

# Student Accommodation Accreditation Scheme

In partnership with Chelmsford City Council, Anglia Ruskin University and Writtle College

## CONTENTS

<b>Student Accommodation Accreditation Scheme</b> .....	1
In partnership with Chelmsford City Council, Anglia Ruskin University and Writtle College .....	1
<b>Introduction to the accreditation scheme</b> .....	2
<b>Contact details</b> .....	2
<b>Objectives of the accreditation scheme</b> .....	2
<b>How to gain accreditation</b> .....	3
<b>Achieving accreditation – the certificate</b> .....	3
<b>The accreditation standards</b> .....	4
<b>SECTION 1: State of repair</b> .....	4
<b>SECTION 2: Cleanliness</b> .....	4
<b>SECTION 3: Furniture and furnishings</b> .....	5
<b>SECTION 4: Gas safety</b> .....	5
<b>SECTION 5: Electrical safety</b> .....	5
<b>SECTION 6: Fire safety &amp; Means of Escape</b> .....	6
<b>SECTION 7: Home security</b> .....	7
<b>SECTION 8: Room sizes</b> .....	7
<b>SECTION 9: Ventilation</b> .....	7
<b>SECTION 10: Lighting</b> .....	8
<b>SECTION 11: Washing &amp; Toilet Facilities</b> .....	8
<b>SECTION 12: Kitchen facilities</b> .....	8
<b>SECTION 13: Heating</b> .....	8
<b>SECTION 14: Energy Efficiency</b> .....	9
<b>SECTION 15: Refuse storage</b> .....	9
<b>SECTION 16: Garden equipment</b> .....	9
<b>SECTION 17: Notices</b> .....	9
<b>SECTION 18: Tenancy Matters</b> .....	10
<b>CODE OF CONDUCT - Disqualification</b> .....	10
Temporary Suspension.....	11
Limitations of the Scheme .....	11
Appeals Mechanism.....	11

## **Introduction to the accreditation scheme**

Anglia Ruskin University and Writtle College (the Institutions) in partnership with Chelmsford City Council aim to ensure that all students living in the private rented sector within the local community live in safe, secure accommodation that meets a high standard of condition and complies with all legal requirements.

The accreditation scheme aims to work with local landlords who wish to undertake successful lettings to students of both Institutions and to ensure that the properties meet standards as required by law and as set out in this document, and to provide advice and useful information to landlords and their tenants. Useful links will be listed throughout this document and further advice can be sought from the Anglia Ruskin University designated WebPages [www.anglia.ac.uk/landlords](http://www.anglia.ac.uk/landlords) and their house hunting website: [www.angliastudentpad.co.uk](http://www.angliastudentpad.co.uk)

Both Institutions have designated systems in place to support students in finding accommodation. The only endorsed way of landlords advertising their properties within the Institutions is by securing accreditation. In addition to advertising space, once a year accredited landlords and other interested parties will be invited to attend a Student Housing Fair in a prime location on the Anglia Ruskin University Campus to promote their properties to the students

## **Contact details**

### **Anglia Ruskin University**

Residential Service  
0845 196 3110  
Bishop Hall Lane  
Chelmsford  
CM1 1SQ

[essexaccom@anglia.ac.uk](mailto:essexaccom@anglia.ac.uk)

### **Writtle College**

Accommodation Manager  
01245 424200  
Chelmsford  
CM1 3RR

[accommodation@writtle.ac.uk](mailto:accommodation@writtle.ac.uk)

### **Chelmsford City Council**

Housing Standards Team  
Duke Street  
Chelmsford  
01245 606906

[housingstandards@chelmsford.gov.uk](mailto:housingstandards@chelmsford.gov.uk)

## **Objectives of the accreditation scheme**

The terms and conditions of the Scheme must be met before a property can be accredited and advertised by the Institutions.

The main objectives of the Accreditation Scheme are:-

- (a) to encourage good practice and the provision of good quality private rented accommodation for students.
- (b) to improve liaison (and encourage co-operation) between landlords, Chelmsford City Council and the Institutions.
- (c) to provide landlords with a clearly-defined set of standards.
- (d) to give recognition to those landlords whose properties achieve the agreed standards.
- (e) to provide students (and their parents/guardians) with confidence the landlord and their properties, as advertised by the Institutions, have declared that they meet the legal requirements and standards as required by law and as set out within this document.
- (f) to promote the fact that tenants have responsibilities (as well as rights) and that landlords have rights and not just responsibilities.

## How to gain accreditation

Any landlord is eligible to make an application for accreditation for a property owned by them for sole letting to students. Owners of properties where HMO mandatory licensing applies (under Part 2 of the Housing Act 2004) will need to be able to prove that they are licensed and comply with the terms and conditions of the licence, and provide the Institutions with their license number. Chelmsford City Council may be contacted for advice on 01245 606906.

Before applying for accreditation this document needs to be fully understood and landlords will be required to declare that their property meets, at a minimum, all the **mandatory standards**, and ideally, all **best practice standards** as stated in each section. The **best practice standards** are not compulsory to achieve accreditation; however, they are considered elements that all landlords should be aiming to achieve.

The standards listed below will be reviewed annually and encompass any changes in legislation. It is intended that best practice standards become a mandatory part of the scheme within the next few years thus ensuring that all accommodation in the scheme achieves the same high living standards.

Accreditation will be renewed from 1<sup>st</sup> March each year and will be valid for one year initially (or part thereof). Once accreditation has been successfully obtained for one year, it will be possible to be accredited subsequently for three years. Accreditation is conditional upon the standards of the Scheme being satisfied, based on self-certification and that the landlord provides all necessary documentation relating to safety certificates upon request by the Institutions or Chelmsford City Council. Annual declarations will still be applicable.

**To ensure that accreditation standards are upheld, the Council's Housing Standards Team will conduct spot-checks of properties either at random or in response to enquiries or complaints.**

In addition to meeting the standards, the landlord (or their agent, if applicable) will need to declare that they are a fit and proper person – confirming that they have not been convicted, during the last ten years of an offence of harassment or unlawful eviction, mortgage fraud, housing benefit fraud or breach of the conditions attached to a housing grant.

## Achieving accreditation – the certificate

The Certificate **must** be displayed in a prominent position within the premises:

Details on the certificate will include:

- (a) the full postal address of the property
- (b) the name and telephone number of the landlord/agent
- (c) the date the Certificate was issued and/or date of last issue
- (d) the maximum number of tenants
- (e) the expiry date of accreditation
- (f) the expiry date of gas and electrical certificates
- (g) the contact details for parties involved for information and complaint purposes
- (h) HMO License Number (if applicable)

## The accreditation standards

The following standards have been developed based on legal requirements as stated within Parts 1 & 2 of the Housing Act 2004. Also encompassed are the regulations covering gas safety, furniture safety and guidance documents covering fire safety and electrical safety.

### **SECTION 1: State of repair**

#### **Mandatory Standards**

1. The property must be free from any Category 1 hazard when assessed using the Housing Health and Safety Rating System (HHSRS) as defined by the Housing Act 2004. Guidance for landlords is available at <http://www.eastmidlandsdash.org.uk/docs/LandlordsguidetoHHSRS.pdf>. Further advice is available from the Council's Housing Standards Team by contacting 01245 606306.
2. Routine maintenance and servicing tasks should be carried out in a planned manner. Unless otherwise agreed and except in an emergency (such as electricity, gas or water supply failure), the landlord or their contractor must normally give the tenants a minimum of 48 hours written notice of their intention to gain access to the property.
3. The landlord will undertake repairs in a timely manner and according to their risk factor to a time schedule given below:

Priority	Time Scale	Examples
<b>Priority 1:</b> Emergency repairs required to avoid a danger to health, risk to the safety of tenants or serious damage to buildings or tenants' belongings.	<b>First contact within 24 hours</b> of notification of defect to resolve or effect initial remedial action as appropriate	Drain blockage, water leak, roof leak, gas leak, electrical failure, defective toilet, insecurity caused by break in, defective door lock.
<b>Priority 2:</b> Urgent repairs, which materially affect the comfort or convenience of the tenants.	<b>Within 5 working days</b> of notification of defect	Broken glazing, non-functioning refrigerator, defective central heating, absence of hot water supply, fallen plaster.
<b>Priority 3:</b> Non-urgent repairs.	<b>Within 28 working days</b> of notification of defect	Loose plaster, defective floorboards; defect to internal door, kitchen unit etc. Defective washing machine, defective guttering.

### **SECTION 2: Cleanliness**

#### **Mandatory Standards**

At the beginning and throughout the tenancy:

1. the property, including all fixtures and fittings must be clean, free from insect and vermin infestations.
2. all appliances must be safe, clean and in full working order.
3. the carpets must be in a reasonable condition and properly fixed.
4. the walls and ceilings must be in a state of reasonable decorative order.
5. the property will have been fully cleaned and any repairs taken place prior to each new tenancy agreement taking effect as far as practicable.



## **SECTION 3: Furniture and furnishings**

### **Mandatory Standards**

1. All furniture must satisfy the requirements of the Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended). Further information on these Regulations can be obtained from Essex Trading Standards by emailing [trading.standards@essex.gov.uk](mailto:trading.standards@essex.gov.uk) or telephoning 0845 404 0506.
2. The following items must be provided in each bedroom of the property:
  - a. clean bed & mattress 3ft wide minimum
  - b. adequate hanging and storage space for clothes
  - c. a desk or table, and chair
  - d. minimum of two double electric power points
3. A vacuum cleaner / suitable cleaning equipment must be available within the property.

### **Best Practice Standards**

1. Adequate storage for books in bedrooms
2. Floor cleaning equipment appropriate to the type of floor
3. Plumbing for a washing machine

## **SECTION 4: Gas safety**

### **Mandatory Standards**

1. All gas appliances must be maintained in a safe condition and serviced at least once every 12 months by a GAS SAFE registered contractor in accordance with Gas Safety Regulations. You can check whether or not your contractor is registered via <http://www.gassaferegister.co.uk/>
2. The Gas Safety Certificate must be valid at the time of accreditation and renewed no later than the date of expiry of the gas certificate.
3. The Certificate must be displayed in the property and be made available on application for accreditation and on renewal of certificates to the Institutions throughout the accredited period.
4. For those properties containing gas appliances, carbon monoxide detectors must be installed in relevant areas, including any room containing an appliance.

## **SECTION 5: Electrical safety**

### **Mandatory Standards**

1. Each study/bedroom shall be provided with a minimum of two double 13-amp power sockets (or equivalent), suitably sited to permit the safe use of appliances.
2. The electrical installation must have been inspected and tested by a qualified electrician, using the format of a periodic inspection report used by the ECA or NICEIC, be current at the time of application and renewed no later than the expiry of the electrical certificate. The Certificate should be made available to the tenants, and to the Institutions throughout the accredited period.
3. All electrical appliances provided by the landlord must be provided and maintained in good order and must be safe to modern engineering and electrical standards, including having a sleeved standard plug with appropriately rated fuse.

### **Best Practice Standards**

1. Landlords, and their agents, are recommended to follow the Electrical Safety Councils guidance for landlords found at <http://www.esc.org.uk/stakeholder/guidance-for/guidance-for-landlords/>



2. That the landlord under takes annual electrical testing (PAT Testing) of all electrical appliances provided by the landlord within the property.

## **SECTION 6: Fire safety & Means of Escape**

Accreditation standards for fire safety have been developed based on the Housing Fire Safety Guidance found at <http://www.lacors.gov.uk/lacors/upload/19175.pdf>

### **Mandatory Standards**

1. **Polystyrene ceiling tiles and surface-applied polystyrene insulation on walls will greatly assist the spread of fire, so must not be present in the property.**
2. **Automatic Fire Detection Systems (AFD) must be in place and meet all regulations and installation associated with the property size.**

*Further Guidance on AFD:*

*In all properties comprising up to and including 4 storeys, the minimum requirement is an enhanced LD3 Grade D AFD System incorporating mains-operated, interlinked smoke detectors and sounders on every level of circulation space (including stairwells, corridors and lobbies that form part of the escape route), the lounge and in any cellar and interlinked heat detection in the kitchen.*

*If the hall or landing exceeds 7.5m in length (or if there is a change of direction, a change of ceiling height, or a projection that could block the movement of smoke then additional smoke detectors may be required. As a guideline, it is expected that an additional detector is installed where the projection or change of ceiling level is 22.5cm (9 inches) or more.*

*Additional requirements where the entire property is not let on a joint tenancy*

*Where individual rooms are let (as opposed to the house being let on a joint tenancy) there is a requirement under the Regulatory Reform (Fire Safety) Order 2005 (known as the FSO) for the landlord/agent to produce a Fire Safety Risk Assessment. Further information on this requirement can be found at <http://www.lacors.gov.uk/lacors/upload/19175.pdf>; the appendix to the guidance provides an example form for recording the findings of a fire safety risk assessment which landlords may find useful.*

*The aforementioned guidance indicates that a 30 minute protected route will be required in such situations together with a Grade D, LD2 AFD system (1 or 2 storey property) or a Grade A, LD2 AFD system (3 or 4 storey properties). For further advice please consult the Council's Private Sector Housing Team on 01245 606306.*

*For properties comprising 3 or more storeys: In addition to the requirements above, the entire escape route must comprise of 30 minute fire resisting construction including FD30 Fire Doors without smoke seals to all other risk rooms (bedrooms) that are accessed from the escape route.*

3. **All doors, windows and escape routes must meet safety standards found at <http://www.lacors.gov.uk/lacors/upload/19175.pdf> Escape routes must be kept clear of any obstructions at all times and all internal and external doors, which are used as a means of escape from fire, must be fully operational from the inside with a single device such as the thumb turn Euro Cylinder. The exit door from each unit of accommodation should be openable from the inside without the use of a removable key.**
4. **All kitchens must contain an easily accessible British Standard fire blanket and the door between the kitchen and route of escape and any cellar and the route of escape must be a close fitting 30 minute fire resisting door (FD30(s)) that complies with BS 476:Part22:1987, hung on 3 No. steel or brass hinges and fitted with an overhead hydraulic self closing device and a combined intumescent strip and cold smoke seal pinned into the rebates along the sides and top of the door or door frame.**

### **Best Practice Standards**

1. The Landlord or his representative should test all detectors and their sounders at three monthly intervals and when there is a change of tenancy. The results of these inspections are to be recorded in a log along with details of the remedial actions taken to rectify any defects discovered.
2. Owners should undertake a risk assessment to determine whether emergency lighting is required on escape routes. Emergency lighting would be required if the escape route is long and complex or where there is no effective borrowed light.
3. Entire escape route should comprise of 30 minute fire resisting construction material and fire doors.

**Important Note** - Properties whose only access is via a commercial unit or another property, or whose only means of escape is via a kitchen will not be suitable for accreditation.

## **SECTION 7: Home security**

### **Mandatory Standards**

1. External doors and windows must be safe and secure.
2. External doors should be fitted with a five lever lock and allow escape from the building without the use of a key.
3. All windows which are lockable must have a key which is accessible by the tenant.

### **Best Practice Standards**

1. Burglar alarm fitted as an extra security measure.
2. External sensor light by main entrance to the property.
3. A covered area should be provided for securing bicycles.
4. All windows are lockable.

## **SECTION 8: Room sizes**

### **Mandatory Standards**

1. Room sizes must comply with the minimum requirement as stated below:  
*Where the house contains either a living room or dining room/kitchen diner of a suitable size for the residents:*  
single bedrooms – 6.5m<sup>2</sup> (70ft<sup>2</sup>)  
double bedrooms – 9.5m<sup>2</sup> (110ft<sup>2</sup>)  
*Where there is no communal living room, dining room or kitchen diner of a suitable size for the residents:*  
single bedrooms – 9.5m<sup>2</sup> (97ft<sup>2</sup>)  
double bedrooms – 14.0m<sup>2</sup> (118ft<sup>2</sup>)

### **Best Practice Standards**

1. Ideally, there will be enough room for all of the residents to sit at a table together without impinging on safety e.g. can open oven door without coming into contact with someone sitting at the table.

## **SECTION 9: Ventilation**

### **Mandatory Standards**

1. All habitable rooms must be ventilated adequately as indicated at [http://www.planningportal.gov.uk/uploads/br/BR\\_PDF\\_ADF\\_2006.pdf](http://www.planningportal.gov.uk/uploads/br/BR_PDF_ADF_2006.pdf)

### **Best Practice Standards**

1. Mechanical air extraction is recommended in bathrooms, shower rooms, WCs and kitchens.



## **SECTION 10: Lighting**

### **Mandatory Standards**

1. All rooms (only with the exception of a bathroom) must be provided with an area of clear glazing to ensure natural light.
2. All glazing to bathrooms and/or W.C. compartments must either be obscure or be capable of being made obscure (by providing venetian blinds, for example).
3. All areas of the property must be adequately lit by appliances powered by electricity.
4. All staircases must have a light switch at the top and bottom of each flight.

## **SECTION 11: Washing & Toilet Facilities**

### **Mandatory Standards**

1. All properties will have at least one bath (or shower), at least one wash hand basin, at least one internal W.C, together with an adequate supply of hot and cold running water properly connected to a suitable drainage system. (HMO's with 6 or more people over 2 or more floors require a minimum standard of two showers and toilets as mandatory).
2. For properties occupied by over four residents, the W.C. must be in a compartment which is separate from the bath/shower and should contain a wash hand basin with an adequate supply of hot and cold running water.

## **SECTION 12: Kitchen facilities**

### **Mandatory Standards**

1. Adequate facilities for food storage for each resident. (There should be the equivalent of a single unit cupboard for each resident.) Note that a cupboard under a sink does not qualify for this requirement.
2. A fixed worktop with impervious surface and of sufficient size for the number of residents, part of which must be adjacent to the cooker with a minimum of 0.4m length per user.
3. A sink and drainer facilities with a sufficient supply of hot and cold water (cold water must be wholesome and direct from the mains). One sink should be provided for up to five people, two sinks for over five people.
4. Sufficient electrical sockets for all major appliances and one additional socket per user.
5. A hob with four rings/hotplates, together with a grill and oven.
6. A fridge/ freezer of an adequate size for the number of residents. As a guide there should be one shelf available in each per user.

### **Best Practice Standards**

1. For every five residents one fridge, cooker, freezer and sink should be provided.
2. A covered bin for storage of kitchen waste
3. Mechanical extract ventilation meeting current Building Regulation requirements.

## **SECTION 13: Heating**

### **Mandatory Standards**

1. A suitable heating system.

*Note: In most properties a central heating system will be required in order to provide affordable warmth that is controllable and programmable. In well insulated homes, (for example those that comply with Part L of the Building Regulations 2002) electric night storage heaters operating on Economy 10 or Economy 7 tariffs will be acceptable. Under no circumstances must any bedroom contain a conventionally flued gas fire or appliance.*



### **Best Practice Standards**

1. Central heating fitted throughout the property.
2. Thermostatic radiator valves (TRVs) are fitted to each radiator so that individuals have local control over the temperature of their bedrooms.

## **SECTION 14: Energy Efficiency**

### **Mandatory Standards**

- 1 **Energy Performance Certificate (EPC) or EPC report reference number (RRN).**  
Landlords are required to provide an Energy Performance Certificate when they rent out a home. An Energy Performance Certificate (EPC), valid for 10 years gives information on the energy efficiency of a property. You may find an accredited Energy Assessor at [www.epcregister.com](http://www.epcregister.com) and you may find further information at <http://epc.direct.gov.uk>

## **SECTION 15: Refuse storage**

### **Mandatory Standards**

1. Arrangements must be made for the satisfactory storage of refuse and recycling facilities.
2. Landlords will ensure that they inform their tenants of the need for proper refuse management and recycling arrangements.

## **SECTION 16: Garden equipment**

### **Mandatory Standards**

1. If the tenants are expected to tend to the garden, adequate equipment and instructions must be provided. If an electric lawnmower is provided, a 30 ma RCD trip must be fitted permanently either to the appliance or to the circuit used for outside electrical appliance.
2. If equipment, etc, is not provided the landlord must make arrangements to tend the garden regularly as required.

### **Best Practice Standards**

1. The landlord takes responsibility for the maintenance of the garden.

## **SECTION 17: Notices**

### **Mandatory Standards**

1. The following Notices must be displayed in a prominent position in the dwelling:
  - a. a Notice describing the location of the stop cock and electrical fuse box.
  - b. the Certificate of Accreditation.
2. The following Notices must be displayed in a prominent position in the dwelling and provided to the Institutions upon application and renewal:
  - a. Gas Safe Register Certificate
  - b. Energy Performance Certificate (if applicable)
3. Produce when requested by the Institutions and Chelmsford City Council details of:
  - a. Portable Appliance Testing Certificate
  - b. Electrical Installation Report
  - c. Tenancy Deposit Scheme

### **Best Practice Standard**

- 1 The landlord provides information on refuse disposal and recycling arrangements.

## **SECTION 18: Tenancy Matters**

### **Mandatory Standards**

1. The landlord must provide the tenants with a written tenancy agreement which sets out the conditions of the tenancy and the respective responsibilities of the landlord and tenants. (Both parties must be given identical copies of the agreement).
2. The tenancy agreement must state clearly the rent payable and when it is due for payment and include clear details of items included in the rent such as any bills, water rates etc.
3. If rent is paid in cash the landlord must provide the tenants with either a rent book or another form of receipt, recording all rent paid to the landlord or the landlord's agent.
4. A deposit to cover loss and damage must not normally exceed the equivalent of more than two months' rent. A receipt must be provided.
5. Any deposit taken must be registered with a deposit scheme and details must be provided to tenants.
6. Deductions from deposits must be detailed in writing to the tenants and a full breakdown of costs given.
7. In cases where it is felt necessary for works to be carried out, and all or part of the deposit is withheld, pending final invoices from contractors, the landlord must notify all parties in writing.
8. An Inventory and schedule of condition is to be provided to the tenants detailing all equipment, appliances and goods provided by the landlord as well as condition of the property. This should be signed by landlord and student(s) at the start of each tenancy.
9. Unless otherwise agreed, a minimum of 48 hours' notice will be required where access is required for the purpose of allowing prospective tenants to view the property.
10. Unless otherwise agreed (except in an emergency), access to the property should only take place between 8.00 am and 8.00 pm, Monday – Saturday and between 10.00 am and 6.00 pm on Sundays and Public Holidays.
11. The landlord must follow the correct legal process of eviction.
12. Any administration fees must be clear and transparent.
13. Any property being advertised by the institutions must be for students only.

For further guidance on tenancy matters contact the Council's Housing Advice Service by emailing [housingadvice@chelmsford.gov.uk](mailto:housingadvice@chelmsford.gov.uk) or telephoning 01245 606400.

### **CODE OF CONDUCT - Disqualification**

The following circumstances are likely to lead to a landlord or their agent being refused accreditation (or the accreditation of a property being revoked):

- (a) the landlord is in serious breach of standards in this document.
- (b) the landlord has been convicted, during the last ten years of an offence of harassment or unlawful eviction, mortgage fraud, housing benefit fraud, breach of the conditions attached to a housing grant or safety provisions leading to forfeiture of goods and/or conviction.
- (c) the landlord has failed to comply with the requirements of any statutory notice served by the Council and this has resulted, during the last five years, in either their prosecution or works being carried out in default.
- (d) the landlord has breached a safety provision enforced by Trading Standards leading to forfeiture of goods and/or conviction.
- (e) the landlord has either made a false declaration or used the Accreditation Certificate or



their involvement in the Scheme, during the last five years, in a manner which is either fraudulent or intended to deceive.

- (f) the landlord has been convicted of a criminal offence which could be construed as being relevant to the letting of property to young people and which has not been 'spent' within the meaning of the terms of the Rehabilitation of Offenders Act 1974.
- (g) The landlord uses accreditation gained for one property to imply accreditation for others they may own. Accreditation is for a property, not a landlord.

### Temporary Suspension

Any properties found by the participating authorities not to have met the minimum standards as set by the scheme will have their accreditation suspended for not less than 28 days in which the landlord will have the opportunity to bring the property up to the mandatory standard. Only once the property has met the mandatory standard, which will be confirmed by Chelmsford City Council, will the suspension be lifted.

### Limitations of the Scheme

Anglia Ruskin University, Writtle College and Chelmsford City Council will use their best endeavours to ensure that all parties abide by the terms and conditions of the Scheme.

At all times it is the landlords' responsibility to ensure that their properties are safe and compliant with current legislation. Given that circumstances can change following accreditation, the above mentioned organisations are unable to accept any liability for the state of the premises or the actions of the tenants, owner or manager of the property.

Nothing in the scheme alters the rights and responsibilities of the landlord or tenant as set out in landlord and tenant law. Anglia Ruskin University, Writtle College and Chelmsford City Council do not accept liability for any loss a landlord may incur as a result of a decision to refuse or revoke the accreditation of a property, and they do not absolve the owners, landlords or tenants from exercising due diligence in ensuring that their property is safe and up to the standards required.

### Appeals Mechanism

In the event of a landlord being dissatisfied with the decision reached on their application (either because they have been disqualified or it has been decided that the terms and conditions of the Accreditation Scheme have not been satisfied), they can apply to the Council's Principal Housing Standards Team Officer for a **review** of the decision.

If the original decision is upheld, the landlord has the right of **appeal** to an Appeals Panel comprising the Council's Principal Housing Standards Team Officer together with two accredited private landlords and the relevant University/College Accommodation Officer.

### Planning Permission and Building Regulations Approval

Landlords must consult the Council's Planning Service (Civic Centre, Duke Street, Chelmsford, Essex CM1 1JE, Tel: 01245 606826) about all matters requiring planning consent. Generally speaking, if premises are already in residential use, planning permission for a change of use will normally be required only if **more than** six people are residing in the property.

Inclusion of a property within the Accreditation Scheme does not imply, in any way, that planning consent has been, or will be, granted for the use of the property for any particular purpose.



Anglia Ruskin  
University

Cambridge Chelmsford Peterborough

Writtle   
College

A partner of the University of Essex



Chelmsford  
City Council

Where structural alteration is required to the property, it is the owner's responsibility to consult with the Council's Building Control team at Civic Centre, Duke Street, Chelmsford, Essex CM1 1JE (Tel: 01245 606431)