



**ECB Accreditation Application Form**

For local authority in-house enforcement services applying for ECB accreditation for 2024-25

1. Through its accreditation scheme, the ECB has established oversight of Taking Control of Goods (TCOG) enforcement work in England and Wales. Applying for accreditation means that you share the ECB's mission to ensure that everyone experiencing enforcement action is treated fairly. It is also a public commitment that you are willing to open up to oversight and accountability for high standards in enforcement.
2. ECB accreditation has been open to the private civil and High Court enforcement industry since October 2023. Now, for the first time, accreditation is being opened to all in-house enforcement teams at local authorities in England and Wales. We very much encourage you to apply.
3. Local authority enforcement services which wish to become accredited by the ECB must commit to the local authority accreditation criteria, which can be found here: [Accreditation? - enforcementconductboard](#). The accreditation framework has been specifically created to relate to the legal status and obligations of authorities. For example, while oversight of your enforcement service will be for the ECB, the framework makes clear that the resolution of individual complaints about it will continue to be handled by the Local Government and Social Care Ombudsman as the appropriate statutory body, and not by the ECB.
4. To ensure that the ECB has funding for its operations, we have to levy a small charge to accredited organisations. For local authority in-house teams this levy will be set at 0.3% of annual turnover from enforcement fees from TCOG work (based on fee turnover in the calendar year from 1 January 2024). The ECB is aware of the difficult position faced by many local authorities in providing vital public services to a tight budget, so we have set the levy at a rate we believe to be reasonable and proportionate.
5. To further encourage authority in-house teams to apply, all those who apply and are accepted for accreditation in the window which opens on 31 October 2024 will become publicly accredited on the ECB from December this year without having to pay anything in year 2024/25.
6. Our first request to in-house teams for payment of a levy will not come until May 2025, and will cover accreditation for year 2025/26.
7. The window for authorities to apply for accreditation for their enforcement services will open on Thursday 31 October, with an **initial deadline for applications of Thursday 21<sup>st</sup> November 2024**. We will still welcome applications after this date, however, they will not be processed before the updated accredited register is published on 6<sup>th</sup>

December 2024. Thereafter the register will then be updated monthly to reflect any new applications.

8. Upon completion, please return this form to [Accreditation@enforcementconductboard.org](mailto:Accreditation@enforcementconductboard.org) . We will consider and respond to your application request within 14 working days.
9. If your application is successful, further information will be sent to you regarding next steps and the use of the “ECB accredited” logo.

## Part one: Organisation details

**Please note:** Any incomplete information will result in a delay in processing your application. Please ensure that you have read and agree with the accreditation framework guidelines before submitting your application.

### 1.1 Organisation details

Local authority name:

Main address:

Website (if applicable):

Tel:

Email:

**1.2 ECB ongoing contact information:** The ECB requires a named representative(s) for each local authority who we will contact from time to time in relation to any matters that require attention. This would be where we would initially direct any future requests for information or raise any matters that arise through our monitoring of compliance with the ECB's standards.

Please state if you would also like this representative to also receive levy or financial requests such as those for turnover information. If not, please provide an alternative contact for such financial requests.

Name:

Position:

Tel:

Email:

Would you like this representative to receive all requests?:

1.3 Invoicing address:

*(For payment of the ECB levy)*

## Part two: Declaration

**This section must be completed and signed by a Chief Officer/Senior Director or equivalent level person who is authorised to make such a declaration on behalf of the local authority.**

In May 2025, we will issue levy requests for accredited in-house teams.

The levy amount paid will be based on the turnover generated from fees collected under Taking Control of Goods for the 2024 calendar year. We will request this information in February 2025.

Please confirm that you will provide the requested data and agree to pay the ECB levy of 0.3% of turnover in May:

I declare on behalf of the local authority, that the in house team will comply with the ECB's Local Authority Accreditation Criteria and Framework 2024/25 (as attached to this form), including the accreditation criteria set out in paragraph 3.

Signed:

Print name:

Position:

Date:

I declare that I am content for the ECB to use the data provided in this form for purposes relating to its oversight and objectives, including sharing this data with persons directly engaged in carrying out work for the ECB.

Signed: