

The Unipol Bradford Code for Shared Student Housing in the Private Sector in Bradford 2016 - 2018

The purpose of the Unipol Code is to enable Owners and Tenants to agree a set of undertakings about how they wish to do business with one another. It is also to recognise the standards and professionalism of owners voluntarily agreeing to meet the Unipol Code when letting to students throughout the city

The criteria in the Unipol Code have been chosen to reflect a balance of common sense obligations and responsibilities between owners and tenants and set standards which are achievable by owners and tenants without significant expenditure of time and money and without prejudice to their respective legal rights.

The Unipol Code does not require that the property complies with the Local Authority's minimum standards for Houses in Multiple Occupation. The Unipol Code does, however, complement and support those standards and provides a set of performance criteria in the area of housing management, maintenance and good practice. Compliance with the Unipol Code does not mean that a particular property complies with the Local Minimum Standards.

Compliance with the code will ensure that:

- Both owners and tenants enjoy the benefit of good standards of housing management and practice.
- Misunderstandings and disputes are reduced.
- Where problems do occur they are promptly resolved.

Unipol will ensure that the fact that an owner has agreed to comply with the Unipol Code will be made explicit on property advertisements, which will be given priority within Unipol's letting system, and the Unipol Code will be actively promoted amongst students searching for housing. The Unipol Code enjoys the support of the Council, Educational Institutions and their respective students' unions.

Adoption of the Unipol Code by an owner is voluntary. Making a commitment to abide by the Unipol Code is a serious matter and a failure to meet such a commitment is a breach of faith. Unipol tests owners for the purpose of ascertaining compliance with the Unipol Code and tenants can complain where they feel a breach has occurred. Information showing that owners are not complying with the Unipol Code is in the public domain and will remain accessible for three years even if the owners leaves, or is removed from the Unipol Code.

IMPORTANT NOTE: Licensed HMOs

In the case of licensed HMOs, where an HMO licence includes a particular condition that is different to a requirement of this Unipol Code, then compliance with the HMO licence condition will take precedence.

This Code operates from the 1st September 2016 to 31st August 2018

EQUALITY AND DIVERSITY

Owners will ensure that:

1.00

In the provision and letting of housing or associated services and in the letting of contracts for services, no person or group of persons applying will be treated less favourably than any other person or group of persons because of their race, colour, ethnic or national origin, gender, disability, appearance, marital status, sexual orientation or social status.

MARKETING PRIOR TO LETTING PROPERTY TO TENANTS

Owners will ensure that:

2.00

All property details are reported accurately without misrepresentation to prospective tenants;

2.01

All prospective tenants are granted an opportunity to view the property, having due regard to the rights of existing tenants;

2.02

Interested parties are provided with a copy of any contractual terms under which a property is offered, such terms to include details of any fees payable in addition to rent and any arrangements involving tenants' guarantors. Interested parties are, when specifically requested, permitted not less than 24 hours within which to seek independent advice regarding those contractual terms, during which time the property will not be re-marketed;

2.03

No monies for deposits or rent are demanded prior entering into either a written agreement to rent the property or a letting agreement

2.04

Landlords will abide by the UK Advertising Codes as set by the Advertising Standards Agency, and by all its regulatory mechanisms

2.05 Where a landlord / agent charges administration/signing fees, they make it clear to the potential tenants in writing what the charges are, and what they are for

2.06 If a fee to hold a property for the tenants is charged, that it is agreed in writing how much these are, how long the property will be held for, and the terms under which the monies will be refunded

Marketing Your Property

Owners will ensure that:

2.07

In marketing a property owners should use the phrase "Unipol Code" or "Unipol Code Owner" or "Member of the Unipol Code" to describe themselves, and "Unipol Code Property" or "Property meets the Unipol Code" to describe a property;

2.08

Owners may use the Unipol Code logo (either as a landlord/agent supplier or for the property/ies to which they relate) in promotional materials, and electronic versions of these logos can be supplied. It is not possible to use the Unipol logo, which is for Unipol's exclusive use only.

Tenancy Agreement

Owners will ensure that:

2.09

A full set of agreement/s are issued to the tenant/s at the grant of the tenancy written in type size of not less than 8 point containing no contractual terms in conflict with any statutory or common law entitlement of the tenant or the terms of the Unipol Code;

2.10

The name and current registered address of the property and owner or manager of the property is stated on the agreement, together with the address and telephone number/s of any managing agent or organisation stated. The name and current address of both the property owner and the manager of the property (where both are applicable) will be provided to Unipol on request.

Rent Liability

Owners will ensure that:

2.11

Prospective tenants are issued with a clear statement of the rent due to be paid, including the dates, amounts and method of payments due to be made during the contract.

Water Charges

Owners will ensure that:

2.12

The owner clarifies whether s/he retains responsibility for payment of water charges, utility charges and Council Tax, or whether these charges fall to the tenants to pay and that this division of responsibility is accurately reflected in the terms of the letting agreement.

Utility Charges (Gas, Electricity, Telephone)

Owners will ensure that:

2.13

Where any service charges are levied by the owner, that such services and charges are properly specified and detailed in the letting contract. Where tenants are responsible for utility charges they must have reasonable access to any meters that record their utility usage;

2.14

Written receipts are issued for all cash paid to the Landlord/Agent, whether for rent, deposit (in accordance with the requirements of the relevant deposit protection scheme), utility or service charges;

State of Repair and Refurbishments

Owners will ensure that:

2.15

Where a property is undergoing refurbishment and the building programme is running late and where this may result in the property not being ready for occupancy, the landlord/agent shall inform the future tenants at the earliest possibility of this likelihood and its consequences for them;

2.16

In the event that following the commencement of a tenancy a property or room/s is / are not ready for occupation ("not ready" to be interpreted as where the property / room/s cannot be

used for their intended purpose) on the date that the tenancy begins, then suitable alternative accommodation will be provided by the owner if required by the tenant (in the event that this is not covered by an agreement) and no rent will be payable for the property room/s that are unusable during that period. Alternative accommodation provided within the same property is acceptable. A kitchen that is unusable would count as a 50% rent reduction on the property rent, as would a sole bathroom;

2.17

At the commencement of the tenancy or other date mutually agreed with the tenants all obligations on the part of the owner in regard to the repairs and property maintenance and improvements to the property have been fully discharged;

2.15

In the event that the tenant has agreed that the landlord can undertake works within an agreed timescale, where such works render part of the property or room/s unoccupiable during the tenancy this must be agreed in writing. In the absence of any such agreement, and a complaint being made by a tenant, this would be interpreted to mean that consent had not been given. In the event that there is a designated 'lead tenant' within the property and they had provided written consent, then this would mean all the tenants had given consent.

DURING THE TENANCY

HMO Licensing

Owners will ensure that:

3.00

Where HMO mandatory licensing applies (under Part II of the Housing Act 2004), they have a current HMO licence, or have made application for an HMO licence, and that those properties meet or will comply with license conditions within timescales specified on each licence. All licensable and non-licensable properties should meet with the relevant City of Bradford Metropolitan District Council's suggested standards or should comply with any timescale agreed with the Council.

Ensuring Possession

Owners will ensure that:

3.01

All statutory notices seeking possession are served on incumbent tenants in order to mitigate any delay and hardship caused to the owner and incoming tenants that may be caused where existing tenants refuse to give up possession at the end of their contractual tenancy.

Promoting the Unipol Code

Owners will ensure that:

3.02

A copy of the Unipol Code is provided to all tenants. This can be done through a link on the owner's website, by giving the tenant information about where the Unipol Code is on Unipol's website or a paper copy of the Unipol Code can be given to the tenant/s. Any web links must display the Unipol Code logo in a clear manner. Unipol will make available, free of charge to Unipol Code members: an A5 leaflet informing tenants where the Unipol Code is displayed on Unipol's website and copies of the full Unipol Code for each property.

First Refusal

Owners will ensure that:

3.03

(Subject to reasonable performance by tenants of their obligations under the terms of the preceding tenancy) the incumbent tenant/s are offered first refusal for any subsequent letting of property.

Access

Owners will ensure that:

3.04

Where access is required for routine inspection/s, the tenants must be notified - within not less than 24 hours - of the date and purpose of the visit, as well as the possible time spans within which the visit will take place, except in the case of any emergency or if shorter prior permission has been given by the tenant/s, and that tenant privacy and entitlement to freedom from unnecessary intrusion is respected;

3.05

Business is pursued by him/her in a professional, courteous and diligent manner at all times.

Repairs and Maintenance

Owners will ensure that:

3.06

All properties are maintained in a satisfactory state of repair and in full compliance with the provisions of section 11 of the Landlord and Tenant Act 1984;

3.07

Under normal circumstances the following repairs completion performance standards should be achieved:-

Priority One – Emergency Repairs: Any repairs required in order to avoid a danger to health, risk to the safety and security of residents or serious damage to buildings or residents' belongings. Within 24 hours of report of defect.

Priority Two – Urgent Repairs: Repairs to defects which materially affect the comfort or convenience of the residents. Within five working days of report of the defect.

Priority Three – Non Urgent day-to-day repairs: Reactive repairs not falling within the above categories. Within 28 days of report of defect/s or by arrangements with the occupiers after that time. Decorative finishes to be made good within reasonable timescales if damaged or disturbed during repairs;

3.08

Tenants are provided with a point of contact in case of emergencies;

3.09

Planned Programmes of Repair/Improvement and Cyclical Repairs Programmes. Maintenance and Servicing tasks which can be carried out in a planned and cyclical manner such as gas appliance servicing, gutter and window cleaning, exterior and interior painting are carried out with due regard to the convenience of occupants;

3.10

Where a dispute occurs between the owner and tenant/s as to when a repair has been reported then the date on which the repair was reported to the owner in writing shall be the accepted date;

3.11

Where reasonable and practical, to provide notification to occupants prior to attendance by contractors to undertake repairs;

3.12

Contractors and trades persons will remove all redundant components and debris from site on completion of works in a reasonable time and will behave in a professional and courteous manner at all times;

3.13

Landlords/agents are required to conduct a visit to their properties for maintenance checks at least once every 3 months.

Furniture and Storage Space

Owners will ensure that:

3.14

All study bedrooms contain a bed, adequate clothes storage space, a desk, chair and curtains/blinds which are properly hung/fitted;

3.15

All furnishings and furniture are clean and in reasonable condition at the commencement of the tenancy and comply, as appropriate, with the Furniture and Furnishings (Fire) (Safety) Regulations 1988.

Kitchen Facilities

Owners will ensure that:

3.16

Kitchens should meet with the standards required by the City of Bradford Metropolitan District Council, especially in respect of cookers, sinks, electrical sockets, worktops and cupboards.

Toilet & Personal Washing Facilities

Owners will ensure that:

3.17

Where amenities are shared an adequate number of suitably located baths and/or showers and wash hand basins are provided which are suitable for the number of occupants as determined by the City of Bradford Metropolitan District Council, with constant hot and cold running water supplies and in a ratio of amenities to occupants that does not exceed 1:5;

3.18

An adequate number of suitably located WC's are provided and in a ratio of amenities to occupants that does not exceed 1:5. Where a WC is located in a separate compartment then a wash hand basin should also be provided within the same compartment. A table for guidance on this is below:

No. of Occupiers	No. of Separate WCs	No. of Bathrooms with WC
Up to 4	0	1
5	1	1
6	0	2
7	0	2
8	0	2
9	1	2
10	1	2
11	0	3
12	0	3
13	1	3
14	1	3
15	1	3

3.19

Where one or more showers are provided, they will be fitted with a waterproof surround and a screen (which could be a curtain). Where a shower is provided a suitable electrically operated extractor fan shall be fitted in accordance with Building Regulations.

HEALTH AND SAFETY

Housing Health and Safety Rating System

Owner will ensure that:

4.00

The property and boundary is maintained, as reasonably practicable, free of any avoidable or unnecessary hazards as defined in the Housing Health & Safety Rating System (see schedule attached to this Unipol Code). Particular attention should be paid to hazards such as excess cold, damp and mould, noise, falls on stairs or between levels, fire and entry by intruders. Guidance is available from the City of Bradford Metropolitan District Council for landlords who wish to conduct risk assessments of their own properties.

Gas Appliances and Supply

Owners will ensure that:

4.01

All means of use and supply of mains gas and alterations and repairs to gas installations shall comply with the current Gas Safety (Installation and Use) Regulations;

4.02

All gas appliances will be serviced annually by an engineer endorsed by Gas Safe Register. Verification of the gas safety check will be provided to all new tenants at the start of the tenancy, and copies of the gas safety check record for any subsequent safety checks undertaken during the period of the tenancy will be supplied to tenants within 28 days of that safety check being conducted;

4.03

All repairs to gas supply pipe work and appliances will be carried out by a Gas Safe Register fitter;

4.04

Clear written instructions for the safe use of all central heating and hot water systems will be given;

4.05

All properties comply with the Smoke and Carbon Monoxide Alarm Regulations 2015.

Where a working gas fire is situated in a bedroom, or solid fuel combustion appliances are used in other living accommodation, a carbon monoxide (CO) detector conforming to BSEN50291 should be fitted in each affected room;

Liquefied Gas/Paraffin Heaters and Appliances.

Owners will ensure that:

4.06

No form of bottled gas or paraffin heaters will be provided by the owner as a heating source.

Electrical Installations and Appliances.

Owners will ensure that:

4.07

All electrical installations provided by the owner are certified as safe by a professionally competent electrician, preferably one that is registered with NICEIC – A 'competent person' is a firm that has been approved by a government-approved scheme as sufficiently competent to self-certify that its work complies with the Building Regulations Part P (Design and Installation of Electrical Installations) and is designed, installed, inspected and tested to the standard required by BS7671 in accordance with the current relevant Electrical Regulations - A document of verification shall be obtained for a maximum of five years (or as stated on the

current relevant paperwork, i.e. a shorter time period) showing the electrical wiring of properties is in a safe and satisfactory condition;

4.08

All repairs and improvements in electrical installations comply with the current Institute of Electrical Engineers Wiring Regulations;

4.09

All components used in electrical wiring installations and repairs comply with the International Standard and all appliances will be installed in accordance with Manufacturers' instructions;

4.10

All electrical appliances provided by the owner are functioning in accordance with manufacturers' operational limits and are capable of being operated in a safe manner. Appliances are regularly visually inspected for wear and tear and any defects remedied;

4.11

Instructions for the safe use of all electrical appliances (including cookers, space and water heaters, fridges and freezers) will be given on request. Useful information from the Electrical Safety Council can be found at <http://www.electricalsafetyfirst.org.uk/guides-and-advice/>

4.12

An emergency light should be installed next to any consumer unit located in a cellar;

4.13

Residual current device (RCD) protection should be provided to all consumer units.

Overcrowding

Owners will ensure that:

4.14

Properties are not knowingly overcrowded.

Fire Detection and Alarm Systems

Owners will ensure that:

4.15

All properties are provided with Automatic Fire Detection suitable for the type of property. The following standards apply to shared properties according to the number of storeys and tenants – this information is supplied in grid format at the end of the document:

4.16

Single household and/or two unrelated persons (with up to 4 storeys) or shared HMOs (with up to two storeys) -

Fire Detection: there should be provided a fire detection and alarm system in the premises to British Standard 5839-Part 6: 2004 Grade D type LD2 system. This system is primarily for the protection of life. Areas to be covered: a) heat detectors - kitchens, b) smoke detectors - escape route at all levels, lounge and any basement / cellar.

Emergency Lighting: Conventional artificial lighting is required. The requirement for emergency lighting should be based on a risk assessment taking account of travel distances and/or complex layout.

Escape Route: No requirement for full 30 minute protection but escape route should have sound traditional construction and not pass through a risk room. A quality assured, closely fitting half hour fire door/s are required in the kitchen (with an effective overhead hydraulic self-closer and with intumescent strips and cold smoke seals); otherwise no requirement for fire doors, but sound close fitting conventional doors required on other doors to escape route. Alternatively, suitable escape windows from bedrooms and living rooms. NB: where

construction standards poor, travel distances long or other high risk factors, 30 min protected route required.

Fire Separation: Walls and floors should be of sound traditional construction. Where there is an unused cellar or basement the escape route above should be protected by 30 minutes fire-resisting materials. The entire ceiling in occupied basement should be capable of providing 30 minutes of fire resistance.

General: The staircase lighting should be such that the operation of a switch at any floor level operates the whole stairway lighting. This may be on a timing device.

4.17

Shared HMOs (with 3 and 4 storeys and up to four tenants) -

Fire Detection: There should be provided a fire detection and alarm system in the premises to British Standard 5839-Part 6: 2004 Grade D type LD2 system. This system is primarily for the protection of life. Areas to be covered: a) heat detectors - kitchens, b) smoke detectors - escape route at all levels, lounge and any basement / cellar.

Emergency Lighting: Conventional artificial lighting is required. The requirement for emergency lighting should be based on a risk assessment taking account of travel distances and/or complex layout.

Escape Route: Full 30 minute protection route required with FD30 doors to all risk rooms. A quality assured, closely fitting fire door with an overhead hydraulic self-closer, intumescent strips and cold smoke seal should be fitted to the kitchen.

Fire Separation: Walls and floors should be of sound traditional construction. 30 minutes fire protection to basement required

Fire Safety Signs: Only if escape route is complex

General: The staircase lighting should be such that the operation of a switch at any floor level operates the whole stairway lighting. This may be on a timing device.

4.18

Shared HMOs (with 3 and 4 storeys and five or more tenants) -

Fire Detection: There should be provided a fire detection and alarm system in the premises to British Standard 5839-Part 6: 2004 Grade D type LD2 system. This system is primarily for the protection of life. Areas to be covered: a) heat detectors - kitchens, b) smoke detectors - escape route at all levels, all bedrooms, lounge and any basement / cellar. The requirement to have smoke detection in bedrooms should be complied with by **1st October 2016**

Emergency Lighting: Conventional artificial lighting is required. The requirement for emergency lighting should be based on a risk assessment taking account of travel distances and/or complex layout.

Escape Route: Full 30 minute protection route required with FD30 doors (with effective overhead hydraulic self-closers, intumescent strips and cold smoke seals on the kitchen fire door) to all risk rooms.

Fire Separation: Walls and floors should be of sound traditional construction. 30 minutes fire protection to basement required.

Fire Safety Signs: Only if escape route is complex

General: The staircase lighting should be such that the operation of a switch at any floor level operates the whole stairway lighting. This may be on a timing device.

4.19

Shared HMOs (with 5 or 6 storeys) -

Fire Detection: There should be provided a fire detection and alarm system in the premises to British Standard 5839-Part 6: 2004 Grade A type LD2 system. This system is primarily for the protection of life. Areas to be covered: a) Heat detectors - kitchens, b) smoke detectors- all other risk rooms (including bedrooms), stairway enclosures and any basement/cellar, c) the detectors must be linked to a control panel and d) the system should incorporate manual call points located next to final exits and on landings

Emergency lighting: Emergency lighting should be provided as well as conventional lighting.

Escape Route: Full 30 minutes fire protection. All doors leading onto the escape route to be FD30S (with overhead hydraulic self-closers, intumescent strips and smoke brushes). Travel distances not to be excessive. Five storeys: Lobby protection to all floors except top floor and secondary means of escape to be provided from top floor. Six storeys: Lobby protection to all floors except top floor and secondary means of escape from the top two storeys

Fire separation: Walls and floor should be of sound, traditional construction. Lateral fire-resisting separation is required of the top floor of a five storey and top two floors in a 6 storey from the rest of the house. 30 minutes fire protection to basement required.

Fire safety signs: Only if escape route is complex or secondary means of escape is present

General: The staircase lighting should be such that the operation of a switch at any floor level operates the whole stairway lighting. This may be on a timing device.

4.20

Bedsit-Type HMOs (up to 2 storey) -

Fire Detection: provision should be made for a fire detection and alarm system to a minimum BS 5839-Part 6: 2004: Grade D type LD2 system complemented by an independent Grade D system within the living units. This system is primarily for the protection of life. Areas to be covered: Smoke detectors on the escape route and any basement/cellar area, and: where cooking facilities situated within the bedsit; Interlinked heat detectors in each bedsit and a separate Grade D non-interlinked smoke alarm with integral battery back up located in each bedsit; where cooking facilities are sited in shared kitchens or separate rooms; Interlinked smoke detectors located in each bedsit and interlinked heat detectors in kitchens.

Emergency Lighting: The requirement for emergency lighting should be based on a risk assessment taking account of travel distances and/or complex layout.

Escape Route: Full 30 minutes fire protection needed to escape route including FD30S doors to all risk rooms. Suitable escape windows to all bedsit rooms may be acceptable in lieu of full fire protection in two storey low risk dwellings.

Fire Separation: Walls and floor to be of sound construction. 30 minutes fire separation to basement required.

Fire Safety Signs: Signage along escape route if complex

Fire fighting equipment: Fire Blanket to be provided in each bedsit with kitchens and in shared kitchens.

General: Whole stair lighting: the staircase lighting should be such that the operation of a switch at any floor level operates the whole stairway lighting. This may be on a timing device.

Escape window: The window specification must meet the appropriate Building Regulation and must be easily accessible in the case of an emergency. Where the window is located in a bedroom, the door to the room must not be capable of being locked.

4.21

Bedsit-Type HMOs (3 and 4 storey) -

Fire Detection: provision should be made for a fire detection and alarm system to a minimum BS 5839-Part 6: 2004: Grade A type LD2 system complemented by an independent Grade D system within the living units. This system is primarily for the protection of life. Areas to be covered: a) Smoke detectors on the escape route and any basement/cellar area, and where cooking facilities situated within the bedsit; Interlinked heat detectors in each bedsit and a separate Grade D non-interlinked smoke alarm with integral battery back up located in each bedsit; where cooking facilities are sited in shared kitchens or separate rooms; Interlinked smoke detectors located in each bedsit and interlinked heat detectors in kitchens. The detectors that form part of the LD2 Grade A system the detectors must be linked to a control panel and the system should incorporate manual call points located next to final exits and on landings.

Emergency Lighting: Suitable conventional lighting is required. The requirement for emergency lighting should be based on a risk assessment taking account of travel distances and/or complex layout.

Escape Route: Full 30 minutes fire protection needed to escape route including FD30S doors to all risk rooms. Travel distances not to be excessive.

Fire Separation: Walls and floor to be of sound construction. 30 minute fire separation to basement required.

Fire Fighting Equipment: Fire Blanket in Kitchens or bedsits

Fire Safety Signs: Final exit signs and directional signs along escape route if complex

General: Whole Stair Lighting - the staircase lighting should be such that the operation of a switch at any floor level operates the whole stairway lighting. This may be on a timing device.

4.22

Bedsit-Type HMOs (5 and 6 storey)

Fire Detection: provision should be made for a fire detection and alarm system to a minimum BS 5839-Part 6: 2004: Grade A type LD2 system complemented by an independent Grade D system within the living units. Areas to be covered: Smoke detectors on the escape route and any basement/cellar area, and where cooking facilities situated within the bedsit; Interlinked heat detectors in each bedsit and a separate Grade D non-interlinked smoke alarm with integral battery back up located in each bedsit; where cooking facilities are sited in shared kitchens or separate rooms; Interlinked smoke detectors located in each bedsit and interlinked heat detectors in kitchens. The detectors that form part of the LD2 Grade A system he detectors must be linked to a control panel and the system should incorporate manual call points located next to final exits and on landings.

Escape Route: Full 30 minutes fire resisting construction. FD30S doors with overhead hydraulic self-closers fitted to all rooms opening onto escape route. Travel distances not to be excessive. *Five Storeys:* Lobby protection to all floors except top floor and secondary means of escape to be provided from top floor. *Six Storeys:* Lobby protection to all floors except top floor and secondary means of escape from the top two storeys

Fire Separation: 30 minutes fire protection between units of accommodation and 30 minutes fire separation across the stairway between second, third, fourth and fifth floors. 30 minute fire separation required to basement.

Emergency Lighting: Emergency and conventional lighting required

Fire Safety Signs: Final exit signs and directional signs along escape route

General: Whole Stair Lighting - the staircase lighting should be such that the operation of a switch at any floor level operates the whole stairway lighting. This may be on a timing device.

4.23

Buildings in Flats (2 storey) -

Fire detection: There should be provided a fire detection and alarm system in the premises to British Standard 5839-Part 6:2004 Grade D type LD2 system complemented by an independent Grade D system within the self-contained units. This system is primarily for the protection of life. Areas to be covered: a) heat detectors: kitchens and lobby areas leading onto the escape route (interlinked); and b) smoke detectors - stairway enclosures and any basement/cellar. The need to extend smoke detectors in other areas of the flat or building should be based on a risk assessment. Plus an independent Grade D LD3 system in each flat (non- interlinked) smoke alarm in the area near the common escape route to protect the sleeping occupants of each flat.

Escape Route: 30 minutes fire protection required to the escape route, including FD30S doors with overhead hydraulic self-closers to flat entrances. No requirement for fire doors within flats but sound, well-constructed close fitting doors is needed.

Fire separation: 30 minutes fire resistance between flats throughout is ideal but on risk assessment there may be no need for additional fire separation between units provided walls and floors are well and of sound construction and additional compensatory detection is fitted. 30 minute fire separation required to the basement.

Emergency lighting: Conventional lighting required. The requirement for emergence lighting should be based on a risk assessment taking account of travel distances and/or complex layout.

Fire Fighting Equipment: Fire blanket in kitchens, single multiple purpose fire extinguisher in each hallway.

General: Whole stair lighting - the staircase lighting should be such that the operation of a switch at any floor level operates the whole stairway lighting. This may be on a timing device.

4.24

Buildings in Flats (3 and 4 storey) -

Fire detection: There should be provided a fire detection and alarm system in the premises to British Standard 5839-Part 6: 2004 Grade A type LD2 system complemented by an independent Grade D system within the self-contained units. This system is primarily for the protection of life. Areas to be covered: a) heat detectors: kitchens and lobby areas leading onto the escape route (interlinked); and b) smoke detectors - stairway enclosures and any basement/cellar. The need to extend smoke detectors in other areas of the flat or building should be based on a risk assessment. Plus an independent Grade D LD3 system in each flat (non- interlinked) smoke alarm in the area near the common escape route to protect the sleeping occupants of each flat

Escape route: 30 minutes fire protection required to the escape route, including FD30S doors with overhead hydraulic self closers to flat entrances. No requirement for fire doors within flats but sound, well-constructed close fitting doors is needed.

Fire Separation: 30 minutes fire resistance between flats throughout is ideal but on risk assessment there may be no need for additional fire separation between units provided walls and floors are well and of sound construction and additional compensatory detection is fitted. 30 minute fire separation to basement.

Emergency lighting: Conventional lighting required. The requirement for emergency lighting should be based on a risk assessment taking account of travel distances and/or complex layout.

Fire Safety Signs: Final exit signs and signage along escape route if complex.

Fire Fighting Equipment: Fire blanket in kitchens, single multiple purpose fire extinguisher in each hallway.

General: Whole stair lighting - the staircase lighting should be such that the operation of a switch at any floor level operates the whole stairway lighting. This may be on a timing device.

4.25

Buildings in Flats (5 and 6 storey) -

Fire detection: There should be provided a fire detection and alarm system in the premises to British Standard 5839-Part 6: 2004 Grade A type LD2 system complemented by an independent Grade D system within the self-contained units. This system is primarily for the protection of life. Areas to be covered: a) heat detectors: kitchens and lobby areas leading onto the escape route (interlinked); and b) smoke detectors - stairway enclosures and any basement/cellar. The need to extend smoke detectors in other areas of the flat or building should be based on a risk assessment. Plus an independent Grade D LD3 system in each flat (non- interlinked) smoke alarm in the area near the common escape route to protect the sleeping occupants of each flat.

Escape Route: 30 minutes fire protection required to the escape route, including FD30S doors with overhead hydraulic self-closers to flat entrances and FD30 to risk rooms within flats (no closers)

Fire Separation: 30 minutes fire separation between units of accommodation throughout the building and 30 minutes fire separation is required across the stairway between second and third and fourth and fifth floors. 30 minute fire separation to basement.

Emergency lighting: Emergency lighting should be provided as well as conventional

Fire fighting equipment: Fire blankets in kitchens, single multiple purpose fire extinguishers in each hallway

Fire safety signs: Fire exit signs and directional signs along the escape route

General: The staircase lighting should be such that the operation of a switch at any floor level operated the whole stairway lighting. This may be on a timing device.

4.26

All properties are provided as a minimum with fire safety measures that meet with sections 4.15 - 4.27 above; for other property types not covered above, City of Bradford Metropolitan District Council's General Requirements for Houses in Multiple Occupation (HMO) properties

of their type (individually determined by BMDC for properties not covered by those principles) will apply. The minimum requirement of which is the provision of a mains interlinked fire detection system throughout the common areas, which should include a heat detector in the kitchen (an enhanced LD3 Grade D AFD system);

4.27

All Back to Back properties should comply with Bradford Metropolitan District Council's requirements for these types of properties;

4.28

Where there is a duty to carry out a fire risk assessment on common areas of a dwelling under the Regulatory Reform (Fire Safety) Order 2005 (known as the FSO), the landlord/agent will undertake such an assessment and a copy of that shall be made available to Unipol within 14 working days of such a request being made. Where a house is let as a shared house on a single tenancy, then there are no 'common parts', so a risk assessment is not required under the regulations. Further guidance is provided by LACoRS at http://www.cieh.org/library/Knowledge/Housing/National_fire_safety_guidance_08.pdf; the appendix to the guidance provides an example form for recording the findings of a fire risk assessment which landlords may find useful;

4.29

All HMOs with cellars should have some form of interlinked fire detection system fitted. In unoccupied cellars it is preferable for a smoke detector to be installed rather than a heat detector. A closely fitting FD30S (fire and smoke) door with an effective overhead hydraulic self-closer, and with intumescent strips and cold smoke seals, should be fitted at the top of the cellar stairs if the cellar opens on to the means of escape. Where a cellar is occupied, it should have an exit or escape window;

4.30

Escape windows and doors should be capable of being opened from the inside of the property without the use of a key. This includes bedroom doors from the inside of the room;

4.31

Owners should undertake a risk assessment to determine whether emergency lighting should be installed on escape routes, but normally this will not be required. Emergency lighting would be required if the escape route is long and complex or where there is no effective borrowed light;

4.32

Owners should ensure that Fire Alarm Systems and fire extinguishers and equipment are properly checked and maintained by a competent person annually, as a minimum, in accordance with BS5839 Part 1 Section 6 (a 'competent person' is someone having specialist knowledge of servicing fire detection and fire alarm systems);

4.33

Each kitchen will be fitted with a fire blanket, situated a sufficient distance away from the cooker so as to be safely removed from its housing in the event of a fire on the cooker;

4.34

All exit routes within a property, such as hallways, landings and staircases (so far as they are under the control of the owner and agent, as far as reasonably practical), will be maintained safe, unobstructed and free of fixtures and fittings to enable evacuation of the property in the event of fire;

4.35

The primary escape route should not pass through bedrooms, lounges or kitchens. If there is no alternative to this then escape windows should be fitted on ground floor, first floor and basement. In the case of back to back properties, reference should be made to Bradford Metropolitan District Council's requirements for these types of properties (the relevant standards are available from the Council's website);

4.36

Each kitchen shall be provided with quality assured, closely fitting half hour fire doors fitted with an overhead hydraulic self closer. Each kitchen door shall be fitted with intumescent strips and/or cold seal smoke seals.

Security Measures

Owners will ensure that:

4.37

External doors are of solid core timber, metal framed UPVC construction or specialist security doors. All glazing in doors must be either wired or laminated glass (where this may cause historic decorative glasswork to be removed, advice can be sought from Unipol who will assess this requirement on a case by case basis). The door frames should be strong and well secured to the jambs. If a door is replaced it is recommended that the full door set will be replaced too, ensuring that this meets with BS: PAS24: 2012 'doors of enhanced security' – as a minimum (advice can be sought from Unipol on a case by case basis);

4.38

Where the property contains three or more tenants, all external doors should be fitted with a mortise lock with internal thumb turn allowing keyless escape from the building, using either a five lever mortise lock conforming to BS 3621 or a euro cylinder lock.

Where cylinder locks are used, these must conform to the Sold Secure Diamond Standard SS312 or TS007:2012 3 star rated, as a minimum by 31st August 2017. Door sets meeting BS: PAS24:2012 meet these requirements.

4.39

Ground floor and upper storey windows accessible from ground level, or over a roof, are of sound and secure construction and if replaced should meet BS: PAS 24 'windows of enhanced security' (previously BS7950), and locks should be fitted on ground floor and other accessible windows. Consideration should be given to using laminated glass (where appropriate). Where key operated locks are fitted owners should ensure that tenants are provided with keys. All escape windows/doors will allow escape from the building without the use of a key;

4.40

Security grilles on exit doors should allow escape from the building without the use of a key. Security grilles on doors should be used responsibly and in consideration of fire safety, appearance and the need for their use at all;

4.41

Security grilles on ground floor windows should only be fitted internally and, where they form part of the protected route of escape from fire, must be easily removable (via a foot plate or other device). If security grilles are newly fitted it is recommended that they meet the LPS1175 SR1 standard;

4.42

Where burglar alarms are fitted, the alarm should be prevented from ringing for more than 20 minutes. Equipment which has proved to be unreliable or ineffective should be replaced. It is recommended that burglar alarms are fitted by NACOSS or SSAIB approved contractors;

4.43

Contractors and tenants should be supplied with the code numbers of alarms;

4.44

Hedges around external doors and windows are best kept trimmed low (usually not higher than 1m), wherever practical, to avoid providing screening for burglars. Plants and shrubs shall not be allowed to obstruct the pavements or other public areas surrounding the property;

4.45

All existing letter boxes located within 0.5 metres of any latch or thumb turn lock are fitted with a device on the inside to prevent thieves from putting their hands or gadgets through the letterbox and trying the latches from the inside. New door sets meeting BS: PAS24-1 are designed with acceptable letter box restriction;

4.46

Tenants are provided with crime prevention information on moving in. Information for landlords for their tenants is available from the Unipol Office. Landlords should advise tenants on the correct operation of all security measures provided and check from time to time that this advice is being conformed with;

4.47

It is recommended that a notice board is fixed solidly to a wall within a communal area of the property for the display of relevant security information;

4.48

Door bells, where fitted, should be maintained to ensure that they remain operational;

4.49

It is recommended that all drainpipes close to vulnerable upper floor windows should be painted with anti-climb paint above 2 metres;

Hygiene

Owners will ensure that:

4.50

All facilities for the storage, preparation and cooking of food will be capable of cleansing and being maintained in a clean and hygienic state by the occupants;

4.51

All properties will be provided with an efficient and serviceable vacuum cleaner at the commencement of the tenancy;

4.52

All floor coverings in kitchens, bathrooms and WC's are capable of being clean with suitable domestic disinfectant products;

4.53

All properties will be provided with refuse disposal facilities sufficient for the number of occupants as defined by the City of Bradford Metropolitan District Council's Cleansing Department.

Communal Areas

Owners will ensure that:

4.54

Tenants are made aware of who is responsible for the cleaning of communal areas, including common staircases and landings outside of the dwelling, and that these are kept free from rubbish and any obstruction;

4.55

A handrail should be fitted on all staircases, internal and external, which consist of three or more steps.

Lighting and Ventilation

Owners will ensure that:

4.56

All properties are provided with adequate lighting, particularly the communal areas, especially on internal staircases. Properties must also be sufficiently well ventilated.

THE ENVIRONMENT AND SUSTAINABILITY

Central Heating

Owners will ensure that:

5.00

Central heating (or electrical heating) is provided. The central heating system should be adequate, controllable and programmable; All wet central heating systems will include thermostatic radiator valves (TRVs) on all radiators except one.

5.01

An electrical panel heater in a building designed to comply with Part L of the Building Regulations 2002 as a minimum, is fitted with an on/off switch and 24 hour timer or a timed booster in a system that allows a preset period of use will be satisfactory;

Energy Efficiency

Owners will ensure that:

5.02

Landlords will comply with the Private Rented Sector Energy Efficiency Regulations (Domestic) (England and Wales) from 1 April 2018

5.03

A copy of the relevant EPC, as specified under the Energy Performance of Buildings Directive, will be made available for prospective tenants to view;

5.04

All properties are provided with a minimum level of energy efficiency measures to include hot water tank and pipe lagging and adequate insulation to roof void areas where appropriate;

5.05

Energy efficiency improvements are incorporated, where practical, into refurbishment schemes and such schemes should comply with current Building Regulations, where applicable. Landlords are advised to concentrate on improving roof insulation (ideally 250mm depth if using conventional materials) and wall insulation with cavity wall insulation or internal insulation (dry lining). Replacing older boilers with condensing type boilers can also be effective. Energy efficiency advice can be obtained by telephoning 0300 1231234;

5.06

Tenants are given advice, upon request, on how best to heat their accommodation and use hot water in an energy efficient way using the facilities provided;

Electrical Appliances

Owners will ensure that:

5.07

When renewing electrical appliances, particularly white goods, only high energy efficient appliances (grade A and B) should be chosen as replacements. NB: Any new appliances from a reputable supplier will usually be grade A or B. Unwanted electrical appliances should be disposed of in an appropriate way using a licensed waste contractor. Guidance on this is available at <https://www.gov.uk/find-registered-waste-carrier>

Low Energy Lighting

Owners will ensure that:

5.08

Wherever possible, low energy bulbs are either provided in properties or tenants are encouraged to supply their own low energy light bulbs in compatible fittings;

COMMUNITY RELATIONS

Owners will ensure that

5.09

All boundary walls will be maintained stable and in good repair;

5.10

Where a garden exists, the path to and from the external door(s) to the house will be kept in good repair and free from obstruction;

5.11

Where a garden or paved area exists this shall be kept in good order and free of waste and litter, so far as is reasonably practicable. The landlord, so far as is reasonably practicable, shall have responsibility to enforce a requirement that their tenants keep the garden free of litter and the garden area should not be used to store old or unwanted furniture or fittings for more than 28 working days prior to its removal;

5.12

Where a front garden already exists, it is not converted (in accordance with Local Authority recommendations and planning policies) into a hard standing area and, if possible, where a garden already exists this shall be retained as a soft planted area (this includes low maintenance gravelling with planting). Further information is available on <http://www.unipol.org.uk/landlords/help-and-advice/resources/practical-necessities/establishing-low-maintenance-gardens>;

5.13

In respect of sections 4.36 to 4.39, neighbouring residents shall have access to and be eligible to use the complaints procedure under 7.00 and 7.01 and the same conditions shall apply, as would to a tenant as outlined in 7.00. A neighbour shall be defined as a resident within the same or adjacent street within 200 metres of the property;

5.14

In the event of any anti-social behaviour (defined as "behaviour likely to cause alarm, harassment, inconvenience or distress to members of the public not of the same household as the perpetrator") by tenants and/or visitors, landlords will use reasonable endeavours to intervene, with a view to ending that behaviour and ensure that the occupants are treating the property and its environs in a tenant-like manner. It is accepted that not all intervention will be successful and, in this case, assistance will be requested from a number of statutory and non-statutory agencies who may be able to intervene. On its website Unipol provides information on the services and agencies available to landlords, including help from the educational establishments and Unipol in dealing with problem tenants. For more information, visit <https://www.gov.uk/report-crime-anti-social-behaviour>;

5.15

The landlord will co-operate fully with an annual garden check, to be undertaken by Unipol and/or its agents, as part of their obligations under the Unipol Code to ensure compliance with matters relating to the external environment of the property, its care, tidiness and adherence to security requirements. Landlords will receive at least two week's notification of when the survey is to be conducted and will rectify any aspects of non-compliance that are identified to them within 10 working days of such notification.

5.16

Any alterations to the physical appearance of properties should be made in accordance with any existing Neighbourhood Design Statement.

AT THE END OF THE TENANCY

Deposits

Owners will ensure that:

6.00

Deposits are administered efficiently and reasonably by the owner or nominee and are not withheld for any purpose other than for which they were levied;

6.01

Where a landlord / agent has established an Assured Shorthold Tenancy, they must ensure that any deposit is held in accordance with the tenancy deposit scheme legislation, set out in the Housing Act 2004, and in accordance with regulations made both under the Act and by the relevant scheme operator. Where a landlord / agent wishes to change the protection scheme that they are using, they should inform the tenants concerned in writing before doing so;

6.02

Tenants are issued with clear written guidelines regarding the standard of cleaning and other arrangements for bringing the tenancy to an end so as to avoid misunderstandings regarding the standard of cleanliness and condition of the property expected at the end of the tenancy;

6.03

All deposits (or balances on deposits) will be returned to former tenants within 28 days of the end of the tenancy or, if the deposit is protected by a Tenancy Deposit Protection Scheme, then in accordance with those requirements. In the event that a deposit is not to be returned within 28 days then the tenant will be sent reasons for that delay, in writing, together with a statement of account providing reasonable details of any and all deductions to the former tenant/s.

OTHER PROVISIONS

Management of Disputes

Owners will ensure that

7.00

Where disputes between owners and tenants occur, reasonableness and promptness in dealing with the issues by both parties is the key to the amicable and effective resolution of problems. Owners therefore undertake to:

7.01

Respond reasonably and promptly to tenants or tenant representatives in regard to any complaints or difficulties raised by tenants;

7.02

Make written response to correspondence from tenants or their chosen representative within three weeks;

7.03

Ensure that all settlements and agreements reached are honoured within three weeks of being agreed;

7.04

Maintain courteous professional relations with tenants during any dispute.

COMPLAINTS

Owners will ensure that:

8.00

Within four weeks of receipt of any written complaint from a former tenant (up to one year previously) tenant, a local resident or their representative, they will rectify any breach of the Unipol Code or, where such an allegation is contested, will enter into relevant correspondence with any tenant/s or their representative, addressing the matters raised;

8.01

Where such a breach is contested, or where rectification is not made in accordance with 7.00 above, then the owner shall recognise the authority of a Tribunal, which s/he recognises under the Unipol Code to determine whether the Unipol Code, agreed by them, has been breached and to make recommendation/s to the owner in accordance with its views.

In the event that such recommendations are not followed by the owner then the owner will be deemed in breach of the Unipol Code and this fact will be made public to prospective tenants. The tribunal will have the authority to exclude any owner from the Unipol Code for a period as determined.

Redress Schemes

8.02 All landlords and managing agents will comply with the The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014, and where applicable should register with a government approved redress scheme.

Notes for tenants:

Complaints can be made following the procedure outlined at <http://www.unipol.org.uk/the-code/how-to-complain>

Housing Health and Safety Rating System

The condition of all housing is now subject to Part 1 of the Housing Act 2004 and the evidence based risk assessment process of the Housing Health and Safety Rating System (HHSRS), on which local authorities must now base enforcement decisions. This applies to all types of residential premises, whether or not any amenities are shared.

Following a complaint, or for any other reason, a local authority may arrange to inspect premises to determine whether a category 1 or 2 hazard exists.

HHSRS assesses twenty-nine categories of housing hazard – Damp & mould growth; Excess cold; Excess heat; Asbestos (and MMF); Biocides; Carbon Monoxide and fuel combustion products; Lead; Radiation; Uncombusted fuel gas; Volatile Organic Compounds; Crowding and space; Entry by intruders; Lighting; Noise; Domestic hygiene, Sanitation and Drainage; Water supply; Falls associated with baths etc; Falling on level surfaces etc; Falling on stairs etc; Falls between levels; Electrical hazards; Fire; Flames, hot surfaces etc; Collision and entrapment; Explosions; Position and operability of amenities etc; Structural collapse and falling elements. Technical assessment is a two-stage process, addressing first the likelihood of an occurrence and then the range of probable harm outcomes. These two factors are combined using a standard method to give a score in respect of each hazard. HHSRS does not provide a single score for the dwelling as a whole or, in the case of multiply occupied dwellings, for the building as a whole.

The scores from different hazards cannot be meaningfully aggregated. There is no strong evidential basis for aggregating hazard scores, and to attempt to do this would make far more difficult the assessment of likelihood and spread of harm of hazards. However, the presence of a number of individual category 2 hazards may be a factor in an authority's decision to take action.

Hazards are scored in bands, from band A, the most severe, to band J. The relationship between these bands and category 1 and category 2 is prescribed in Regulations made under the Act. Category 1 hazards are those rated in bands A-C. Category 2 hazards are those rated band D and lower. Category 1 hazards trigger a local authority's duty under section 5 to take the appropriate enforcement action. Category 2 hazards can be dealt with under the authority's discretionary powers, which are set out in section 7.

The 2004 Act gives local authorities powers to intervene where they consider housing conditions to be unacceptable, on the basis of the impact of health and safety hazards on the most vulnerable potential occupant. The 2004 Act puts authorities under a general duty to take appropriate action in relation to a category 1 hazard and a conferred power to deal with category 2 hazards. Where they have a general duty or power to act, they must take the most appropriate of the following courses of action:

- serve an improvement notice in accordance with section 11 and 12
- make a prohibition order in accordance with section 20 and 21
- serve a hazard awareness notice in accordance with section 28 and 29
- take emergency remedial action under section 40 or make an emergency prohibition order under section 43
- make a demolition order under section 265 of the housing act 1985 as amended
- declare a clearance area by virtue of section 289 of the 1985 Act as amended.

Starred property standard

Further details of this standard are available from the Unipol website - <http://www.unipol.org.uk/the-code/the-starred-system>

Unipol Code for Shared Student Housing in the Private Rented Sector in Bradford

DECLARATION FOR 2016 - 2018

I/We (full name(s)):
Registration Number (if known):
Home Address:
Email Address:
Telephone Number:
Trading as:

Acknowledge and agree that: I/we wish to join Unipol Code for Shared Student Housing in the Private Rented Sector ("the Code") from the date of this declaration until 31st August 2018, and that we agree to meet all the terms and conditions of the Code and abide by the regulatory mechanisms and complaints procedure as stated in the Code. I further declare that my conduct will be in line with that outlined in the Code.

In consideration for being permitted to join the Code, I/we agree and undertake to pay the current and any future Code fees, including any additional fees as follows:

a) In the case of Inspections, if issues are identified, a timetable for any works of procedures is agreed and then, dependent on the nature of the findings, a re-inspection may be required. During this short reinspection, the Accreditation Officer will check that the required work has been completed to the expected standard. If it is clear from the re-inspection visit that not all of the works have been completed, then a second re-inspection is required and a fee of £75 (inclusive of VAT) will be charged to the landlord/agent for that and each subsequent inspection needed.

b) Unipol will always give five working days' notice of a visit. If the visit is changed less than 2 working days before the visit then a fee of £50 (inclusive of VAT) will be charged. The same fee will be charged if the inspector is unable to enter the property at the appointed time. Inspectors are instructed to wait at the property for 15 minutes after the appointed time, after which the appointment is considered broken and the £50 (inclusive of VAT) fee will apply.

These fees will be invoiced and must be paid within 30 days. All of the above fees and payments are correct as at the date of this declaration but may be amended by Unipol during the time period when I/we are a member of the Code.

I/we wish to declare that our property/ies (as listed on the attached schedule) meet with the terms and conditions of the Code.

I/we accept that it is an important part of the Code to inform tenants of our membership and agree to make a copy of the Unipol Code available to all

tenants. Upon acceptance of this signed declaration and payment of the Code fee I/we will be a member of the Code and acknowledge and agree that upon any failure to make payments or otherwise comply with the provisions of the Code then our membership may be terminated.

I understand that information about my Code status is in the public domain and will be accessible to all those using Unipol's web system and will remain accessible for up to three years regardless of my future membership of the Code.

I/we accept that Unipol and its affiliated business partners may use my personal information for the purpose of administering the Code, providing services, administration, and training and may disclose information to its service providers and agents for these purposes. If my personal details or the properties I/we own/manage changes I/we agree to inform Unipol.

Signed (Authorised signatory)

Printed:

Dated: