

Application Guide

Bedford Borough Council **Temporary Accommodation**

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Contents

Bedford Borough Council - Application Guide	3
adamhousing.co.uk Main Application process	3
Creating your account of adam Housing	4
Adding a system user and bank details	4
Registration	5
Registration – Standard Questions	5
Registration – Standard Documentation	6
Accreditation	6
Accreditation – Questions.....	7
Quality Assessment.....	Error! Bookmark not defined.
Required Accreditation Documents	7
Quality Documents.....	Error! Bookmark not defined.
Property Profile	7
Property portfolio information	7
Property portfolio information	8
Property portfolio information	9
Next Steps	9

Bedford Borough Council - Application Guide

Bedford Borough Council has implemented a Property Transaction Process to secure Temporary Accommodation. The Borough have transferred the booking process to the new adam Housing platform that has been developed solely for the Temporary Accommodation Housing sector. Suppliers are able to be accredited onto the platform at any point. To ensure that all Suppliers are operating to the same quality level, a minimum quality criteria has been set that must be met in order to join and maintain a presence on the platform.

This document will cover the following:

- Registration Process and Questions
- Adding Users
- Accreditation – Information Required
- Property Profile Information
- Next steps

adamhousing.co.uk Main Application process

The main step-by-step process to be completed online is as follows:



Creating your account of adam Housing

If you have not already registered on to the adam Housing platform you will need to create an account and register your user details on the adam Housing website (www.adamhousing.co.uk). An email will then be sent to you with your username and password to access the system. This will allow you to log in to the system and complete the initial registration form. The next stage will be for you to complete the main entry criteria (called the 'Accreditation' stage) for Bedford Borough Council.

Please note: if the Accreditation fails Access Adam review, the Provider will receive feedback from Access Adam so that amendments can be made (where possible). Equally if the Accreditation is rejected by Bedford Borough Council, the Provider will receive feedback so amendments can be made (where possible). Typically, the cycle of these steps will take a maximum of 10 working days.

Adding a system user and bank details

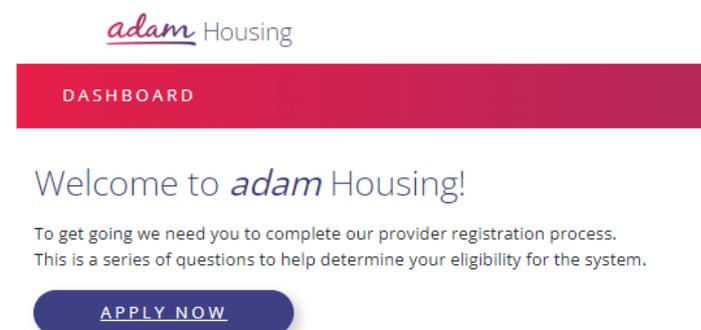
You will be asked to add your company's bank details to your adam Housing account at your first log on. These details will be used to facilitate the automatic payments process offered by the system. You will also be encouraged to add another user onto your account. This could be a colleague in your team.

The screenshot shows the 'adam Housing' dashboard. At the top left is the 'adam Housing' logo, and at the top right is a 'PROPERTIES' link. A dark red navigation bar contains the word 'DASHBOARD'. Below this, a welcome message reads 'Welcome to adam Housing!' followed by a notice: 'You still need to complete you provider registration process and submit for approval. Click the button below to continue from where you left off.' A dark blue button labeled 'COMPLETE REGISTRATION' is positioned below the notice. Underneath, an 'ALERTS' section contains two notification boxes. The first alert states: 'adam suggests having more than one Admin User linked to your company account. Would you like to add a new Admin User?' with an 'ADD' button and a close 'X' icon. The second alert states: 'Before you can begin listing live properties you will need to update your bank details.' with an 'UPDATE' button.

Registration

Here you will register to join the adam Housing system this is the first stage of getting started.

To start your registration, click 'Apply Now'



Below is the list of questions that you will be asked during this registration process.

Registration – Standard Questions

Q	Company Information	Trigger
1	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	
2	Please provide the relevant details, including the registration number(s)	
3	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	
4	Please provide additional details of what is required and confirmation that you have complied with this.	
5	Trading name(s) that will be used if successful in this procurement	4 (Other)
6	Relevant classifications (state whether you fall within one of these, and if so which one) <ul style="list-style-type: none">• Voluntary Community Social Enterprise (VCSE)• Sheltered Workshop• Public service mutual• N/A	
7	Are you a Small, Medium or Micro Enterprise (SME)? See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figuresanalysis/smedefinition/	
8	Details of Persons of Significant Control (PSC), where appropriate: <ul style="list-style-type: none">- Name- Date of birth- Nationality- Country, state or part of the UK where the PSC usually lives- Service address- The date that they became a PSC in relation to the company (for existing companies the 6 April 2016 should be used)- Which of the following conditions for being a PSC are met<ul style="list-style-type: none">- Over 25% up to (and including) 50%,- More than 50% and less than 75%,- 75% or more.	

	(Please enter N/A if not applicable) UK companies, Societas Europaea (SEs) and Limited Liability Partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register and must file the PSC information with the central public register at Companies House. See PSC guidance.	
9	Details of immediate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) Head office VAT number (if applicable) (please enter N/A if not applicable)	
10	Details of ultimate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) Head office VAT number (if applicable) (Please enter N/A if not applicable)	
11	Are you bidding as the lead contact for a group of economic operators?	
12	What is the name of the group of economic operators? Please enter N/A if not applicable	
13	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	
14	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	
15	Please confirm you have uploaded additional details for each subcontractor in the downloadable template.	

Registration – Standard Documentation

Documents	Instructional text
Declaration Statement	Click on the document to open it and read. Return to the Registration and tick the corresponding boxes 'I agree to the terms of the document' 'I am authorised to agree'
Sub-Contractor Information (if applicable)	If you have selected 'Yes' to Q14, you will need to download the Sub-Contractor document, complete, and then reupload in the documents field.

Accreditation

At the Accreditation stage, your business must show that you meet Bedford Borough Council's Entry Criteria before you can be admitted onto the adam Housing platform as one of the Borough's Temporary Accommodation Providers. You must do so by completing an 'Accreditation' consisting of a series of questions and mandatory document uploads.

The tables below set out a copy of the questions that Providers will have to respond to when completing the Accreditation process on adam Housing.

Click 'View Clients' and Bedford Borough Council from the drop down list.

Accreditation - Questions

Q	Company Information	Trigger
1	Have you passed all procurement checks	
2	Can you confirm your intend reference number	
3	Please confirm that you have read and agree to the Bedford Borough Council - Temporary Accommodation Specifications.	
4	Please confirm that your organisation complies with Housing Health and Safety Rating guidance (HHSRS).	
5	Please self-certify that as the landlord you accept responsibility for any repairs/replacement of these	
6	Please confirm you understand the council may carry out property inspections	
7	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employer's (Compulsory) Liability Insurance = £5m	
8	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Public Liability Insurance = £5m	
9	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, Professional Indemnity Insurance.	

Required Accreditation Documents

Documents	Instructional text
Evidence of Employers Liability Insurance (£5m min)	Your company name, level of cover and the insurance expiry date must be visible within the uploaded document.
Evidence of Public Liability Insurance (£5m min)	Your company name, level of cover and the insurance expiry date must be visible within the uploaded document.
Professional Indemnity Insurance	Your company name, level of cover and the insurance expiry date must be visible within the uploaded document.

Property Profile

Property portfolio information

After you have completed your accreditation process you will have the opportunity to create your property portfolio. To do this you will be asked to provide details of the property, the list below is some of the information you should have to hand:

- Property Address
- Show location (walking distance)
- School location
- Gas Safety Certificates
- Electrical Safety Certificate
- Property Insurance information
- Photographs of the property
- If it is suitable for Wheelchair Access
- Key safe location photograph
- Bedroom information
- White Goods available

The Borough will expect that if you have advised that the property meets the following specification by uploading photographs:

- Level access shower (Wet Room)
- Wheelchair accessible rooms – space for a Wheelchair to move around the property
- Wheelchair accessible bedroom

You will be asked to select the scheme that you are entering the property into either one of the following schemes:

- Nightly
- Monthly

You will be asked to submit a price for the property, either price per night or price per month.

Property portfolio information

The below documents are required by the Borough before the commencement of a booking.

Document	Notes	Mandatory
Gas Safety Certificate	Property address, expiry date, Unique Reference Number, Gas Engineer Number	Yes
Electrical Safety Certificate	Property address, expiry date	Yes

Energy Performance Certificate	Property address, EPC rating, expiry date	Yes
Fire Risk Assessment	Property address, expiry date	Depending on property needs
HMO License	Property address, expiry date	Depending on property needs
Selective License	Unique Reference Number, Issuing Local Authority, Issue Date, expiry date	Depending on property needs

Property portfolio information

The below documents are optional documentation that can be uploaded.

Document	Required
Asbestos Report	Optional
Building Insurance	Optional
Building Regulation Evidence (Modifications)	Optional
Leasehold/Freehold Permission	Optional
Mortgage Evidence	Optional
Proof of Ownership	Optional
Property Photographs	Optional

Next Steps

Once your Accreditation submission has been reviewed by Bedford Borough Council against the evaluation criteria, you will receive an email notification confirming whether your application has been approved.

Following submission, the Accreditation will be reviewed by the Access Adam team, and then by Bedford Borough Council. You will receive a system notification email to inform you of the outcome of each review stage.

For more details on how to create and submit your Accreditation, please see the information available at <https://www.adamproviders.co.uk/bedford-borough-council-temporary-accommodation> on Bedford Borough Council's page. To register and begin your application, visit <https://www.adamhousing.co.uk/>.