



Colchester  
Student  
Accommodation  
Accreditation  
Scheme

## Colchester Borough Council Professional Services

Rowan House, 33 Sheepen Road,  
Colchester CO3 3WG

### Private Sector Housing

# Student Accommodation Accreditation Application

## Application

Please complete and return this form to Colchester Borough Council (CBC), including all relevant documentation, to the following address or by email:

Private Sector Housing, Rowan House, 33 Sheepen Road, Colchester, Essex CO3 3WG  
[housing.private@colchester.gov.uk](mailto:housing.private@colchester.gov.uk)

NB: The CBC fee for the accreditation inspection, report, plans, schedules of work and certificate is a single payment that covers five years and will be invoiced during the application process. The Accreditation fee is reviewed at the beginning of each year; for the current cost scale please see our website: [www.colchester.gov.uk/article/11978/Student-Accommodation-Accreditation-Scheme](http://www.colchester.gov.uk/article/11978/Student-Accommodation-Accreditation-Scheme)

## What Happens next

Private Sector Housing (PSH) will check the application form and all supporting documents. Providing everything is in order we will arrange an inspection of the property with the landlord.

Once PSH is satisfied that the property meets the standards set out in the Accreditation Scheme and confirms the number of occupants for the property is suitable, a certificate will be issued.

If the inspecting officer is not satisfied with the property, the landlord will be informed of the works that need to be carried out. When these are complete, a further inspection will be arranged.

## 1. Address of the Property to be Accredited

Please give details of the property to be accredited (one property per form).

Address:	
Town:	
Post code:	

## 2. Property Ownership

Please give the landlord's details of the property to be accredited.

Name:	
Address:	
Town:	
Post code:	
Telephone:	
Email:	

### 3. Property Management

Please give details of the manager or agent, if different from above.

NB: The manager of the property is the person who, dependant on their contract, collects the rent, checks the condition of the property and deals with any repairs. This may be someone acting on behalf of the owner or a letting agent.

Company:	
Name:	
Address:	
Town:	
Post code:	
Telephone:	
Email:	

### 4. Details of the Property to be Accredited

Please give further details about the property to be accredited.

Type of property:	Detached	<input type="checkbox"/>	Semi-detached	<input type="checkbox"/>
	Terraced	<input type="checkbox"/>	End-terrace	<input type="checkbox"/>
	Attached (or group)	<input type="checkbox"/>	Flat	<input type="checkbox"/>
	Maisonette	<input type="checkbox"/>	Above commercial	<input type="checkbox"/>
	Other	<input type="checkbox"/>	.....	
Habitable floors:	Ground	<input type="checkbox"/>	First	<input type="checkbox"/>
	Second	<input type="checkbox"/>	Third	<input type="checkbox"/>
	Basement	<input type="checkbox"/>	Converted loft	<input type="checkbox"/>
	Other	<input type="checkbox"/>	.....	
Age:	Pre 1920	<input type="checkbox"/>	1920 - 1945	<input type="checkbox"/>
	1946 - 1979	<input type="checkbox"/>	Post 1979	<input type="checkbox"/>
	Grade I or II Listed	<input type="checkbox"/>		

How many rooms will be used as student bedrooms?

Bedrooms:	
-----------	--

What is the maximum number of students to occupy the property?

Occupancy:	
------------	--

What facilities are there in the property?

Number of facilities:	Bathrooms	.....	En-suites	.....
	Shower rooms	.....	Separate WCs	.....

Number of specific amenities:	WCs	.....	Baths	.....
	Shower cubicles	.....	Over-bath showers	.....
	Wash hand basins	.....		

Please give further details about the accommodation.

Number of rooms:	Lounge	.....	Dining	.....
	Kitchen	.....	Kitchen/Diner	.....
	Study	.....	Conservatory	.....

What other amenities are provided?

Amenities:	Electric cooker	<input type="checkbox"/>	Gas cooker	<input type="checkbox"/>
	Electric oven	<input type="checkbox"/>	Gas oven	<input type="checkbox"/>
	Electric hob	<input type="checkbox"/>	Gas hob	<input type="checkbox"/>
	Fridge	<input type="checkbox"/>	Freezer	<input type="checkbox"/>
	Fridge/Freezer	<input type="checkbox"/>	Dishwasher	<input type="checkbox"/>
	Washing machine	<input type="checkbox"/>	Tumble dryer	<input type="checkbox"/>
	Garden equipment	<input type="checkbox"/>	External store	<input type="checkbox"/>
	Other	<input type="checkbox"/>	.....	

Where is the staircase located?

Staircase:	Hall with external door	<input type="checkbox"/>
	Hallway without external door	<input type="checkbox"/>
	Lounge or Dining room	<input type="checkbox"/>
	Kitchen or room with a kitchen	<input type="checkbox"/>
	N/A	<input type="checkbox"/>

Please describe the type and extent of the heating system (including the fuel used) in the property.

Heating:	
Hot Water:	

Please describe the fire protection/detection measures in the property. Are all the smoke detectors mains operated with a battery back-up and interlinked?

Detectors:	
------------	--

## 5. Details of Statutory Notices

During the last 5 years, has the owner and/or manager of the property failed to comply with the requirements of any statutory notice served by Colchester Borough Council or Tendring District Council which has resulted in prosecution and/or the works being carried out in default?

No ☐ Yes ☐ If Yes please give details:

## 6. Details of Criminal Convictions

During the last ten years, has the owner and/or manager of the property been convicted of the illegal eviction or harassment of tenants?

No ☐ Yes ☐ If Yes please give details:

During the last 10 years, has the owner and/or manager of the property been convicted of mortgage fraud, housing benefit fraud or been in breach of housing grant conditions?

No ☐ Yes ☐ If Yes please give details:

Has the owner and/or manager of the property been convicted of any criminal offence (other than driving offences) which has not been 'spent' under the Rehabilitation of Offenders Act 1974?

No ☐ Yes ☐ If Yes please give details:

Has the owner and/or manager of the property ever had their details placed on the Sex Offenders Register?

No ☐ Yes ☐ If Yes please give details:

## 6. Enclosures

Please enclose copies of the following documents with this application form:

- |  |                          |
|--|--------------------------|
| A current Landlord's Gas Safety certificate/Oil Fired Boiler Safety Certificate:   | <input type="checkbox"/> |
| Or a Landlords Electrical Inspection report (renewal):   | <input type="checkbox"/> |
| A current electrical installation condition report (EICR):   | <input type="checkbox"/> |
| A Portable Appliances Test report (PAT):   | <input type="checkbox"/> |
| Fire safety commissioning certificate & log book:  | <input type="checkbox"/> |
| Emergency lighting commissioning certificate & log book (if applicable):   | <input type="checkbox"/> |
| An Energy Performance Certificate (EPC):   | <input type="checkbox"/> |
| A valid certificate of building insurance and valid insurance covering third party liability for a minimum of £1million: | <input type="checkbox"/> |
| A copy of the signed tenancy agreement where the property is an HMO*:  | <input type="checkbox"/> |

\* To be an HMO the property must be let to 3 persons who do not form a single Household

## 7. Declaration

I declare that, to the best of my knowledge and belief, the information contained in this application is true and complete.

I confirm that I have read the details of the Student Accommodation Accreditation Scheme and I agree to abide by the terms and conditions of the scheme.

I confirm that I am a fit and proper person as defined under the Housing Act 2004.

I further declare that all furniture and furnishings in the property satisfy the requirements of the Furniture and Furnishings (Fire) Safety Regulations 1988.

Signature: ..... Date: .....

Print name: .....

## Information for Applicants

### Rehabilitation of Offenders Act 1974

Under the Rehabilitation of Offenders Act 1974, you do not need to provide details about previous convictions which are 'spent'. Examples are:

Sentence:	Period of good conduct needed before conviction becomes spent:
6 months to 2½ years imprisonment/youth custody/corrective training.	Ten years
Less than 6 months imprisonment	Seven years
A fine, community service order or other sentence not covered by the Act	Five years
A conditional discharge binding over or probation	One year
An absolute discharge	Six months
If you have been sentenced to more than 2½ years in prison, that conviction can never be spent.	

If you have any doubts about whether you have to declare a previous conviction, you should contact your local probation Office, Citizens Advice bureau or your Solicitor.

## Further Information

All references made to the 'left' or 'right' of the property are as if facing the front of the property from the road.

### Gas Safety

A current Gas Safety certificate for all appliances must be produced annually and provided at the start each new tenancy.

### Electrical Safety

It is good practice to have all portable electrical appliances checked annually and an Electrical Installation Condition Report (EICR) certified every 5 years. However, this can be requested at any time under the Housing Act 2004.

NB: Any required electrical works are to be carried out strictly in accordance with the latest edition of the Institution of Electrical Engineers Regulations and carried out by a competent installer registered with one of the authorised Government organizations, e.g.: NICEIC, BRE, BSI, ELECSA or NAPIT.

### Fire Safety

Fire will be risk assessed, having regards to all relevant guidance and regulations, including the Housing Health and Safety Rating System and LACoRS Fire Safety Guidance. The minimum standard will be required by the local authority.

NB: Where fire detection has been installed a Commissioning Certificate for the new installation which meets the requirements of BS 5839: Part 6: Annex C must be supplied.

### Energy Performance Certificate (EPC)

An EPC must be provided at the start of each new tenancy. Once produced an EPC is valid for 10 Years or until changes are made to the property.

### Furniture Safety

All furniture and most furnishings except those manufactured before 1950 must meet fire resistance standards specified under the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).

### Room Size and Maximum Occupancy - Basic Guide

- 10.22+ sqm    2 Persons    A couple
- 8.36+ sqm    1 Person    Property with no communal (shared) area
- 6.50+ sqm    1 Person    Property with communal living/study area provided, eg: lounge

## INFORMATION AND ADVICE

For further information on the Accreditation Scheme and advice on your rights and responsibilities, please contact us:

### Private Sector Housing

Colchester Borough Council, Rowan House, 33 Sheepen Road, Colchester CO3 3WG

Telephone: 01206 282581 option 6

Email: [housing.private@colchester.gov.uk](mailto:housing.private@colchester.gov.uk)