks of exposure to legionella. Landlords must understand how to:</p> <ul style="list-style-type: none"> <li>• identify and assess sources of risk</li> <li>• manage any risks</li> <li>• prevent or control any risks</li> <li>• keep and maintain the correct records</li> <li>• carry out any other duties they may have</li> </ul> <p>For further information visit: <a href="http://www.hse.gov.uk/legionnaires/what-you-must-do.htm">http://www.hse.gov.uk/legionnaires/what-you-must-do.htm</a></p>		



Residential Letting & Property Management Specialists



## General Information:

These standards apply to properties put forward for accreditation status by landlords.

Licensed HMOs will not be subject to inspections by the Accreditation Officer, should they be put forward for accreditation status, as these properties will already be subject to inspections by BMBC Regulatory Services.

Once registered, an Accredited Property certificate will be issued, and will be valid for five years.

## Landlord Declaration:

**I declare that to the best of my knowledge all the information provided in this registration form is correct. I understand that the provision of any false information will render this registration null and void.**

**I agree to inform the Barnsley Accreditation Scheme, should I dispose of any accredited properties.**

Signed	
Print Name	
Trading as/ Company (where applicable)	
Date	

Thank you for completing this 'Accredited Property Registration' form. The Accreditation Officer may contact you to arrange an inspection of the property as part of this process.

### Check List:

Please include with this registration form:

- Gas Safety Certificate
- Electrical Safety Certificate
- Energy Performance Certificate
  
- Asbestos Risk Assessment and action plan
- Legionella Risk Assessment and action plan

Following successful registration of your property you will be sent an 'Accredited Property' Certificate. Once registered, this property will be subject to periodic compliance inspections, to ensure the standards are being maintained.



**Please send your completed 'Accredited Property Registration' form to:**

Email: [BHPMS@Barnsley.gov.uk](mailto:BHPMS@Barnsley.gov.uk)

Post:

Property Management Services  
Berneslai Homes, Floor 10 Gateway Plaza,  
Barnsley  
PO Box 627, S70 9FZ

We look forward to hearing from you and if you have any queries you can contact us. Telephone: 01226 775580 and speak to any member of the team.