

**Policy for Housing Standards Regulation including  
Houses in Multiple Occupation.**



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## **Policy for Housing Standards Regulation including Houses in Multiple Occupation.**

### **1. Introduction**

1.1 The Housing Act 2004 ('the Act') outlines the way the council regulates standards in private rented housing. The Act replaces the Housing Act 1985 fitness standard with a new system of assessing the hazards affecting occupiers - the Housing Health and Safety Rating System (HHSRS). It also introduced mandatory licensing of certain houses in multiple occupation (HMO) see 3.2 below for definition. These changes came into force on 6th April 2006.

1.2 The council aims to ensure that private rented sector accommodation meets a minimum decent standard to protect the health and safety of tenants. The availability of HMO lettings is important in order to sustain affordable housing.

1.3 This policy sets out the way Reading implements the requirements of the Housing Act 2004 in relation to HMO licensing and health and safety hazards. It also outlines how the council intends to use the discretionary powers in the new Act to ensure fair and equitable enforcement.

### **2. The Wider Picture**

2.1 This policy is written in the context of the council's Corporate Objectives including:

- Decent and affordable housing
- Cleaner and Greener Reading

<http://www.reading.gov.uk/councilanddemocracy/GeneralL.asp?id= SX9452-A7832CF4>

2.2 According to the 2006 House Condition Survey the proportion of HMOs at 6.9% of the total housing stock is substantially above the national average of 2%. With 6.6% of private sector dwellings being considered unfit, and 11.8% presenting a Category 1 hazard, housing conditions are poorer in the private rented sector than that in any type of tenure in the borough.

2.3 The Government set a target for 70 percent of private sector homes, occupied by vulnerable people, to meet the Decent Homes Standard by 2010. Whilst the Government has removed this target the council will continue to implement measures to ensure homes are decent and enforcement of the Housing Act 2004 will support this.

### **General Obligations**

The Housing Act 2004 imposes certain general obligations on the Council, including:

- Section 4: Duty to arrange for inspections to be carried out to determine whether any category 1 or 2 hazards exist.
- Section 55: Duty to
  - effectively implement an HMO Licensing regime;
  - ensure that all applications for licensing are determined within a reasonable time, and;
  - satisfy itself as soon as is reasonably practicable (within 5 years maximum) that there are no functions under Part 1 (HHSRS) that ought to be exercised by the authority

## **Housing enforcement legislation**

### **Housing Act 2004 - Chapter 34**

The Housing Health and Safety Rating System (HHSRS) is the method for assessing, rating and categorising hazards (category 1 or category 2) found in dwellings, the service of Statutory Notices and the undertaking of Emergency Remedial action.

Mandatory HMO Licensing is detailed in Part 2 of the Act, and places an obligation for all local authorities to set up a scheme to licence those properties that are 3 or more stories, with 5 or more tenants and who share amenities.

### **Housing Act 1985 (as amended)**

Where Category 1 Hazards exist as rated using the HHSRS, the Housing Act 1985 may be used to declare Clearance areas or Demolition orders.

### **Local Government (Miscellaneous Provisions) Act 1976**

Enables the service of a Requisition for Information Notice that requires the recipient to disclose their interest in a particular property and that of any other person who they believe may have an interest.

### **Prevention of Damage By Pest Act 1949.**

Enables the service of notices to remove article(s) that are considered putrescible or offering harborage to pests.

## **Public Health Act 1961**

Sections 16-18 - provides emergency powers to deal with blocked drains

## **Public Health Act 1936**

- Section 45 - provides for the service of a Notice to repair and/ or cleanse a defective water closet that is in such condition as to be prejudicial to health or a nuisance.
- Section 50 - provides authorities with a power to deal with overflowing/leaking cesspools.

## **Building Act 1984**

- Section 59 - provides powers to deal with defective drainage including gutters and down pipes.
- Section 64 - provides a duty to serve a Notice requiring the provision of water closets in a dwelling where insufficient facilities exist and
- Section 63 covers water closets, drains and soil pipes improperly constructed or repaired and in such a state as to be prejudicial to health or a nuisance.
- Section 76 - affords a quicker response to dealing with premises that are prejudicial to health or a nuisance than is afforded through the use of Section 80 of the Environmental Protection Act 1990.
- Section 79 - covers ruinous or dilapidated buildings and neglected sites.

### 3. HMO Licensing

3.1 The aim of HMO licensing is to ensure the poorest and highest risk properties in the private rental market meet the legal standards and are properly managed.

3.2 An HMO is a building occupied by more than 2 persons forming more than one household and includes houses containing bedsits, hostels and shared houses. The Housing Act 2004 includes a new definition of households, which is families, including single persons and cohabiting couples (whether or not of opposite sex). This has clarified past confusion and means that shared houses will always be HMOs. Reading has over 3,500 HMOs, and officers anticipate that 8-900 of these will need to be licensed, including a number of shared houses, which have not been considered to be HMOs in the past.

3.3 HMOs of three or more stories, with five or more occupiers will need to be licensed. Social housing and HMOs owned by the police, health authorities, universities and some other listed organisations are exempt.

3.4 The Council may grant a licence where it is satisfied:

- the house is reasonably suitable for occupation as an HMO;
- the management arrangements are satisfactory;
- and the licensee and manager are fit and proper persons.
- and the applicant is the most appropriate person to hold the licence. A member of the environmental health team may visit before licensing an HMO, to assess compliance with the licensing requirements and the number of people the HMO should be licensed for.

3.5 The council is required to assess whether the applicant, any manager and any person associated with them or formerly associated with them are fit and proper people to own or manage an HMO. In reaching its decision the Council must have regard, amongst other things, to evidence showing that the person:

- has no unspent convictions relating to offences involving fraud, dishonesty, violence or drugs, or sexual offences
- has no unspent convictions relating to unlawful discrimination on grounds of sex, race, or disability
- has no unspent convictions relating to housing or landlord and tenant law
- has no unspent convictions for breaches of planning, compulsory purchase, environmental protection or other legislation enforced by local authorities
- has not been refused a HMO licence, been convicted of breaching the conditions of a licence or have acted otherwise than in accordance with the approved code of practice under S197 of the act within the last five years
- has not been in control of a property subject to an HMO Control Order an Interim Management Order (IMO) or Final Management Order (FMO) or had work in default carried out by a local authority.

Each application will be judged on its own merits, and applicants will be given the opportunity to make a self-declaration of fitness. Where consultation or previous history indicates that this self-declaration is insufficient, further investigation may be required.

3.6 Licences will be valid for five years in most cases and will specify the maximum number of occupiers or households. The occupancy number will depend on the number and size of rooms and the kitchen and bathroom facilities. Officers aim to issue draft licences within 12 weeks of a full application. However where high numbers of applications received during for example periods of publicity may cause delays.



3.7 The following mandatory conditions must be applied to all licences:

- to provide copies of gas safety certificates annually where gas appliances are present
- to keep electrical appliances and furniture safe
- to keep smoke alarms in working order
- to provide tenants with a written tenancy agreement.

The Council also has discretion to impose other conditions (see under Policy 8 below). A draft licence must be served on all interested parties, allowing at least fourteen days for representations before granting the actual licence.

3.8 Following licensing, HMOs will be prioritised by means of a risk based assessment under the Housing Health and Safety Rating System (HHSRS - see below). All licensable HMOs will be inspected.

The owner must deal with all Category 1 hazards within five years of the licence being granted. If they do not, then the council is expected to use their enforcement powers to improve the property. Applicants will be informed of this requirement when the licence is issued and information made available to help them identify and deal with Category 1 Hazards.

3.9 The council may serve a Temporary Exemption Notice (TEN) where a landlord is, or shortly will be, taking steps to make an HMO non-licensable. A TEN can only be granted for a maximum period of three months. A second three-month TEN can be served in exceptional circumstances. Where a licensable HMO is not licensed, the landlord cannot serve notice to quit until the HMO is licensed, unless a TEN is in force.

3.10 Where a landlord fails to licence an HMO or breaches any of the conditions, they will commit a criminal offence for which the council can prosecute. The Residential Property Tribunal (RPT) rather than the courts will

have jurisdiction to deal with some offences as well as appeals against licence decisions under the Act. On conviction for failure to licence, the RPT has the power to make a Rent Repayment Order requiring that up to 12 months' rent is repaid to the tenant or to the council where a tenant is on housing benefits. The licensee has a right of appeal to the RPT against refusal to licence, licensing conditions and the maximum number of occupiers or households specified on the licence.

3.11 Where there is no prospect of an HMO being licensed, the Act requires that the council use its interim management powers. This enables the council to take over the management of an HMO and become responsible for running the property and collecting rent for up to a year. In extreme cases this can be extended to five years, with the council also having the power to grant tenancies. The council will put into place a mechanism to ensure the most appropriate management of such properties.

3.12 If the council finds that there has been a change of circumstances in an HMO since it was licensed, it has the power to vary the licence. If there is a serious breach or there are repeated breaches of the licence conditions or the licensee or managers are no longer fit and proper persons, the licence can be revoked and or the landlord can be prosecuted. The licence can also be revoked if the property is no longer a licensable HMO or if the condition of the property means it would not be licensable were an application to be made at a later time.

3.13 The council has the power to set up additional local area HMO licensing schemes, to enable those HMOs considered to be poorly managed, to be licensed. The use of this power will be investigated.

3.14 Many HMOs in Reading will not be licensable under the mandatory scheme. These include certain houses containing self-contained flats and smaller HMOs. These HMOs are regulated by The Management of Houses in Multiple

Occupation (England) Regulations 2006 and the Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007. They will need to be free of all Category 1 hazards under the HHSRS, which applies to all dwellings irrespective of whether they are an HMO.

#### **4. LICENSING EXEMPTIONS, NON-LICENSABLE HMOS AND OFFENCES**

##### *Exempted Buildings*

The Act and the regulations made under it exclude certain types of buildings as HMOs for licensing purposes. The provisions of Part 1 - Housing Conditions, will apply to all HMOs. The following types of buildings will presently not need to be licensed:

- managed or owned by a public body such as the police, the NHS, the Council or an RSL;
- where the residential accommodation is ancillary to the main use of the building e.g. religious establishments etc.;
- entirely occupied by freeholders or long leaseholders and their households;
- occupied by no more than two households each of which comprise of a single person;
- owned or managed by educational establishments and occupied principally by full time students, e.g. halls of residence.
- regulated elsewhere e.g. care homes, bail hostels, etc.
- owner-occupied and having no more than two lodgers.

#### **5. Housing Health and Safety Rating System and Enforcement Regime**

5.1 The fitness standard has been replaced by the Housing Health and Safety Rating System (HHSRS), which is a risk assessment of the effect of housing conditions on the health of occupiers. The HHSRS is more complex than the fitness standard. It involves the assessment of 29 potential hazards (see appendix A) and scoring of their severity to decide whether improvements are

needed. If more serious hazards (known as Category 1 hazards) are found, the council has a duty to require the owner to remedy the defect. If less serious hazards (known as Category 2 hazards) are found, the council has discretionary power to require action. Where a fire hazard is identified, the council will consult Royal Berkshire Fire and Rescue Service on works required before taking enforcement action.

5.2 The enforcement regime involves a new set of notices to deal with these HHSRS hazards requiring improvement, prohibition of the use of the dwelling or demolition. In addition, where appropriate, hazard awareness notices may be served. These aim to ensure that landlords are aware of specific hazards that may require attention.

The notices under the Act are more wide ranging than those used under the Housing Act 1985, for example, a prohibition notice can be served to prohibit the use of part of a dwelling or use by a description of persons, for example those aged under five or over 60.

5.3 When a hazard is identified, the council must decide the most practical course of action. There is no longer a legal requirement for a prior warning notice to be served, so the council will ensure that the landlord and tenant(s) have the opportunity to discuss the council's proposed action before a notice is served. Where practicable, landlords will be advised in writing at the time of inspection, of the likely hazards and any works required to reduce risks to an acceptable level.

5.4 An improvement notice will be the most practical remedy for most hazards; repair or renewal is generally cost-effective because of the high value of property in Reading. However, prohibition notices may be required on part or all of a dwelling, for example, where there is inadequate natural lighting or there is no fire escape from the top floor. In certain circumstances, the council

may serve suspended notices, which may come into action when a set of specified circumstances arises.

## **6. Enforcement Policies**

### **Policy 1 - Fair and Consistent Enforcement**

This enforcement policy helps to promote efficient and effective approaches to regulatory inspection and enforcement, which improve regulatory outcomes without imposing unnecessary burdens. This is in accordance with the Regulator's Compliance Code. In certain instances, we may conclude that a provision in the Code is either not relevant or is outweighed by another provision. We will ensure that a decision to depart from the Code will be properly reasoned, based on material evidence and documented.

The current corporate enforcement policy is available at:

<http://www.reading.gov.uk/Documents/consultation/Corporateenforcementpolicy200206.pdf>

The council believes that enforcement alone is unlikely to have much effect on improving standards. However, where landlords do not co-operate, and there are inadequate safeguards for occupiers, enforcement action will be taken.

Enforcement action will be initiated upon:

- receipt of a service request by a customer;
- a licence application;
- where an assessment of risk indicates a property is sub-standard;
- where a statutory notice is not complied
- where a contravention of the Act or Regulations has been identified

- or where the dwelling does not meet the Decent Home Standard and is occupied by a vulnerable person.

In the case of a service request from a tenant about conditions, the council expects the tenants to have informed the landlord of the problem and allowed time for remedial action, before contacting the service for assistance.

Before serving a notice, where the council are able to contact them using reasonable effort, officers will discuss why they intend to take that particular course of action with the landlord and tenant

In addition to carrying out the requirements of the Housing Act 2004, in private sector homes the council has a duty to investigate complaints of statutory nuisance, defective sanitary appliances and drainage and other related matters and serve notice. Officers also have the power to make a compulsory purchase order to acquire property for housing purposes. This action is only taken where all other means of bringing a property back to use have been explored and the financial implications fully understood.

Where notices are not complied with, the council will use its powers to prosecute and to carry out the work in the owner's default, reclaiming the costs. Prosecution will be the preferred initial option, unless the Service Manager considers that there is an urgent need for the works to be carried out to protect the health and safety of the tenant.

Enforcement provisions for mandatory licensing commenced on the 3 July 2006.

## **Policy 2 - Owner-Occupied Dwellings**

**Other than in exceptional cases, the council expects owner-occupiers, including long leaseholders, to take their own action to remedy problems of disrepair or nuisance.**

Owner-occupiers are in a stronger position to invoke their lease or their statutory rights, whereas short-term tenants of private landlords put themselves at the risk of losing their homes as a result of invoking their rights. Grants, loans and other forms of assistance are available to some owner-occupiers for repairs, heating improvements and security works as outlined in the Council's Private Sector Renewal Policy.

The majority of enforcement work is carried out in dwellings owned by private landlords or housing associations. As the council enforces the above statutes, the Housing & Public Health Team has no powers to deal with council owned dwellings.

### **Policy 3 - Empty Homes**

**The Council will use its powers in line with the Empty Homes Strategy.**

The strategy can be found at:  
[www.reading.gov.uk/emptyhomes](http://www.reading.gov.uk/emptyhomes)

### **Policy 4 - Partnership Working**

**The Housing & Public Health teams will ensure that partnership links are developed and maintained. Partners assist in ensuring consistent and targeted enforcement.**

External partners includes, the Royal Berkshire Fire and Rescue Service (RBFRS), The University of Reading, Thames Valley University, Thames Valley Police, the Primary Care Trust and members of the Landlord Accreditation Scheme.

## **7. HMO Licensing Policies**

### **Policy 3 - Encouraging Applications**

**The council will encourage landlords to apply for licences using a variety of methods.**

The council will:

- publicise the need to licence HMOs
- involve landlords and letting agents through information sessions
- liaise with The University of Reading and Thames Valley University.
- send letters and reminders to landlords
- providing discounts to landlords currently accredited through the Landlord Accreditation Scheme
- provide application forms and develop on-line versions
- set up a voicemail system for enquiries
- offer a service assisting applicants with completion of forms and measuring rooms, where resources permit (additional charges will be made to enable the council to resource this, as set out in the fee's scheme).
- send letters warning of prosecution
- Promote amnesty periods
- Offer reduced fees to landlords who participate willingly in the licensing scheme.

### **Policy 4 - Fees For Licences**

**The council will charge a differentiated fee structure based on the level of work the council is required to undertake. Lower rates apply where landlords are part of the Landlord Accreditation Scheme or can prove that**



**they have recently purchased or changed the use of a dwelling to make it into a licensable HMO.**

The fees will be set to cover the council's costs of licensing HMOs and are likely to be comparable to fees being charged by other authorities. There is no cap on fees, but the Council must be able to justify its charges. The discounts aim to reward the more responsible landlords.

Fees will be reviewed periodically, and any increases will be publicised on the Council's website and in writing to landlords.

#### **Policy 5 - Rent Repayment Orders**

**Where a landlord is convicted for failure to licence and the rent is paid as Housing Benefit, the council will apply to the RPT (Residential Property Tribunal) for a Rent Repayment Order (RRO).**

The council intends to use its powers under the Act to seek RROs for repayment of up to twelve months' housing benefit or for the period since the landlord was required to licence the HMO. In respect of private tenants, in cases where the council prosecute the landlord for failure to licence the HMO, the council will advise tenants on how to obtain a RRO.

#### **Policy 6 - HMO Standards**

**The council will determine the number of people an HMO is licensed for in accordance with compliance with the relevant adopted standards and national guidance detailing room sizes and kitchen and bathroom facilities.**

Applications will need to include dimensions of rooms and details of the kitchen and bathroom facilities to enable assessment of the number of occupiers permitted in the licence.

**The Council will determine the suitability of occupation of a licensable HMO based on the properties current rather than future suitability.**

Suitability will be based on processing the licence application and inspection of the accommodation.

### **Policy 7 - Management Arrangements**

**The council will expect the licensee to have satisfactory arrangements and funding in place for the management of the HMO.**

Satisfactory arrangements for management will include:

- a reliable contact for tenants to report defects, including in emergencies, who will arrange for repairs to be carried out within a reasonable period
- where the manager of the HMO is not the owner, the manager must have the authority to fund urgent repairs, when the owner's approval cannot be obtained
- arrangements in place for periodic inspections to identify where repair or maintenance is needed

A Management Pack for landlords of HMOs has been produced by the Council to assist in meeting this requirement.

Where a landlord fails to demonstrate adequate management arrangements or has previous history indicative of poor management, the Council may limit the duration of a licence below 5 years.

Any steps to reduce the term of the licence below the standard 5 years will be fully justified by the officer issuing the licence. Where a licence holder breaches the condition of a licence, in cases where long timescales have been specified (e.g. installation of amenities or wash hand basins), the Council will instigate formal enforcement proceedings.

Licence holders are responsible for complying the conditions of their licence. Adequate timescales for completion of works will be given.

#### **Policy 8 - Discretionary Licence Conditions**

In addition to the mandatory licensing conditions (see 3.7 above), the council will apply certain discretionary conditions where relevant to all licences.

These will include:

- the HMO will comply with the statutory Management Regulations within three months or sooner if a serious breach is identified. These regulations require HMOs to be kept in a reasonable state of repair, all installations and appliances (including those for fire safety) to be in good working order and the common parts to be kept clean and in a reasonable state of decoration.
- to provide copies of reports of fire detection, alarm system and emergency lighting to the council on request
- the name, address and telephone number for licensee or manager is to be displayed in the common parts of the HMO

- a copy of a valid gas safety certificate to be displayed in the common parts
- a copy of the licence to be displayed in the common parts
- that tenancy agreements must set out how owners or managers intend to deal with antisocial behaviour from tenants or visitors
- that any anti-social behaviour arising in the HMO is dealt with under the terms of any tenancy agreement.

The council may apply other conditions to individual licences with respect to the use, management and occupation of the HMO, where appropriate and may seek evidence of compliance with conditions at any time. Licences may also be time limited based on the proposed licence holders history of management, compliance and fit and proper person status.

#### **Policy 9 - Temporary Exemption Notices**

**The council will not routinely grant more than one three month Temporary Exemption Notice (TEN).**

A TEN will be served where an owner of a licensable HMO states in writing that he/she is taking steps to make an HMO non-licensable and states that the HMO will not be licensable within three months. The council does not wish these notices to be used routinely, and therefore a second notice will only be acceptable in exceptional and unforeseen circumstances agreed by the service manager.

#### **Policy 10 - Interim and Final Management Orders**

**The council will only use these powers in exceptional circumstances.**

Where there is no prospect of a HMO being licensed, the Act requires the council to make an Interim Management Order. This enables the Council or a partner to take over the management of an HMO and become responsible for running the property and collecting rent up to a year. In extreme cases this can be extended as a Final Management Order, with the council having powers to grant tenancies. The Residential Property Tribunal will be responsible for authorising any such order.

### **Policy 11 - Discretionary HMO Licensing**

**The council will review the need for additional and selective licensing scheme.**

The mandatory scheme aims to tackle the highest risk properties and this will require significant resources. It is therefore intended to keep under review the need for further discretionary schemes, and put into place a system for the collation of evidence to support any such scheme.

### **Policy 12 - Bed and Breakfast Hotels**

**The council will declare bed and breakfast hotels as HMOs if they are housing any people who use the hotel as their main residence for more than 30 days.**

The council believes that where this accommodation is used as a main residence, the same standards as for other HMOs should be met. People who use a hotel as a main residence are likely to be either homeless or placed there by a local authority or their home will be in another country.

## **8. Health and Safety Rating System Policies**

Section 9 of the Act provides for guidance to be given to local authorities on the exercising of their powers of inspection, assessment and enforcement. The Housing Health and Safety Rating System (England) Regulations 2005 will provide such guidance and the council will have regard to this.

### **Policy 13 - Category 2 Hazards**

**The council will only deal with Category 2 hazards in exceptional circumstances.**

The council has discretionary powers to deal with Category 2 hazards. It is not necessary or appropriate for us to deal with them in all circumstances. The council will however take relevant action to reduce the hazard(s) to an acceptable risk. Each case will be considered on an individual basis and may take into account the following:

- vulnerability of the current occupants
- the nature of the risk
- the number of risks found
- and locally evidenced issues identified in the stock condition survey such as excess cold.

Where a category 2 Hazard is identified in relation to fire safety in HMOs and the officer concludes a legal notice is to be served, officers will consult with the Royal Berkshire Fire and Rescue Service.

## **Policy 14 - Improvement Notices**

**Where an Improvement Notice is served, the council will require sufficient works to abate the hazard for five years.**

The law prescribes that the minimum works must abate the hazard. The council will require works of a reasonable duration to prevent recurrence. The council considers five years to be reasonable.

## **Policy 15 - Charges for Enforcement**

The Housing Act 2004 does not set a maximum charge for enforcement. The Act provides a power to the council to charge for certain enforcement activities, which are outlined below:

- serving an improvement notice
- making a prohibition order
- serving a hazard awareness notice
- taking emergency remedial action
- making an emergency prohibition order
- making a demolition order
- reviewing a suspended improvement notice or prohibition order.

The council will charge based on the amount of work undertaken by officers in performing their enforcement functions.

## **9. Appeals**

A landlord may appeal to the Residential Property Tribunal (RPT) in certain cases, such as:

- where it is believed a legal notice has been served on them incorrectly or where they believed that works were over specified or;

- where it is believed that a licence has been refused without adequate justification

Appeals are made to the RPT, which is an independent body. Appeal panels consist of three people, a legal expert, a technical expert and a lay member.

The function of the RPT is to consider the appeal and it may rule in favour of accepting the appeal, dismiss the appeal or vary the requirements of a notice or order.

The RPT is also responsible for authorising Rent Repayment Orders on behalf of the council, and where an application is made, authorising Interim and Final Management Orders.

## **10. Complaints**

The Council has an established corporate complaints procedure for dealing with matters other than an appeal (see appeals above). All Council offices have copies of a leaflet explaining how to make a complaint.

A complaint should be linked to the Council's systems and procedures and may be about delay, lack of response, discourtesy or any item that leaves cause for dissatisfaction with the Council's conduct.

## **11. Policy Revision**

Minor changes to policy delivery may be required, especially in the first year of operation. The Head of Environment and Consumer Services has delegated authority to make changes, which do not affect the broad thrust of policy direction. This will enable changes to policy delivery to be accommodated and best practice to be included without a formal re-adoption process.



## Appendix A

### Housing Health And Safety Rating System

	<b>Hazard</b>	<b>Description</b>
1	<b>Damp and Mould Growth</b>	Exposure to house dust mites, mould or fungal growths resulting from dampness or high humidity
2	<b>Excess Cold</b>	A temperature, which is less than 18 degrees centigrade.
3	<b>Excess Heat</b>	A temperature, which is more than 25 degrees centigrade.
4	<b>Asbestos and MMF</b>	Exposure to asbestos fibres or manufactured mineral fibres.
5	<b>Biocides</b>	Exposure to chemicals used to treat timber and mould growth.
6	<b>Carbon Monoxide and Fuel Combustion Products</b>	Exposure to carbon monoxide, nitrogen dioxide, sulphur dioxide and smoke
7	<b>Lead</b>	The ingestion of lead.
8	<b>Radiation</b>	Exposure to radon gas
9	<b>Uncombusted Fuel Gas -</b>	Exposure to uncombusted fuel gas.
10	<b>Volatile Organic Compounds</b>	Exposure to volatile organic compounds that are gaseous at room temperature.
11	<b>Crowding and Space</b>	A lack of adequate space for living and sleeping.
12	<b>Entry by Intruders</b>	Difficulties in keeping the dwelling or HMO secure against unauthorised entry
13	<b>Lighting</b>	A lack of adequate lighting.
14	<b>Noise</b>	Exposure to noise.
15	<b>Domestic Hygiene, Pests</b>	a) Poor design, layout or construction such that

	the dwelling or HMO cannot readily be kept clean.
	b) Exposure to pests.
	c) An adequate provision for the hygienic storage and disposal of household waste.
16 <b>Food Safety</b>	An inadequate provision of facilities for the storage, preparation and cooking of food.
17 <b>Personal Hygiene, Sanitation and Drainage</b>	a) Facilities for maintaining good personal hygiene;
	b) Sanitation and drainage.
18 <b>Water Supply</b>	An inadequate supply of water for drinking and other domestic purposes.
19 <b>Falls Associated with Baths</b>	Falls associated with baths, showers or other washing facilities.
20 <b>Falls on Level Surfaces etc</b>	Falls on any level surface or falls between surfaces where the change in level is not more than 300 millimeters.
21 <b>Falls Associated with Stairs etc</b>	Falls on stairs, steps or ramps where the change in level is more than 300 millimeters.
22 <b>Falls between Levels</b>	Falls between levels where the difference in levels is more than 300 millimeters.
23 <b>Electrical Hazards</b>	Exposure to electricity.
24 <b>Fire</b>	Exposure to uncontrolled fire.
25 <b>Flames, Hot Surfaces etc</b>	Contact with: a) Controlled fire or flames; b) Hot objects, liquid or vapours.
26 <b>Collision and Entrapment</b>	Collision with or entrapment of body parts in doors, windows or other architectural features.
27 <b>Explosions</b>	An explosion at, or near, the dwelling or HMO.
28 <b>Position of amenities etc</b>	The position and location of amenities, fittings and equipment.

**29 Structural Collapse and  
Falling Elements**

The collapse of the whole or part of the dwelling  
or HMO.