



GAS SAFETY POLICY AND PROCEDURES (2021) **(RESIDENTIAL PROPERTIES)**

1.0 INTRODUCTION

The aim of this Policy is to ensure the effective inspection, maintenance and management of gas systems within premises controlled by the Association. The gas safety system, inspection and monitoring programmes will also include the carbon monoxide monitoring systems which are considered to be an integral part of the gas safety management programme.

This Policy aims to ensure that the gas appliances, fittings, fires and flues that the Association provides for tenants' use are maintained in a safe condition at all times. It covers the following areas:-

- The Association's Responsibilities;
- The Contractor's Responsibilities;
- The Competence of the Contractor;
- The Gas Appliance Register;
- Annual Safety Inspection;
- The Association's Non Access Procedures;
- Gas Repairs;
- New Developments;
- Component Replacements;
- Quality Control;
- Responsibility;
- Policy Review.

1.1 The procedures detailed within this section are intended to facilitate the effective management of the contractor as well as all additional gas safety management issues, ensuring that all reasonable steps are taken to comply with the Health & Safety at Work etc. Act 1974 and the Gas Safety (Installation & Use) Regulations 1998.

1.2 Definitions within this Policy

- "Gas Appliance" – means an appliance for the heating, lighting, cooking or other purposes for which gas can be used. In general, portable or mobile appliances are not covered, except the use of portable or mobile space heaters (e.g. LPG cabinet heaters).
- "Gas Fittings" – means pipework, valves (other than Emergency Controls), regulators and meters and fittings etc. designed for use by consumers of gas.
- "Flue" – means a passage for conveying the products of combustion from a gas appliance to the external air.

2.0 **THE ASSOCIATION'S RESPONSIBILITIES**

2.1 **Key Legislation**

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999, as amended
- Gas Safety (Installation and Use) Regulations 1998
- Gas Safety (Management) Regulations 1996
- Gas Industry Unsafe Situations Procedure 8th Edition

The Gas Safety (Installation and Use) Regulations 1998 came into force on 31st October 1998 and covers a wide range of issues connected with the installation and use of gas appliances. However, under the terms of this legislation, the Association's specific responsibilities for its rented properties (excluding shared ownership) are as follows:

Existing Properties

Complete a Landlord's Annual Gas Safety Record for the inspection of gas appliances, fittings and flues provided by the Association within each 12 month period.

New Properties

Complete a Landlord's Annual Gas Safety Record for the inspection of all gas appliances, fittings and flues provided by the Association in recently completed property within 12 months of practical completion.

Before Occupation

Complete a Landlord's Annual Gas Safety Record before a tenant moves into a property.

Information to Tenants

Provide a copy of the certificate to the tenants of inspected properties within 28 days of the safety check.

Records

Keep all Certificates for a minimum of 2 years after the date of completion.

Certified Contractor

Ensure that all work carried out on the Association's behalf to gas appliances, fittings or flues is carried out by a Registered Gas Installer or Registered Contractor.

Make a copy of the certificate available for inspection by any lawful occupier of the inspected property at reasonable notice and provide a copy of the certificate to the tenant when it is issued.

The **Health and Safety Executive** appointed GAS SAFE on 1st April 2009 to manage and certify the registers of installers and contractors.

The **Gas Industry Unsafe Situations Procedure 8th Edition** has significant implications for the Association's properties which contain a back boiler and gas fire. The legislation brings additional requirements for ventilation caused by the recalculation of ventilation requirements. The Association manages the implications of this legislation with the window and boiler replacement programme. If required, the boiler replacement is brought forward.

In addition, the Association provides both written and verbal instruction on heating and gas safety advice to all new tenants through demonstrations of safe use of systems and in the Tenant's Handbook.

3.0 THE CONTRACTOR'S RESPONSIBILITIES

The Contractors' responsibilities emanate from the Gas Safety (Installation and Use) Regulations 1998 and the Association's current gas contract which state that:-

- All engineers working on the Association's appliances are appointed by a Contractor who has been appointed by the Association.
- 24 hour cover is provided for the maintenance of the Association's gas appliances and flues.
- A safety check and service on the Association's gas appliances is carried out within a 12 month period. The contractor must also ensure that a battery powered carbon monoxide detector (BS 50291 certified) is installed and have the battery renewed when the annual safety check and service is being carried out. New boilers are sealed units and therefore there is no legal requirement to provide a carbon monoxide detector. However the Association will continue to provide and maintain existing detectors in the interest of general safety including tenants' cooking appliances.
- A safety check and servicing programme will be produced by the Contractor and made available to the Association at least two months prior to the first safety check and service.
- Regular reports, including formal monthly reports and daily electronic updates will be received during the safety check and servicing programme period. Details on the units completed, non access to property and planned dates for the outstanding appliances will be provided to the Association by the Contractor.
- The Contractor will provide certificates which will be submitted within 7 days of any work being carried out. Job records will always be made available to the Association (e.g. electronically or direct access through a client portal), as well as submission to the Association of a daily report on all jobs undertaken.
- The Contractor is required to advise the Association immediately when an unsafe appliance is identified. The Contractor will apply a warning label to the unsafe appliance. The label should not be removed until repairs are complete.

- When working on the Association's appliances the Contractor will at all times comply with legislation and amend practices and procedures in accordance with changing legislation.
- The Contractor will attend monthly meetings with the Association.
- The Contractor will carry out a visual check on gas appliances, fittings and flues provided by the tenant and will report on the condition of appliances to the tenant and the Association. Any unsafe appliance should have warning labels attached. The tenant will be advised that the labels should not be removed until repairs are complete. They will also be advised of the action that they should take to rectify the fault. Quality assurance checks will focus on these properties.
- The contractor will provide a form which will record:
 - the date the appliance was checked;
 - the address of the installation(s);
 - the name and address of the Association;
 - a description of the location of each appliance and flue checked;
 - any defects identified;
 - any remedial action taken;
 - the effectiveness of the flue;
 - the supply of air;
 - the operating pressure;
 - the heat input;
 - the safe functioning of the appliance;
 - the name and signature of the operative completing the check;
 - the Gas Safe registration number of the operative or his/her employee.

4.0 THE COMPETENCE OF THE CONTRACTOR

The Association only approves competent contractors for the gas servicing contract or the installation of new appliances. In order that this objective can be achieved, all potential contractors will be required to undertake a rigorous tendering and contractor selection process. The contract will be procured in accordance with the Association's Corporate Procurement Policy.

To ensure that the Association is satisfied that the gas contractor's operatives are competent, the Association will carry out the following checks:

- Check the Contractors' operatives GAS SAFE registration by phoning the Council For Registered Gas Installers GAS SAFE direct and by obtaining a copy of their Council For Registered Gas Installers GAS SAFE registration;
- Ensure that all engineers working on the Association's appliances have the appropriate Accepted Certificate of Competence;
- The Association will obtain written confirmation from the Contractor that no unregistered engineer will work on the Association's appliances;

- Copies of the engineer's qualifications will be held in a central file at the Association's Offices;
- The contractor method statements and procedures will be checked by a qualified third party appointed by the Association;

A formal system of contractor monitoring will be established and maintained to ensure the gas safety management system continues to operate in compliance with the agreed scope of works and with documented procedures and that any non-conformances, ineffective arrangements and problem areas are quickly identified and actioned upon.

5.0 GAS APPLIANCE INFORMATION

The Association will hold centrally information relating to all of its gas appliances. This information will detail:

- A description of the appliance(s);
- Date of installation and/or last service;
- Servicing history.

6.0 ANNUAL SAFETY INSPECTIONS

The Association will take the following steps to ensure that annual inspections can be carried out on all appliances within a 12 month period:

- The contractor will prepare and agree with the Association a programme of inspection and servicing at least 2 months before the first service is due. In cases where the tenant has historically presented difficulties in obtaining access for gas servicing, efforts to gain access will commence earlier.
- A timetable for the completion of the contract is agreed.
- The first visit is scheduled to take place 2 months prior to expiry of certificate. The Contractor will contact the tenant directly in writing and leave a postcard if the visit is unsuccessful, and advise the Association, who will then commence the "No Access" procedure. The Association will contact the tenant in writing by means of the letter(s) attached as Appendices 2 and 3. These letters emphasise the legal requirement to permit access and the safety reasons for doing so. The contractor may make evening or weekend appointments available at the contractor's discretion and at no additional cost to the Association.
- The contractor and the Association will retain records of all communication with the tenant as these may be required to demonstrate all reasonable efforts have been made prior to seeking legal measures to force access (see no access procedure, below).
- A procedure for non access is agreed with the Contractor.

- The Association may incur charges for forcing entry to undertake a service or to cap a supply having followed its access procedures. These charges will be recharged to the tenant.
- A maximum number of visits per day for each engineer will be eight. The maximum visits per day will be dependent on the type and number of appliances with the premises.
- That there is an agreed procedure for remedial work.

7.0 VOID PROPERTIES

The Association will instruct a Landlord's Annual Gas Safety Record on all void properties, as set out in the Reactive Maintenance Policy.

Where a property is to be closed up on a long term or permanent basis then the existing gas supply shall be disconnected from the pipework within the property. The gas supply shall be physically disconnected at the meter point and both cut ends blanked. Where appropriate, SGN shall be advised and requested to remove the meter supply from the property.

8.0 THE ASSOCIATION'S NON ACCESS PROCEDURES

The Association's procedures to secure access to a property in the event of non-access are outlined in **Appendix 1**. The Association's contractor will absorb the cost of 3 arranged visits and will charge further visits to the Association. The Association will pass on these costs to the tenant in the form of a recharge.

- **Disconnection of Supply**

The majority of the Association's properties have an external gas meter. It is the preference of the Association to cap gas meters rather than force entry as this achieves gas safety without compromising the privacy of the household. The household will be advised by letter when this action has been followed (**Appendix 6**).

- **Forced Entry**

As a final mechanism to ensure the Association's compliance with its statutory obligations, it will force entry to carry out a service. Every effort will be made to avoid this, through written correspondence and other appropriate methods of communication which are outlined in **Appendix 1**.

At least 7 days' notice will be given to the tenant of the Association's intention to force entry. Copies of the letter advising of a forced entry will be hand delivered by a Housing Services Officer. These letters will note the Association's intention to gain entry by force if no access is provided on a specified date and time, the consequences and costs associated with non-cooperation and also the tenant's legal obligations under their tenancy agreement with the Association.

The Chief Executive will authorise forced entry (**Appendix 7**).

The Association will reinstate the security of the property, change locks and leave a note pinned to the door advising of the action that has taken place (**Appendix 5**). Keys will be left outside office hours at the nearest Police station, if possible. The Association will not force access on a Friday to maximise opportunity for the tenant to contact the Association during working hours.

The Association will seek a warrant for non-SST rented tenure households.

The Association will recover costs of any legal action and forced access through the Recharge Procedure.

Where, following forced entry, the gas/electric meters are in debt and therefore preventing the service being undertaken, the meter will be disconnected by the Association to prevent further use of the gas supply until a service takes place. A notice will be pinned to the door advising the household of the action that has been taken (**Appendix 6**).

The Association will suspend the forced access procedure if the tenant indicates that access will be granted by consent. If the tenant makes, then breaks an arrangement for access, the Association will continue to the next stage as if no arrangement had been made.

Where Housing Services staff believe a property has been abandoned, and serve the appropriate Notice, they will inform Property Services staff in order that efforts to secure access can be coordinated. Where a gas service falls due after the serving of the first abandonment notice, the Association will force entry for the purpose of securing the property and fixtures against vandalism.

Disconnected Properties

The Association will continue to attempt to establish or maintain contact with disconnected households and will communicate with Housing Services staff to advise them of households which have been disconnected.

Arrangements will be made with the tenant of a disconnected property to reconnect the supply and undertake a service.

9.0 GAS REPAIRS

- 9.1 As well as carrying out annual servicing to gas appliances and raising landlord's gas safety records the Association, through an appointed contractor, will provide a full reactive repairs and emergency response service. This will be properly defined and tenants made aware of the gas company's services and contact details in this regard.
- 9.2 Conditions of Tenancy refer to gas safety obligations and duties will be clearly set out within Tenancy Agreements. The Association will define a procedure for dealing with unauthorised gas installations, repairs, disconnections and other gas related activities which breach the Tenancy Agreement.
- 9.3 Tenants should report any gas repairs as directed by the Association, and different arrangements may apply for within and out with office hours.

- 9.4 The gas service contractor will visit properties, (following any attendance by Scotland Gas Networks, if applicable) to assess the problem and repair any faults.
- 9.5 A daily report on all jobs undertaken will be submitted to the Association and the details will be logged onto the repairs history for that property for record purposes.
- 9.6 The Association must ensure that any outstanding problems highlighted on the job sheet are followed, where applicable, examined including:
- The effectiveness of any flue;
 - The supply of combustion air;
 - Its operating pressure and heat input;
 - Its operation so as to ensure its safe functioning.

Where the contractor has been unable to obtain access to undertake necessary repair work the contractor must bring the situation to the attention of the Association. The Association will ensure that the tenant is contacted as quickly as the situation demands.

- 9.7 The Tenant's Handbook will include a section on Gas Safety and will advise a tenant to notify Scotland Gas Networks immediately of any suspected gas leak.
- 9.8 Currently SGN have a statutory duty to attend gas escapes reported to them. Attendance will be made within 2 hours if a tenant has been able to turn off the gas supply using the emergency control valve on your meter. If a tenant has been unable to turn off the gas supply at the emergency control valve, SGM will attend within 1 hour.
- 9.9 In the main, gas escapes are likely to occur within individual properties and tenants should in the first instance contact SGN Emergency Services.
- 9.10 Recognising that SGN will normally shut down the gas supply to an individual property where a leak is found and will not carry out any further works it is, recognised as good practice for the Association to follow up a report of a gas leak by instructing the gas contractor to attend.
- 9.11 Where repairs cannot be readily made and the heating system remains switched off the contractor will be asked to provide temporary heating and will advise the Association of the repair problem in order to agree remedial work.
- 9.12 When temporary heating is required, LPG or other bottled gas heating sources will not be provided to tenants as a temporary source of heating. Where electrical heaters are provided as a temporary source of heating, the Electrical Safety policy should be consulted. Tenants will be reimbursed for the cost of temporary heaters in line with our Customer Payments Policy.

10.0 NEW DEVELOPMENTS

The Association receives a Practical Completion certificate for each property at handover.

Commissioning information, including the Benchmark Book, is passed from the Sub-contractor to the Main Contractor and is retained by the Association on the Health and Safety File.

11.0 COMPONENT REPLACEMENTS

In accordance with the Building (Scotland) Regulations 2004 (as amended) – Technical Handbooks a Carbon Monoxide detection system will be installed.

12.0 QUALITY CONTROL

In order to monitor the performance of all gas servicing engineers and the gas servicing contracts the Association will:

- Ensure that a 10% quality control on servicing and day to day repairs is carried out by the Contractor at the expense of the Contractor. Details of each inspection will be supplied to the Association on a monthly basis and discussed at monthly progress meetings.
- Set up a monitoring system to ensure that their 10% targets are being met.

The monitoring system will include, as a minimum, timeous review of:

- All servicing and repair certificates;
- Unsafe gas systems;
- No access procedure, notices and problems;
- Properties 'over 12 months';
- Void properties;
- Quality assurance / quality control reports;
- Repairs and maintenance reports.

The Association will:

- Employ a suitably qualified person to carry out third party quality control on 10% of works carried out by passing 10% of each batch of certificates received to the Quality Assurance Contractor to carry out an independent inspection of the main contractor's servicing practices. The Association will employ a Quality Assurance Contractor to check 10% of the work carried out by the Contractor.
- Hold monthly meetings with the contractor to discuss the findings of the internal and external quality control and other aspects of the contract that may arise.
- Post inspections on work undertaken by gas contractors will be carried out by the Association's appointed Quality Assurance Contractor.

In the event of a grievance arising from the monitoring process or where discrepancies and deficiencies are uncovered, the Association will require the contractor to instruct at the contractor's own cost, Gas Safe to carry out an investigation with all findings copied to the Association.

Any further action against the contractor will be considered by the Management Committee, following a report from the Property Services Manager.

13.0 **RESPONSIBILITY**

The Gas Safety Policy should identify persons responsible for the policy's implementation and their specific responsibilities. They are as follows:

The Gas Administrator role will be undertaken by the Property Services Officer (Reactive and Gas) and will involve:

- ✓ Maintaining a record of all gas appliances installed in the Association's managed properties, their previous service date, and copies of landlord's paper gas safety certificates, or approved electronic certificates. This will be the master copy of information from which budgets and the annual planned servicing programme will be derived.
- ✓ Ensuring that an annual service and safety check is carried out on all gas appliances in the Association's tenanted properties and in all properties managed by the Association. This obligation will be met through the implementation of a planned service programme. Void properties will also be serviced prior to commencement of any new tenancies.
- ✓ Ensure quarterly reports are compiled which advise of the number of properties with current gas safety certificates.

Task	Job Holder Responsible
Overall Responsibility	Chief Executive
Signing the Gas Contract.	Secretary and two members of the Management Committee
Delivery of the Gas Management Programme	Property Services Officer (Reactive and Gas)
Administration of the gas safety management programme	Property Services Officer (Reactive and Gas)
Ensuring that a copy of the contractors GAS SAFE (Council For Registered Gas Installers) registration is verified by GAS SAFE.	Property Services Officer (Reactive and Gas)
Ensuring that all the contractor's engineers' ACCC (Accepted Certificate of Competences) certificates are received.	Property Services Officer (Reactive and Gas)
Ensuring that the service programme is received 2 months before the servicing commences.	Property Services Officer (Reactive and Gas)
Ensuring that the specified volume of quality control is carried out by the contractor.	Property Services Officer (Reactive and Gas)
Issuing and Checking the landlord certificates, the work orders and the Quality Control Sheets.	Property Services Officer (Reactive and Gas)
Examining, checking and filing certificates	Property Services Assistant

Ensuring that landlord certificates and job sheets are submitted on a regular basis.	Property Services Officer (Reactive and Gas)
Post inspection surveys of the contractors work on site.	Gas Quality Assurance Contractor
Ensuring that the gas register is kept up to date.	Property Services Officer (Reactive and Gas)
Ensuring that the Committee are given an annual report on the gas safety checks /servicing completed and the level of non access	Property Services Manager

14.0 RIDDOR

- 14.1 In relation to gas safety there are duties imposed upon gas conveyers, suppliers, etc. to report cases whereby death or a major injury (as defined by regulations) occurs out of or in connection with the gas supplied
- 14.2 It is also recognised that a contractor will have a duty to formally report certain situations where it is deemed likely that the gas installation may cause death or major injury. The types of faults likely to cause death or major injury and would be reportable include: -
- A dangerous gas leak arising, for example, from the use of unsatisfactory materials or bad workmanship.
 - A gas appliance which spills products of combustion or shows signs of incomplete combustion or shows signs of combustion problems due to inadequate ventilation.
 - An appliance which is not suitable for use with the gas supplied.
 - An appliance in which a safety device has been made inoperative.
 - Use of unsatisfactory materials in gas connections.
 - An appliance installation which has become dangerous through faulty servicing.
 - Further information on RIDDOR is contained within the Accidents Policy of the Association's Health & Safety Manual.

15.0 POLICY REVIEW

This policy will be subject to review at least every three years.

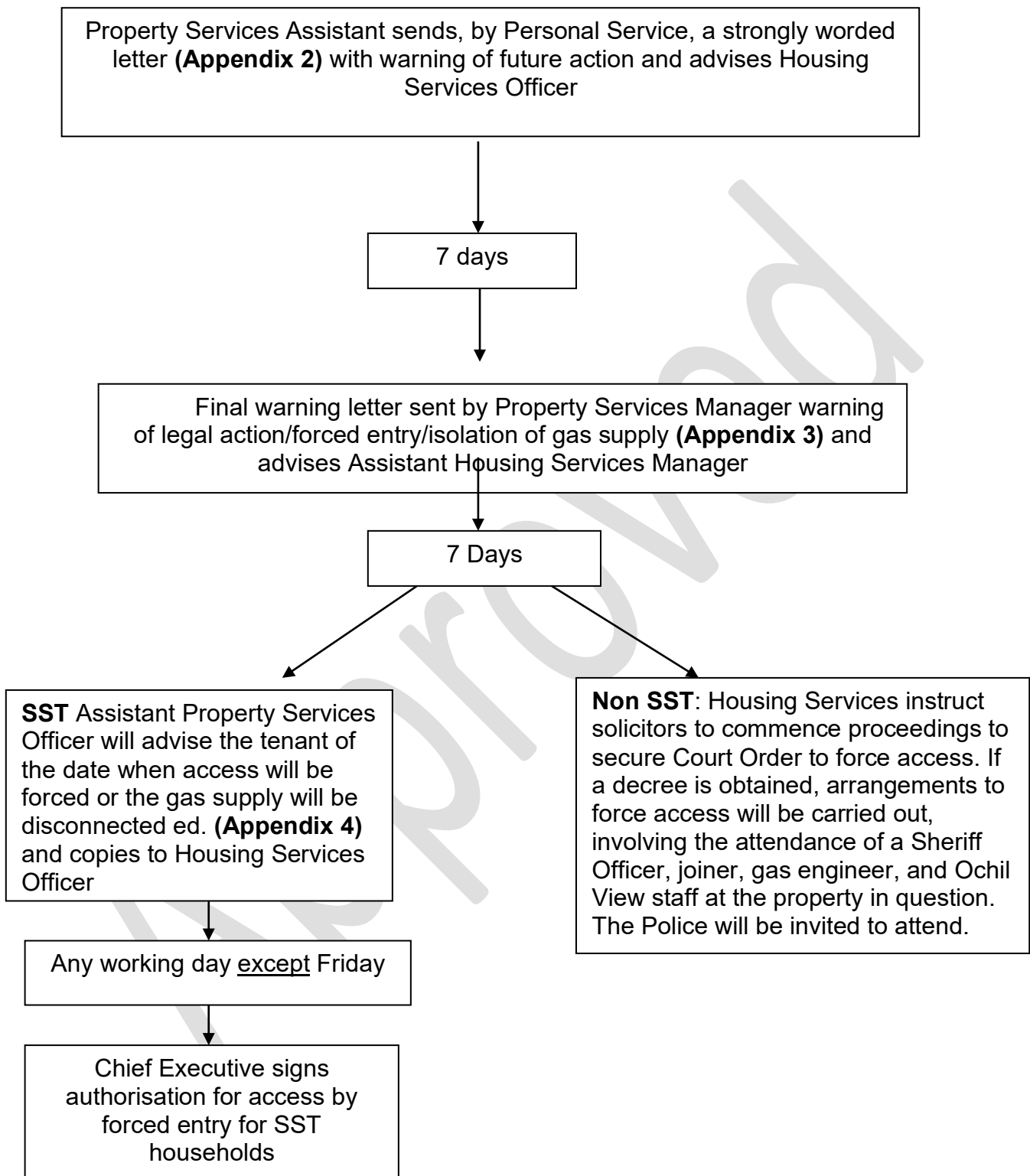
George Tainsh
Chief Executive

25th February 2021

Policy Consultation and Review Process

Reviewed by the Property Services Manager	25 th February 2021
Considered by the HSEHR Committee	3 rd March 2021
APPROVED BY THE MANAGEMENT COMMITTEE	25th MARCH 2021
Date of Next Review	March 2024

Approved

NON ACCESS PROCEDURES

Appendix 2

Strongly worded letter from the Association (First Letter - following no response to first Ochil View Housing Association letter)

Dear tenant,
Annual Gas Service

Ochil View Housing Association's Gas Contractor (City Technical Services) has recently been unable to gain access to your home in order to carry out the Annual Service of your gas heating system (& appliances), which was last serviced on **INSERT DATE**.

The Association is required by Health and Safety Legislation to carry out an inspection of the gas heating systems within its housing stock at least once every 12 months. Unless access is made available the Association will take the view that the gas installations may present a potential hazard to the health and safety of you and neighbouring tenants and this constitutes a situation requiring emergency access.

In these circumstances the Association is entitled to access to your property. Unless you contact this office within 7 days from the date of this letter, to arrange an appointment for access, action will be initiated force access or disconnect your gas supply. You will be charged for costs arising from this action.

Please ensure that there is sufficient credit on your gas and electricity meters for the service to be undertaken.

We trust this will not be necessary and would now ask you to contact Ochil View Housing Association on 01259 722899 as a matter of urgency.

Please note that as part of quality assurance checks you may receive a visit from our contractor Amber Gas. These post inspections can be carried out any time between 8am and 7pm Monday-Sunday. Please provide access when suitable.

Yours sincerely,

Property Services Officer (Reactive & Gas)

Final Warning letter from the Association (prior to beginning legal action)

Dear name,

Annual Gas Safety Inspection

The Association has tried on at least 3 occasions to gain access to your home to service your gas central heating system.

This annual gas safety inspection is required by law and your Tenancy Agreement. By not allowing the inspection to take place, you are putting you and other occupiers of the house in danger of Carbon Monoxide poisoning.

A further attempt to gain access and carry out the inspection will be made on INSERT DATE. Please ensure that both your gas and electricity meters contain sufficient credit for the check to be undertaken. If we are unable to gain access we will force access to your home or disconnect your gas supply. You will be responsible for the costs of this legal action and the costs of forcing entry.

We sincerely hope this will not be necessary and urge you to contact the Association immediately to confirm you will keep the appointment noted above.

Yours sincerely,

Property Services Manager

Letter notifying tenant of proposed forced entry delivered by hand

Dear tenant,

GAS SAFETY CHECK – FORCED ENTRY/DISCONNECTION OF SUPPLY

We refer to previous correspondence regarding the above and note that you have not provided access for this work to be undertaken.

Arrangements have now been made for our Gas Engineer to access your property and undertake the safety check or disconnect your gas supply on **INSERT DATE**

Staff from the Association's Property and Housing Services will be in attendance. Should access not be made available to us, our contractor will be instructed to open the door by forcing entry to disconnect your gas supply.

If we have to force entry, then the locks to the property will be changed. The keys for the new locks will be available at our office during normal working hours. Out with working hours, you will need to phone police/out of hours contractor to obtain keys.

YOU WILL HAVE TO PROVIDE IDENTIFICATION IN ORDER FOR THE KEYS TO BE ISSUED TO YOU.

PLEASE NOTE THAT YOU WILL BE INVOICED FOR ALL COSTS ASSOCIATED WITH THIS WORK.

Yours sincerely,

Chief Executive

Notice, on Ochil View headed paper, to be pinned to door following forced entry and lock change

Dear tenant

A service engineer has been unable to gain access to your home to service your gas appliance.

IN ORDER TO CARRY OUT THIS WORK, ENTRY HAS NOW BEEN FORCED TO THE PROPERTY AND LOCKS HAVE BEEN CHANGED.

You may collect the new set of keys from your Housing Officer at Ochil House during office hours which are

Mon, Wed, Thurs, Friday 9am – 5pm
Tuesday 9 – 12.30pm

Outwith office hours please contact the Police Station/Emergency Contractor to collect your keys.

As you have repeatedly denied access to the Association, we do not accept responsibility for any inconvenience which you experience as a result of the lock change.

You should bring a form of identity with you as you will need to show this before the new keys are issued to you.

If your gas or electricity meter has run out of credit, the engineer will not have been able to undertake the service and will have disconnected your supply. Please ensure your meters have credit and phone the Association to arrange for your inspection to be undertaken.

FOR AND ON BEHALF OF OCHIL VIEW HOUSING ASSOCIATION LIMITED

Notice, on Ochil View headed paper, to be hand delivered regarding disconnection of gas supply

Dear tenant,

A service engineer has been unable to gain access to your home to service your gas appliance.

FOR SAFETY REASONS, THE GAS SUPPLY TO YOUR HOME HAS BEEN DISCONNECTED.

Please ensure that your meters are in credit and contact the Association to arrange for your service to be undertaken, our office hours are:

Monday-Friday 9am–5pm

As you have repeatedly denied access to the Association, we do not accept responsibility for any inconvenience which you experience as a result of the isolation of your supply.

FOR AND ON BEHALF OF OCHIL VIEW HOUSING ASSOCIATION LIMITED

Authorisation to force entry.

Authorisation for access by forced entry to carry out Gas Servicing Repairs

To the Chief Executive

The following SST tenant has failed on more than 3 arranged appointments to give us access to their home to enable us to carry out a gas service/safety check.

Authorisation is sought to force entry to the property to carry out the outstanding work. The information provided below details our attempts to inform the tenant of our requirements to access their home.

Your authorisation is sought to force entry to the house on the date provided below, should the tenant continue to prevent access.

TENANT NAME

Appointments made by contractor – INSERT DATES

Letter 1 – INSERT DATE

Letter 2 – INSERT DATE

Letter 3 – INSERT DATE

Final Appointment – INSERT DATE

I confirm that a signed copy of the SSTA is on file

Date of letter notifying date of proposed forced entry – INSERT DATE

Date and time of proposed forced entry – INSERT DATE

Signed
Date

Housing Services Officer

Signed
Date

Chief Executive