

Tenancy No

Ards and North Down Borough Council  
Town Hall, The Castle, BANGOR, Co Down BT20 4BT  
Tel: 0300 013 3333

**Application to Conduct an Inspection for Fitness (Landlord Application)**  
**The Private Tenancies (Northern Ireland) Order 2006**

Article 33

Please use **BLOCK LETTERS**, in black ink, and send the form to Ards and North Down Borough Council at above address.

The Council will send a copy of this application form to the tenant. Please see the attached notes.

~~\*A fee of £50 must accompany this form.~~ Please make cheques payable to Ards and North Down Borough Council.

**\*This application relates to a re-inspection. A fee of £100 must accompany this form.**

*\*Delete as appropriate*

1. Address of dwelling-house This can be a house or flat	Postcode
2. Name of tenant Mr / Mrs / Miss / Ms  Contact Tel Number	
3. Date the current tenancy commenced	(Day:     / Month:     / Year:     )
4. Rent payable	<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> other (please specify)
5. Name and address of landlord (Forename) (Surname)  Contact Tel Number	Postcode
6. Name and address of landlord's agent (if any) – if no agent, state NONE (Forename) (Surname) (Company Name)	Postcode
7. Does the tenancy include property other than the dwelling-house? For example, garage, or other separate buildings or land    YES <input type="checkbox"/> NO <input type="checkbox"/> If "YES", give details  _____	

<b>8. Has a notice of refusal been issued in respect of this dwelling? (See note 6)</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DON'T KNOW
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**9. Description of dwelling-house**  
*(Tick which is applicable or provide details as appropriate)*

➤ **Year of construction** *(Tick only one)*

Pre 1945     1945 – 1956     Don't know

➤ **House type** *(Tick only one)*

Terrace house     Semi-detached house     Detached house   
 Flat in 2-storey block     Other flat or maisonette

➤ **Rooms** *(Complete all sections. If not applicable – N/A)*

No of reception / living rooms \_\_\_\_\_  
 No of double bedrooms (minimum floor area 9.3m<sup>2</sup>) \_\_\_\_\_  
 No of single bedrooms (minimum floor area 3.7m<sup>2</sup>) \_\_\_\_\_

➤ **Heating** *(Tick one only)*

Full central heating (i.e. radiators in all rooms)   
 Partial central heating (i.e. radiators in some rooms)   
 None   
 Other, please state \_\_\_\_\_

➤ **Facilities** *(Insert "s" if shared with another household) (Tick all that apply – if not state N/A)*

Fixed bath or shower <input type="checkbox"/>	Hot water supply <input type="checkbox"/>
WC inside <input type="checkbox"/>	Piped cold water supply <input type="checkbox"/>
WC outside only <input type="checkbox"/>	Kitchen sink <input type="checkbox"/>
Wash hand basin <input type="checkbox"/>	

**10. Is the property let furnished? (i.e. has the landlord or agent provided furnishings)**

YES     NO

**11. Is the landlord responsible for repairs in accordance with Articles 7 and 9 of the Private Tenancies (Northern Ireland) Order 2006? (See note 7)**

YES     NO     (If no, please attach tenancy agreement)

**12. Have any improvements been carried out by the tenant or on the tenant's behalf (for example, installation of central heating, replacement of kitchen or bathroom fittings)? (i.e. has someone other than landlord or agent made any improvements?)**

YES     NO     (If yes, please provide details)

**Signed:** \_\_\_\_\_ Landlord / Agent\* *(Delete as appropriate)\**

**PRINT NAME:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Please indicate, where necessary, whether the applicant is a Landlord or an Agent).**

## **NOTES – LANDLORD**

### **Fitness Inspections**

- (1) Article 36 of the Private Tenancies (Northern Ireland) Order 2006 states that a district council shall, if an application under Article 33 is made to it, inspect a dwelling-house let under a private tenancy, (certain dwelling-houses do not require a fitness inspection - see Note 3 below), with a view to deciding if it meets the fitness standard for human habitation. A dwelling-house can be a house or a flat.

### **Protected and Statutory Tenancies**

- (2) Protected and statutory tenancies are always subject to rent control. In the absence of a rent determination under the Private Tenancies (NI) Order 2006, the rent of a protected or statutory tenancy remains fixed at the level payable under the Rent (Northern Ireland) Order 1978.

### **The Following Dwelling-Houses Do Not Require a Fitness Inspection**

- (3) (a) a dwelling-house let under a tenancy which began before the commencement of the Private Tenancies (NI) Order 2006; or  
(b) a dwelling-house which was built after 1 January 1945; or  
(c) a dwelling-house where a renovation grant has been paid by the Housing Executive, but only for a period of 10 years from the date of the grant; or  
(d) a dwelling-house where an HMO grant has been paid by the Housing Executive, but only for a period of 10 years from the date of the grant; or  
(e) a dwelling-house which is a house in multiple occupation currently registered with the Housing Executive; or  
(f) a dwelling-house formerly let under a protected or statutory tenancy where a regulated rent certificate has been issued, but only for a period of 10 years from the date of the certificate.

**If your property meets any of these definitions, then you do NOT require a Certificate of Fitness and should NOT proceed with the application process. If you do, however, submit an application and it is later discovered that the property is exempt from these regulations, the £50 fee accompanying your application cannot be refunded.**

### **The Fitness Standard for Human Habitation**

- (4) The Council will issue a certificate of fitness if it is satisfied that the dwelling-house meets the fitness standard for human habitation as set out in Article 46 of the Housing (NI) Order 1981. A dwelling house meets this standard if:-
- (a) it is structurally stable;
  - (b) it is free from serious disrepair;
  - (c) it is free from dampness prejudicial to the health of the occupants;
  - (d) it has adequate provision for lighting, heating and ventilation;
  - (e) it has an adequate piped supply of wholesome water;
  - (f) there are satisfactory facilities in the house for the preparation and cooking of food, including a sink with a satisfactory supply of hot and cold water;
  - (g) it has a suitably located water-closet for the exclusive use of the occupants;
  - (h) it has, for the exclusive use of the occupants (if any), a suitably located fixed bath or shower and wash-hand basin each of which is provided with a satisfactory supply of hot and cold water; and;
  - (i) it has an effective system for the draining of foul, waste and surface water.

### **If a Certificate of Fitness is Issued**

- (5) In the case of protected and statutory tenancies, the Rent Officer for Northern Ireland will determine an appropriate rent, taking into account the fitness of the dwelling-house. In the case of all other tenancies, the rent for a tenancy, which meets the fitness standard for human habitation, is a matter for agreement between landlord and tenant.

### **If a Notice of Refusal is Issued**

- (6) If the Council is not satisfied that the dwelling-house meets the fitness standard for human habitation it will give the landlord notice of its refusal of his application. A copy of this will be sent to the tenant (if any). This notice will state the reasons for refusal and will also indicate the works which in the opinion of the Council will be necessary for the dwelling-house to meet the fitness standard for human habitation.

In all cases, tenancies will be subject to rent control. An appropriate rent will be set by the Rent Officer for Northern Ireland. This rent will be the maximum, which can be charged until the dwelling is brought up to the fitness standard for human habitation and a certificate of fitness is issued by the district council.

### **Repairing Obligations**

- (7) The Private Tenancies (NI) Order 2006 does not alter the repairing obligations of landlord and tenant where these are clearly set out in the tenancy agreement. However, where this is not the case, the Order imposes default terms. These are set out in Articles 7 to 11 of the Order but can be summarised as follows:

#### Landlord's obligations

- Structural and exterior repairs (including gutters, drains etc, and external paintwork)
- Internal repairs other than those listed under tenant's obligations
- Repair and maintenance of gas, water, electric, sanitation and heating installations
- Repair and maintenance of any fixtures, fitting and furnishings provided under the tenancy

#### Tenant's obligations

- General care of the premises
- Repair of any damage caused by the tenant, his household or his visitors
- Internal decoration

### **Using your Personal Information**

The Council's Environmental Health Protection and Development team takes your right to personal privacy seriously. Personal information you supply will be used:

- a) to carry out, administer and manage the Council's statutory duties and responsibilities, in line with those detailed in the Notes section; and
- b) for other purposes required by the Council's legal obligations, which may include reporting of information to other statutory bodies.

The collection and retention of this personal information is required by the statutory provisions outlined in this document and may be shared with other statutory or regulatory bodies where there is a legal requirement to do so.

If you wish to request your personal information or have a data protection query, please put your request in writing, stating clearly who you are and your query to: Data Protection Officer, Ards and North Down Borough Council, Town Hall, The Castle, Bangor, Co Down BT20 4BT, Email: [dataprotection@ardsandnorthdown.gov.uk](mailto:dataprotection@ardsandnorthdown.gov.uk) or Tel: 0300 013 3333.