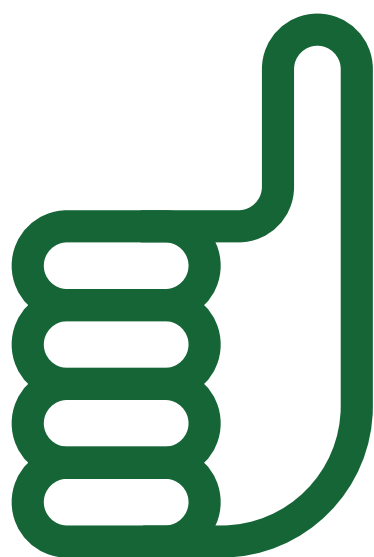




**UNIPOL
CODE**

**For Shared Student Housing in the
Private Sector of Bradford**

2022 - 2026

The Unipol Bradford Code (2022-2026)

For Shared Student Housing in the Private Rented Sector in Bradford

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 has 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 1st SEPTEMBER 2022 TO 31ST AUGUST 2025

EQUALITY AND DIVERSITY

Members 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

Members 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 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 Members will abide by the UK Advertising Codes as set by the Advertising Standards Agency, and by all its regulatory mechanisms
- 2.04 Except for a holding deposit as permitted by the Tenant Fees Act 2019, prospective tenants are not asked to pay any money before they enter into a written agreement to rent a specific property. (Note: it is acceptable for members to ask tenants to make permitted payments on the same day as, and as a pre-condition to, entering into a written tenancy agreement, but not sooner);
- 2.05 Members must give all tenants a copy of the current How to Rent – The checklist for renting in England.

Members will ensure that:

- 2.06 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;
- 2.07 Members 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.

Members will ensure that:

- 2.08 Tenancy agreements do not contain any unfair terms (as defined in the Part 2 of the Consumer Rights Act 2015) or any terms or conditions that conflict with the tenant's statutory or common law rights or the provisions of this Code;
- 2.09 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;
- 2.10 Members will comply with the Consumer Rights (Payment Surcharges) Regulations 2012 and will not make charges for payments received by card.

Members 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;

**Marketing Your
Property**

**Tenancy
Agreement**

Rent Liability

Utility Charges (Gas, Electricity, Telephone)

State of Repair and Refurbishments

- 2.12 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;
- 2.13 Members will comply with the Consumer Rights (Payment Surcharges) Regulations 2012 and will not make charges for payments received by card.

Members will ensure that:

- 2.14 The member 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. The division of responsibility and any "fair use caps/limits" for energy use must be accurately reflected in the terms of the letting agreement;
- 2.15 Where WiFi is referred to it should be made clear whether this is being provided within the rent or at an additional cost; it should also make clear exactly what sort of provision is being made available to users, especially where the 'free' elements cover only a base service and a charge is made for enhancements to this.

Members will ensure that::

- 2.16 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 ("ready" meaning ready for beneficial occupation and safely fit for use for its intended purpose), the landlord/agent shall inform the future tenants at the earliest possibility of this likelihood and its consequences for them;
- 2.17 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 landlord/agent 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;
- 2.18 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;
- 2.19 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

Members will ensure that:

- 3.00 Properties shared by three or more students comply with The Management of Houses in Multiple Occupation (England) Regulations 2006. Properties shared by 5 or more students will require a mandatory licence. 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..

Members will ensure that:

- 3.01 All statutory notices seeking possession are served on incumbent tenants in order to

Ensuring Possession

Promoting the Unipol Code

First Refusal

Access

Repairs and Maintenance

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..

Members 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.

Members 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.

Members 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.

Members will ensure that:

- 3.06 All properties are maintained in a satisfactory state of repair and in full compliance with the provisions of section 9 of the Landlord and Tenant Act 1985. Owners will ensure that all properties are let and kept in a condition fit for human habitation (in accordance with the Fitness for Human Habitation Act 2018) both before they are let and during the tenancy agreement.
- 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

Furniture and Storage Space

Kitchen Facilities

Toilet and Personal Washing Facilities

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.

Members 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 (as amended in 1989, 1993 and 2010).

Members 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.

Members 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	Shared WCs	Shared Baths or Showers
Up to 4	1	1
5	1*	1
6	2	2
7	2	2
8	2	2
9	2	2
10	2	2
11	3	3
12	3	3
13	3	3
14	3	3
15	3	3

* must be located separate from the bath/shower

- 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

Members will ensure that:

- 4.00 The property and boundary is maintained, as reasonably practicable, free of any

Gas Appliances and Supply

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.

Members 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 engineer;
- 4.04 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;

Members will ensure that:

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

Members will ensure that:

- 4.06 All electrical installations are certified as safe by a professionally competent electrician, preferably one that is registered with NICEIC – A 'competent person' is a person/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. The member will comply with the inspection and reporting obligations in The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020;
- 4.07 All additions, alterations and improvements to existing electrical installations and all new installations comply with applicable Building Regulations and BS7671 and are covered by an Electrical Installation Certificate or (as appropriate) a Minor Electrical Installation Works Certificate;
- 4.08 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;
- 4.09 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;
- 4.10 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/>
- 4.11 An emergency light should be installed next to any consumer unit located in a cellar;
- 4.12 Residual current device (RCD) protection should be provided to all consumer units.

Members will ensure that:

- 4.13 Properties are not knowingly overcrowded.

Members will ensure that:

- 4.14 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

Overcrowding

Fire Detection and Alarm Systems

of storeys and tenants – this information is supplied in grid format at the end of the document.

4.15 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: 2019 Grade D1 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 are poor, travel distances are long or other high risk factors, 30 minute 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.

4.16 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: 2019 Grade D1 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 protected 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.

4.17 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: 2019 Grade D1 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.

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.

4.18 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: 2019 Grade A type LD1 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 cold smoke seals).

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.

4.19 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: 2019: Grade D1 type LD2 system complemented by an independent Grade D1 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 D1 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.

4.20 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: 2019: Grade A type LD2 system complemented by an independent Grade D1 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 D1 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.

4.21 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: 2019: Grade A type LD2 system complemented by an independent Grade D1 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 D1 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.

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.

4.22 2 Storey Building Converted Into Self-Contained Flats -

Fire detection: A mixed system is required and should be comprised of: Grade D1: LD2 Interlinked smoke alarm coverage in the shared staircases of the block and an interlinked heat alarm in each flat in the entrance lobby opening onto the escape route and in each flat. Grade D1: LD3 coverage in each flat (non-interlinked smoke alarm in the room/lobby opening onto the escape route) to protect the sleeping occupants of the 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 are 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 emergency lighting should be based on a risk assessment taking account of travel distances and/or complex layout.

Fire Fighting Equipment: Fire blanket in kitchens, A multi-purpose fire extinguisher is recommended at each floor in the common parts of the building containing the flats.

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 **3 or 4 Storey Building Converted Into Self-Contained Flats-**

Fire detection: There should be a mixed-system which comprises two separate alarms systems to reduce false alarms.

Grade A: LD2 panel controlled smoke alarm coverage in the shared staircases of the block and an interlinked heat alarm in each flat in the entrance lobby opening onto the escape route and in each flat.

Grade D1: LD3 coverage in each flat (non-interlinked smoke alarm in the room/lobby opening onto the escape route) to protect the sleeping occupants of the 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 are 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. A multi-purpose fire extinguisher is recommended at each floor in the common parts of the building containing the flats.

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 **5 or 6 Storey Building Converted into Self-Contained Flats -**

Fire detection: Install a mixed-system which comprises two separate alarms systems to reduce false alarms. Grade A: LD2 panel controlled smoke alarm coverage in the shared staircases of the block and an interlinked heat alarm in each flat in the entrance lobby opening onto the escape route and in each flat. Grade D: LD3 coverage in each flat (noninterlinked smoke alarm in the room/lobby opening onto the escape route) to protect the sleeping occupants of the 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. A multi-purpose fire extinguisher is recommended at each floor in the common parts of the building containing the flats.

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.

- 4.25 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 LD2 Grade D1 AFD system);
- 4.26 All Back to Back properties should comply with Bradford Metropolitan District Council's requirements for these types of properties;
- 4.27 Properties with common areas have a fire safety risk assessment, as required by the Regulatory Reform (Fire Safety) Order 2005. The fire safety risk assessment is made available to Unipol within 14 working days of request. (Note: A fire risk assessment is not required where the property is let to several persons as a group on a single tenancy agreement. For further guidance on risk assessments, search for LACoRS on the

Security Measures

- Unipol Website www.unipol.org.uk. The appendix to LACoRS guidance has an example form for landlords to record the findings of their fire risk assessment.);
- 4.28 In all cases, cellars should have interlinked fire detection fitted. A closely fitting FD30S (fire and smoke) door with an effective overhead hydraulic self-closer, and with intumescent strips and cold
 - 4.29 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;
 - 4.30 Members 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. Emergency lighting should be serviced and tested annually, in accordance with BS 5266. An emergency lighting testing certificate/report should be made available to Unipol on request;
 - 4.31 Members 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);
 - 4.32 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;
 - 4.33 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;
 - 4.34 The primary escape route should not pass through bedrooms, lounges or kitchens. If there is no alternative to this then secondary means of escape is required. Escape windows/doors should meet with Bradford Metropolitan District Council's requirements;

Members will ensure that:

- 4.35 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: 2016 doors of enhanced security' – as a minimum (advice can be sought from Unipol on a case by case basis);
- 4.36 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 3 star rated, as a minimum. Door sets meeting BS: PAS24:2016 meet these requirements;
- 4.37 Ground floor and upper storey windows accessible from ground level, or over a roof, are of sound and secure construction. All non-double glazed windows in these locations require a lock. Where key operated locks are fitted owners should ensure that tenants are provided with keys. It is recommended that all such windows (which are not fire escape routes) be fitted with window restrictors constructed from plastic metal or straps to help against opportunist theft. Where sash windows are fitted there should be a secondary catch which restricts opening to between 10-15cm;
- 4.38 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;
- 4.39 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;
- 4.40 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;

Hygiene

- 4.41 Contractors and tenants should be supplied with the code numbers of alarms;
- 4.42 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;
- 4.43 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: PAS24-1:2016 are designed with acceptable letter box restriction;
- 4.44 Tenants are provided with crime prevention information on moving in. 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;
- 4.45 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;
- 4.46 Door bells, where fitted, should be maintained to ensure that they remain operational;
- 4.47 It is recommended that all drainpipes close to vulnerable upper floor windows should be painted with anti-climb paint above 2 metres;
- 4.48 Where CCTV cameras are fitted, they can only be located in the communal entrances/hallways of properties and on the exterior of buildings and not within dwellings. Any usage of CCTV cameras must comply with relevant data protection legislation and give due regard to tenant privacy and entitlement to freedom from unnecessary intrusion

Members will ensure that:

- 4.49 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;
- 4.50 All properties will be provided with an efficient and serviceable vacuum cleaner at the commencement of the tenancy;
- 4.51 All floor coverings in kitchens, bathrooms and WC's are capable of being clean with suitable domestic disinfectant products;
- 4.52 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.

Members will ensure that:

- 4.53 53 Agents/landlords take all reasonable measures to ensure that properties are let and remain vermin free throughout tenancies. Where vermin issues arise, the member must take reasonable steps to provide appropriate vermin control using professional pest control services where necessary. Premises and tenants should be managed to prevent any accumulations of waste that might form sustenance and harbourage for vermin.

Members 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.

Members 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.

Pest Control

Communal Areas

Lighting and Ventilation

THE ENVIRONMENT AND SUSTAINABILITY

Central Heating

- 5.00 Central heating (or electrical heating) is provided. The central heating system should be adequate, controllable and programmable;

Energy Efficiency

- 5.01 All wet central heating systems will include thermostatic radiator valves (TRVs) on all radiators except one.
- 5.02 Clear written instructions for the safe and energy efficient use of all central heating and hot water systems will be given;
- 5.03 Any 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..

Members will ensure that:

- 5.04 Tenants are provided with a copy of a current Energy Performance Certificate for the property, with a minimum rating of EPC band 'E', as per Minimum Energy Efficiency Standards (MEES);
- 5.05 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;
- 5.06 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 The Department of Energy's Energy Saving Advice Service on 0800 444 202.

Members will ensure that:

- 5.07 New electrical appliances should have an energy efficiency rating of 'B' or higher. Unwanted electrical appliances are promptly recycled or disposed of in an appropriate way. (Note: guidance is available at www.gov.uk/find-registered-waste-carrier and <https://www.recycleyourelectricals.org.uk>).

Members 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.

Members 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 Areas within the boundary of the property but outside the dwelling are kept in good order and free of waste, litter and graffiti, so far as is reasonably practicable. Tenancy agreements require the tenants to keep external areas free of litter and refuse, and members should enforce that obligation. Any rubbish or unwanted items should not be kept in any yard or garden for longer than 28 working days. Rubbish and unwanted items are disposed of responsibly;
- 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);
- 5.13 In respect of matters that can be regarded as anti-social behaviour, neighbouring residents and representative organisations shall have access to and be eligible to use the complaints procedure. A neighbour shall be defined as a resident living 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

Electrical Appliances

Low Energy Lighting

Community Relations

Recycling and Waste

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.unipol.org.uk/landlords/help-and-advice-resources/practical-necessities/anti-social-behaviour>;

- 5.15 The landlord will co-operate fully with angarden check 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.
- 5.17 Tenants are informed of the need for proper refuse management and about any available recycling scheme operating in their area, particularly at the end of tenancies. Tenants are provided with up-to date information about the waste and recycling service provided, including collection days, and details of the wastes that can be put in the recycling bin/bag (where available);
- 5.18 Where a property has its own external bins, the house number and street initials of the property should be marked clearly on these. On collection day, bins should be put out onto the street and returned to the garden/yard/bin-store by the tenants. Ideally, bins should be put out by 7am on the day of collection;
- 5.19 All properties are provided with adequate bins for both waste disposal and recycling (where this is available).

AT THE END OF THE TENANCY

Deposits

- 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 Where a deposit is protected by a tenancy deposit protection scheme, the deposit (or balance on the deposit) is returned to the former tenant in accordance with the requirements of that scheme. If there is likely to be any delay in notifying a tenant of proposed deposit deductions, the tenant is informed in writing of:
 - (a) the reasons for the delay (e.g. the landlord needs quotations for work)
 - (b) how long the landlord estimates it will take to notify the tenant of proposed deductions
 - (c) how long the landlord estimates it will be before any undisputed part of the deposit is returned.

Where disputes between members 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. Members therefore undertake to:

- 6.04 Respond reasonably and promptly to tenants or tenant representatives in regard to any complaints or difficulties raised by tenants;
- 6.05 Make written response to correspondence from tenants or their chosen representative within two weeks;
- 6.06 Ensure that all settlements and agreements reached are honoured within three weeks of being agreed;
- 6.07 Maintain courteous professional relations with tenants during any dispute.

Disputes

- 6.08 If the member engages in lettings agency work and is required by The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014 the member should belong to such a scheme.

COMPLAINTS

Members will ensure that:

- 7.00 Within three weeks of receipt of any written complaint from a tenant, former tenant (up to one year previously), 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;
- 7.01 Where such a breach is contested, or where rectification is not made, then the member 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;
- 7.02 In the event that such recommendations are not followed then the member will be deemed in breach of the Unipol Code and this fact will be made public to prospective tenants;
- 7.03 The Tribunal will have the authority to exclude any member from the Unipol Code for a period as determined.

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.

APPENDIX 1 - UNIPOL (Bradford) CODE FIRE SAFETY GUIDANCE MATRIX

	LD3 GrD1	LD2 Gr D1	LD1 Gr D1	LD1 Gr A	LD2 Gr D1 Mixed system*	LD2 Gr A Mixed system*	FD30S Escape route + SCs	FD30 Living Room	FD30S Entrance door + SC	FD30S Entrance door + SC	Fire sep GF & Basement	Manual Call Points along route of escape	Em. lighting along route of escape	Lobby protection to room entry doors	Secondary means of escape from top 2 floors	Secondary means of escape from top floor	Fire sep. across stairs (upper floors)
Single household or 2 unrelated persons																	
Up to 4 storey		X							X		X						
Shared HMO																	
Up to 2 storey		X							X		X						
3 and 4 storey and up to 4 tenants			X					X	X		X						
3 and 4 storey and more than 5 tenants			X					X	X		X						
5 storey				X			X		X		X	X	X	X			X
6 storey				X			X		X		X	X	X	X	X		X
Bedsit-type HMO																	
2 storey		In flats			X		X		X		X						
3 & 4 storey		In flats			X		X		X		X	X					
5 storey		In flats			X		X		X		X	X	X	X			X
6 storey		In flats			X		X		X		X	X	X	X	X		X
Buildings in flats																	
2 storey	In flats				X		X		X		X						
3 & 4 storey	In flats					X	X	X	X		X						
5 & 6 storey	In flats					X	X	X	X		X		X				X

APPENDIX 1 - UNIPOL (Bradford) CODE FIRE SAFETY GUIDANCE MATRIX (continued)

The guidance is applicable to properties of normal fire risk. See advice below on normal risk.

The guidance is applicable to properties of normal fire risk. See advice below on normal risk.

Back to Back properties are not included within this matrix as the fire safety requirements within them vary, depending on the type of occupation concerned. Owners of Back to Back properties should therefore seek advice from the City of Bradford Metropolitan District Council as to the most appropriate measures to take with respect to fire safety requirements. Back to backs are defined as houses that "back directly onto one another at the party wall and have other houses either side. This means that there is only one exit from the house, and the escape route inevitably passes through a risk room".

The guidance provided in the matrix is applicable to properties of normal fire risk. The advice is not applicable to properties with characteristics that may give rise to abnormally high fire risk as a result of, for example:

- Exceptionally high number of occupiers for a particular property type;
- Long complex travel distance to evacuate the building;
- The presence of final exit and bedroom doors requiring the use of a key for opening;
- Unsafe layout e.g. kitchen immediately adjacent to an escape door;
- Rooms where the means of escape is through another high fire risk room, e.g. through a kitchen, living room, or bedroom
- Exceptionally large rooms;
- The presence of key operated security grilles fixed to escape windows and/or external doors;
- Disrepair, defects, deficiencies and obsolescence;
- Critical elements of structure with inadequate fire resisting qualities.

Emergency lighting

In properties of five or more storeys, emergency lighting must be installed. In properties of four storeys or less, emergency will need to be installed if the escape route is long and complex or there is no effective borrowed lighting.

Mixed grade systems *

Mixed grade AFD systems combine two AFD systems and are usually recommended in bedsit HMOs (with cooking facilities within the bedsits) and in blocks of self-contained flats. Escape routes and common parts are protected by an interlinked AFD system and the individual units have a separate stand-alone system to alert a sleeping occupant of fire in their own unit of accommodation. This has the benefit of reducing nuisance/false alarms throughout the whole property caused by activities such as cooking within any one unit. The level of system required is dependent on the risk the premises presents.

GLOSSARY

AFD – automatic fire detection; LD2 – detection along the route of escape, in the cellar and in living rooms and kitchens; LD1 – detection along the route of escape, in the cellar, in living rooms, kitchens and all bedrooms; Grade D1 – system of mains-powered and interlinked smoke/heat detectors, with a sealed-in standby supply (consisting of a battery or batteries); Grade D2 – system of one or more mains-powered smoke/heat detectors, each with an integral standby supply (consisting of a user replaceable battery or batteries); Grade A – system of mains-powered and interlinked smoke/heat detectors which are linked to a control panel (usually located in the ground floor hallway); Mixed system – a combination of two or more AFD systems.; FD30 – 30 minute fire door with intumescent strips only; FD30S – 30 minute fire door with intumescent strips and cold smoke seals; EW – escape window; HD – heat detector; SC – overhead hydraulic self-closing device (for fire doors); Fire sep – fire separation; GF – ground floor; Em. lighting – emergency lighting (normally risk assessable).

REFERENCES

1. Part 2 of the Consumer Rights Act 2015 - <https://www.legislation.gov.uk/ukpga/2015/15/part/2/enacted>
2. Tenant Fees Act 2019 - The Tenant Fees Act bans most letting fees and caps tenancy deposits paid by tenants in the private rented sector in England. The ban on tenant fees applies to new or renewed tenancy agreements signed on or after 1 June 2019. Full guidance: <https://www.gov.uk/government/collections/tenant-fees-act>
3. The Consumer Rights (Payment Surcharges) Regulations 2012 - Payment surcharging is when a fee is charged for the use of a particular means of payment, such as a credit card. Consumers are often unaware of these fees until the final stages of a transaction, when a purchase decision has already been made. Full guidance: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/718812/payment-surcharges-guidance-update.pdf
4. Bradford City Council Advisory Standards for HMOs – Guidance on physical amenity requirements for HMO properties can be found here: <https://www.bradford.gov.uk/media/6846/amenitystandardsforhousesinmultipleoccupation.pdf>
5. The Management of Houses in Multiple Occupation (England) Regulations 2006 – The HMO management regulations impose duties on the person(s) managing HMO properties. Full guidance: <https://www.legislation.gov.uk/uksi/2006/372/contents/made>
6. How To Rent Checklist – Landlords/agents must provide tenants with a copy of the latest How to Rent Checklist at the commencement of the tenancy. The checklist provides information on tenants' rights and responsibilities: <https://www.gov.uk/government/publications/how-to-rent>
7. Landlord and Tenant Act 1985 - The Landlord and Tenant Act 1985 sets out the rights and responsibilities of both landlord and tenant. Section 11 of the Act sets out who is responsible for repairing a property whilst it is being rented. The Landlord and Tenant Act 1985 refers to all short leases for residential property and tenancies agreed for a period of less than seven years i.e. Assured Shorthold Tenancies. Full guidance: <https://www.legislation.gov.uk/ukpga/1985/70>
8. Homes (Fitness for Human Habitation) Act 2018 – "The Act" came into force on 20 March 2019. It is designed to ensure that all rented accommodation is fit for human habitation and to strengthen tenants' means of redress against the minority of landlords who do not fulfil their legal obligations to keep their properties safe. Full guidance: <https://www.legislation.gov.uk/ukpga/2018/34/enacted>
9. Furniture and Furnishings (Fire) (Safety) Regulations 1988 - The UK Furniture and Furnishings (Fire) (Safety) Regulations 1988 set fire resistance requirements for cover materials and fillings used to make domestic upholstered furniture. Full guidance: <https://www.legislation.gov.uk/uksi/1988/1324/contents/made>
10. Gas Safety (Installation and Use) Regulations - <https://www.legislation.gov.uk/uksi/1998/2451/contents/made>
11. The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 – These regulations require private rented sector landlords to have at least one smoke alarm installed on every storey of their rental property (which is used as living accommodation), and a carbon monoxide alarm in any room used as living accommodation where solid fuel is used - after that, the landlord must make sure the alarms are in working order at the start of each new tenancy. Full guidance: <https://www.legislation.gov.uk/uksi/2015/9780111133439/contents>
12. The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 – Require that landlords have property electrics checked at least every 5 years by a properly qualified person. The electrics must meet standards and landlords must give their tenants proof of this. Guides on the regulations for landlords, tenants and local authorities are available here: <https://www.gov.uk/government/publications/electrical-safety-standards-in-the-private-rented-sector-guidance-for-landlords-tenants-and-local-authorities>.
13. Bradford City Council Fire Safety Principles for Residential Accommodation - This guide offers practical advice on undertaking fire risk assessments and contains case studies of fire safety solutions in a range of property types. <https://www.bradford.gov.uk/media/6632/fire-safety-principles-for-residential-accommodation.pdf>
14. Regulatory Reform (Fire Safety) Order 2005 – The FSO introduced duties on the responsible person, (ie. the person in control of premises) in relation to fire safety in the common parts of HMOs, flats, maisonettes, bedsits and sheltered accommodation where no personal care is provided. The duty is to carry out a fire risk assessment and to take specific action to minimise the risk of fire in common parts. Full guidance: <https://www.legislation.gov.uk/uksi/2005/1541/contents/made>

15. Minimum Energy Efficiency Standards (MEES) - The Domestic Minimum Energy Efficiency Standard (MEES) Regulations set a minimum energy efficiency level for domestic private rented properties. Full guidance: <https://www.gov.uk/guidance/domestic-private-rented-property-minimum-energy-efficiency-standard-landlord-guidance>
16. (Part L) Building Regulations 2002 - <https://www.gov.uk/government/publications/conservation-of-fuel-and-power-approved-document-l>
17. Enterprise and Regulatory Reform Act 2013 - <https://www.legislation.gov.uk/ukpga/2013/24/part/6/crossheading/redress-schemes-lettings-and-property-management-agents/enacted>
18. The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014 – Since From 1 October 2014 it has been a legal requirement for lettings agents and property managers in England to join a government approved redress scheme. Further info: <https://www.legislation.gov.uk/uksi/2014/2359/contents/made>
19. Housing and Planning Act 2016 - <https://www.legislation.gov.uk/ukpga/2016/22/contents/enacted>
20. The Client Money Protection Schemes for Property Agents (Requirement to Belong to a Scheme etc.) Regulations 2019 - <https://www.legislation.gov.uk/uksi/2019/386/regulation/2>
21. Unipol Code Tribunal - The Tribunal is an independent body that considers Code complaints where the parties have not been able to reach agreement about a dispute. Details of how the Tribunal operates can be found via the following link: <https://www.unipol.org.uk/the-code/how-to-complain/the-tribunal>
22. Housing Health and Safety Rating System (HHSRS) - The housing health and safety rating system (HHSRS) is a risk-based evaluation tool to help local authorities identify and protect against potential risks and hazards to health and safety from any deficiencies identified in dwellings. It was introduced under the Housing Act 2004 and applies to residential properties in England and Wales. Guidance can be found online via the following link: <https://www.gov.uk/government/publications/housing-health-and-safety-rating-system-guidance-for-landlords-and-property-related-professionals>
23. Housing Act 2004 – The full version of the Housing Act 2004 is available via the following link: <https://www.legislation.gov.uk/ukpga/2004/34/contents>
24. Data Protection Act 2018 - <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

Unipol Code 2022-2026 For Shared Student Housing in Bradford

DECLARATION FOR 2022-2026

I/We (full name(s)): _____

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 2026, 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/we agree that I will provide Unipol with an accurate declaration of all the properties in Bradford which I/we own/manage and either rent to students or intend to rent to students at the time of this declaration.

I/we further declare that my conduct will be in line with that outlined in the Code.

I/ we confirm that I/ we have read the Unipol Code 2022-2026.

I/ we confirm that my properties meet the standards of the Unipol Code.

I/ we confirm that I/we will abide by the management standards of 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 re-inspection, the Codes Administrator 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 will be charged to the landlord/agent for that and each subsequent inspection needed.

b) Unipol will aim to 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 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 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 accept that it is an important part of the Code to inform tenants of our membership and agree to place information about the Code on any website relating to our accommodation.

I/we 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/we 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 including Bradford City Council may use my personal information for the purpose of administering the Code, checking the suitability of landlords for accreditation including any criminal convictions, 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.

I/we agree to inform Unipol of any change of ownership of any property (as listed on the attached schedule) and, if the landlord/owner is a Company the Company Secretary will inform Unipol if the Company is sold to another or where a majority of shareholdings changes hands. Changes of ownership or control will be notified to Unipol within 5 working days of this taking place.

I confirm that all my properties meet the standards of the Code (tick box) ☐

I confirm that I have read the Unipol Code 2022-2026 (tick box) ☐

Signed (Authorised signatory): _____

Printed: _____

Dated: _____

The Unipol Code is administered by Unipol Student Homes. Telephone 0113 2430169 and ask for the Codes Administrator for further information or general enquiries. Registered Charity No 1063492 VAT Registration No 69884549.

Unipol Code - Bradford

DECLARATION of Properties for 2022-2026

By signing and returning this form you confirm that (a) this is an accurate declaration of all of the properties in Leeds which you own/manage and either rent to students or intend to rent to students as at the date of this declaration; and (b) that you accept that Unipol and its affiliated entities and its business partners may use your 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 you are not advertising all of your properties with Unipol but the Unipol Code will cover them, you need to list these properties. If this form is not returned it may delay the advertising of your properties as accredited. If your personal details or the number of properties you own/manage and rent to students changes or if you have any queries about how we use your information, please let us know. If you are declaring self-contained flats and/or bedsits in the same building, please state each unit of accommodation individually.

Name:

Address	No of storeys	No of Beds	Type of Property (indicate which is applicable)
1.			Shared Property Bedsit(s) Self-Contained (1-2 beds)
2.			Shared Property Bedsit(s) Self-Contained (1-2 beds)
3.			Shared Property Bedsit(s) Self-Contained (1-2 beds)
4.			Shared Property Bedsit(s) Self-Contained (1-2 beds)
5.			Shared Property Bedsit(s) Self-Contained (1-2 beds)
6.			Shared Property Bedsit(s) Self-Contained (1-2 beds)
7.			Shared Property Bedsit(s) Self-Contained (1-2 beds)
8.			Shared Property Bedsit(s) Self-Contained (1-2 beds)
9.			Shared Property Bedsit(s) Self-Contained (1-2 beds)
10.			Shared Property Bedsit(s) Self-Contained (1-2 beds)

This form can be completed electronically but should be printed and signed. Once complete, return along with the Code declaration form to: **Unipol Housing Hub (in person) or Unipol Student Homes, 155-157 Woodhouse Lane, Leeds, LS2 3ED (by post).**

Signed (authorised signatory): _____

Print Name: _____ Date: _____

Published by Unipol Student Homes. Unipol Student Homes is a company limited by guarantee, registered in England and Wales No 3401440. Registered Office 155/157 Woodhouse Lane, Leeds LS2 3ED. Registered Charity No 1063492 VAT registration No 6988 45649.