

HMO Licence

Housing Standards & Improvement Team, PO Box 3343, Bath, BA1 2ZH
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Housing Act 2004 Section 64

Licence to operate a House in Multiple Occupation (HMO)

Bath and North East Somerset Council
Hereby grant to:

████████████████████ (licence holder)

a licence under section 64 of the Housing Act 2004, subject to the conditions set out in schedules 1 and 2 attached (and subject to the information provided in the licence application being accurate and any subsequent variations being approved by the Council), in respect of premises situated at:

██
(licensed property address)

Maximum occupancy limits:

Number of persons is █. Number of households is █.

The licence shall come into force on █ and shall remain in effect until █, unless revoked.

This licence is issued by Bath & North East Somerset Council as the local housing authority under Part 2 of the Housing Act 2004.

Signed for and on behalf of
Bath & North East Somerset Council:

Date issued:

**This Licence is not transferable.
A copy of this licence is to be available in the licensed HMO at all times.**



Property (HMO): [REDACTED]

Schedule 1

Mandatory conditions

1. If gas is supplied to the house, the licence holder is to produce to the Authority annually for their inspection a gas safety certificate obtained in respect of the house within the last 12 months.
2. The licence holder is required to keep electrical appliances and furniture made available in the house in a safe condition and to supply the authority, on demand, with a declaration as to the safety of such appliances and furniture. The licence holder is to ensure that every electrical installation in the house is in proper working order and safe for continued use; and to supply the authority, on demand, with a declaration by him as to the safety of such installations.
3. The licence holder is to ensure that a smoke alarm is installed on each storey of the house on which there is a room used wholly or partly as living accommodation (includes a bathroom or lavatory), and to keep such alarms in proper working order – the alarms must be checked on the day the tenancy begins if it is a new tenancy. The licence holder must supply the Authority, on demand, with a declaration as to the condition and positioning of the smoke alarms.
4. The licence holder is to ensure that a carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation (including halls, landings, bathrooms and lavatories) and contains a fixed combustion appliance other than a gas cooker and to keep any such alarm in proper working order. The licence holder is to supply the authority, on demand, with a declaration by him as to the condition and positioning of any such alarm. For carbon monoxide alarms to be installed by gas cookers, see schedule 2.
5. The licence holder to supply to the occupiers of the house a written statement of the terms on which they occupy it.
6. The floor area of any room used as sleeping accommodation by one person aged over 10 years is to be not less than 6.51m². The floor area of any room in the HMO used as sleeping accommodation by two persons aged over 10 years is to be not less than 10.22m². The floor area of any room in the HMO used as sleeping accommodation by one person aged under 10 years is to be not less than 4.64m². Any room in the HMO with a floor area of less than 4.64m² cannot be used as sleeping accommodation. Any part of the floor area of a room in relation to which the height of the ceiling is less than 1.5 metres is not to be taken into account in determining the floor area of that room.
7. Bedrooms cannot be used by more than the maximum number of persons specified in the licence.
8. Sufficient containers, with lids must be provided for household rubbish and recycling within the unit of accommodation and outside. The containers outside must be kept in a designated appropriate area, and with lids fitted and in a tidy condition, sufficient to minimise their visual impact.

Schedule 2

Conditions as imposed by Bath and North East Somerset Council

1. The licence holder is to produce to the Authority on request, a current Domestic Electrical Installation Condition Report on the electrical installation, indicating no defects under code 1 or 2. Any report should be less than 5 years old at the date of submission.
2. A satisfactory certificate of inspection and testing of fire alarm systems carried out at 6 month intervals for Grade A systems as required under the latest edition of BS 5839-6 fire alarm system, is to be provided to the Authority on demand.
3. Grade D systems must be tested regularly as required under the latest edition of BS 5839 – 6.
4. Details of rooms and communal areas containing a smoke detector or heat detector must be indicated in writing and provided to the Authority on demand.
5. The Fire Risk Assessment (FRA) required under the Regulatory Reform (Fire Safety Order) 2005 and resulting precautions must be reviewed annually and provided to the Authority on request. The FRA is to be completed by a competent person. 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.
6. Provide written details of fire exit routes to occupants. Ensure that all occupants 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. Occupants should be aware of what to do in the case of a fire.
7. There is to be no obligate sharing of bedrooms.
8. Occupants are to have 24hr direct access to all toilet, personal washing and cooking facilities and equipment.
9. Where bedrooms are not internal or there is not internal access to the main house, the bedroom must have en-suite bathroom facilities including WC, wash hand basin and shower or bath. There must be 24 hours access to all kitchen, dining and communal facilities.
10. All reasonable steps must be taken to ensure any gardens and yards belonging to the licensed property are maintained in a reasonable condition and free from litter. Where the occupants are responsible for maintaining the outside space, they must be provided with suitable and sufficient tools to do this. Where tools are provided they must be allocated appropriate storage.
11. The recycling and rubbish collection information and any subsequent updates must be displayed in the property.
12. The Licence Holder and any Manager are required to monitor garden maintenance and waste and recycling storage and take the necessary steps to resolve any non-compliance.

13. The licensed property must achieve a minimum energy efficiency rating of “E” as determined by an Energy Performance Certificate (EPC). This condition will also be met if a valid exemption is registered with the appropriate authority. A copy of the latest EPC for the licensed HMO is to be provided on demand.
14. The Bath and North East Somerset Council HMO Licensing Standards apply to all licensed HMOs. This document may be updated from time to time and any updated version will apply to a new licence. It is the responsibility of the owner and any manager to ensure that they meet the correct Standard. The latest version of the licensing standards can be found at www.bathnes.gov.uk/hmos
15. The following time-scales apply for works required to comply with the HMO licensing standards and conditions for works to meet them:

Condition	Point number on schedule 3	Maximum time scale
Fire precautionary facilities and equipment	1-5	2 to 6 months
Space heating	6	6 months
Personal washing and toilets facilities	7	6 months
Kitchen facilities	8	2 to 6 months
Ventilation	9	6 months
Space standards	10	12 to 18 months
Permissions	11	

Above time scales start from the issue date of the licence

16. Each bedroom must have sufficient means for ventilation that can be maintained securely while the occupants are absent to minimise occurrence of damp and mould.
17. The licence holder and/or manager must notify the local authority of any changes to contact details or management arrangements including the out of hours contact.
18. Current and correct contact details must be displayed on the Management Details Notice, in a prominent position in the licensed HMO at all times.
19. At the start of all new tenancies, all occupants must be made aware of the ‘Bath and North East Somerset Undertaking of Good Practice, a copy must be signed by each occupant and the licence holder and both parties should retain a copy. The signed Undertakings must be provided to the Council for inspection on request.
20. The licensed HMO must be managed in accordance with The Good Management Code of Practice. A copy of the Code is to be provided to all occupants.
21. The licence holder must provide a list of all occupants within 14 days if requested to do so by the Authority.
22. The licence holder and manager must be certain that any person becoming involved in the management of the property after the licence date would be considered fit and proper. Consequently, the licence holder or manager should be satisfied that all persons would be

able to sign the declaration themselves and provide a current basic disclosure certificate.

23. Where food is provided, food handlers must have adequate food safety training.
24. Any room containing any a gas cooker is to have a carbon monoxide alarm installed that is in proper working order. The alarm must be checked at the start of a tenancy if it is a new tenancy and at suitable regular intervals thereafter. Alarms should be installed in accordance with the manufacturer's instructions, in the nearest suitable place, away from windows.
25. The layout of the property, the use and any numbering of rooms must not be altered without first gaining written permission from the Council. Requests to alter the layout or change of room use shall be made in writing and include a full description of the proposed changes and the reason for doing so.
26. The property is to be occupied in accordance with and by no more than the number of persons and households stated on the licence. In the event of any changes to the table below being identified, the Council shall be notified in writing immediately.

Example

Floor	Room	Shared (S) or Exclusive (E) facilities	Sleeping for (no. of persons)
Ground	Bedroom	E	1
Ground	Kitchen & Dining room	S	
Ground	Utility room	S	
Ground	Bedroom	E	1
Ground	Bedroom	E	1
Ground	WC	S	
First	Bedroom with ensuite shower and WC	E	1
First	Bedroom	E	1
First	Bedroom	E	1
First	Bedroom	E	1
First	Bathroom with WC	S	
First	Shower room with WC	S	

The permitted number for the property is **7** persons and **7** households.

Schedule 3
HMO Licensing works schedule

All conditions must be complied with.

General information

From January 2005 Part P of the Building Regulations will apply to a new fixed electrical installation, alterations and additions. Fixed electrical installations will include fire alarm systems. This means that the owner will need to obtain a Building Notice for the work from Building control.

Within this schedule the works specified include the making good of all disturbed work and the removal of all waste material.

If you are unsure of the requirements to satisfy any of the following conditions, please do not hesitate to contact the case officer to discuss your concerns.

1.	Schedule 3 licensing conditions would be listed here.
2.	Permissions

Management details for

This property is licensed under Part 2 of the Housing Act 2004.

Licence Holder:	
Licence reference:	HMO
Property Manager:	
Out of Hours contact:	
Recycling & Rubbish Collections: Recycling is collected weekly, household and garden waste are collected fortnightly Enter your postcode at www.bathnes.gov.uk to find out which week you are on.	<p>Put out your recycling and rubbish for collection by 7am on your collection day, or as late as possible after 8pm the previous evening at the front edge of your property</p> <p>Please note that you can be fined for leaving your recycling and rubbish out at the wrong time or place.</p> <p>For more details contact Council Connect Tel: 01225 394041, Email: councilconnect@bathnes.gov.uk or visit www.bathnes.gov.uk/wasteservices</p>
Your Local Councillor(s):	

To be displayed in a prominent position in the property at all times.
 Displaying management information is also a requirement under The Management of Houses in Multiple Occupation (England) Regulations 2006.

Housing Services can be contacted by emailing housing@bathnes.gov.uk

Undertaking of good practice

Bath and North East Somerset – HMO Licensing

IT IS A CONDITION OF THE HMO LICENCE THAT THIS DOCUMENT IS PROVIDED TO ALL OCCUPANTS

This document is intended to ensure that occupants are aware of their responsibilities relating to waste management, fire safety and anti-social behaviour.

Waste and recycling

Occupants have a responsibility to:

- co-operate with the provisions in place for the storage and collection of recycling and rubbish and, to make sure that it is separated correctly;
- to put out recycling and rubbish for collection using the correct containers by 7am on their collection day, or as late as possible after 8pm the previous evening at the front edge of the property;
- to bring containers back in as soon as possible after emptying.

Occupants can be fined for leaving their recycling and rubbish out on the highway at the wrong time or place.

Landlords have a duty to inform occupants when and how recycling and rubbish collections are made. The attached information notice must be displayed in the licensed property.

Fire safety

The fire precautions are there for the protection of the occupants of the property and should never be interfered with in any way.

- Never prop open doors or disconnect any door closing mechanism. This is especially important when you go to bed at night.
- Every week - check your smoke alarms are working as they should.
- Never interfere with the fire alarm. If you deliberately prevent the fire alarm from working correctly it may result in eviction by your landlord and/or prosecution by the Council.
- If you think that the fire alarm is sounding falsely or not working correctly, contact your landlord about it. Alternatively, contact Housing Services on 01225 396444.
- Always keep the hall, stairs and landings (the escape route) free from obstructions such as bicycles, unwanted furniture etc.
- Make sure you are familiar with using the fire blanket and any fire extinguishers in your home. Report any problems to your landlord.

Remember, if a fire has spread because of your interference with the fire precautions in place, you may also face civil proceedings by the landlord to recover costs for any additional damage caused.

NEIGHBOURS AND ANTI-SOCIAL BEHAVIOUR

Examples of anti-social behaviour include excessive noise (shouting, loud music etc.), drunk or disorderly conduct, rubbish dumping, harassment and vandalism.

Tenants should ensure that nothing that they or their visitors do will interfere with other occupants within the house or the neighbourhood. The result of anti-social behaviour on the part of a tenant and/or any of their visitors could include eviction and/or retention of deposits for repairs etc. Tenants can be prosecuted if they continue to cause a nuisance. In addition, cases can be referred to Avon and Somerset Police Anti-Social Behaviour Team which could result in an Anti-Social Behaviour Order (ASBO).

I, (Licence Holder's or Manager's name) am the licence holder/manager in respect of the licenced premises specified above.

I confirm that I have explained to the occupiers listed below their responsibilities in relation to anti-social behaviour, waste management and fire precautions at this property.

Signed

Date

OCCUPANTS DECLARATION

I have been informed of my responsibilities in relation to waste management, fire safety and anti-social behaviour at this property.

I confirm that I will co-operate with the landlord in all of the above and understand the consequences if I do not.

I, (occupant's name, signature and date)

I,

I,

I,

I,

I,

I,

I,

Good Management Code of Practice

Signing up to this code provides supporting evidence that the licence holder will have satisfactory management arrangements in place for the property.

Conduct

The licence holder agrees to: conduct business with regard to the property and the tenancy in a reasonable and equitable manner and; to answer reasonable queries and issues raised by the tenants in a timely manner (in any event to respond within 5 working days of the query or issue being raised, emergencies should be replied to within 24 hours).

Inventories

Licence holders to ensure that an inventory is signed by both parties at the beginning of the tenancy (or as soon as practicable afterwards) and to give the tenant the opportunity both to carry out a joint inventory inspection at the outset and to discuss the inventory at the end of the tenancy.

Deposits

The Licence holder must comply with all statutory obligations regarding tenancy deposit protection if a deposit is taken.

Repairs and maintenance The Licence holder must carry out repairs within a time period appropriate to the severity of the problem, keeping as far as is reasonably practicable to the following timescales:

- *Emergency repairs: 24 hours* (Affecting health or safety e.g. dangerous electrical fault, blocked WC, no hot water, etc.)
- *Urgent repairs: 5 working days* (Affecting material comfort e.g. no heating or fridge failure, serious roof leak, etc.)
- *Other non-urgent repairs: 20 working days.*

Landlord and tenant matters

The licence holder must comply with all statutory obligations under housing and landlord & tenant legislation, in particular the landlord shall not harass or threaten a tenant. Any eviction process must be carried out in accordance with legal requirements.

Access to the property (for inspection, repairs, monitoring or other reasons) should only be by prior arrangement with the tenant and on having given 24 hours' notice (except in emergencies).

Property Management

The licence holder must ensure that they comply with current statutory requirements relating to the safe management of the property including duties relating any asbestos containing materials, *Legionella* risks and to carry out a Fire Risk Assessment on the common parts of the property. Further information on minimum requirements are contained in the West of England Rental Standard www.westofenglandrentalstandard.co.uk/standard

Pest Control

Where there is an infestation of pests in a licensed house in multiple occupation the licence holder must employ a competent pest control contractor to carry out appropriate treatments to eradicate any recognised pest species infesting the property.

Neighbours

The Licence holder must take reasonable steps to minimise any nuisance, alarm, harassment or distress that may be caused to neighbours by the way the property is used. The licence holder will provide occupiers of the immediately neighbouring properties a contact telephone number, address or e-mail address to report any problems and will ensure that "To Let" or "Let" boards are not left up as long-term advertising features (over 28 days); and to keep the external appearance of the property in a condition taking into account its age of the property, character and locality.