

Application for admission to the Register of Social Landlords

This application form is to be used by all applicants. Applicants should refer to the criteria for registration in our regulatory framework available on our web site at www.scottishhousingregulator.gov.uk

Your completed application, together with all required documentation in electronic format, should be e-mailed to shr@scottishhousingregulator.gsi.gov.uk.

We will use the information contained in these documents to assess whether your organisation meets our criteria for registration. All registered social landlords are required to meet the Regulatory Standards of Governance and financial management and our constitutional requirements in our regulatory framework. When assessing your supporting documents we will look for assurance that your organisation will meet these regulatory standards and requirements. This assessment will involve speaking to your organisation's governing body, to ensure that members understand their role and the standards that they will be expected to meet. It may also be necessary to obtain the views of other regulators that your organisation is registered with.

We will acknowledge receipt of your application within eight working days, and will tell you whether your application has been successful within twelve weeks of receipt. If your application is successful, the information you have given will be used to record your organisation's details in our Register of Social Landlords. Applicants should note that we will not process an application unless all supporting documentation is submitted.

Tacit authorisation does not apply to applications to be a Registered Social landlord in Scotland.

Full name of the organisation	
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For further information please contact:

Support & Intervention

The Scottish Housing Regulator
Highlander House
58 Waterloo Street.
GLASGOW
G2 7DA

Tel: 0141 271 3810

Email: shr@scottishhousingregulator.gsi.gov.uk.

SECTION A: DETAILS OF THE APPLICANT ORGANISATION

To be eligible to apply for registration with the Scottish Housing Regulator an organisation must meet the statutory requirements set out in the Housing (Scotland) Act 2010, Part 2, Section 24.

1 Type of organisation

	Please tick (✓)	Registration Number
(a) Industrial & Provident Society		
(b) Company		
(c) Other. Please provide details below:		

2 Status

Please tick (✓)

(a) Charitable		(b) Non-charitable	
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If a Charitable organisation, please also complete Section B1(d).

3 Registered Office

(a) Registered office address:	
Post Code:	
(b) Telephone	
(c) Fax	
(e) E-mail	
(d) Web-site address	

4 Correspondence Address (if different from above)

(a) Correspondence address:	
Post Code:	
(b)	Telephone
(c)	Fax
(e)	E-mail

5 Governing Body

Our requirements of governing body members are set out in our regulatory framework. In particular applicants must demonstrate that they will meet our Regulatory Standards of governance and financial management.

Please attach the following information and tick (✓) to confirm you have done so. (If you provide any of the information requested in another document supporting your application e.g. as part of your business plan, please indicate where it is located.)

(a)	Names of governing body members and the date each person became a member	
(b)	Each governing body member's attendance record at meetings over the past 12 months	
(c)	Confirmation that all governing body members have signed the organisation's Code of Conduct (this may be an extract from a relevant minute, or copies of formal documents in which each governing body member confirms agreement)	
(d)	A copy of the governing body's skills assessment for each member (which should inform the training programme)	
(e)	A copy of the governing body's training programme (past & forward programme)	
(f)	A record of training attended by governing body members	
(g)	Register of governing body interests	

6 Staff

Please tick (✓) to confirm your progress with staffing or advise us when the appropriate documents will be complete:

(We do not need copies of relevant documents, however we need to know if the key decisions have been taken and if appropriate arrangements are either already in place or being developed.)

	In place	If being developed provide dates for completion
(a) Staffing structure for senior & operational management		
(b) A strategy for recruitment of the senior management team		
(c) Job descriptions and person specifications for the senior management team		
(d) Terms and conditions of employment		
(e) A strategy for matching transferring staff under TUPE to posts in the new RSL, if applicable		
(f) Details of any other arrangements for the provision of staffing		

7 Consultants/Advisers

If you are using any consultants/advisers, please confirm that you have appropriate arrangements in place to monitor their performance against the terms of their brief. You must have a written brief for any consultant/advisor you are using. You must also have in place arrangements for monitoring their performance. This applies to all services the organisation receives including those provided from the Local Authority or from a parent organisation. Please tick (✓)

Yes

No

8 **Context**

Please provide the following information:

(a) The Local Authority area(s) you operate in	
(b) Other areas you operate in (outwith Scotland)	
(c) If relevant, the name of the person you have been speaking to in the Scottish Government Housing division	

SECTION B: CONSTITUTION AND GOVERNANCE

1 Constitutional Documents

(a) Industrial & Provident Society only

Please provide the following information, and tick (✓) to confirm you have done so:

(i)	Signed copy of organisation's Rules	
(ii)	Copy of letter from the Financial Services Authority confirming Rules have been registered	

(b) Company only

(i)	Certified true copies of final versions of Memorandum & Articles of Association signed and dated by the Secretary	
(ii)	Copy of Certificate of Incorporation from Companies House	

(c) Other

(i)	Signed/ certified copy of the organisation's constitution	
(ii)	Copy of certificate/ letter of registration from relevant regulator(s) in the areas/ countries you operate in	

(d) Charity

If you are a charity, please tick (✓) to confirm you are enclosing a copy of a letter from HM Revenue and Customs or the Office of the Scottish Charity Regulator, that gives your Scottish Charity number:

Letter from HM Revenue and Customs or the Office of the Scottish Charity Regulator	
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2 Subsidiary organisations only

If you are a subsidiary of another organisation, please provide the following information:

(a) Name of parent organisation	
(b) What body the parent organisation is registered with, for example the Scottish Housing Regulator, the Tenant Services Authority or other regulators	
(c) Registration number of parent organisation	

3 Confirmation of compliance with constitutional requirements

Please provide a letter from your solicitor confirming the following and tick (✓) to confirm document is enclosed:

(a) All applicants

That your constitution complies with the Housing (Scotland) Act 2010, Part 2, Section 24, and the Scottish Housing Regulator's registration criteria and constitutional requirements.	
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(b) Applicants in a group structure

That the applicant organisation complies with our Regulatory Standards, constitutional requirements, and our guidance on group structures in relation to its role within its group structure.	
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4 Governance and controls

Please provide copies of the following governance and control documents. We will consider these as part of our overall assessment. If these documents are not enclosed, we will not be able to process your application. Tick (✓) to confirm they are enclosed:

(a) Standing orders and delegated authorities	
(b) Membership policies (governing body and general)	
(c) Code of conduct for governing body members	
(d) Expenses policy	
(e) Policy on control of payments and benefits	
(f) Policy on management of conflicts of interest	
(g) Gifts and hospitality	
(h) Openness and confidentiality	
(i) Financial regulations	
(j) Independence Agreement (Subsidiaries only)	

5 Operational management and controls

(a) Allocations Policy

Every registered social landlord which lets or intends to let houses must have an Allocations Policy. Please provide a copy of your Allocations Policy. We will make it available through the on-line Register and hold it on your Statutory File so it must be provided in electronic format. We will consider the allocations policy as part of our overall assessment. If it is not enclosed, we will not be able to process your application. Please confirm the following by ticking (✓) the appropriate statements:

		Yes (✓)	No (✓)
(a)	Copy of final version of policy enclosed		
(b)	Confirmation that your policy reflects all current legislative requirements and good practice and is consistent with the Scottish Social Housing Charter		

(b) Policy framework

Please provide a copy of your policy framework which should include details of all the policies and procedures your organisation has in place, the date each document was approved by the governing body and the date each will next be reviewed. We expect your policies to be relevant for the type of RSL you will be and the activities you intend to carry out and to be consistent with relevant legislation, reflect good practice, meet Regulatory Standards and the Scottish Social Housing Charter and advance equality. Please tick (✓)

Please record the status of the following key documents by inserting either the date they have been completed or the date they are scheduled for completion:

Financial Management & Control	
Treasury Management Policy	
Employment and Staff Development	
Training Policy	
Code of Conduct – Staff	
Policies on recruitment and employment	
Health and Safety Policy	
Job Descriptions and Person Specifications	
Providing Services	
Tenancy agreement	
Nominations/common housing register arrangements	
Rent and service charges policy	
Complaints policy	
Arrears and housing benefit policy	
Estate management policy	
Equalities, diversity and participation	
Equality of opportunity/diversity policy and action plan	
Tenant participation strategy and action plan	
Managing assets and investment	
Investment policy	
Maintenance policy	
Delivery plan for Scottish Housing Quality Standard	
Other	
Internal Management Plan	
Procurement and Tendering Policy	
Performance Management Framework	
Register of governing body interests	



<i>Service Level Agreements: Your solicitor must confirm that these meet EU legislation and do not prejudice the organisation's ability to meet Regulatory Standards ,or the Charters or comply with the registration criteria</i>	
Factoring Policy, if appropriate	
Protocol agreements e.g. Homelessness	

SECTION C: VIABILITY AND SUSTAINABILITY

All organisations seeking registration with us must have a **business plan** which demonstrates that they will be **viable and sustainable**. Your business plan should include both cash flow tables and supporting narrative. If a copy of your business plan is not enclosed, we will not be able to process your application

Please provide the following information, and tick (✓) to confirm you have done so:

(a)	A copy of your business plan. Please refer to our Business Planning Guidance	
(b)	A copy of your financial projections – both your current budget and longer-term financial plans	
(c)	A copy of your two most recent sets of audited annual reports and accounts (if appropriate)	
(d)	A summary analysis of your current loan portfolio (if appropriate)	

SECTION D: AUTHORISATION

The organisation's governing body should formally approve the submission of this application. It is essential this application is signed by the **Chairperson** of your organisation, **and another member of the governing body**.

Chairperson:	Second governing body member:
Name	Name
Date:	Date:
I confirm that the details above are accurate. <input type="checkbox"/> Please complete	I confirm that the details above are accurate. <input type="checkbox"/> Please complete

Contact person for this application	
Contact details	