

Accreditation Scheme Fees 1st April 2023 to 31st March 2024

Introduction

In accordance with the terms set out in the University of Suffolk Accommodation Accreditation Scheme Code of Practice; October 2016 revision (CoP), changes have been made to the fee structure that relates to the Scheme. This schedule defines the fees that now apply.

Terms used within this schedule relate to those detailed within the CoP.

As detailed within the CoP, the Scheme now consists of two distinct sections; the process of becoming a Member and the subsequent accreditation of accommodation.

Membership

There are no charges associated with applications to become a Member of the Scheme.

Accreditation of Accommodation & Management Fees

The revised schedule of charges relates to:

- Local Authority accreditation inspection fees
- University of Suffolk management and promotional fees

Accreditation of Accommodation

On attaining Membership of the Scheme a Member will be given access to the Suffolk Studentpad website. At that point the Member may enter accommodation and advertisement details that they wish to have accredited onto the system. This will start the accreditation process. Accreditation of property will, subject to continued compliance, remain valid for five years.

Subject to the payment of fees to the University of Suffolk, in advance, the Local Authority will be instructed to carry out property accreditation inspections on behalf of the University of Suffolk to ensure that properties achieve the appropriate standard; this will aid consistent enforcement and standards throughout the whole private rented sector and not just the accreditation scheme.

The Local Authority has a statutory duty to ensure all properties within the Ipswich Borough are safe to live in. Therefore Ipswich Borough Council have an interest in ensuring the accreditation scheme is successful and properly implemented as it will make a significant contribution to improving standards in the private rented sector.

Local Authority Accreditation Inspection Fees

Licensed HMO's

For properties which already hold a Houses in Multiple Occupation (HMO) Licence the accreditation inspection will both ensure that fire precautions are still in place and that other requirements of the accreditation scheme are satisfied. Properties with an existing HMO Licence will receive a discounted accreditation fee to reflect the reduced inspection requirements.

Schedule of Local Authority Accreditation Inspection Fees

<i>Size of Property</i>	<i>Unlicensed</i>	<i>Licensed</i>
<i>1 to 5 Bedrooms</i>	<i>£131.00 + VAT</i>	<i>£68.00 + VAT</i>
<i>6 to 10 Bedrooms</i>	<i>£195.00 + VAT</i>	<i>£98.00 + VAT</i>
<i>11 to 16 Bedrooms</i>	<i>£258.00 + VAT</i>	<i>£130.00 + VAT</i>
<i>Over 17 Bedrooms</i>	<i>£321.00 + VAT</i>	<i>£163.00 + VAT</i>

Accreditation Inspection – Compliance Failure & Additional Fees

Minor Issues

If a property fails the inspection with minor issues the Landlord will be sent a list of works that are required for the property to be approved for the Accreditation Scheme. On completion of the remedial work the landlord will sign to confirm the works have been satisfactorily completed and, on receipt of the signed confirmation by the Local Authority, the property will be accredited.

There are no additional fees applicable in this case.

Major Issues

If a property fails the accreditation inspection with major issues the Landlord will be sent a list of works that are required to be completed satisfactorily prior to the property being approved for the accreditation.

Under such circumstances a re-inspection fee of 50% of the original accreditation inspection fee will be required to be paid to the University of Suffolk in advance of the re-inspection being authorised and accreditation being granted.

University of Suffolk Management & Promotional Fees

The fee structure for this element has been significantly simplified and annualised to assist financial planning rather than the previous one-off payment covering the five-year period of accreditation and the annual management charge.

Members also have the option to hold accredited property off-line on the Suffolk Studentpad website should they chose to do so in order that a pool of property is available for promotion at short notice should demand increase.

Where accredited property is entered but held off-line only a nominal annual system charge will be incurred for the property to cover the cost imposed by the Studentpad system provider.

For accredited property that is advertised then an annual cost per room will apply regardless of when the property goes live, together with the additional nominal annual system charge incurred for the property to cover the cost imposed by the Studentpad system provider.

Schedule of Annual University of Suffolk Fees

Fee	Annual Charge
Cost per property entered on Suffolk Studentpad whether advertised or held off-line in reserve	£30.00 p.a. / property
Cost per individual advertised room	£40.00 p.a. / room

Any questions concerning the content of this schedule should be addressed to the Student Accommodation Office (SAO) in the first instance.