


Issue 1 17/08/09	 A1 Housing Section 2 – BRS (HME)	Approved by B Coleman MD
	Procedure 22 Gas Safety Checks after Court Warrant granted for Access	

1.0 Purpose

- 1.1 To ensure that powers granted through the issuing of a Court Warrant to enter Council owned premises to either make safe (isolate the gas appliance) or carry out a gas service are administered in accordance with this procedure.

2.0 Responsibility


- 2.1 A1's Heating Mechanical & Electrical Manager will have responsibility for the administration of this procedure.

3.0 Procedure

- 3.1 Warrants are granted from the Magistrates Court in the name of the Principal Environmental Officer, BDC, who then provides the Gas Admin Officer with the subsequent list. The Gas Admin Officer will arrange a timetable of visits (with group at 3.4) and forwards this to the BDC Legal Dept. who then writes to each tenant (by 1st class post) informing them that the '**visiting party**' will call between 8.00am & 4.00pm on X date.
- 3.2 If the tenant during the legal process "voluntary" arranges access the Gas Admin Officer will arrange for a **Gas Safe** registered engineer to carry out a gas service immediately and will stay at the property until the gas service is completed.

Note: The making of an initial appointment does not stop the legal process to gain access. The legal process will not cease until the actual service has been completed and a CP12 issued to the tenant and placed on house file.

- 3.3 When the warrant is to be executed the following A1 Housing and Council employees will visit together:
- The named Bassetlaw District Council officer on the warrant **Must be present**
 - The Repairs Co-ordinator Gas and or HME Manager **Must be present**
 - The Neighbourhood Housing Officer **Must be present**
 - A Police Officer either present or on standby. (To be pre arranged by the Repairs Co-ordinator Gas)
 - A Gas Safe registered gas engineer **Must be present**
 - A Joiner **Must be present**

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- 3.4 If the tenant is not at home when the warrant is to be executed and access to the property has to be gained via forced entry, every effort must be made to keep damage to an absolute minimum.

The Gas Service will be carried out and the locks to the affected door changed. On leaving, the property will be secured and **a standard notice must be posted on the door** stating that a forced entry following a court warrant has been carried out and as a consequence the locks as been changed. The notice must also state the relevant contact details for the tenant to arrange key collection.

Note: At this point the Neighbourhood Housing Officer will take ownership of the keys and they will decide the most appropriate location to leave the keys (QB Worksop, 17B Retford, Carlton Forest House). The tenant will be able to contact the NHO directly to arrange collection of the keys.

- 3.5 When the tenant contacts the NHO, the NHO will inform the tenant where the keys can be collected from and what documentation the tenant must provide before the keys will be released. The keys will be available for collection from one of the following offices:

- Queens Buildings, Potter Street, Worksop 01909 533387
- 17B The Square, Retford 01777 533205
- Carlton Forest House Hundred Acre Lane 0800 590542

Note: Under no circumstances will keys be allowed to be taken without proof of identification (passport, utility bill, rent card, etc) proof of tenancy (tenancy agreement) and relevant signature being provided.