

SURVEYOR QUALIFICATIONS & SURVEYOR REPORT SPECIFICATION

Surveyor qualifications

- Knowledge of Housing Health and Safety Rating System (HHSRS) proven through attendance at a suitable 2 day training course which includes an assessment of competence, for each individual surveyor carrying out inspections for licensing. Proof of experience of using HHSRS would also be desirable.
- Should be a building surveyor or other housing related professional, e.g. Environmental Health Practitioner, with relevant experience within the last two years of surveying properties in the UK
- Membership of a professional body which provides Continuing Professional Development (CPD), e.g. CIEH, RICS.
- Knowledge and understanding of the principles of LACORS fire safety guidance. Proof of experience of using LACORS fire safety guidance would also be desirable.
- Have adequate Professional Indemnity and Public Liability Insurances in place.

Surveyor application

Surveyors wishing to submit reports for mandatory HMO licensing applications must apply to the Council with their CV/personal details. Proof of all of the above qualifications will be required as part of the surveyor application. Evidence or information confirming relevant experience should also be provided, where appropriate.

On receipt of a surveyor application the Council may carry out any checks deemed necessary to confirm the information provided. The Council may also request additional information from the applicant. A response will be provided to the applying surveyor within 4 weeks of the date that the application was received.

Surveyors may not carry out property surveys or submit property condition reports for HMO licensing until they have received written confirmation of their suitability, from the Council.

Quality checking and Panel

The Council will carry out verification visits to a sample of properties inspected by each surveyor. The Council will also consider setting up an approved panel of surveyors to ensure consistency of standards and impartiality.

Purpose of the report

- To provide evidence that the property is free from significant housing hazards (category 1), is in good repair and complies with current amenity standards.
- To verify the information provided on the licence application form.

Report specification

The report is designed to ensure that the Council is able to satisfy its duties under the Housing Act 2004 and is user friendly. The Surveyor will need to refer to the Council's guidance document to ensure that the form is completed correctly.

Report submission

The survey report must be submitted together with the licence application, but must not have been carried out more than two months in advance of the licence application being submitted, to ensure that its findings are current.

In order that the basic fee only is payable, the application must be made within 12 weeks of the landlord acquiring the property, it becoming licensable, or a previous licence expiring. If these criteria are not met, the penalty licence fee may be payable.

Note: If the report is not submitted with the licence application form, the applicant must confirm to the council that he/she will be submitting a property condition report and must then do so within 2 weeks of providing the licence application. Failure to provide the property condition report within 2 weeks of submitting the licence application will result in the council carrying out a property inspection and invoicing the relevant person for the additional costs incurred in doing so.

Optional additions to the report

Plans, Energy Performance Certificate, fire risk assessment. However, it is preferable to provide a plan to clearly show where fire precautions, etc, are located and to indicate the property layout and escape route.

Please note

Details of surveyors approved for this purpose will automatically be placed on the Council's website. Please advise if you do not wish details to be published.