

Houses in Multiple Occupation Licence Conditions

1. Number of occupiers:

The maximum number of occupants are listed in Appendix A of these conditions.

- 1.1. The number of occupants must not exceed the number permitted by the licence.
- 1.2. The licence holder must notify the Council, without delay, if the number of occupants exceeds the number permitted by the licence even if this breach has occurred without the permission of the licence holder.
- 1.3. The licence holder must notify the Council of any room in the HMO with a floor area of less than 4.64 square metres.

2. Changes to the licensed property or licence holder

- 2.1. The licence holder must notify the council if:
 - 2.1.1. There are any intended alterations that would change the use of a room (for example changing a living room to a bedroom).
 - 2.1.2. There is a change in the number of kitchens (including bedsits) or bathrooms provided.
 - 2.1.3. There is a change to the design or layout of the property
 - 2.1.4. The licence holder wishes to increase the number of permitted occupants.
 - 2.1.5. There is a change of management or ownership.

3. Fit and proper person

- 3.1. The licence holder must notify the council if he or she becomes aware or suspects that anyone associated with the management or ownership of the licenced HMO is not a 'fit and proper person'.
- 3.2. The licence holder must inform the Council if it is known or suspected that anyone associated with the management or ownership of the house have:-
 - committed any offence involving fraud or other dishonesty, or violence or drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (c. 42) (offences attracting notification requirements);

- practised unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, the carrying on of any business;
- contravened any provision of the law relating to housing or of landlord and tenant law; or
- acted otherwise than in accordance with any applicable code of practice approved under section 233.

4. Fire Protection:

- 4.1. The Licence Holder must ensure that the licensed property complies with the fire safety standards set out in Appendix B of these conditions.
- 4.2. The licence holder must ensure the fire detection and alarm system is kept in proper working order and certified to BS5839 on an annual basis.
- 4.3. The licence holder must, on demand, provide the Council with a copy of the most up to date fire detection test certificate if applicable.
- 4.4. The licence holder must, on demand, supply the Council with a declaration as to the condition and positioning of the detectors and alarms.

5. Carbon monoxide detection

- 5.1. The licence holder must ensure that a carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation and contains a fixed combustion appliance other than a gas cooker. A *room* includes a hall or landing and *living accommodation* includes a bathroom or toilet.
- 5.2. The licence holder must keep any such alarm in proper working order.
- 5.3. The licence holder must, on demand, supply the Council with a declaration as to the condition and positioning of the detectors and alarms.

6. Electrical Installation

- 6.1. The Licence Holder must ensure a periodic electrical inspection is carried out at least every 5 years by a registered electrician. The report must be issued in accordance with the latest addition of BS767 Regulations for Electrical Installations, as issued by the Institute of Electrical Engineers. The inspection, report and all electrical work must be undertaken by qualified electricians registered and assessed by a UKAS accredited Certification Body to A1.2 of the IET Electrotechnical Assessment Scheme.
- 6.2. The Licence Holder must remedy any code 1 or 2 deficiencies identified in the electrical installation condition report.

6.3. The licence holder must provide the Council with a copy of the most up to date electrical installation condition report on demand.

7. Gas Supply

7.1. If gas is supplied to the house the licence holder must obtain a landlords gas safety certificate within each 12 month period, issued by a recognised engineer approved under Regulation 3 of the Gas Safety (Installation and Use) Regulations 1998.

7.2. The licence holder must provide the council, annually, with a copy of the most up to date landlord's gas safety certificate.

8. Amenities

8.1. The licence holder must ensure that the licenced property complies with the amenities standards set out in Appendix C of these conditions.

9. Furniture and appliances

9.1. The licence holder must ensure that all portable electrical appliances and furniture, other than those supplied by the occupiers, are kept in a safe condition.

9.2. The licence holder must ensure that these appliances are PAT tested (Portable Appliance Tested) on an annual basis. The PAT test is to be carried out by a by a registered electrician and a certificate must be obtained.

9.3. The licence holder must provide the Council, on demand, with a copy of the most up to date PAT.

9.4. The licence holder must ensure that any upholstered furniture provided, whether new or second hand, complies with the Furniture and Furnishings (Fire) (safety) Regulations 1988, as amended.

9.5. The licence holder must supply to the Council, on demand, a declaration that all upholstered furniture provided meets the above regulations and is maintained in a safe condition.

10. Appearance

10.1. The licence holder must ensure that the external areas of the house, (including all gardens, yards, parking areas and alley ways) are kept in good visual condition. This includes being kept free from refuse, litter and other unsightly stored/dumped items. This also includes preventing gardens from being overgrown and the appropriate trimming of hedges.

11. Refuse and waste

- 11.1. The licence holder must ensure sufficient waste and recycling bins are provided.
- 11.2. The licence holder must ensure that waste and recycling bins are put out for collection by 6.30am on collection day, and no earlier than 6pm the evening before.
- 11.3. The licence holder must ensure that waste and recycling bins are returned to the inside of the property boundary by 9am the day after your scheduled collection.

12. Conditions of occupation

- 12.1. The licence holder must supply the occupiers of the house a written statement of the terms on which they occupy it.
- 12.2. The licence holder must, on demand, supply the Council with a copy of this written statement for all occupiers in the property.

13. Rent receipts

- 13.1 The Licence Holder must ensure there is a record of all rent payments received in respect of the property. The record must cover the duration of the licence. Where rent is paid in cash or cheque, the occupant(s) must be given a written receipt for the rental payment stating the date of payment, amount paid and the name of the person who collected the payment. Where rent is paid via bacs, this will count as the record of rental payment.
- 13.2 The Licence Holder must, on demand, ensure that the Council is provided with a copy of rent payment records.

14. Anti-Social Behaviour

- 14.1. The Licence Holder must take all reasonable and practicable steps to ensure that any persistent antisocial behaviour by tenants or their visitors is dealt with appropriately and effectively.