BRITISH COUNCIL

Accommodation Agents Inspection Timeline

What happens at each stage and what you need to do

1

Annual Declaration

Preparation

British Council: Sends the Annual Declaration link by email and Newswire.
YOUR ACTION: Complete and submit it using Microsoft Forms.

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2

Stage 1

Inspection month confirmed

British Council: Confirms your inspection month and sends the Stage 1 upload links.
YOUR ACTION: Upload your Stage 1 documents using the links provided.

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3

Stage 2

Approximately 8-10 weeks before inspection

British Council: Sends inspector names, the estimated cost, SharePoint links and your 10-working-day deadline.
Finance: First invoice issued.
Inspectors: Contact you to prepare and agree the inspection agenda.
YOUR ACTION: Upload your Stage 2 documents within 10 working days.

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4

inspection

On the agreed date

The inspection takes place.
YOUR ACTION: Upload any Stage 3 documents, if requested.

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5

Report and ASAC

After the inspection

Inspectors: Write the report and submit their recommendations to the next ASAC meeting.
Finance: Second invoice issued.
ASAC: Approves the recommendations or returns them for clarification.
YOUR ACTION: Pay any outstanding inspection fees promptly.

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6

Outcome and report review

Following ASAC

British Council: Emails the recommendations within 1-2 working days of ASAC.
Report: Edited and sent within six weeks once the inspection fees have been paid in full.
YOUR ACTION: Review the report and submit any factual corrections within seven days.

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7

Publication

Final stage

The final report is published online.
YOUR ACTION: No further action is required.

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