



Newcastle Housing Accreditation Scheme

**Guidance Document for Houses
Occupied by Families and Single Persons**

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Introduction

Accreditation is awarded to those reaching a set of standards relating to the management and physical condition of privately rented dwellings, which provide accommodation for thousands of tenants in Newcastle. These standards cover those properties occupied by single persons or families, including those in designated Selective Licensing areas.

Newcastle City Council is committed to raising and maintaining good standards in private rented property in the city and seeks to recognise those landlords and managing agents who are willing to work in partnership to maintain those standards.

The Newcastle Housing Accreditation Scheme is a voluntary scheme which is free to join. It is open to landlords and managing agents of properties within the city. Applications are welcomed for all properties whether or not they require a licence to operate.

The aim of the scheme is to:

- Set standards for safety and amenities for privately rented housing
- Promote awareness of such standards with both landlords and tenants
- Encourage and assist landlords to meet the accreditation standards
- Give recognition to properties and landlords which meet the standards
- Allow tenants to choose accredited accommodation
- Improve communication and working relationships between landlords and Newcastle City Council
- Work with universities to promote good quality private rented accommodation

The Scheme helps to ensure that privately rented accommodation in Newcastle is safe, suitable, and well managed. The standards are designed to be fair, reasonable and appropriate. The property standards take account of:

- Gas, electrical and fire safety
- Provision of amenities: kitchen, bathrooms and WC's
- Security
- Furniture and furnishings
- Energy efficiency
- Property condition and decoration (external and internal)
- Property management

A Summary of How the scheme works

- Accredited properties will be listed on the Council website.
- Accreditation lasts for 5 years.

- Accreditation for a particular property is only valid for the landlord or agent making the application and cannot be transferred in the case of the property changing ownership or management arrangements.
- Landlords will be eligible for any scheme benefits while their property remains on the Scheme.
- A landlord may remove a property from the scheme by making a written request to the Council.
- Any complaints about the condition of a property on the scheme will result in an inspection. Any non-compliance will be brought to the notice of the landlord and must be attended to immediately. Accreditation may be revoked.
- All properties will be inspected prior to being accepted onto the scheme.
- Failure to comply with the standards and requirements will result in the property being removed from the scheme. An application for re-inclusion will not be accepted within 12 months of removal and until the standards are fully met and/or the landlord has carried out appropriate training.
- An appeal panel will be convened to arbitrate on any disputes.

How to join the scheme

Read the guidance to the scheme. If you are confident your property meets the accreditation scheme standards:

1. Complete the application form and checklist.
2. Provide a current, satisfactory electrical safety certificate
3. Provide a current satisfactory gas safety certificate (CP12)
4. Provide a current energy performance certificate (EPC) with a rating of E or above
5. Sign up to the Good Management Code of Practice with the Private Rented Service.
6. If a deposit has been taken at the start of the tenancy, provide evidence to demonstrate use of a government approved tenancy deposit scheme.
7. Provide a copy of a basic Disclosure Scotland Certificate which is less than 12 months old.

The Benefits of Accreditation

Accreditation provides reassurance that a property complies with the required safety standards and demonstrates that landlords and agents are reputable and committed to raising standards. Tenants get peace of mind that a property is safe, well maintained, suitable for the number of occupants, properly equipped and heated. It also gives reassurance that landlords are willing to be accountable for the way in which they run their business.

For landlords there is a business advantage of advertising their accredited status evidencing good quality and well managed accommodation.

Becoming a member of the Accreditation Scheme will provide an access point for obtaining advice and guidance on accommodation standards from council officers who deal with the accreditation of properties.

Landlord Offers

The following offers are available to landlords and managing agents of Accredited Properties:

Landlord Training and Landlord Forums

Landlord training is offered through the Private Rented Service, with a discounted rate offered for landlords of accredited properties. The training available covers a wide range of subjects relating to landlord and tenant law, property management and HMO standards and regulations. Please visit www.privaterentedservice.co.uk or call 01912771438 for further information regarding upcoming landlord training and details on how to book your place. The training offered will help you meet the requirement of 5 hours of housing related training each year.

Tenant Finder Service

A tenant finder service is offered by the Newcastle Private Rented Service and includes a range of landlord services to help find a suitable tenant for your property. This includes online and paper adverts, referencing and benefit eligibility checks. For more information please contact Newcastle Private Rented Service.

Home Finder Service

The Private Rented Service offers a free advertising service for accredited properties in Newcastle. Please visit www.privaterentedservice.co.uk and search for Home Finder for further information.

In addition to the free advertising service, the Private Rented Service can offer help with the setting up of a tenancy such as providing sign up documents, tenancy agreements and a comprehensive tenant referencing service.

Cashback incentive of £200

Newcastle Private Rented Service offer a £200 cash back is available in certain circumstances towards the costs of bringing a property up to the accreditation standard. The cashback may be used to claim for help towards items such as:

- Hard wired smoke detectors
- Costs of safety certificates or any necessary improvements or repairs
- The purchase of carbon monoxide detectors

If you have any questions on whether you qualify for the cash back, and what the money can be claimed on please contact the Emma Knowles on 01912771455.

Empty Homes Grants

If you have an empty property that has been empty and unoccupied for at least 6 months then you may be eligible for a £2000 empty homes incentive grant. Please contact the Private Rented Service for further information or check out the website www.privaterentedservice.co.uk

Parking Permits

A city-wide parking permit is available at a discounted rate of £200.00 per annum for landlords or agents of accredited properties. This permit must only be used in connection with the management of accredited properties.

Landlords with accredited properties in the areas of the city where residents parking schemes are in operation will also receive a book of one-day parking permits. These can be used by landlords or contractors who need to park in these areas from time to time.

15% Dulux Discount

A discount of 15% has been negotiated on Dulux paint for landlords of accredited properties. Please contact the Private Rented Service for further details

10% Discount at Colorworld Display

Colorworld Display offers a full range of digital printing services as well as large number of finished products to enhance your business. They are offering a 10% discount on Roller banners, Popup displays, leaflets and posters.

For further information contact, Colorworld Display, Unit 2 Norham Road, North Shields, Tyne & Wear, NE29 8RD, Tel: 0191 2596926, Email: enquiries@colorworlddisplay.co.uk, Web: www.colorworlddisplay.co.uk.

20% Discount at EnviroVent

EnviroVent offer free property surveys allowing specialists to find a guaranteed cure to condensation and mould issues; these are designed to last the lifetime of the property. EnviroVent would like to offer a 20% discount off Envirovent equipment. For more information visit www.envirovent.com/home-ventilation.

Discounts at Crossling

Crossling Plumbing & Pipeline Merchants are offering a number of discounts on in-stock items. These discounts will be changed on a regular basis to ensure the best offers for landlords. For more information contact Les Ferguson, Sales Manager, call 07785 352344, email: les.ferguson@crossling.co.uk, or visit the Newcastle branch at Crossling, Coast Road, Newcastle upon Tyne, NE6 5XA

20% discount at Jam Jar Studios

Jam Jar Studios, are a design agency with a passion for intelligent design, clear communication and happy smiling clients. They specialise in web site design, graphic design and advertising for small businesses throughout the North East. Landlords and agents are able to access:

- 20% off web site design and development
- 20% off graphic design (brochures, flyers, business cards)

For further information please contact Jam Jar Studios on 01913400330, mobile 07740 165 851, or visit www.jamjarstudios.co.uk

WendyHouse Property Services

WendyHouse Property Services Ltd provide solutions to Landlords to help reduce the stress of renting property. They will offer a 10% discount on end of tenancy cleaning, Legionella Risk Assessments and Inventories.

20% discount with We Like to Move It

We Like To Move It specialise in domestic and commercial property clearance and house removals. They also offer a fast and affordable courier service. If you would like more information on their service and the 20% discount which is available on all services contact Derek on 07791089613, email info@weliketomove.it, or visit www.weliketomove.it.

Accreditation Standards

To reach the Accreditation standard the property should be in good repair, provided with sufficient amenities, and have adequate and effective heating and insulation. The property should also not be overcrowded, and should be free from any Category 1 hazards as defined under the Housing Act 2004.

Each section below contains general information on each standard. In many cases, the standards are the minimum needed to comply with the law and, therefore, you should already meet them.

Where standards relate to possible hazards under the Housing Act 2004, they have been set at a level which will reduce the Hazard to below a category 1.

Property Management

Refuse

Suitable wheeled bins for the storage and disposal of refuse must be provided at the property. The bins must be kept within the boundary walls and placed out on the day of collection and returned to the property once they have been emptied. Landlords must work with the tenant to ensure bins are not left outside of the curtilage of the property longer than necessary.

Landlords / managing agents must advise tenants of the arrangements for the collection of waste and provide information regarding recycling of their waste. For further information regarding refuse collection and recycling please contact Envirocall on 0191 278 7878.

Bedrooms

Under the Housing Health and Safety Rating System (HHSRS) a lack of space can be linked to psychological distress and mental disorders. Crowded conditions can also be linked to an increased risk of accidents. Should you have any queries please contact a member of accreditation team for further information.

To prevent overcrowding bedrooms may only be occupied by a certain number of people dependent on the size of the room, and the age and the gender of the occupants. Overcrowding will be assessed on a case by case basis.

Kitchen and Bathroom Facilities

Facilities for the preparation, cooking and storage of food must be safely and conveniently laid out. The kitchen must be of adequate size for the number of occupants to ensure it can be used in safety. The following amenities must be provided:

- Adequate cupboard/drawer space for the storage of food and equipment.
- An adequate fixed work surface for the preparation of food, being non-absorbent and capable of being easily cleaned.
- A fixed sink comprising at least a bowl and single drainer within a base unit, and provided with an adequate supply of hot and cold running water.
- Provision for the installation of a cooker, usually being a 30 amp electric cooker point or a gas point, with sufficient space available adjacent to the point for the fitting of an oven and hob.
- Walls adjacent to preparation and cooking area are to be capable of being easily cleaned.
- There should be sufficient space for the fitting of a refrigerator or fridge/freezer.
- All units and any appliances provided must be in good repair and in good working order.
- There should be an adequate number of suitably located electric power points for the safe use of kitchen appliances.
- Suitable means of mechanical extract ventilation should be provided to the kitchen and / or bathroom where there is evidence of condensation mould growth.

Space Heating and Energy Efficiency

Serious health risks can occur to occupiers of cold properties. In addition, cold surfaces leading to increased condensation, cause damage to the structure of the building and contents. Well insulated buildings are easier and cheaper to heat and tenants are increasingly looking for properties with higher energy performance.

An Energy Performance Certificate (EPC) must be provided to tenants (and prospective tenants) prior to the making of a new tenancy agreement. In anticipation of the changes in legislation in relation to Energy Performance Certificates in 2016 and 2018 all properties must reach an EPC rating of E or above. Properties obtaining ratings of F or G will be required to carry out remedial works to qualify for the accreditation scheme.

1. Properties must be free from excessive draughts.
2. All habitable rooms must be provided with adequate and suitable fixed space heating appliances or be heated via a controllable central heating system.
3. Any central heating system must be economical to run (please contact the Accreditation for further information). If a hot water cylinder forms part of the heating system it must be properly lagged with a suitable jacket.
4. Loft insulation must be a minimum of at least 250 mm. Where there is any upgrade of loft insulation, a standard compatible with current Building Regulations should be met.

In addition, **two** of the following energy efficient measures must be provided:

1. Double glazing
2. Energy efficient central heating boiler.
3. Cavity wall insulation
4. Draught-proofing

5. Radiator thermostats
6. Low energy light bulbs throughout. (It is the licence holder's responsibility to provide replacement energy efficient light bulbs.)

Security

The following must be provided to ensure the property is maintained in a safe and secure condition:

1. All external doors and frames must be of sound construction and be well maintained and fitted with five lever BSI mortise locks, unless they are multi-point locking UPVC
2. The rear door (if any) must be fitted with a mortice lock in addition to a barrel bolt OR a shoot bolt locking mechanism.
3. A door viewer and/or door chain should be provided to the front door.
4. Window locks should be fitted to all ground floor and vulnerable first floor windows.
5. Keys to window locks must be readily available to tenants at all times.
6. The rear boundary of the property must be maintained to ensure it is secure and in good repair at all times and, where fitted, lane gates/doors must be provided with a suitable locking device.
7. Hedges and/or fences to the front must not provide a hiding place for intruders.
8. The gate from the rear yard to the lane must be provided with additional security by fitting a slam latch lock or hasp and padlock and the keys provided to the occupiers.

Other security provisions may be accepted if the same level of security can be provided. Contact the Accreditation Team for further advice and guidance.

In addition to providing secure locks to doors and windows it is important to keep the outside of the property in good repair and in a tidy condition as this has been shown to deter intruders. Anything left in gardens or yards could be used to aid access either by being used to climb to upper windows or to break glass in windows or doors. Security must always be considered in conjunction with fire safety.

Although the likelihood of injuries being caused by an intruder is relatively low, the stress caused by a burglary can be high. Fear of a possible burglary or of a recurrence can also cause high levels of stress.

Gas Safety

1. All gas appliances must have a safety check carried out every 12 months by a Gas Safe registered engineer. A copy of a current, satisfactory certificate must be provided with the application form.
2. A record of this safety check must be given to tenants within 28 days or to a new tenant when they move in.
3. A copy of the safety check must be kept for two years.
4. A long life tamper proof Carbon Monoxide detector must be provided in a suitable location within the property.

Electrical Safety

1. The electrical installation must be inspected by an approved contractor at least once every 5 years. A copy of a current, satisfactory certificate must be provided with the application form.
2. Any alterations to the electrical system must be made in accordance with Building Regulations and the current guidance on electrical safety.
3. The landlord must carry out a visual inspection at the beginning of a tenancy and at least annually thereafter. This inspection should cover all electrical items including socket outlets, light switches and distribution boards. Arrangements must be made to rectify any defects immediately.
4. With the exception of new appliances less than 12 months old, all electrical appliances provided by the landlord must be tested annually to determine electrical safety. A copy of the test must be submitted with the application form, and retained by the landlord. This is to ensure that all electrical equipment is in a safe condition which will minimise the risks of fire or electrocution.

Safety of Furniture and Furnishings

All furniture and furnishings provided by the landlord must meet the requirements of the Furniture and Furnishings (Fire) (Safety) Regulations 1988. All new furniture must carry a permanent label describing the fire resistance of all the materials used. Unless a clause is included within the tenancy agreement this does not apply to furniture provided by the tenant. Provision of furnishings and fittings which do not comply with the above regulations will be referred to Trading Standards, and may result in legal action being taken against the owner, managing agent, and/or licence holder.

Fire Safety

The required fire precautions will vary from property to property depending upon the layout and occupancy type. A typical property of no more than three storeys with family household occupancy where the kitchen leads from the lounge requires:

- Interlinked hardwired smoke alarms with integral battery back-up located on the escape route at ground and first floor levels.
- An additional interlinked hardwired heat detector located in the kitchen.
- Smoke and heat detectors are not permitted to be located on any wall. They must be suitably located on the ceiling.

If your property is more than two storeys high and/or not of a standard layout and/or is occupied by more than one family/unrelated individual(s), please contact the accreditation team for further advice on the fire precautions required.

Protected route of escape

Definitions

- The route of escape is the route from a living room or bedroom to safety outside the property, usually via the front door.
- A basement is counted as a storey if it is used as living accommodation or for gas or electric meters.
- An inner room is a room where the exit to the escape route is through another room.

Requirements

1. Where an inner room is used as a bedroom a protected route to the escape route should be constructed if possible. Where this is not possible an escape window must be fitted. However, escape windows will not be acceptable for any rooms higher than first floor level. All escape windows must meet the Building Regulations standard with an unobstructed opening of at least 0.33m² and with no dimension of less than 450mm; the cill height must be between 800 – 1100mm from the floor. For use in emergency an additional key for the lock must be permanently available within the room.
2. Walls and ceilings forming the escape route must be in good repair in order to reduce the spread of smoke and fire.
3. Where fire doors are required each one must meet the following:
 - A 30 minute fire door hung on one and a half pairs of high melt point hinges.

- Intumescent strips must be fitted to all fire doors.
 - In addition, cold smoke seals must be fitted to all fire doors except those on rooms **not** fitted with smoke detectors (kitchens, other rooms containing gas burning appliances and cupboards).
 - A self-closing device must be fitted to fire doors on living rooms, bedrooms and kitchens. It must be adequate for the size and weight of the door and be adjusted to ensure that the door closes smoothly and quietly into the rebate overcoming any latching device.
4. Doors opening onto the means of escape which are not required to be fire doors must be of sound conventional construction and close fitting.
 5. Any locks on bedroom doors must be capable of being operated from inside the room without the use of a key.
 6. Any bedrooms on a basement or at lower ground level must have an alternative means of escape by means of a door or escape window leading to the external ground level.
 7. Polystyrene tiles must not be fixed to any ceiling or wall in the property.

Tenancy Management

Good quality property and tenant management is vital to the success of the scheme. To protect occupiers, landlords and/or managing agents must behave in a responsible manner and comply with all relevant legislation covering the tenancy.

Newcastle City Council has produced a Good Management Code of Practice and landlords must sign up to this Code prior to any properties becoming accredited. Landlords may also implement an equivalent management procedure produced by a trade association.

Training

Licence holders are expected to improve and maintain their knowledge and competency by undertaking training and development in housing related matters. It is expected that landlords of accredited properties complete at least five hours training per year. This may include attendance on training courses relating to housing either locally or nationally, completing a recognised online training course or even attending a private landlord meeting or event. Please contact the Accreditation Team for more details if you would like information on training.

Referencing

All landlords must obtain robust references for prospective tenants before they make a new tenancy agreement. The main purpose of referencing is to assist in the reduction of anti-social behaviour.

Landlords may be asked to provide evidence as to how the references have been obtained. Examples of information you will need from a prospective tenant will include:

- Current and previous addresses with landlord details from last three years, if applicable
- Contact details including full name and dates of birth
- Details of other persons who will be living with the tenant.
- Proof of identification.
- Proof of entitlement to remain in the UK

Other checks you may want to make are:

- Have they got written references from previous landlords or letting agents
- Proof of employment
- Whether or not they are a Local Housing Allowance (Housing Benefit) claimant

The Private Rented Service offers a free vetting service requesting information regarding prospective tenants from various sources, including the police and previous landlords. Please contact the Private Rented Service for further information.

National Landlord Organisations and landlords' service companies also offer tenant referencing and vetting services with various different checks including credit checks.

Protecting your tenant's bond/deposit

Any bond or deposit must be protected by one of the government's nominated schemes within 31 days of receiving it from the tenant. If it is not protected within 31 days, a court order may be made requiring the tenant be paid three times the amount of the deposit and that the deposit is returned to the tenant or protected in a Scheme. Details of the bond amount and the scheme in which it will be protected must also be included within the tenancy agreement. Failure to protect a deposit will jeopardise possession proceedings using a section 21 notice.

After the deposit has been protected you must supply the Prescribed Information and comply with the Initial Requirements of the particular scheme that you use. The three Schemes have different rules and procedures that apply to them. These rules apply to anyone who receives a deposit and not just the landlord.

Tenancy Agreements

A valid tenancy agreement is required for each letting. A tenancy agreement is a legal agreement in writing that sets out the rights and responsibilities of both landlord and tenant. It will contain details such as the length of the agreement, the rent payable, and what is and isn't allowed in the property, such as pets. It is advisable not to hand over keys to a tenant unless the tenants have signed the tenancy agreement.

Seek advice from your own independent adviser before choosing the type of agreement and the terms it includes to make sure that it meets your own needs.

There are a variety of standard form contracts available through a number of sources but they often contain differing terms that may not be suitable for you.

Tenancy agreements can be provided, together with a full sign-up service, by the Private Rented Service so please contact the Private Rented Service for more details.

Inventories

An inventory is a list of everything that a landlord provides in their rented property e.g. carpets, curtains, furniture and kitchenware together with details of the property

condition prior to the commencement of the tenancy. An inventory is required for each new tenancy, for both furnished and unfurnished lets. It can help avoid a dispute over a deposit when a tenant moves out, as it establishes the condition of the property and its contents before the tenant moved in. You must ensure that any remedial works identified during the inventory are rectified within a reasonable period of time.

You are advised to complete the inventory together with the tenant. Both parties must sign and date the forms with each retaining a copy. If you take a deposit and fail to do an inventory you will find it difficult to claim for damages or deduct from the deposit money as you would need to provide evidence of the condition of the property at the start of the tenancy.

When the keys are returned, the landlord and tenant should check the condition of the furniture, fixtures and fittings against the original inventory and any photographs taken. This allows both parties to agree on the final condition of the property and its contents. Wear and tear should be taken into account. Contact will need to be made with the appropriate rent deposit scheme holder for any disputes over any proposed deductions.

The Accreditation Team have sample inventory forms; you can also download the forms from

[http://england.shelter.org.uk/get_advice/downloads_and_tools/checklists_and_for
ms](http://england.shelter.org.uk/get_advice/downloads_and_tools/checklists_and_forms), get a copy from a landlord organisation or there are companies which will complete the inventory process for you.

Advice on tackling anti-social behaviour (ASB)

Accreditation is a tool to help deal with problems of Anti-social Behaviour (ASB) in the private rented sector. Landlords are required to take reasonable steps to tackle ASB when caused by their tenants. 'Reasonable steps' involve investigating any incidents of ASB regarding tenants and taking appropriate action where necessary. It also includes:

1. Providing new tenants with a tenancy agreement which includes nuisance and annoyance clauses which will allow the landlord to take reasonable steps to tackle anti-social behaviour. Contact the Private Rented Service for further information and details on clauses that cover ASB

Landlords or their nominated agents are required to explain these clauses to new tenants at the tenancy signing up stage.

2. Landlords or their nominated managing agent must recognise the importance of tackling anti-social behaviour in order to ensure that communities are safe and that areas do not suffer because of a failure to act.

3. Landlords or their nominated managing agent are required to respond appropriately to any complaints alleging nuisance or ASB which has been made either directly to them or via Newcastle City Council.

If you are concerned about the behaviour of one of your tenants, or your tenants are experiencing anti-social behaviour from any other property, or you would like more information on procedures to deal with ASB, please contact the Accreditation Team and we will be happy to work with you.

Finances

Finances must be readily available to the Landlord and/or property manager to deal with routine and emergency repairs at the property. In cases where a managing agent is the licence holder, the owner will need to authorise expenditure of 25% of the yearly income of the house for such repairs (at a minimum of £1500) by the agent. Existing management contracts between the agent and the owner should be amended accordingly.

Complaints Against landlords and Removal from the Accreditation Scheme

- Complaints against a landlord or letting agent who has agreed to adhere to these standards will be dealt with by the department receiving the complaint, in line with existing complaints procedures.
- Where circumstances arise which warrant a landlord to be withdrawn from the accreditation scheme Council will consider each case individually.
- Where landlords and agents are identified to be operating where serious concerns have been raised over either the physical standards of their properties or their general management standards they may be recommended to be placed on the City Councils Intervention list. If placed on the interventions list a landlord will be unable to have an accredited property whilst involved in the management of the property.
- The Council will inform the landlord, in writing, of the reason(s) for the decision and any recommendations or conditions attached.
- The landlord will be given an opportunity to make written representations to the Council in writing within 14 days of receiving the decision.
- Following this 14 day period, and if no representation is made, the landlord will be removed from the accreditation scheme and where appropriate added to the interventions list.
- After consideration of any representations from the landlord, a letter will be issued by the Council detailing the reasons for the decision, any further actions required and the landlords' right to appeal.
- An appeal can be made, in writing within 21 days, to the Council where it will be considered by a panel consisting of at least 2 members of Senior Management, a representative from Public Safety and Regulation, and a representative of the Private Rented Service
- The Panel will notify the landlord and other interested parties in writing of the outcome of the appeal within 7 days of the decision being made.
- The Council will regularly review the decision as agreed by the group or subsequent panel.
- The Council will inform the landlord once the decision has been made that they are eligible to reapply for the accreditation scheme.
- If a landlord is removed from the accreditation scheme but not added to the interventions list an application for re-inclusion will not be accepted within 12 months of removal and until the standards are fully met and/or the landlord has carried out appropriate training.

Fit and Proper Person Test

It is essential that a landlord or manager of a property is fit and proper. The applicant must not have:

- Committed any offence involving fraud or other dishonesty, violence or drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003.
- Practiced any unlawful discrimination on the grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, the carrying out of any business.
- Contravened any provision of the law relating to housing or of landlord and tenant law.
- Been refused a licence or had a licence revoked for any property in relation to HMO, additional or selective licensing under the Housing Act 2004.
- Been the owner or manager of a property which has had substantiated complaints from tenants or other sources regarding serious or repeated breaches of the conditions of a licence; in relation to HMO, additional or selective licensing under the Housing Act 2004.
- Been the owner or manager of any property, which has been the subject of an interim or final management order or a special interim management order under the Housing Act 2004.
- Any conduct or business practices which are considered by Newcastle City Council to indicate unsuitability to be the licence holder or manager of a licensed property.

A disclosure statement must be obtained from Disclosure Scotland (<http://www.disclosurescotland.co.uk/>). A current DBS report (Valid within 12 months of issue) will also be acceptable.

Within the application form the landlord must declare whether or not they have committed any of the above offences