



Colchester
**Student
Accommodation
Accreditation
Scheme**

Colchester Borough Council Professional Services

Rowan House, 33 Sheepen Road,
Colchester CO3 3WG

Email: housing.private@colchester.gov.uk

Private Sector Housing

Student Accommodation Accreditation Inspection Report

Referral:

Inspecting Officer:

SRU:

Telephone:

MAU:

Date of Inspection:

HIU:

Date of Report:

Property:			
Current usage:		Ward:	
Building type:		Building Age:	
Storeys:		Gardens:	
Bedrooms:		Heating:	
Other:			

Landlord:			
Address:			
Telephone:		Mobile:	
Email:			
Managing Agent:		Contact:	
Address:			
Telephone:		Mobile:	

DOCUMENTS & CERTIFICATES

Documents provided before or on the day of inspection: [see attached Management Regulations]

Gas Safety Certificate or Oil Safety Certificate:	YES	NO	N/A
Electrical Report (PIR or EICR):	YES	NO	
Portable Appliances Test Report:	YES	NO	
Fire Safety Commissioning Certificate:	YES	NO	N/A
Emergency Lighting Commissioning Certificate:	YES	NO	N/A
Logbooks (Fire Safety & Emergency Lighting):	YES	NO	N/A
Energy Performance Certificate:	YES	NO	
Furniture Self-certification	YES	NO	N/A
Tenancy Agreement:	YES	NO	

INSPECTION SUMMARY

Room:	Size (approx):	Occupants:	Comments:
Hall			
Lounge			
Diner			
Kitchen			
Closet			
Landing			
Bedroom			
En-suite			
Bedroom			
Bedroom			
Bathroom			

Observations

Time:	
Weather:	
Orientation:	
Site description:	
Area:	
Extensions:	
Alterations:	
Contents:	
Comments:	

CONDITIONS REPORT – deficiencies found

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-

Category One HAZARDS – to be remedied **immediately** [see attached Schedule of Works]

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Category Two HAZARDS – to be remedied within ** months [see attached Schedule of Works]

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Recommendations / Good practice

-
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Re-inspection required:	Yes No N/A	Proposed date:	
Comments:			

AMENITIES

APPLIES TO ALL HMOS (TO FACILLITATE THIS THE ESSEX AMENITY STANDARD WILL BE USED)

The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 (As Amended); refer to Colchester's Amenity Standards.

Correct number of kitchen facilities for number of occupants:	YES NO
Correct number of bathroom facilities for number of occupants:	YES NO
Correct number of WCs and WHBs for the number of occupants:	YES NO
Adequate Heating:	YES NO

If 'NO' see attached HMO Management Regulations or Schedule Of Works

MANAGEMENT OF HOUSES IN MULTIPLE OCCUPATION (ENGLAND) REGULATIONS 2006 (AS AMENDED)

Some items of work may be dealt with under HMO Management Regulations.

Duty of manager to provide information to occupier	YES NO
Are all the contact details, names, addresses and numbers etc., displayed in a prominent position?	

Duty of manager to take safety measures	YES NO
Are appropriate safety measures in place and are they in good order?	
All escape routes must be free of any obstacles.	

Duty of manager to maintain water supply and drainage	YES NO
Are the water and drainage systems maintained and in a good, clean working condition; this includes any tank, cistern or similar receptacle for the storage of water?	

Duty of manager to supply and maintain electricity and gas	YES NO
Are all appliances maintained and in good working condition, supply of PIR/EICR and GSC	

Duty of manager to maintain common parts, appliances and fixtures and fittings	YES NO
Are all common parts maintained and in a safe, good and clean decorative condition?	

Duty of manager to maintain living accommodation	YES NO
Is the internal living accommodation structurally maintained and in good repair?	
Any fixtures, fittings or appliances (supplied) have to be maintained, in good repair and in clean working order; this includes all windows and other means of ventilation.	

Duty to provide waste disposal facilities	YES NO
Are the disposal facilities adequate for the number of occupiers?	

Duties of occupiers of HMOs	YES NO
Do occupiers know of their obligations?	
Occupants are expected to behave in a tenant like manner. LA to provide information to tenants	

If 'NO' see attached HMO Management Regulations or Schedule Of Works

ADVISORY NOTES

The landlord is required to address any items specified within the 'Hazards' boxes within the specified times and should notify Private Sector Housing once these have been completed.

Any deficiencies specified under 'Recommendation / Good Practice' are works that we strongly recommend are completed.

In order for the premises to meet the requirements of the University of Essex Accreditation Scheme, landlords are required to ensure that their premises meet the criteria stipulated within the University of Essex Amenity Standards.

HMO Fire Safety - only applies if it is agreed with the officer that the property is a Shared HMO, evidence will be required

If the landlord intends to let their property as a shared house, under the definition given within the LACORS Housing Fire Safety Guidance and in agreement with Essex Housing Group information, the following needs to be taken into account.

Shared houses are described as HMOs where the whole property has been rented out by an identifiable group of sharers such as students (2nd year students upwards), work colleagues or friends as joint tenants. Each occupant normally has their own bedroom (with no locks on doors) but they share the kitchen, dining facilities, bathroom, WC, living room and all other parts of the house. All the tenants will have exclusive legal possession and control of all parts of the house, including all the bedrooms. There is normally a significant degree of social interaction between the occupants and they will, in the main, have rented out the house as one group. In summary, the group will possess many of the characteristics of a single family household and, although the property is still technically an HMO as the occupants are not all related, have therefore a single joint tenancy agreement.

Please note the term 'shared house' only applies to the LACoRS Housing Fire Safety Guidance. Under the Housing Act 2004 there is no definition of a shared house. All properties that meet the standard test are HMOs as defined in law.

However, with regards to fire safety, provided that there is a single joint tenancy agreement in place and that there are no high risk factors that exist and there are no locks on internal doors and tenants have exclusive access to all rooms, the premises will be considered a shared house for the purposes of the accreditation scheme.

Should individual rooms be let separately within the premises (not to an identifiable group of sharers such as students) then a greater degree of fire protection and detection will be required and the landlord should contact Private Sector Housing for advice and to arrange a re-inspection.

Please note that the level of fire protection is dependant on inspection which would look at layout, type, design and condition of property. It also depends on the property being assessed under the Housing Health and Safety Rating System having regards to relevant guidance and, in some cases, consultation with the Fire Authority.

FURTHER NOTES

Make good any works disturbed. The property should be left in a clean and finished state.

All references made to the left and right of the property are as if facing the front of the property from the street.

It is recommended that you employ competent contractors to carry out the work.

Where a certificate for the gas is required, you must employ a contractor who is registered with the Gas Safety Register scheme.

For the electrical testing the contractor must be a member of one of the government run schemes, for example NICEIC. Where works are carried out a minor works certificate must be supplied.

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.

The recommended works listed in schedules are not exhaustive, therefore if you have alternative works that meet the same standard or remove or greatly reduce the hazard. Please contact the PSH team to discuss. Any options suggested will be considered.

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 the following:

Private Sector Housing

Colchester Borough Council, Rowan House, 33 Sheepen Road, Colchester CO3 3WG
Telephone: 01206 28251

Email: housing.private@colchester.gov.uk