

SCHEDULE OF CONDITIONS

THE LICENCE HOLDER MUST COMPLY WITH THE FOLLOWING CONDITIONS THROUGHOUT THE DURATION OF THE LICENCE

1. Council Standards for Licensable Houses in Multiple Occupation

1.1 The following works must be completed within ## months/years of the licence being granted, in accordance with the Council's adopted Standards for Licensable Houses in Multiple Occupation:

- a) ##
- b) ##
- c) ##

1.2 The maximum occupancy limit per room shall be as follows [example shown]:

Ground Floor

Front Bedroom (room #): One household comprising 2 people

Rear Bedroom (room #) One household comprising 1 person

First Floor

For the purposes of this licence, any occupier is regarded as one person, regardless of age.

2. General Property Maintenance

2.1 The property together with any associated external space and outbuildings must be regularly inspected and any necessary works must be carried out within a reasonable timescale, having due regard to the severity of each defect.

2.2 The property must be maintained in accordance with the Council's Standards for Licensable Houses in Multiple Occupation and any other standards or Approved Codes of Practice which the Council or Central Government may from time to time require.

3. Gas Safety

3.1 If gas is supplied to the property, a CORGI gas safety certificate must be submitted **annually** to the Council. The gas safety certificate must relate to the whole gas installation and include all gas appliances. It must demonstrate that all appliances have been serviced and safety checked within the previous twelve months. Any defects noted on the certificate must be promptly rectified.

4. **Electrical Safety**

- 4.1 All portable electrical appliances provided by the landlord must be maintained in a safe condition and proper working order. Portable Appliance Testing (PAT) must be carried out **every twelve months** with records kept for at least five years. Any necessary maintenance or repair work must be undertaken by a competent electrical engineer. Copies of all maintenance records and PAT testing must be provided to the Council on request.
- 4.2 The electrical installation must be maintained in a safe condition and proper working order. A full electrical safety inspection must be carried out **at least every five years** and an NICEIC or other equivalent electrical safety certificate obtained. Any necessary maintenance or repair works must be undertaken by a competent electrical engineer in accordance with Part P of the Building Regulations. Copies of the electrical certificate must be provided to the Council on request.
- 4.3 Optional – delete if not applicable [If no NICEIC or other equivalent electrical certificate was submitted as part of the licence application process, a full electrical inspection must be carried out, all necessary remedial works completed and the electrical certificate must be submitted to the Council within three months of this licence being granted.]

5. **Furniture**

- 5.1 All furniture and furnishings provided in the house must be kept in a safe condition and must comply with the current furniture and furnishings fire safety regulations. A declaration of furniture safety must be provided to the Council on request.

6. **Fire Precautions**

- 6.1 All means of escape in case of fire and other fire precautions (including fire extinguishers) must be maintained in good condition and proper working order at all times, in accordance with the Council's Standards for Licensable Houses in Multiple Occupation. Any servicing or maintenance work must be carried out by a suitably qualified person.
- 6.2 A log book must be kept with full details of all faults, repairs, servicing, tests and alterations to both the fire alarm and emergency lighting systems, including details of who carried out the work. The log book must be made available for inspection by the Council, on request.

- 6.3 The latest fire alarm and emergency lighting test certificates must be submitted **annually** to the Council. The certificates must be completed by a suitably competent person and must demonstrate that the complete installation has been fully checked and serviced within the previous twelve months and in accordance with the relevant British Standards. Any defects noted on the certificate must be promptly rectified.
- 6.4 At the start of each tenancy, occupants must be given appropriate fire safety advice regarding the means of escape in case of fire and other fire precautions. In particular, the importance of keeping fire doors closed and keeping the escape route clear, plus how to use the fire alarm system, fire extinguishers and fire blankets.
- 6.5 Optional– delete if not applicable [If no fire alarm and/or emergency lighting test certificate was submitted to the Council as part of the licence application process, the complete installation must be fully checked and serviced by a suitably competent person and test certificates must be submitted to the Council within three months of this licence being granted.]

7. **Emergency Contact**

- 7.1 Provide and securely fix a notice in a prominent position within the property, containing the name, address and contact telephone number of the person responsible for managing the property. The notice must include an emergency contact number which is available for use outside normal office hours. The notice must be in clear legible lettering, regularly checked and maintained in good condition.

8. **Tenancy Matters**

- 8.1 A written statement of the terms and conditions of occupation must be provided to all tenants at the start of their tenancy.
- 8.2 A full inventory must be carried out at the start of each tenancy. The inventory must include all areas exclusively occupied by the tenant and the tenant must be provided with a signed copy.
- 8.3 Tenants must be issued with a proper receipt for all deposit or rental payments made in cash.
- 8.4 On request, tenants must be told who is responsible for holding their deposit. If part of the deposit is to be withheld at the end of the tenancy, the tenant must be given a full written breakdown of defects and associated costs to explain why the deposit has been withheld.

9. **Anti Social Behaviour**

9.1 The term “anti social behaviour” is defined as follows:

- Anti social behaviour occurs where people act so unreasonably as to seriously damage the quality of life of their neighbours or the community as a whole;
- It includes not only those acts for which occupiers are responsible but also by members of their family and/or visitors, both within the property or within the surrounding area;
- It includes behaviour that interferes with the peace, comfort or convenience of other people, including any activity which amounts to discrimination or harassment on the grounds of race, sex, sexual orientation, disability, religious belief or age;
- examples of harassment include: the threat or use of violence, racist or homophobic language, damage to other peoples’ homes and/or possessions, making unwelcome telephone calls, making unsolicited sexual advances, or putting rubbish or other substances near peoples’ homes;
- examples of anti social behaviour include: allowing noise, however it is caused, to be audible to others, so that in the opinion of the local authority it causes annoyance. This includes noise from a television, radio, music equipment and/or musical instruments, shouting, door slamming, letting off fireworks, offensive drunkenness and lighting bonfires; and
- it also includes the use of their homes by occupiers for any immoral or illegal purpose, or the commission in the locality of the property of any unlawful activity such as the selling of any illegal or controlled drug or substance.

9.2 On request, the licence holder must demonstrate to the satisfaction of the Council that they have properly managed the property and have taken all reasonable and practicable steps when dealing with complaints of anti social behaviour and/or harassment made against the occupants. Examples of action which should be taken by the licence holder include the issuing warnings, both verbal and in writing.

10. **Occupancy Arrangements**

10.1 The full name of each tenant, their room number, tenancy start date and copy of tenancy agreement must be provided to the Council within 14 days of receiving a written request.

11. Fit and Proper Person

- 11.1 If the licence holder becomes aware that they or any other person involved in the management of the property have received a conviction or caution in respect of any offence as detailed in the HMO Licence application form, they must notify the Council in writing within 14 days of the information coming to their attention.

12. Contact Details

- 12.1 If the licence holder becomes aware that there have been changes in the name, address, phone number or email address of the owner(s), licence holder, property manager, mortgage lender or anyone else with associated with operating the property, they must notify the Council in writing within 14 days of the information coming to their attention.

13. Changes in the use and layout of the Property

- 13.1 No changes must be made to the use, layout or maximum occupancy level of the property without the Council's prior written consent. A fee may be charged for varying the licence, in accordance with the Council's approved schedule of charges, a copy of which is available on request.