



**Private Rented Property Licensing Conditions**

**1. Permitted Occupation**

A new resident must not be permitted to occupy the house or any part of the house if that occupation:

- exceeds the maximum permitted number of persons for the house as detailed in the schedule of permitted occupation below
- exceeds the maximum permitted number of households for the house
- exceeds the maximum permitted number of persons for any letting as detailed in the schedule of permitted occupation below

A new resident means a person who was not an occupier of the house and/or the specific room

Letting	Location	Area (sq m)	Max Permitted number per Room
Room 1	First Floor Front	-	-
Room 2	First Floor Rear	-	-

at the date of the issue of the licence

Total Maximum Permitted Number of Person for the House

Total Maximum Permitted Number of Households

**Comments**

Occupation is determined at point of application by room sizes, facilities and amenities

## **2. Tenancy management**

The licence holder shall supply the occupiers of the property with a written statement of the terms on which they occupy the property and details of the arrangements in place to deal with repair issues and emergency issues. Copies of the written statement of terms must be provided to the Council for inspection within 7 days upon demand.

The licence holder shall obtain references from person who wish to occupy a letting in the property before entering into any tenancy, licence or other agreement with them to occupy the accommodation. No new occupiers shall be allowed to occupy the accommodation if they are unable to provide a reference.

The licence holder must retain all references obtained for occupiers for the duration of this license and provide copies to the Council within 28 days on demand.

The licence holder shall protect any deposit taken under an assured short-hold tenancy by placing it in a statutory tenancy deposit scheme. The tenant must be given the prescribed information about the scheme being used at the time the deposit is taken. This information must be provided to the Council within 28 days on demand.

The licence holder must provide to the Council details in writing of the tenancy management arrangements that have been, or are to be, made to prevent or reduce anti-social behaviour by persons occupying or visiting the property. Copies of these must be provided to the Council within 28 days on demand.

The following arrangements shall be implemented to fulfil the requirements of this condition:

- Provision of an emergency 24hr contact number (including out of hours response arrangements)
- Formal arrangements for the disposal of rubbish and bulky waste
- Maintenance of written records of property inspections for management and repair issues at least once every 6 months

The licence holder shall ensure that inspections of the property are carried out at least every six months to identify any problems relating to the condition and management of the property. The records of such inspections shall be kept for the duration of this license. Copies of these must be provided to the Council within 28 days on demand.

### **Anti-social behaviour**

The licence holder shall effectively address problems of anti-social behaviour resulting from the conduct on the part of occupiers of, or visitors to the premises by complying the requirements of paragraphs (a) to (i) below:

- (a) The Licence holder must not ignore or fail to take action, if he has received complaints of anti-social behaviour (ASB) that concern the visitors to or occupiers of the premises or result from their actions.

- (b) Any letters, relation to anti-social behaviour, sent or received by the licence holder, or agent of the licence holder, must be kept for 3 years by the licence holder.
- (c) The licence holder must ensure that written notes are kept of any meetings or telephone conversations or investigations regarding anti-social behaviour for 3 years.
- (d) If a complaint is received, or anti-social behaviour is discovered, the licence holder must contact the tenant within 14 days. The tenant must be informed of the allegations of the anti-social behaviour in writing and of the consequences of its continuation.
- (e) The licence holder shall from the date of receipt of the complaint of anti-social behaviour, monitor any allegations of anti-social behaviour and whether it is continuing.
- (f) Where the anti-social behaviour is continuing after 28 days from receipt of the complaint, the licence holder, or his agent must within 7 days visit the premises and the tenant with a warning letter advising them of the possibility of eviction.
- (g) Where the licence holder or his agent has reason to believe that the anti-social behaviour involves criminal activity the licence holder shall ensure that the appropriate authorities are informed.
- (h) If after 14 days of giving a warning letter the tenant has taken no steps to address the anti-social behaviour and the ASB is continuing the licence holder shall take formal steps under the written statement of terms for occupation, e.g. the tenancy agreement or licence and which shall include promptly taking any legal proceedings to address the anti-social behaviour.
- (i) Where the licence holder is specifically invited they shall attend any case conferences or multiagency meetings arranged by the Council or Police.

### **3. Property Management**

#### **Gas**

The licence holder shall ensure that all gas installations and appliances are in a safe condition at all times. The licence holder have available a current valid gas safety certificate obtained within the last 12 months. This must be provided to the Council within 28 days on demand.

#### **Electricity**

The licence holder shall ensure that all electrical appliances provided in the property are in a safe condition. The licence holder must submit to the Council, for their inspections, an electrical appliance test report in respect of all electrical appliances that are supplied by the landlord to the Council within 28 days on demand.

#### **Refuse Storage and disposal**

No refuse shall be kept in the front or rear garden other than in an approved storage container for that purpose.

## **Pest Control**

Where the licence holder becomes aware of a pest problem or infestation at the property he shall take steps to ensure that a treatment program is carried out to eradicate the pest infestation. Records shall be kept of such treatment programs and these must be provided to the Council within 28 days on demand.

## **Fire Safety**

The licence holder shall install and maintain in good working order appropriate smoke alarms, compliant with current British Standards, in the property and shall submit to the Council, upon request, a declaration by him as to the condition and positioning of such alarms.

Where appropriate to the system installed and the use of the property i.e. HMO, the licence holder shall ensure that any fire fighting equipment and fire alarms are maintained in good working order. The licence holder must submit to the Council, for their inspection, a copy of all periodical inspections report/test certificates for any automatic fire alarm system, emergency lighting and fire fighting equipment provided in the property. These must be provided to the Council within 28 days on demand.

The licence holder shall ensure that furniture made available in the property is in a safe condition. All upholstered furniture and covers and fillings of cushions and pillows should comply with current fire safety legislation. A declaration as to the safety of such furniture must be provided to the Council within 28 days on demand.

## **Thermal insulation**

The Licence holder shall ensure the provision of structural thermal insulation and the insulation of water tanks where applicable.

## **Property Exterior**

The licence holder shall ensure that properties are maintained in such a manner so as not to be detrimental to the amenities of the neighbourhood.

- Gutters and downpipes must be kept clear and be securely fixed
- Boundary walls and fences must be maintained to ensure security of the premises
- Windows and doors must be securely fixed to prevent unauthorised entry and kept in good repair and painted (where appropriate)
- Walls and roofs must be maintained to protect the integrity of the premises.
- Gardens, yards and footpaths within the curtilage of the property must be kept tidy and litter free
- Any footpath crossings must conform to current Council policies

#### **4. Documents to be displayed or provided within a tenants pack by the landlord**

Having regard to relevant regulations;

The licence holder shall provide or display a copy of the licence to which these conditions apply in the common parts of the property.

The licence holder shall provide or display a notice with the name, address and emergency contact number of the licence holder or managing agent in the common parts of the property.

The licence holder shall provide or display a copy of the current gas safety certificate in the common parts of the property.

The licence holder shall provide or display an Energy Performance Certificate (EPC) for all accommodation for which EPCs are applicable at the end of the existing tenancy at the time the licence was dated and issued.

Where documents are provided within a tenant pack a copy of such pack and evidence stating the date issued to a tenant shall be provided to the Council with 28 days on demand.

#### **5. General**

The licence holder must advise the Council's Property Licensing Team in writing of any proposed changes to the construction, layout or amenity provision of the house that would affect the licence or licence conditions.

The licence holder must arrange for access to be granted at any reasonable time and must not obstruct council officers carrying out their statutory duties including the surveying of the property to ensure compliance with licence conditions and any relevant legislation.

The licence holder shall if required by written notice provide the Council with following particulars as may be specified in the notice with respect to the occupancy of the house:

- The names and numbers of individuals/households accommodated specifying the rooms they occupy within the property.
- Number of individuals in each household

The particulars shall be provided to the Council within 28 days on demand.

The licence holder shall inform the Council of any change in ownership or management of the house.

The licence holder shall ensure that whilst any alteration or construction works are in progress, the work is carried out to ensure that safety to all persons occupying or visiting the premises.

The licence holder shall ensure that on completion of any works, the property shall be left in a clean tidy condition and free from builders' debris.

For planning and building regulations queries please refer to the planning pages on the Council's website telephone or contact

- Planning Service, Town Hall, 1 Town Square, Barking IG11 7LU
- Telephone 0208 227 3933

**Failure to comply with any licence condition may result in proceedings including fines up to £5,000 per infringement and loss of the licence.**

The property licence and conditions do not imply or grant by inference or otherwise any approval or permission for any other purposes including those for Building Control, Development Control and under The Regulatory Reform (Fire Safety) Order 2005. Conversely compliance with any of those requirements does not confer or imply compliance with the requirements of the Housing Act 2004 including property licensing.

Any requirements relating to the licence and conditions are without prejudice to assessments and appropriate actions including enforcement actions under the Housing Act 2004. This includes actions to deal with category 1 and category 2 hazards as may be identified under House Health and Safety Rating System (HHSRS) and does not preclude such action.