

Homes for Ukraine Information for Sponsors

This information sheet has been developed for sponsors who have been matched with a family or friend via the Homes for Ukraine scheme. We want to provide information to you about the checks that we will be carrying out as part of this scheme.

The role of Councils

As part of this scheme, Councils are required to undertake accommodation and DBS criminal record checks for all adults (16 and over) in the sponsor household. Councils also have a statutory duty to promote the welfare of adults and children at risk and reserve the right to check in on guests and inspect accommodation once they have arrived.

We have been informed by the Department for Levelling Up, Housing and Communities that being granted a visa is NOT contingent on these checks. However, we have clear statutory duties to ensure the safety and welfare of adults and children at risk.

What are we doing in Newham?

Here in Newham, we have set up a system so that we can carry out housing safety checks, DBS criminal record checks as well as safeguarding checks.

What will happen next?

If you are a sponsor on this scheme and have been matched with a family or friend, a member of the Council will soon be contacting you by telephone to arrange for a housing officer to visit your home to complete a home safety check. Once the check has been completed to a satisfactory standard, we will contact you to start the process for the DBS check.

Do I need to do anything?

If you live within the rented sector (if you are a tenant of any kind) – private tenant, social tenant or in shared ownership (part owned, part rented), we **MUST** have written permission from your landlord advising that they agree to the use of the property under the Homes for Ukraine scheme. We will not arrange a home safety check until this is received. Your landlord will need to consider whether they are happy to approve of the arrangement, including whether this may bring them within scope of HMO licensing schemes operating in Newham. Please ask your landlord to complete the attached consent form and send to welcomed.newham@newham.gov.uk

What to expect from the housing inspection:

- Ensure that the information provided in relation to the Homes for Ukraine Scheme is correct
- Ensure that the Property meets required housing standards and is free from hazards

- Appropriate Fire Safety measures are in place

The following is additional government guidance on some of the conditions we will be checking to ensure your home is in a suitable condition and safe for you and your guests.

What do I need to do to make sure my home is suitable for my guest?

All accommodation will be different and while there is no set expectation, your accommodation needs to be free from serious health and safety hazards. You should make sure your home is safe for your guests and that it is in a suitable condition.

You should also consider how many people you can accommodate so they have sufficient space. Two people should not be in one room unless they are: adult cohabiting partners; a parent and child; two siblings of the same gender if aged over 10; two siblings regardless of gender if aged under 10. Individuals who didn't previously know each other should not be given the same room.

Further to this we ask that accommodation:

- be kept clean and in a reasonable state;
- have adequate kitchen and bathroom space;
- have access to drinking water;
- have a working smoke detector on each floor of the property and other fire safety precautions suitable for the building e.g. fire doors or escape routes as appropriate (further information on making a home safe from fire);
- have a working carbon monoxide detector in any room containing a solid fuel burning appliance (e.g. a coal fire, wood burning stove);
- have sufficient heating to keep the property at a comfortable temperature;
- have safe gas appliances, fittings and flues and have undertaken a Gas Safety check within the last year (see more information);
- have safe and working electrics, which a qualified electrician can help with if you are unsure;
- be almost entirely free of damp or mould;
- have doors and windows at entry level that lock properly;
- be easy and safe to move around in, without excessively steep staircases that may cause harm.

Further guidance and answers to frequently asked questions in relation to the homes for Ukraine scheme can be found by clicking on the following link:

<https://www.gov.uk/guidance/homes-for-ukraine-scheme-frequently-asked-questions>

LANDLORD CONSENT FORM

Dear Landlord

I write to advise that Mr/Mrs _____, the occupying tenant of _____ has made enquiries to the Government, under the Homes for Ukraine Sponsorship Scheme, to house ____ (number of) adults and (number of) ____ children at _____.

The Government has instructed all Councils that they must make suitability checks of accommodation in relation to various matters and in this regard the Council would require a letter from you (the landlord/property owner) authorising the use of your property for housing Ukrainian guests hosted by your tenant Mr/Mrs _____.

Updated guidance from the Government indicates that private rented property licensing schemes in operation may apply to properties participating in the Homes for Ukraine Sponsorship Scheme. As such, we ask that you please consider the following information carefully before providing your informed consent.

The updated guidance states that where the sponsor is themselves paying rent for the accommodation being offered under the scheme, the property may be in scope of additional/mandatory HMO licensing schemes in operation in the area. This **will** apply in Newham.

A tenant offering accommodation is already advised to seek their landlord's consent before doing so. As the landlord you should consider whether you are happy to approve of the arrangement, including whether this may bring you within scope of HMO licensing. The updated Government guidance can be found here with relevant information regarding landlord consent and HMO licensing under the Accommodation Checks section:

<https://www.gov.uk/guidance/homes-for-ukraine-guidance-for-councils#role-of-councils>

There are two types of HMO licenses as set out below. You may need to apply for one of these licenses depending on how the addition of Ukrainian guests affects the existing household.

1. You may need to apply for an **additional licence** if accommodating the guests' results in the property becoming a house in multiple occupation that is shared by three to four people living in two or more households.
2. You may need to apply for a **mandatory (HMO) licence** if accommodating the guests' results in the property becoming a house in multiple occupation that is shared by five or more people living in two or more households.

Under the Housing Act 2004, households includes members of the same family living together who are:

- Couples married to each other or living together as husband and wife (or in an equivalent relationship in the case of persons of the same sex)
- Relatives living together, including parents, grandparents, children (and step-children), grandchildren, brothers, sisters, uncles, aunts, nephews, nieces or cousins
- Half-relatives who are treated as full relatives
- A foster child living with his foster parent is treated as living in the same household as his foster parent
- An unrelated single person is classed as one household.

Please note in accordance with the above that if the proposed guests are family members of the existing household then this arrangement would not place the property within scope of additional/mandatory HMO licensing schemes and the conditions of an existing selective licence would apply.

Where additional/mandatory licence conditions are applied further changes to the property and property management may be required to ensure the licence conditions are met.

For further information on rented property licensing in Newham, including the different types of licences, making applications and associated fees and charges please see here:

[Application, fees and charges – Rented property licensing – Newham Council](#)

If you wish to operate a house as an HMO, it must have the correct class of planning use. You may need to apply for planning permission to change it from C3 (dwelling house) to C4 (house in multiple occupation).

For planning information inclusive of process and fees calculator, please see here:

[Planning permission applications and process – Newham Council](#)

Should you consent to the occupation of _____ by an additional Ukrainian _____ adults and _____ children please sign either declaration below and return this letter by emailing to welcme.newham@newham.gov.uk

If you do not consent to the occupation then you need not take any further action in the matter.

I _____ (print name) being the landlord/property owner of [INSERT ADDRESS] consent to the occupation of the afore-mentioned property for the purposes of hosting guests in accordance with the Government's Ukrainian hosting scheme.

Or

I _____ (print name) of _____ (insert company name and address) being the secretary/director (delete as appropriate) of the afore-mentioned company consent to the occupation of the afore-mentioned property for the purposes of hosting guests in accordance with the Government's Ukrainian hosting scheme.

Signed

Dated