House in Multiple Occupation Licence Conditions

Property:

Schedule 1 – National mandatory conditions

1. If gas is supplied to the house to produce to North Somerset Council annually for their inspection a gas safety certificate obtained within the previous 12 months.

2. The licence holder is required to keep electrical appliances and furniture made available in the house in a safe condition and is required to supply the Authority, on demand, with a declaration as to the safety of the appliances and furniture.

3. The licence holder is to ensure that smoke alarms are installed in the house and to keep them in proper working order and to supply the Authority, on demand, with a declaration as to the condition and positioning of the smoke alarms.

4. The licence holder to supply to the occupiers of the house a written statement of the terms on which they occupy it.

Schedule 2 – North Somerset conditions

5. The facilities and/or equipment detailed in the attached ‘Licensing schedule of works’ must be provided within the stated timescales. The timescales start from the commencement date of the licence. These works are required for the property to meet the HMO licensing standards. It will be regarded as a breach of condition if these works are not completed within the stated timescales and to the satisfaction of the local authority. For any third or subsequent visits that are required to ensure compliance with this schedule of works an additional fee will be charged to the licence holder. This fee will be set out in line with the council’s annual budget setting process and published in the annual fees and charges report. Any 3rd or subsequent visit fee will be charged at an hourly rate with the minimum charge for a visit comprising of one hour.

6. The facilities and/or equipment detailed in the attached ‘Housing Health and Safety Rating System’ schedule of works must be provided within the stated timescales. The timescales start from the commencement date of the licence. These works are required to remove significant hazards identified under the current method of assessing minimum housing conditions. If these works are not completed within the stated timescales the council will deal with the matter in line with the existing Private Sector Housing enforcement policy.

7. The licence holder is required to provide the current periodic inspection report on the electrical installation indicating a satisfactory condition and that there are no defects under category 1 or 2, if there is no current report the licence holder must provide a new one indicating a satisfactory condition and that there are no defects under category 1 or 2, within 2 months of the date of licensing. Any report should be less than 5 years old at the date of submission; if this expires during the term of the licence a new report must be
8. The licence holder is required to provide an existing energy performance certificate (EPC) indicating the energy efficiency banding, report and its recommendations, if there is no current certificate the licence holder must provide a new one, within 2 months of the date of licensing. Any report should be less than 10 years old at the date of submission; if this expires during the term of the licence a new report must be submitted.

9. A declaration is to be provided on demand that the emergency lighting system is in proper working order. Emergency lighting to be maintained in accordance with the relevant British Standard (BS5266: Part 1: 2005)

10. If not already supplied with the application, within 2 months of the date of licensing provide a satisfactory certificate of inspection and testing as required under BS 5839-6: 2004 fire alarm system. Also indicate in writing which rooms and communal areas contain a smoke detector or heat detector.

11. At the start of all new tenancies, the Manager or Licence Holder must ensure that all tenants sign up to the ‘North Somerset undertaking of good practice’. A copy must be given to each tenant and a copy signed and retained by the Manager or Licence Holder for the duration of the tenancy and provided to the council on demand.

12. There is to be no obligate sharing of bedrooms

13. Tenants are to have 24hr direct access to all toilet, personal washing and cooking facilities and equipment.

14. The HMO licensing standards document should be complied with at all times by the owner and any manager. This document may be updated during the term of the licence and it is the responsibility of the owner and any manager to ensure that they are aware of and are complying with the latest version. The latest version of the licensing standards can be found at www.privatehousinginformation.co.uk

15. Where the LACoRS “Housing - Fire Safety, Guidance on fire safety provisions for certain types of existing housing” has been used to determine fire precautions, the precautions must be reviewed annually. They must also be reviewed whenever there are alterations to the property or its contents and at changes of tenancy to ensure the fire precautions are appropriate to the risk.

16. Provide details of fire exit routes to tenants. Ensure that all tenants are aware of fire and fault indications of the fire alarm system, are adequately familiar with controls (e.g. resetting) and aware of measures to avoid false alarms. Tenants should be aware of what to do in the case of a fire.

17. The licence holder and manager (if there is one) is to attend a recognised training course on the Approved Code of Practice relating to the management of HMOs within 5 years of the licence being granted or publication of the code (whichever is the later).

18. The licence holder must provide a list of all occupants within 28 days if requested to do so by the local authority. A list is hereby required for this submitted.
19. The Code of Good Management Practice is to be complied with. A copy of the Code is to be permanently displayed in the common parts of the property so as to be visible by all tenants.

20. Any person becoming involved in the management of the property after the licence date must be a fit and proper person, an application for a test must be made.

21. The licence holder and/or manager must notify the local authority of any change of name, address and any other contact details.

22. Where food is provided, food handlers must have adequate food safety training.

23. All reasonable steps must be taken to advise all occupants of their weekly recycling and rubbish collection day and how to correctly put it out for collection from the front edge of the property.

24. Correct and sufficient containers must be provided for household recycling and rubbish within the unit of accommodation and outside. Additional containers can be provided by contacting the council’s Streets and Open Spaces team on 01934 888802 or streetsandopenspaces@n-somerset.gov.uk

25. All recycling and rubbish containers must be provided with a dedicated and appropriate storage area.

26. All reasonable steps must be taken to ensure any gardens and yards belonging to the licensed property are maintained in a neat and tidy condition. The Licence Holder and any Manager are required to monitor garden maintenance and take the necessary steps to resolve any non-compliance.

27. The layout of the property, including any numbering of rooms must not be altered without first gaining written permission from the council. Requests to alter the layout should be made in writing and include a full description of the proposed changes and the reason for doing so.

28. The property is to be occupied in accordance with and by no more than the number of persons and households identified in the table below:

<table>
<thead>
<tr>
<th>Floor</th>
<th>Room</th>
<th>Shared (S) or Exclusive (E) facilities</th>
<th>Sleeping for (no. of persons)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The permitted number for the property is X households and X persons.

This level of occupation may be lower than the total number of persons in the above
The overall number is determined by room size and the number of facilities in the property as a whole (including any additional facilities being required).

If the present occupation of the property is in excess of this maximum permitted number, the occupation of the property must be reduced within 12 months from the date of licensing.

Any proposed changes to the mode of occupation must be submitted to North Somerset Council to determine if any changes to the conditions and the permitted number are needed. Consequently, it may be necessary to vary the licence.