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|  | Application for Snug Please return the completed form, along with the required documents to:  [snug@sheffield.gov.uk](mailto:snug@sheffield.gov.uk) or  **Private Housing Standards**  **Moorfoot Building**  **Sheffield**  **S1 4PL** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Address of Property** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Post Code** | | | | | | **Number of**  **Bedrooms** | | | | | | | | | | | | | **HMO Licence**  **(Y/N)** | | | | | | | | | |
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| We require you to pay your Snug application fee and supply all documents before we issue Snug certification.  Fee information can be found at www.sheffield.gov.uk/snug | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | logo reduced | | | | | | | | | | | | | | | |
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| Applicants | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | **Property Owner’s** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of Birth: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Telephone Number: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Email Address: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is the property owner also the manager? | | | | | | | | | | | | | | | | | | Yes | | | | | | | | |  | | | No | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | |
| 2. | **The Manager/other contact person** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of Birth: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Telephone Number: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Email Address: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | **Details of other interested parties** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Address: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Telephone Number: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Email Address: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nature of Interest: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 4. | **Suitable Management arrangements** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Where the proposed manager is based more than two hours away from the property, and there is no managing agent in place, we need to be sure that satisfactory management arrangements are in place. Please provide answers to the following where relevant: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. What would you do if there was an emergency at the property such as a severe water leak? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. What advice would the tenants be given in such an event? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Does anyone hold keys locally? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. What are your arrangements for when you are unavailable for extended periods of time? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. How would you deal with anti-social behaviour at the property? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | **Occupancy:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is the property let only to students? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | |  | | | | No | | | | | |  | | | | | | | | | | |
| If no please provide details: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | **Tenancy Deposits:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you take deposits from your tenants? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | |  | | | | No | | | | | |  | | | | | | | | | | |
| If yes please state which Tenancy Deposit Scheme you use: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | **Tenancy Agreement:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you use the same tenancy  agreement at all of your properties? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | |  | | | | | | No | | | | | |  | | | | | | | | |
|  | If you are reapplying, has your tenancy agreement changed since your last application.  *Failure to disclose changes may result in suspension from the scheme.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes | | | | | | | |  | | | | | | No | | | | | |  | | | | | | | | |
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| 8. | **Fit and Proper Person Test – To be completed by all Owners and Managers**  **Mark with “X” as appropriate. Further sheets can be provided upon request by contacting** [**snug@sheffield.gov.uk**](mailto:snug@sheffield.gov.uk) **or by calling 0114 2734680**  **Please note: The council may carry out the necessary legal checks on applicants** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. | Do you or the company have any unspent convictions that may be relevant to your fitness to manage the property, and in particular, any such convictions in respect of any offence involving fraud or other dishonesty, or violence or drugs or any offence listed in Schedule 3 of the Sexual Offences Act 2003(a)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Owner** | Yes | | |  | | | | | No | | | | | | |  | **Manager** | | | | | | Yes | | | |  | | | | No | |  | | | | | | | | | **Company** | | | Yes | | | | |  | | | | | No | |  | |
| b. | Has there been any finding by a court or tribunal that you have practiced unlawful discrimination on grounds of sex, colour, race ethnic or national origin, or disability in or in connection with, the carrying of any business? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Owner** | Yes | | | |  | | | | | No | | |  | | | | | **Manager** | | | | | Yes | | | |  | | | | | No |  | | | | | | | | | **Company** | | | Yes | | | | |  | | | | | No | |  | | |
| c. | Has there been any contravention of any provision of any enactment relating to housing, public health, environmental health or landlord and tenant law which led to civil or criminal proceedings resulting in a judgement being made against you? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Owner** | | Yes | | | |  | | | | | No | | |  | | | | | **Manager** | | | | | Yes | | | |  | | | | No | |  | | | | | | | | **Company** | | | | Yes | | | | | |  | | | No | |  | | |
| d. | Do you have any information about any property that the proposed licence holder or manager owns or manages or has owned or managed which has been the subject of a control order under section 379 of the Housing Act 1985 in the five years proceeding this application, or any appropriate enforcement as detailed in Section 5 of the Housing Act 2004? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Owner** | | Yes | | | |  | | | | | No | | | |  | | | | | **Manager** | | | | Yes | | | |  | | | | No | |  | | | | | | | | **Company** | | | | Yes | | | | | |  | | | No | |  | | |
| e. | Do you have information about any property that the proposed owner or manager owns or manages or has owned or managed for which a local housing authority has refused to grant a licence under Part 2 or 3 of the Act, or has revoked a licence in consequence of the licence holder breaching the conditions of their licence? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Owner** | | | Yes | | | |  | | | | | No | | | |  | | | | | **Manager** | | | | Yes | | | |  | | | No | | |  | | | | | | | **Company** | | | | | Yes | | | | |  | | | No | |  | | |
| f. | Do you have any information about any property the proposed licence holder or manager owns or manages or has owned or managed that has been the subject of an interim or final management order under the Housing Act 2004? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Owner** | | | Yes | | | |  | | | | | No | | | |  | | | | | **Manager** | | | | Yes | | | |  | | | No | | | |  | | | | | | **Company** | | | | | | Yes | | | | |  | | | No | |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 9. | If you have answered yes to any of the above (8a – 8f) please provide details below or on the additional information page on the rear of this application form. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 10. | **I declare that to the best of my knowledge and belief, all of the information in this application is true.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Owner** | | | | | | | | | | | | | | | | | | | | | | | | | | **Manager** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | | | | | | |  | | | | | | | | | | | | | | | | | | | Name: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Signature: | | | | | | |  | | | | | | | | | | | | | | | | | | | Signature: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Date: | | | | | | |  | | | | | | | | | | | | | | | | | | | Date: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| 11. | Enclosures | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The following will need to be provided as part of the application, please indicate with an “X” if supplied. **Please note** – If you have already provided valid certificates for the purposes of HMO licensing, then you do not need to provide them again.  Failure to supply the information where required will result in the Snug application being rejected. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gas Safe registered commissioning and annual Gas Safe inspection certificates | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | |  | | | | | | | | | | | | | | No | | | | | |  | | | | | | | | | | N/A | | | | | |  | | | | | | | | | | | | | | | | |
| Payment Receipt (Not required for licenced HMOs) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | |  | | | | | | | | | | | | | | No | | | | | |  | | | | | | | | | | N/A | | | | | |  | | | | | | | | | | | | | | | | |
| Electrical Safety Certificate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | |  | | | | | | | | | | | | | | No | | | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Energy Performance Certificate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | |  | | | | | | | | | | | | | | No | | | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Tenancy Agreement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | |  | | | | | | | | | | | | | | No | | | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
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|  | **Privacy Policy** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **What information we will collect from you and why**  This privacy notice relates to the administration of the Snug housing scheme and applies to landlords or property owners and tenants.  The lawful basis under which the council uses personal data for this purpose is necessary for the performance of a task carried out in the public interest by the council or in the exercise of official authority vested in the council.  Under parts 1 to 4 of the Housing Act 2004 we have regulatory duties for the private rented sector, for example, if it seems that the property is not managed competently or lawfully.  **How we will use your information**  **Property owners:** We will use the information provided by you for the marketing of the scheme and available properties.  The information provided by you includes the address of the property, the landlord/managing agent details and the Energy Performance Certificate (EPC) rating of the property.  **Tenants:** We will use the information provided by you for the processing of your Snug application and fit and proper checks.  The information provided by you includes the usual personal data needed for an application: name, address, contact details, date of birth, etc,  We also require the following special categories of personal data: criminal convictions and Disclosure and Barring Service (DBS) checks. Information in these categories is used by the council on the basis that such use is necessary for reasons of substantial public interest, and meets the condition in Schedule 1 Part 2 (6) of the Data Protection Act 2018 because we have a statutory purpose.  You are not obliged by contract or statute to provide the information: however, if you wish to apply for Snug, we cannot proceed with your application unless you do so.  **How will we keep your information**  The information you give us, will be kept on a computer record by the Private Housing Standards team of Sheffield City Council. All the information held by the council will be treated confidentially and in accordance with UK GDPR.  There are circumstances where we may have to disclose your information to third parties, such as the police, or government agencies for the prevention or detection of crime and the protection of public funds.  **Who we will share your information with**  The Snug scheme is a partnership with The University of Sheffield, Sheffield Hallam University, Sheffield Students’ Union – University of Sheffield, and Sheffield Hallam Students’ Union. We will share information with them regarding the management standards of your accommodation. We have a formal information sharing agreement, which specifies the documents we share, how they are shared, and their storage, retention, and destruction.  As part of our duty under the Housing Act 2004 we may share and/or check your information with other agencies such as the Police, Fire and Rescue Service, Office of Fair Trading, other local authorities, and relevant departments within the council, such as Planning, Council Tax, Revenues and Benefits, and Debtors.  **How long we keep your information**  We will normally keep your information for 7 years in case any of the advice we provide should become the subject of legal proceedings. However, we may keep the information longer in the case of alleged serious unlawful behaviour by your landlord or where we consider that it is likely that the information will help us with our duties in regulating the private rented sector. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| with other agencies such as the Police, Fire and Rescue Service, Office of Fair Trading, other local authorities, and relevant departments within the council, such as Planning, Council Tax, Revenues and Benefits, and Debtors.   **Who we will share your information with**  The Snug scheme is a partnership with The University of Sheffield, Sheffield Hallam University, Sheffield Students’ Union – University of Sheffield, and Sheffield Hallam Students’ Union.  We will share information with them regarding the management standards of your accommodation. We have a formal information sharing agreement, which specifies the documents we share, how they are shared, and their storage, retention, and destruction.  As part of our duty under the Housing Act 2004 we may share and/or check your information with other agencies such as the Police, Fire and Rescue Service, Office of Fair Trading, other local authorities, and relevant departments within the council, such as Planning, Council Tax, Revenues and Benefits, and Debtors.  **How long we keep your information**  **Property Owners:** We will normally keep your information for 7 years as this allows a reasonable time for complaints or legal proceedings to be brought.  The list of properties and contact information will be updated regularly and be kept for?  **Tenants:** We will normally keep your information for 7 years as this allows a reasonable time for complaints or legal proceedings to be brought.  We may keep the information longer than the period stated if there is a genuine and lawful reason to do so, for example, if a legal case remains unresolved.  **Your rights**  Whether you are a property owner or tenant you have the right to have your information amended or corrected if it is wrong.  You also have the right to know and be given a copy of the information we hold about you by making a Subject Access Request under UK GDPR.  To make a SAR or to notify us of a change please contact Private Housing Standards on 0114 273 4680 or <phs@sheffield.gov.uk>. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |