

For Shared Student Housing in the Private Sector of Nottingham

2026-2029



unipolcode 

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Introduction

Thank you for your interest in joining the Unipol Code in Nottingham, demonstrating your commitment to good practice, safety and accountability in the student private rented sector. This manual sets out all that you need to know about the commitment involved, the benefits of membership and core membership processes. You should read it in full to understand the conduct expected of Code members, the requirements of membership and the standards of the scheme.

What is the Code and Who are Unipol?

The Unipol Code in Nottingham was set up in 2007. It is widely recognised as setting a good standard for student housing and has influenced many other accreditation schemes across the UK, and is operated by the student housing charity, Unipol Student Homes.

The purpose of the Unipol Code is to:

- Establish a framework of voluntary standards to support how member landlords, managing agents and students can do business with on another effectively and fairly;
- And act in the best interests of students.

Many of the standards contained within the Code exceed legal requirements because it has been established to raise standards.

The Unipol Code is supported by Nottingham City Council and membership of the Unipol Code acts as a pathway to membership of the Nottingham Rental Standard, which includes support and benefits from Nottingham City Council. More information can be found here: <https://www.nottinghamrentalstandard.org.uk/>

What are the Benefits of being Accredited?

Membership of the Codes provides significant benefits and cash savings to your business. Alongside these savings we want to make sure that you are supported and can access advice when you need it, remaining up-to-date with legislative changes as they happen. Unipol fully supports the student landlord community and remains committed to providing a voice for the sector and championing good practice.

For the new Code cycle you will see some additional benefits. Code Members will no longer have to become members of the hub on an annual basis and all those additional benefits will now be included in your Code membership. All accredited members can enjoy:

- Discounts on local authority housing licences
- Free online training which meets licensing criteria
- Free training events to boost your skills
- Ability to advertise properties on the Unipol website for an additional fee
- Member briefings, so you can understand the market and network with other landlords
- Special briefings on proposed new legislation and have your say
- Free advice from our accreditation team and the benefit of inspections, where our experts give a view on your property
- Access to the Landlord Clinic and specialist help to resolve tenancy issues and use our mediation services
- Code Membership promotion via the Universities and the Nottingham Rental Standard
- A more “self-regulatory” approach from the local authority, with complaints first directed to Unipol for resolution
- Discounted deposit protection from TDS
- Access to the free online tenancy agreement generator

Joining the Code provides landlords with a package of support, market intelligence and networking opportunities that is unique in the student market and should not be missed.

About the Code

The Unipol Code is a set of standards that landlords voluntarily join, which set out standards for the safe and effective management of rental housing for students in Nottingham. It covers shared student housing with up to 14 beds in one property (Larger properties should join the ANUK/Unipol National Code).

The Code is based on four core principles:

- **Declaration** – Landlords sign to demonstrate their agreement with the standards and accountability to the scheme rules
- **Verification** – Landlords agree to have their properties checked
- **Complaints** – Landlords agree to co-operate with an independent complaints process
- **Continuing Improvement** – The Codes are reviewed and updated periodically

Joining the Unipol Code

Who can join?

Any landlord or agent who manages student properties is eligible to join the Unipol Code, provided they are able to comply with the Nottingham Code standard.

How long does accreditation last?

The Unipol Code runs in a three year cycle. The current cycle will run from 1st August 2026 until 31st July 2029. Members of the Code are accredited from the date of accreditation until the end of the current Code cycle.

The Unipol Code document is reviewed at the end of each cycle and changes are circulated to existing members, who are invited to renew for the subsequent three years.

What is the cost?

The fee to join the Code is dependent on the number of student properties managed by the applicant, as follows:

Number of Properties	Fee (ex. VAT)	Fee (inc. VAT)
1	£102.00	£122.40
2	£182.00	£218.40
3-5	£252.00	£302.40
6-10	£329.00	£394.80
11-20	£486.00	£583.20
21-40	£695.00	£834.00
41-60	£794.00	£952.80
61-120	£1041.00	£1249.20
Unlimited	£1395.00	£1674.00

How to join the Code

1. Online Create an account, or log-in to the Unipol dashboard: <https://www.unipol.org.uk/special-pages/login>
Create an account, or log into an existing account and select 'Pay for Code Accreditation'. You will be prompted to agree to the terms of accreditation and to upload a property list. The property list should include all properties that you manage which are let to students.
2. Complete the forms: Complete and return the Property List and Declaration which can be found at the rear of the Code document. These can be emailed to codemail@unipol.org.uk or posted to the Unipol Office (155-157 Woodhouse Lane, Leeds, LS2 3ED). Unipol will then contact you to make payment (please note that your accreditation cannot be completed prior to full payment being made).

Important Information about the Unipol Code

The scheme is operated by Unipol Student Homes. The Code has a number of processes which members agree to co-operate with:

Audit Panel

The Audit Panel oversees the results of inspections and is attended by representatives from the Local Authority, the Universities, the Unipol Code team and Code Verifiers. Each Audit Panel is independently chaired, and the Chair has the power to immediately suspend members from the Code (a process which can be reviewed by the Tribunal).

Details can be found here:

<https://www.unipol.org.uk/governance/advisory-groups-and-forums/code-audit-panel-nottingham/>

Information Sharing and Awareness of Code Membership Status

If a Unipol Code Verifier finds significant safety or safeguarding issues at a property during an inspection, the relevant Local Authority may be informed or requested to carry out a joint visit, even if the member decides not to proceed with accreditation. Unipol will also notify the relevant Local Authority if membership is cancelled, or a member is suspended from the Code.

Membership of the Code is a public matter, and a member will be listed in the landlord directory on the Unipol website. Any complaints about a Code landlord that are upheld at Tribunal may be published on the Unipol website.

For more information on data sharing, you are advised to read our privacy notice:

<https://www.unipol.org.uk/governance/corporate-documents-unipol-board/data-protection-policy/>

Inspections and Verification

The checking of properties (or 'verification') consists of a number of proactive inspections on landlords' properties, with a sample of at least 1 in 5 properties checked every 3 year Code cycle. Inspections may also take place if a complaint is received or where there is reason to believe the Code has been breached.

Each time a property is inspected a Report is written and emailed to the member. Inspections are carried out by specialised consultants and by trained Unipol staff. The Report will detail any actions required and set timescales for works to be completed, which must be adhered to.

Co-operating with inspections and undertaking any required follow up actions is a core requirement of membership of the Code, and any landlord who fails to do so may have their membership suspended or terminated.

Complaints

There is an independent complaints system for tenants living in properties covered by the Unipol Code. Any students experiencing problems can approach Unipol for advice and raise a complaint if they believe their landlord is breaching the Code.

The Unipol Complaints Process can be viewed in full online: <https://www.unipol.org.uk/the-code/how-to-complain/>

If Unipol is not able to resolve an issue through the complaints process, it may be referred to the Tribunal.

Tribunal

This is an independent body that will consider issues that have not been resolved through the complaints process. It will look at the evidence presented by both parties and decide whether any standards of the Code have been breached. Where a member is found to have breached Code standards, possible outcomes range from recommendations of a change in management practices to suspension from the Code.

The Tribunal is independently chaired and decisions are final.

Outcomes of upheld Tribunal decisions may be published on the Unipol website. The rules and procedures for the tribunal can also be found at www.unipol.org.uk/code

Contact the Team

Unipol has a team of accreditation staff and consultants who are available to answer your questions.

Get in contact:

0113 243 0169

Codemail@unipol.org.uk

The Unipol Nottingham Code (2026-2029)

For Shared Student Housing in the Private Rented Sector in Nottingham

The purpose of the Unipol Code is to establish a framework of voluntary standards to support how members and tenants can do business with one another effectively and fairly. The criteria in the Unipol Code have been chosen to reflect a balance of common sense obligations and responsibilities between members and tenants and set standards which are achievable without significant expenditure of time and money, and without prejudice to their respective legal rights.

Compliance with the Code will ensure that:

- Both members 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 a member 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 universities and local authority in Nottingham encourage students to rent a property where the owner/agent is a member of the Unipol Code.

Adoption of the Unipol Code 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 members' compliance with the Unipol Code and tenants can complain where they feel a breach has occurred. Information showing that members are not complying with the Unipol Code is in the public domain and will remain accessible for three years even if the member leaves, or is removed from the Unipol Code.

Licensing

In the case of properties which fall under Mandatory, Additional or Selective licensing, where a licence includes a particular condition that is different to a requirement of this Unipol Code, then compliance with the relevant licence condition will take precedence.

This Code operates from 1st August 2026 to 31st July 2029.

EQUALITY AND DIVERSITY

- 1.00** Business is pursued by members in a professional, courteous and diligent manner at all times.
- 1.01** In all dealings with tenants (both past, actual and prospective) no person is treated less favourably than any other because they have a protected characteristic (age, disability, gender reassignment, marital or partnership status, pregnancy, maternity, race, religious or philosophical belief, sex or sexual orientation) or because of their colour, ethnic or national origin, appearance or social status.

MARKETING AND AGREEMENTS

Marketing

- 2.00** All property details are reported accurately without misrepresentation to prospective tenants. Landlords will abide by the UK Advertising Codes as set by the Advertising Standards Authority, and by all its regulatory mechanisms. Members should refer to the Material Information in Property Listings guidance set out by the National Trading Standards.
- 2.01** TO LET boards must comply with NCC Code¹ within designated restricted areas. Outside of these areas, members should adopt local authority guidelines.
- 2.02** All prospective tenants are given an opportunity to view the property, having due regard to the rights of existing tenants.
- 2.03** In marketing, members 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.
- 2.04** Members may use the Unipol Code logo (either as a Member/agent supplier or for the property/ies to which they relate) in promotional materials, and electronic versions of these logos can be supplied. (NOTE - it is not possible to use the Unipol logo, which is for Unipol’s exclusive use only)

Agreements

- 2.05** Interested parties are provided with a copy of any contractual terms under which a property is offered, such terms are to include details of any fees payable in addition to rent and any arrangements involving tenants’ guarantors. When requested, interested parties are given 24 hours to seek independent advice regarding those contractual terms, during which time the property will not be remarketed.
- 2.06** Tenancy agreements do not contain any unfair terms (as defined in the Part 2 of the Consumer Rights Act 2015²) or any terms or conditions that conflict with the tenant’s statutory or common law rights or the provisions of this Code. (NOTE: It may be useful for members to make use of the relevant Unipol model tenancy agreement, which limits the guarantor’s liability to an individual tenant.)

- 2.07** Within the tenancy agreement, tenants are provided with information on the key terms of the tenancy in accordance with the Renters' Rights Act (2025)³, particularly in respect of:
- giving the tenant prior notice of the intention to seek possession;
 - disrepair and compliance;
 - disability adaptations;
 - and the tenant's notice periods.
- 2.08** Members shall ensure that their policies, procedures and management practices comply with the requirements of the Renters' Rights Act 2025.

Rent and Payments

- 2.09** Except for a holding deposit as permitted by the Tenant Fees Act 2019⁴, 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)
- 2.10** 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.
- 2.11** When requested, written receipts are provided for all payments made. Receipts will always be provided for cash payments.

Utility and Service Charges

- 2.12** The tenancy agreement states the division of responsibility for payment of water, utility charges and Council Tax. Any utility management company fees and "fair use caps/limits" must also be accurately reflected in the tenancy agreement. Where tenants are responsible for utility charges, they must have reasonable access to any meters.
- 2.13** Where any service charges are made, these must be properly specified and detailed in the tenancy agreement.

Wifi

- 2.14** 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.

Identity and Address

- 2.15** The name and current address of the property owner or the manager of the property is stated on the agreement together with the address, email and telephone numbers of any managing agent or person 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.

AT THE START OF THE TENANCY

Communication

3.00 At the start of the tenancy, the landlord must provide tenants with the following information as a minimum:

- Emergency contact details;
- Response times for repairs (see clause 4.08);
- Appliance operation guides (e.g. boiler, heating, alarms);
- Instructions on proper management of rubbish and recycling;
- Correct use of the fire equipment and safe means of escape in the event of fire;
- Location of the stop tap and gas shut off valve;
- A copy of the Unipol Code (this can be provided via a weblink);
- and Crime prevention information.

State of Repair and Refurbishment

3.01 At the start of the tenancy the landlord will ensure the property is clean. Where this has not been achieved and there is a material effect on the comfort and convenience of the tenants, the landlord will inform the tenants of the timescales in which the property will be cleaned; it is expected that these timescales will reflect a Priority 2 Urgent response, within 5 working days.

3.02 At the start of the tenancy or other date mutually agreed with the tenants, all obligations on the part of the member in regard to the repairs and property maintenance and improvements to the property have been fully completed.

3.03 Where a property is undergoing refurbishment and the works are 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 member/agent shall inform the future tenants at the earliest possibility of this likelihood and its consequences for them.

3.04 If rooms 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 member if required by the tenant. No rent will be payable for the room/s that are unusable during that period. A kitchen that is unusable would count as a 50% rent reduction. No rent should be payable if a sole bathroom is unusable for any period over 24 hours.

DURING THE TENANCY

Written Consent for Works

- 4.00** During the tenancy, if the tenant has agreed that the Member can undertake works which will make the property/room/s unoccupiable, this must be agreed in writing. The absence of any such agreement, signed by both Member and tenant would mean that consent had not been given.

HMO Licensing

- 4.01** Members will ensure that where HMO mandatory licensing, additional or selective licensing applies (under Parts II⁵ and III⁶ 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 licence conditions within the timescales specified on each licence. All non-licensable properties should meet with the relevant Local Authority's Advisory Standards which are generally available on www.nottinghamcity.gov.uk, www.broxtowe.gov.uk and www.rushcliffe.gov.uk (type HMO into the search engine) or should comply within any timescale agreed with the Council.

Tenancy Privacy and Data

- 4.02** Tenant data will be fairly and lawfully processed in accordance with GDPR and the Data Protection Act 2018⁷. Members should register with the Information Commissioners Office as a data controller.
- 4.03** Tenants must receive 24 hours notice of any visit to the property, except in the case of an emergency or if shorter prior permission has been given. Tenant privacy and entitlement to freedom from unnecessary intrusion is respected.
- 4.04** Where CCTV cameras or video doorbells 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 use of CCTV cameras must comply with relevant data protection legislation and give due regard to tenant privacy and entitlement to freedom from unnecessary intrusion.

First Refusal

- 4.05** Current tenants who have complied with the terms of the tenancy agreement will be offered first refusal for any subsequent letting of the property.

Repairs and Maintenance

- 4.06** At suitable intervals throughout the tenancy, landlords/agents should conduct visits to properties to ensure that they are free from hazards and disrepair.
- 4.07** 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 1985⁸ and the Homes (Fitness for Habitation) Act 2018⁹.
- 4.08** Under normal circumstances the following repair timescales 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 or by arrangement with the occupiers after that time.
- 4.09** Where a dispute occurs between the member and tenant/s as to when a repair has been reported then the date on which the repair was reported to the owner/agent in writing shall be the accepted date.
- 4.10** Planned and cyclical maintenance and servicing tasks such as gas servicing, electrical inspections and related works, fire detection and equipment servicing, gutter and window cleaning, exterior and interior painting are carried out at appropriate intervals (so as to minimise the need for reactive repair and maintenance) and with consideration to the convenience of occupants.
- 4.11** Contractors and trades persons should behave in a professional and courteous manner at all times, carry out work to a good standard and remove all redundant components and debris from site on completion of the works.

Furniture and Storage

- 4.12** All study bedrooms contain a bed, adequate clothes storage space, a desk, chair and curtains/blinds which are properly hung/fitted. Study desks and chairs should be adequately sized and suitable for purpose.
- 4.13** 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 1988¹⁰.

Kitchens

- 4.14** Kitchens should have adequate facilities for the number of occupants, in line with the relevant Local Authority's advisory standards, especially in respect of the provision of cooking facilities, sinks, electrical sockets, worktops and cupboards. More information can be found by visiting: www.nottinghamcity.gov.uk, www.broxtowe.gov.uk and www.rushcliffe.gov.uk.

Toilets and Personal Washing Facilities

- 4.15** Where amenities are shared, an adequate number of suitably located baths and/or showers and wash hand basins are provided with constant hot and cold running water supplies and in a ratio of amenities to occupants that does not exceed 1:5.
- 4.16** Where amenities are shared, an adequate number of suitably located toilets are provided and in a ratio of amenities to occupants that does not exceed 1:5.
- 4.17** Where there are up to four occupants sharing facilities, the toilet may be located within the bathroom. Where five or more occupants are sharing, a toilet must be located separate from the bathroom for every five occupants, however where a toilet is located within an additional bathroom it is satisfactory as a 'separate toilet' provided that the bathroom is shared by no more than four people.

Occupiers	Toilet	Bath/Shower	
Up to 4	1	1	*a
5	1	1	*b
6	2	2	*C (applies to all rows below)
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	

Note: Wash hand basins should be provided in every toilet room

- *a** The toilet can be located separately from the shared bath/shower room
- *b** The toilet must be located separate from the bath/shower room
- *c** The additional toilet(s) must be located separate from the bath/shower room **or** within an additional bath/shower room shared by no more than four people.

- 4.18** Where a toilet is located in a separate compartment then a wash hand basin with hot and cold running water should also be provided within the same compartment.
- 4.19** Where a shower/s is/are provided, they will be fitted with a waterproof surround and a screen (which could be a curtain) and a suitable electrically operated extractor fan that complies with Building Regulations.

Overcrowding

- 4.20** Members will never knowingly overcrowd properties

Housing Health and Safety Rating System

Members will ensure that:

- 5.00** The property and boundary is maintained, as reasonably practicable, free of any avoidable or unnecessary hazards as defined in the Housing Health & Safety Rating System¹¹ (see schedule attached to this 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.

Damp and Mould

- 5.01** Reasonable steps are taken to comply with the government's guidance on 'Understanding and addressing the health risks of damp and mould in the home.'¹²

Gas appliances and supply

- 5.02** 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) Regulations¹³.
- 5.03** All gas appliances will be serviced annually by a Gas Safe registered engineer. 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.
- 5.04** All repairs to gas supply pipe work and appliances will be carried out by a Gas Safe registered engineer.

Smoke and Carbon Monoxide Alarm Regulations

- 5.05** All properties will comply with the Smoke and Carbon Monoxide Alarm Regulations 2022¹⁴. Any rooms containing fuel burning appliances should be fitted with a carbon monoxide (CO) detection conforming to BS EN 50291.

Electrical Installations and Appliances

Members will ensure that:

- 5.06** 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)¹⁵ and is designed, installed, inspected and tested to the standard required by BS 7671.) In accordance with the current relevant Electrical Regulations.

- 5.07** All properties must have a satisfactory Electrical Installation Condition Report (EICR), dated within the past five years (or as stated on the current relevant paperwork i.e. a shorter time period).
- 5.08** All additions, alterations and improvements to existing electrical installations and all new installations comply with applicable Building Regulations and BS 7671 and are covered by an Electrical Installation Certificate or (as appropriate) a Minor Electrical Installation Works Certificate.
- 5.09** 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.
- 5.10** All electrical appliances provided 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.
- 5.11** Residual current device (RCD) protection should be provided to all consumer units.

Fire Detection and Alarm Systems: Single Household

5.12 Single household and/or two unrelated persons (with up to 4 storeys)

- An interlinked LD2 Grade D1 AFD system is required as a minimum, with smoke detection and sounders on every level of circulation space (including stairwells, corridors and lobbies that form part of the escape route), in any cellar and in the living room, plus a heat detector in the kitchen;
- FD30S fire door required to the kitchen (with an effective overhead hydraulic selfcloser, intumescent strips and cold smoke seals).

Fire Detection and Alarm Systems: Shared HMO's

5.13 Shared HMOs (with up to 2 storeys)

- An interlinked LD2 Grade D1 AFD system is required as a minimum, with smoke detection and sounders on every level of circulation space (including stairwells, corridors and lobbies that form part of the escape route), in any cellar and in the living room, plus a heat detector in the kitchen;
- FD30S fire door required to the kitchen (with an effective overhead hydraulic selfcloser, intumescent strips and cold smoke seals).

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

- An interlinked LD2 Grade D1 AFD system is required as a minimum, with smoke detection and sounders on every level of circulation space (including stairwells, corridors and lobbies that form part of the escape route), in basements and in the living room(s), plus a heat detector in the kitchen;
- FD30S fire door required to the kitchen (with an effective overhead hydraulic selfcloser, intumescent strips and cold smoke seals) and FD30 fire doors to any risk rooms which open onto the route of escape (including living rooms) plus a 30 minute protected route of escape with all bedrooms fitted with FD30 fire doors (with an effective overhead hydraulic selfcloser and intumescent strips).

5.15 Shared HMOs (with 3-4 storeys and 5 or more tenants)

- An LD1 Grade D1 AFD system is required as a minimum, with smoke detection and sounders on every level of circulation space (including stairwells, corridors and lobbies that form part of the escape route), in basements, in the living room(s) and in all bedrooms, plus a heat detector in the kitchen;
- FD30S fire door required to the kitchen (with an effective overhead hydraulic self-closer, intumescent strips and cold smoke seals), plus a 30 minute protected route of escape with all bedrooms and living rooms fitted with quality assured, closely fitting FD30S fire doors (with effective overhead hydraulic self-closers, intumescent strips and cold smoke seals).

5.16 Shared HMOs (with 5-6 storeys)

- An LD1 Grade A AFD system is required as a minimum, with smoke detection and sounders on every level of circulation space (including stairwells, corridors and lobbies that form part of the escape route), in basements, in the living room(s) and in all bedrooms, plus a heat detector in the kitchen. The detectors must be linked to a control panel and the system should incorporate manual call points on landings and next to final exits;
- A full 30 minute protected route of escape is required (as above), with self-closers, intumescent strips and cold smoke seals on all fire doors;
- Emergency lighting required along route of escape; plus fire separation of top floor in 5 storey/ top two floors in 6 storey properties; plus lobby protection to all floors except the top floor and a secondary route of escape from the top floor (top two floors in 6 storey properties).

Fire Detection and Alarm Systems: Bedsit HMOs

5.17 Bedsit-type HMOs (with up to 2 storeys)

- A mixed grade system is required, comprising of an interlinked LD2 Grade D1 system, with smoke detection in stairwells, corridors and lobbies that form part of the communal escape route and a heat detector in each bedsit; plus a stand-alone (noninterlinked) Grade D1 smoke alarm in each bedsit;
- FD30S fire door/s (with an effective overhead hydraulic self-closer, intumescent strips and cold smoke seals) required to each flat/bedsit entrance and any other risk room which opens onto the route of escape.

5.18 Bedsit-Type HMOs (3-4 storey)

- A mixed grade system is required, comprising of an LD2 Grade A AFD with smoke detection in stairwells, corridors and lobbies that form part of the communal escape route and an interlinked heat detector in each bedsit (these detectors must be linked to a control panel and the system should incorporate manual call points on landings and next to final exits); plus, a non-interlinked Grade D1 smoke alarm in each bedsit;
- FD30S fire door/s (with an effective overhead hydraulic self-closer, intumescent strips and cold smoke seals) required to each flat/bedsit entrance and any other risk room which opens onto the communal route of escape.

5.19 Bedsit-Type HMOs (5-6 storey)

- As above in terms of both the protected route of escape and AFD system, with addition of emergency lighting throughout the route of escape, fire separation between and across stairs to upper floors, lobbies to room entry doors and a secondary route of escape from the top two floors (in 6 storey properties).

Fire Detection and Alarm Systems: Self-contained Flats

5.20 Buildings converted into self-contained flats (up to 2 storeys)

- A mixed grade system is required, comprising of an LD2 Grade D1 system to protect common areas, with smoke detection in any stairwells, corridors and lobbies that form part of the communal escape route and a heat detector in each flat (in the lobby/hallway which opens onto the route of escape); plus, a separate LD2 Grade D1 system in each flat, incorporating smoke detection in corridors/lobbies and in the living room, plus a heat detector in the kitchen;
- FD30S fire door/s (with an effective overhead hydraulic self-closer, intumescent strips and cold smoke seals) required to each flat entrance and any other risk room which opens onto the communal route of escape;
- An FD30S fire door (with an effective overhead hydraulic self-closer, intumescent strips and cold smoke seals) is required to kitchens.

5.21 Buildings converted into self-contained flats (3-4 storey)

- A mixed grade system is required, comprising of an LD2 Grade A system to protect the common areas, with smoke detection in any stairwells, corridors and lobbies that form part of the communal escape route and a heat detector in each flat (in the lobby/hallway which opens onto the route of escape); plus, a separate LD2 Grade D1 AFD in each flat, incorporating smoke detection in corridors/lobbies and in the living room(s), plus a heat detector in the kitchen. The LD2 Grade A system should be linked to a control panel in the ground floor communal hallway and incorporate manual call points along the route of escape;
- FD30S fire door/s (with an effective overhead hydraulic self-closer, intumescent strips and cold smoke seals) required to each flat entrance and any other risk room which opens onto the communal route of escape;
- An FD30S fire door (with an effective overhead hydraulic self-closer, intumescent strips and cold smoke seals) is required to kitchens.

5.22 Buildings converted into self-contained flats (5+ storey)

- As above but with the addition of emergency lighting throughout the route of escape and fire separation across the stairway between second and third floors and between fourth and fifth floors.

Fire Detection and Alarm Systems: Purpose Built Flats

5.23 Flats in purpose-built residential blocks

Where the accommodation comprises a flat within a purpose-built residential block and the landlord does not own or control the common areas of the building, the landlord shall:

- Ensure there is an automatic fire detection system, ideally a LD2 Grade D1 system, incorporating smoke detection in corridors/lobbies and in the living room(s), plus a heat detector in the kitchen within the flat
- Ensure the flat front door is a self-closing FD30S fire door and the door is maintained and in good condition
- Provide tenants with relevant fire safety information, including evacuation procedures where these have been supplied by the building manager/ managing agent
- Co-operate with the building manager, freeholder or managing agent regarding fire safety issues affecting the flat.
- Ensure that all fire safety measures within the flat are maintained in a safe condition
- Where reasonably practicable, the landlord should obtain evidence from the building owner, managing agent or freeholder that appropriate fire safety arrangements are in place for matters relating to the common parts of the building, including a current fire risk assessment.

Fire Detection and Alarm Systems

- 5.24** For property types not covered above, the relevant Local Authority's current advisory Fire Safety Principles for properties of their type will apply. The minimum requirement of which is the provision of a mains interlinked fire detection system throughout the common areas, which should include an interlinked heat detector in the kitchen and a smoke detector in the principle habitable room (LD2 Grade D1).
- 5.25** Members should ensure that Fire Alarm Systems and equipment are properly checked and maintained by a competent person annually, as a minimum, in accordance with BS 5839 Part 1 Section 6 (a 'Competent person' is someone who is third party certificated by a UKAS accredited certification body, specifically to carry out inspection and servicing of fire detection and fire alarm systems). Grade A systems should be checked as a minimum every six months, other types of systems annually. A Fire Alarm System Test Report should be made available to Unipol on request.

Fire Risk Assessment

- 5.26** 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 2005¹⁶ (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.

Cellars/Basements

- 5.27** In all cases, cellars/basements should be fitted with mains-wired fire detection, which is interlinked with the detection throughout the rest of the property. All basements/cellars should contain fire separation between the basement and the ground floor, including the staircase soffit and spandrel, with a self-closing FD30S door fitted at the head of the basement stairs if the cellar opens on to the means of escape. Where the route of escape from basement habitable rooms passes through a risk room (such as a living room/kitchen), a suitable secondary means of escape should be provided at basement level.

Fire Blanket

- 5.28** 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.

Hazards

- 5.29** Particular care should be taken to ensure there is no build-up of combustible material around grills, ovens and air fryers which can become a serious fire hazard. Members should ensure the cooker is thoroughly cleaned at least once a year and that tenants are informed of their need to clean their cooker regularly and remedial action taken (at the tenants' expense if necessary) if the cooker remains hazardous.

Escape Routes

- 5.30** All exit routes within a property will be kept free of obstruction, to enable safe evacuation of the property in the event of fire.
- 5.31** The primary escape route should not pass through bedrooms, living rooms, or kitchens. If there is no alternative to this, then a suitable and safe secondary means of escape is required. 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. Where windows have a low sill height (with a bottom opening area below 1,100mm from floor level), window restrictors/safety catches should be fitted. The restrictors should prevent the windows opening more than 100mm, but must be easily removable without the need for a key if the window is an emergency means of escape. Means of escape windows which can only be accessed via another occupant's bedroom may not be considered to be satisfactory by the local authority. Fire escape hatches are generally not considered to be a satisfactory secondary means of escape. Additional fire separation and fire safety measures may also be required, where escape routes are complex, or long.

Emergency Lighting

- 5.32** 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.

Hygiene

- 5.33** 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.
- 5.34** All properties will be provided with an efficient and serviceable vacuum cleaner at the commencement of the tenancy.
- 5.35** All floor coverings in kitchens, bathrooms and WCs are impervious and capable of being cleaned with suitable domestic disinfectant products.
- 5.36** All properties will be provided with refuse disposal facilities sufficient for the number of occupants as defined by the appropriate Local Authority's Waste Department. Where the property is subject to a HMO licence, members must comply with any waste management conditions attached to that licence.

Pest Control

- 5.37** Members must take all reasonable measures to ensure that properties are let vermin free and remain so throughout the tenancy. Where vermin issues arise, the landlord 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.

Communal Areas

- 5.38** 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.

Staircases

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

Lighting and Ventilation

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

E-bikes and E-scooters

- 5.41** Members should ensure that e-bikes and e-scooters are not stored on the route of escape. Members should take reasonable steps to inform tenants of associated fire risks and promote safe storage and charging practices where relevant.

SECURITY MEASURES

Doors and Windows

- 6.00** External doors are of solid core timber or metal framed UPVC construction, or specialist laminated security doors in which all glazing is either wired or toughened and laminated glass. 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: 2022 'doors of enhanced security' or is certified to the 'Secured by Design' standard¹⁷.
- 6.01** External doors should be fitted with a mortise lock with an internal thumb turn allowing keyless escape from the building, using either a five lever mortise lock or a euro cylinder lock. Existing suitable euro cylinder locks may be accepted, but any cylinder locks which are replaced should conform to the Sold Secure Diamond Security Measures Standard SS312 or TS007:2012 3 star rated. Door sets designed to BS: PAS 24:2022 should meet these requirements.
- 6.02** All letter boxes located within 0.5 metres of any latch or thumb turn lock are fitted with a device - security cowl, letter plate deflector, or letter cage - which prevents thieves from putting their hands or gadgets through the letterbox and trying the latches from the inside. New door sets meeting BS: PAS 24-1:2022 are designed with acceptable letter box restriction. Further guidance is available in the 'Secured by Design' standard.
- 6.03** Ground floor and upper storey windows accessible from ground level or over a roof are of sound and secure construction (ideally to PAS 24:2022). All non-double glazed windows in these locations require a lock. Where key operated locks are fitted members 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.
- 6.04** Security grilles are not necessary if good quality doors and windows are fitted and their use is strongly discouraged. Any security grilles fitted to exit doors must allow escape from the building without the use of a key with a suitable cowl being fitted to prevent opening from the exterior. 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.

External Lighting

- 6.05** It is recommended that exterior dusk until dawn security lights are fitted to ground floor rear entrances where a garden or yard is present.

Burgular Alarms

- 6.06** Where an intruder alarm system is installed then it shall meet the requirements of BS EN 50131 (wired and wire free systems). All installations shall be in accordance with the current electrical regulations. Equipment which has proved to be unreliable or ineffective should be replaced. It is recommended that burglar alarms are fitted by NSI or SSAIB approved contractors.
- 6.07** Contractors and tenants should be supplied with the code numbers of alarms.

Door Bells and Keyless Entry

- 6.08** Doorbells and keyless door entry systems, where fitted, should be maintained regularly to ensure that they remain operational.

Boundaries

- 6.09** Hedges around external doors and windows are best kept trimmed low (usually no higher than 1m) wherever practical to avoid providing screening for burglars. To the rear, hedges may be kept trimmed but can be higher to provide a physical barrier to intruders. Plants and shrubs shall not be allowed to obstruct the pavements or other public areas surrounding the property.

THE ENVIRONMENT AND SUSTAINABILITY

Energy Performance Certificates (EPC)

Members will ensure that:

- 7.00** Tenants are provided with a copy of a current Energy Performance Certificate for the property which must meet the Minimum Energy Efficiency Standards (MEES)¹⁸.
- 7.01** 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.

Electrical Appliances

- 7.02** 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.

Heating

- 7.03** Central heating (or electrical heating) is provided. The central heating system should be adequate, controllable and programmable by tenants.
- 7.04** Clear written instructions for the safe and energy-efficient use of all central heating and hot water systems will be given.
- 7.05** Any electrical panel heater in a building designed to comply with Part L of the Building Regulations 2002¹⁹ as a minimum, is fitted with an on/off switch and 24 hour timer or a timed booster in a system that allows a pre-set period of use will be satisfactory.
- 7.06** All wet central heating systems will include thermostatic radiator valves (TRVs) on radiators in habitable rooms.

Energy Efficiency

- 7.07** All properties are provided with energy efficiency measures to include hot water tank and pipe lagging and adequate insulation to roof void areas.
- 7.08** Energy efficiency improvements are incorporated, where practical, into refurbishment schemes and such schemes should comply with current Building Regulations where applicable. The local authority will be able to provide advice on how these might be achieved.

COMMUNITY RELATIONS

Anti-Social Behaviour

Members will ensure that:

- 8.00** Members will encourage tenant-like and neighbourly behaviour from tenants. 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. Where the property has a HMO licence, intervention should comply with relevant local guidance. 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. (Note: Unipol will provide on its website information on the services and agencies available to members, including help from the educational establishments and Unipol in dealing with problem tenants.)
- 8.01** In respect of matters that can be regarded as anti-social behaviour and/or environmental matters 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 400 metres of the property.

Gardens and Yards

- 8.02** All boundary walls and fences under the control of the owner/agent will be maintained, stable and in good repair.
- 8.03** 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.
- 8.04** 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 should require that tenants 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 and should be disposed of responsibly.
- 8.05** 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, where possible where a garden already exists this shall be retained as a soft planted area (this includes low maintenance gravelling with planting).
- 8.06** The Member will co-operate fully with an annual garden check to be undertaken by Unipol and/or its agents as part of their obligations under this 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 is identified to them within 10 working days of such notification. Landlords should give tenants adequate notice of the garden survey taking place.
- 8.07** Any alterations to the physical appearance of properties should be made in accordance with any existing Neighbourhood Design Statement.

Waste Management

- 8.08** 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 by the local authority in that area.
- 8.09** 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.
- 8.10** All properties are provided with adequate bins for both waste disposal and recycling (where this is available).

Alley Gates

- 8.11** If the property is adjacent to an alleyway with an alley gate, members should take reasonable steps to obtain a key for the alleyway and make this available to tenants.



AT THE END OF THE TENANCY

Deposits

Members will ensure that:

- 9.00** Deposits are administered efficiently and deposit deductions are not made unreasonably
- 9.01** Deposits are protected in a statutory tenancy deposit protection scheme and all legal requirements should be met by the landlord, including providing the Prescribed Information (provided by the relevant deposit scheme operator) to the tenant within 30 days of receipt of the deposit.
- 9.02** 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
- 9.03** 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.

COMPLAINTS

Complaint resolution

Members undertake to:

- 10.00** Maintain courteous professional relations with tenants during any dispute.
- 10.01** Accept contact by telephone, email, or face-to-face discussion from tenants, former tenants (up to one year previously), or their authorised representatives. Tenants who want to make use of the authorised representatives will need to notify the member in writing/by email.
- 10.02** Make written response to correspondence from tenants or their chosen representative within two weeks.
- 10.03** Ensure that all settlements and agreements reached are honoured within three weeks of being agreed.
- 10.04** Rectify any breach of the Unipol Code within three weeks of receiving a written complaint.

Tribunal

- 10.05** Where such a breach is contested, or where rectification is not made, then the member shall recognise the authority of the Code Tribunal²⁰. The Tribunal will determine whether the Unipol Code has been breached and make recommendation/s in accordance with its views.
- 10.06** 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.
- 10.07** The Tribunal will have the authority to exclude any member from the Unipol Code for a period as determined.

Redress Schemes

- 10.08** Where a member undertakes lettings agency work, they must belong to a redress scheme if required under The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014²¹.

NOTES FOR TENANTS

The principal aim of the Unipol Code complaints procedure is to resolve complaints efficiently. Before commencing the procedure, it is recommended that tenants attempt to resolve any problems by contacting their landlord or letting agent in the first instance.

A complaint can be submitted if all lines of negotiation have been exhausted. This judgment will be in the first instance made by the Code Complaints Investigator, who is charged with operating the system. In the event of a dispute, this will be a matter for a ruling by the Chair of the Tribunal. If you are a parent or relative of a tenant you must attach written authority from the tenant concerned stating that you are authorised to make a complaint on their behalf.

Further information on the Unipol complaints procedure and how to make a complaint can be found via the following link: <https://www.unipol.org.uk/the-code/how-to-complain>.

HOUSING HEALTH AND SAFETY RATING SYSTEM

The condition of all housing is governed by Part 1 of the Housing Act 2004²² and the updated Housing Health and Safety Rating System (HHSRS). The revised HHSRS, which came into effect in 2026, provides a simplified, evidence based method for assessing risks to the health and safety of occupiers. Local authorities must use the updated system when determining whether housing conditions present unacceptable risks and when deciding on appropriate enforcement action. The requirements apply to all residential premises, whether or not amenities are shared.

A local authority may inspect a property following a complaint or for any other reason where it has concerns about housing conditions. Under the updated HHSRS, the inspection focuses on whether any serious or avoidable hazards are present that could cause harm to current or future occupants, with particular regard to those who may be more vulnerable.

The revised HHSRS replaces the former list of twenty nine hazards with a simplified set of priority hazard groups.

These include, but are not limited to:

- Damp and mould
- Excess cold and excess heat
- Fire and electrical safety
- Structural safety and falls
- Sanitation, water supply and domestic hygiene
- Carbon monoxide and fuel combustion products
- Crowding, space and entry by intruders

The updated assessment process places greater emphasis on the severity of potential harm, the likelihood of exposure, and the impact on vulnerable occupants. The previous numerical scoring matrix and banding system (A–J) are no longer used. Instead, inspectors determine whether conditions fall below acceptable minimum housing standards and whether they present a serious and avoidable risk. Where a serious hazard is identified, the local authority has a duty to take the most appropriate enforcement action. This may include:

- serving an improvement notice
- making a prohibition order
- issuing a hazard awareness notice
- taking emergency remedial action or making an emergency prohibition order
- making a demolition order
- declaring a clearance area

Local authorities may also take discretionary action in relation to lower level hazards where intervention is considered necessary to protect occupiers or prevent further deterioration of the property.

The purpose of the revised HHSRS is to ensure that all homes meet modern minimum housing standards and are maintained free from serious hazards that could compromise the health, safety or wellbeing of the people who live in them. Members should familiarise themselves with the Housing Health and Safety Rating System (HHSRS): Operating guidance - GOV.UK, specifically Parts 1 & 3

	LD2 GR D1	LD1 GR D1	LD1 GR A	LD1 GR D1 Mixed System *	LD1 GR A Mixed System *	FD30 Escape Route	FD30S Escape Route	FD30 Living Room	SC to risk rooms (inc. living room)	FD30S Kitchen + SC	FD30S Entrance door + SC	Fire sep GF + Basement	Em. Lighting along route of escape	Lobby to rm. Entry doors	Second escape route top 2 floors	Fire Sep across stairs
Single Household and/or Two Unrelated Persons																
Up to 4 storey	X									X		X				
Shared HMO																
Up to 2 storey	X									X		X				
3-4 storey and up to 4 tenants	X					X		X	X	X		X				
3-4 storey and 5 or more tenants		X					X	X	X	X		X				
5 Storey			X				X	X	X	X		X	X	X		X
6 Storey			X				X	X	X	X		X	X	X	X	X
Bedsit-type HMO																
2 storey				X						X	X	X				
3-4 storey					X					X	X	X				
5 storey					X					X	X	X	X	X		X
6 storey					X					X	X	X	X	X	X	X
Buildings converted into self-contained flats																
2 storey				X						X	X	X				
3-4 storey					X					X	X	X				
5-6 storey					X					X	X	X	X			X

Advice on the use of the fire safety matrix

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;

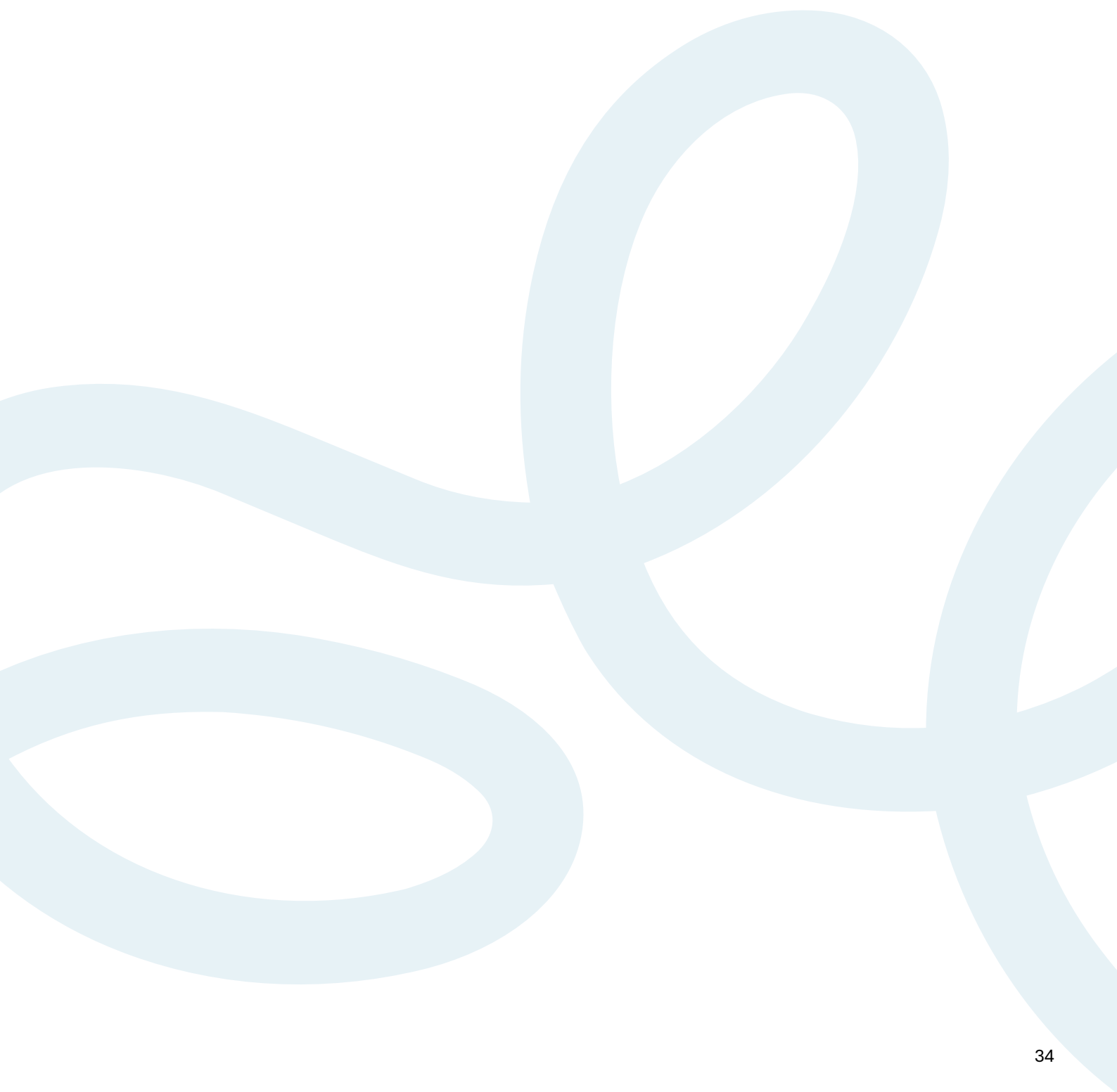
HD – heat detector;

SC – overhead hydraulic self-closing device (for fire doors);

Fire sep – fire separation;

GF – ground floor;

Em. lighting – emergency lighting (normally risk assessable).



APPENDIX 2 - References

1. Nottingham City Council Controls on 'To Let' Boards – Nottingham City Council have defined nine areas of the city where To Let boards cannot be displayed on residential properties without consent, unless they follow strict criteria: <https://www.nottinghamcity.gov.uk/lettingboards>.
2. Part 2 of the Consumer Rights Act 2015 - <https://www.legislation.gov.uk/ukpga/2015/15/part/2/enacted>
3. Renters Rights Act 2025 - <https://www.legislation.gov.uk/ukpga/2025/26/contents>
4. 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>
5. Part II Housing Act - <https://www.legislation.gov.uk/ukpga/2004/34/part/2>
6. Part III Housing Act - <https://www.legislation.gov.uk/ukpga/2004/34/part/3>
7. Data Protection Act 2018 - <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
8. 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>
9. 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>
10. 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>
11. 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-hhsrslandlord-and-agent-guide/landlord-and-agent-guide-to-the-housing-health-and-safety-ratingsystem-hhsrs>
12. Understanding and addressing the health risks of damp and mould in the home - <https://www.gov.uk/government/publications/damp-and-mould-understanding-andaddressing-the-health-risks-for-rented-housing-providers/understanding-and-addressing-thehealth-risks-of-damp-and-mould-in-the-home--2>
13. Gas Safety (Installation and Use) Regulations 1998 - <https://www.legislation.gov.uk/uksi/1998/2451/contents/made>

14. The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022 - These regulations require private rented sector landlords to have at least one smoke alarm installed on every storey of their rental property where there is a room used as living accommodation; and a carbon monoxide alarm in any room used a living accommodation which contains a fixed combustion appliance (excluding gas cookers). After that, the landlord must make sure the alarms are in working order at the start of each new tenancy. Full guidance: <https://www.gov.uk/government/publications/smoke-and-carbon-monoxide-alarms-explanatory-booklet-for-landlords/the-smoke-and-carbon-monoxide-alarm-england-regulations-2015-qa-booklet-for-the-private-rented-sector-landlords-and-tenants>
15. Building Regulations Part P (Design and Installation of Electrical Installations) - <https://www.gov.uk/government/publications/electrical-safety-approved-document-p> 16. 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>
16. 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>
17. The Secured by Design (SBD) guide incorporates the latest security standards, developed to address emerging criminal methods of attack, and includes references to the Building Regulations and other statutory requirements across the United Kingdom: https://www.securedbydesign.com/images/HOMES_GUIDE_2023_web.pdf#page=36&zoom=100,0,0
18. 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>
19. 16. (Part L) Building Regulations 2002 - <https://www.gov.uk/government/publications/conservation-of-fuel-and-power-approved-document-l>
20. 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/howto-complain/the-tribunal/>
21. 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>
22. Part I Housing Act - <https://www.legislation.gov.uk/ukpga/2004/34/part/1>

APPENDIX 3 - Unipol Code 2026-2029 For Shared Student Housing in Nottingham

DECLARATION FOR 2026-2029

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

Trading as: _____

Registration Number (if known): _____

Home Address: _____

Email: _____ Telephone Number: _____

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 July 2029, 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 Nottingham 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 2026-2029.

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 Unipol Code Verifier 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 Nottingham 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/ we understand that a condition of Code membership is that I/we must take the Unipol online landlord training course within 6 months of membership being awarded.

Signed (Authorised Signatory): _____ **Dated:** _____

The Nottingham Standard for Landlord Accreditation

When you sign to be a member of the Unipol Code you normally become a member of the Nottingham Rental Standard for Landlord Accreditation at no additional cost. The conditions required by the Unipol Code cover the requirements of the Nottingham Rental Standard.

I/we understand that when I/we become a member of the Unipol Code for Shared Student Housing I consent/do not consent (delete as appropriate, non-deletion to count as consent) to join the Nottingham Rental Standard.

Signed (Authorised Signatory): _____ **Dated:** _____

This form can be completed electronically but must be printed and signed. Once complete, return it to: Unipol Student Homes, 155- 157 Woodhouse Lane,Leeds, LS2 3ED along with the property declaration form(s).

The Unipol Code is administered by Unipol Student Homes. Telephone 0113 243 0169 and ask for the Unipol Codes Officer for further information or general enquiries.



PROPERTY LIST

By signing and returning this form you confirm that:

(a) this is an accurate declaration of all of the properties in Nottingham which you own/manage and either rent to students or intend to rent to students as at the date of this declaration

(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 bedsits in the same building, please state the total number.

Name: _____

Address	Number of Storeys	Number of Beds	Type of Property
1.			☐ Shared Property ☐ Bedsit ☐ Self-contained (1-2 beds)
2.			☐ Shared Property ☐ Bedsit ☐ Self-contained (1-2 beds)
3.			☐ Shared Property ☐ Bedsit ☐ Self-contained (1-2 beds)
4.			☐ Shared Property ☐ Bedsit ☐ Self-contained (1-2 beds)
5.			☐ Shared Property ☐ Bedsit ☐ Self-contained (1-2 beds)
6.			☐ Shared Property ☐ Bedsit ☐ Self-contained (1-2 beds)
7.			☐ Shared Property ☐ Bedsit ☐ Self-contained (1-2 beds)
8.			☐ Shared Property ☐ Bedsit ☐ Self-contained (1-2 beds)
9.			☐ Shared Property ☐ Bedsit ☐ Self-contained (1-2 beds)
10.			☐ Shared Property ☐ Bedsit ☐ Self-contained (1-2 beds)

This form can be completed electronically but should be printed and signed. Once complete, return it to: Unipol Student Homes, 155-157 Woodhouse Lane, Leeds, LS2 3ED along with the property declaration form(s)

Signed (authorised signatory): _____

Print Name: _____

Date: _____

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VAT Registration No. 6988454

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