

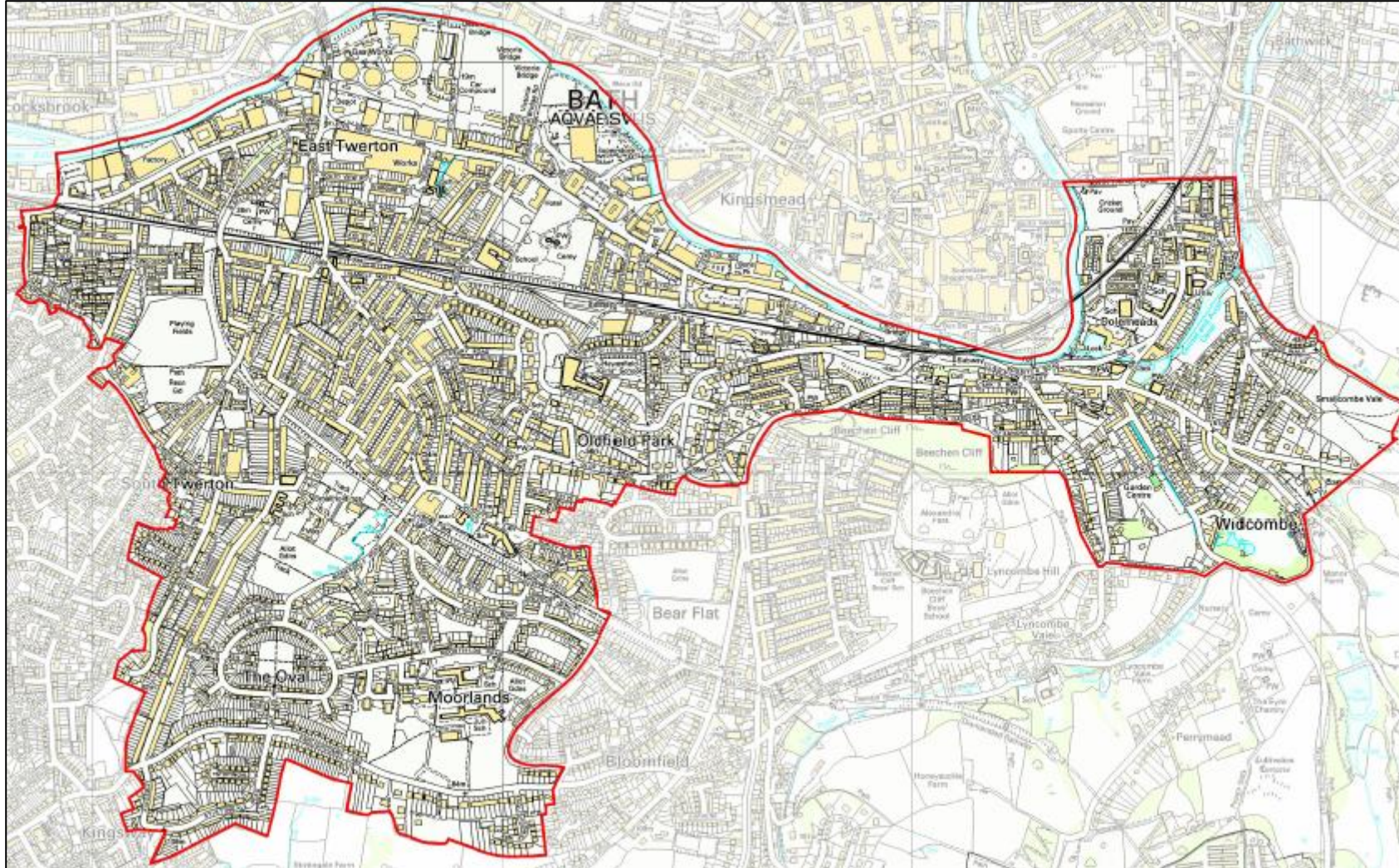
The proposed additional licensing scheme for Houses in Multiple Occupation in B&NES

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1. Proposed additional licensing area

Map of proposed area



List of all roads included in the proposed additional licensing area

All properties and buildings accessed via the roads and parameters listed below are proposed to be included in the scheme. This list should be read on conjunction with the proposed additional licensing area map.

Road/locality	Area covered	Ward
ABBEY VIEW	All of road	Widcombe
ABBEY VIEW GARDENS	All of road	Widcombe
ACACIA GROVE	All of road	Oldfield
ALBANY ROAD	All of road	Westmoreland
ALBERT TERRACE	All of road	Westmoreland
ALEXANDRA ROAD	All of road	Widcombe
ALTON PLACE	All of road	Widcombe
ARCHWAY STREET	All of road	Widcombe
ARGYLE TERRACE	All of road	Westmoreland
ARLINGTON ROAD	All of road	Oldfield
ARMES COURT	All of road	Widcombe
ASH GROVE	All of road	Oldfield
ASHFORD ROAD	All of road	Oldfield
AYR STREET	All of road	Westmoreland
BECKHAMPTON ROAD	All of road	Oldfield
BEECH GROVE	All of road	Oldfield
BELLOTTS ROAD	All of road	Westmoreland
BELVOIR ROAD	All of road	Oldfield
BRIDGE ROAD	All of road	Westmoreland
BROADWAY	All of road	Widcombe
BROOK ROAD	All of road	Westmoreland
BROUGHAM HAYES	All of road	Widcombe

BURNHAM ROAD	All of road	Westmoreland
CALEDONIAN ROAD	All of road	Westmoreland
CALTON GARDENS	All of road	Widcombe
CALTON ROAD	All of road	Widcombe
CALTON WALK	All of road	Widcombe
CAMBRIDGE TERRACE	All of road	Widcombe
CANTERBURY ROAD	All of road	Oldfield
CAROLINE BUILDINGS	All of road	Widcombe
CEDAR GROVE	All of road	Oldfield
CEDAR WALK	All of road	Widcombe
CEDAR WAY	All of road	Widcombe
CHANTRY MEAD ROAD	All of road	Oldfield
CHELTENHAM STREET	All of road	Widcombe
CHESTNUT GROVE	All of road	Oldfield
CHURCH STREET	All of road	Widcombe
CHURCHILL BRIDGE	Part of the road: All of the bridge South of the river	Widcombe
CLARENDON ROAD	All of road	Widcombe
CLAUDE AVENUE	All of road	Oldfield/ Westmoreland
CLAUDE TERRACE	All of road	Westmoreland
CLAUDE VALE	All of road	Westmoreland
CLAVERTON BUILDINGS	All of road	Widcombe
CLAVERTON STREET	All of road	Widcombe

CORONATION AVENUE	All of road	Westmoreland
COTSWOLD ROAD	All of road	Oldfield
CRANDALE ROAD	All of road	Oldfield/ Westmoreland
CRESCENT VIEW	All of road	Widcombe
CYNTHIA ROAD	All of road	Westmoreland
DARTMOUTH AVENUE	All of road	Westmoreland
DENMARK ROAD	All of road	Westmoreland
DORSET CLOSE	All of road	Westmoreland
DORSET STREET	All of road	Westmoreland
DURLEY PARK	All of road	Oldfield
EBENEZER TERRACE	All of road	Widcombe
ELM GROVE	All of road	Oldfield
ENGLISHCOMBE LANE	Part of the road: From Coronation Avenue/Kingsway to Westfield Close/Bloomfield Park.	Oldfield
ENGLISHCOMBE WAY	All of road	Oldfield
EXCELSIOR STREET	All of road	Widcombe
FAULKLAND ROAD	All of road	Oldfield
FERRY LANE	All of road	Widcombe
FIRST AVENUE	All of road	Oldfield
FOREFIELD PLACE	All of road	Widcombe
FOREFIELD RISE	All of road	Widcombe
FOREFIELD TERRACE	All of road	Widcombe
GORDON ROAD	All of road	Widcombe
HATFIELD BUILDINGS	All of road	Widcombe
HAYDEN CLOSE	All of road	Widcombe
HAYESFIELD PARK	All of road	Widcombe
HAZEL GROVE	All of road	Oldfield

HERBERT ROAD	All of road	Oldfield
HERSCHEL TERRACE	All of road	Westmoreland
HIGH STREET, TWERTON	Part of the road: From Shophouse Road/Zion Methodist Free Church to Lower Bristol Road.	Westmoreland/Twerton
HIGHLAND TERRACE	All of road	Westmoreland
HILLSIDE ROAD	All of road	Oldfield
HISCOCKS DRIVE	All of road	Oldfield
HOLLOWAY	All of road	Widcombe
HORSESHOE WALK	All of road	Bathwick/Widcombe
INVERNESS ROAD	All of road	Westmoreland
IVO PETERS ROAD	All of road	Widcombe
IVY AVENUE	All of road	Westmoreland
IVY GROVE	All of road	Westmoreland
IVY PLACE	All of road	Westmoreland
JEWS LANE	All of road	Westmoreland
JUNCTION AVENUE	All of road	Oldfield
JUNCTION ROAD	All of road	Oldfield/Widcombe
KING EDWARD ROAD	All of road	Oldfield
KING GEORGE'S ROAD	All of road	Westmoreland
KINGSWAY	All of road	Oldfield
LANSDOWN VIEW	All of road	Westmoreland
LIME GROVE	All of road	Bathwick
LIME GROVE GARDENS	All of road	Bathwick
LIVINGSTONE ROAD	All of road	Oldfield
LORNE ROAD	All of road	Widcombe

LOWER BRISTOL ROAD	Part of the road: From Rossiter Road/Claverton Street to Weston Lock Retail Park.	Westmoreland/Widcombe
LOWER OLDFIELD PARK	All of road	Widcombe
LOXTON DRIVE	All of road	Westmoreland
LYMORE AVENUE	All of road	Westmoreland/Southdown
LYMORE CLOSE	All of road	Westmoreland
LYMORE GARDENS	All of road	Westmoreland
LYMORE TERRACE	All of road	Westmoreland
LYNCOMBE HILL	All of road	Widcombe
LYNDHURST ROAD	All of road	Westmoreland
MAGDALEN AVENUE	All of road	Widcombe
MAGDALEN ROAD	All of road	Widcombe
MAYBRICK ROAD	All of road	Oldfield/Westmoreland
MAYFIELD MEWS	All of road	Westmoreland
MAYFIELD ROAD	All of road	Westmoreland
MELCOMBE ROAD	All of road	Oldfield
MIDLAND ROAD	Part of the road: All parts South of the river	Westmoreland
MIDLAND BRIDGE ROAD	Part of the road: All parts South of the river	Widcombe
MILES STREET	All of road	Widcombe
MILLBROOK PLACE	All of road	Widcombe
MILLMEAD ROAD	All of road	Westmoreland
MONKSDALE ROAD	All of road	Oldfield
MOORFIELDS CLOSE	All of road	Oldfield
MOORFIELDS DRIVE	All of road	Oldfield
MOORFIELDS ROAD	All of road	Oldfield

MOORLAND ROAD	All of road	Oldfield/ Westmoreland
MORLEY TERRACE	All of road	Westmoreland
NORTH PARADE ROAD	Part of the road: All of the South side of the road East of the river	Widcombe
OAK AVENUE	All of road	Oldfield
OAK STREET	All of road	Widcombe
OLD FERRY ROAD	All of road	Westmoreland
OLDFIELD LANE	All of road	Oldfield
OLDFIELD ROAD	All of road	Oldfield/ Widcombe
PARK AVENUE	All of road	Widcombe
PINESWAY	All of road	Widcombe
PINES WAY INDUSTRIAL ESTATE	All of road	Widcombe
POPLAR CLOSE	All of road	Oldfield
PRIDDY CLOSE	All of road	Westmoreland
PRIOR PARK BUILDINGS	All of road	Widcombe
PRIOR PARK COTTAGES	All of road	Widcombe
PRIOR PARK GARDENS	All of road	Widcombe
PRIOR PARK ROAD	All of road	Widcombe
PULTENEY AVENUE	All of road	Widcombe
PULTENEY GARDENS	All of road	Widcombe
PULTENEY GROVE	All of road	Widcombe
PULTENEY ROAD	Part of the road: All properties from North Parade Road to Widcombe Hill	Bathwick/Widcombe
RIVERSIDE BUSINESS PARK	All of road	Widcombe
RIVERSIDE ROAD	All of road	Widcombe
RIVERSIDE COURT	All of road	Widcombe

RINGWOOD ROAD	All of road	Westmoreland
ROOKSBRIDGE WALK	All of road	Westmoreland
ROSEBERRY PLACE	All of road	Westmoreland
ROSEBERRY ROAD	All of road	Westmoreland
ROSEMOUNT LANE	All of road	Widcombe
ROSSITER ROAD	All of road	Widcombe
SECOND AVENUE	All of road	Oldfield
SHAFTESBURY MEWS	All of road	Oldfield
SHAFTESBURY ROAD	All of road	Oldfield
SHOPHOUSE ROAD	All of road	Twerton/ Westmoreland
SLADEBROOK AVENUE	All of road	Oldfield
SOUTH AVENUE	All of road	Westmoreland
SOUTH VIEW ROAD	All of road	Westmoreland
SOUTHCOT PLACE	All of road	Widcombe
SPRING CRESCENT	All of road	Widcombe
SPRING GARDENS ROAD	All of road	Widcombe
ST KILDA'S ROAD	All of road	Oldfield
ST MARK'S GARDENS	All of road	Widcombe
ST MARK'S ROAD	All of road	Widcombe
ST MARY'S BUILDINGS	All of road	Widcombe
ST PETER'S TERRACE	All of road	Widcombe
STANLEY ROAD WEST	All of road	Oldfield
STIRTINGALE AVENUE	All of road	Oldfield
STIRTINGALE ROAD	All of road	Oldfield
STOTHERT AVENUE	All of road	Westmoreland
STUART PLACE	All of road	Westmoreland
SUMMERLAYS COURT	All of road	Widcombe
SUMMERLAYS PLACE	All of road	Widcombe
SUSSEX PLACE	All of road	Widcombe

SYDENHAM BUILDINGS	All of road	Widcombe
SYDENHAM ROAD	All of road	Widcombe
THE OVAL	All of road	Oldfield
THE SQUARE	All of road	Widcombe
THE TRIANGLE	All of road	Westmoreland
THE TYNING	All of road	Widcombe
THIRD AVENUE	All of road	Oldfield
THORNBANK GARDENS	All of road	Widcombe
THORNBANK PLACE	All of road	Widcombe
TOWPATH KENNET AND AVON	Part of the road: Top Lock cottage	Bathwick
TRIANGLE EAST	All of road	Westmoreland
TRIANGLE NORTH	All of road	Westmoreland
TRIANGLE WEST	All of road	Westmoreland
TYNING END	All of road	Widcombe
UPPER OLDFIELD PARK	All of road	Widcombe
VERNON PARK	All of road	Westmoreland
VERNON TERRACE	All of road	Westmoreland
VICTORIA BRIDGE ROAD	All of road	Westmoreland
VICTORIA BUILDINGS	All of road	Westmoreland
VICTORIA CLOSE	All of road	Westmoreland
VICTORIA ROAD	All of road	Widcombe
VICTORIA TERRACE	All of road	Widcombe
WALNUT DRIVE	All of road	Oldfield
WELLS ROAD	All of road	Widcombe/Lyncombe
WEST AVENUE	All of road	Westmoreland
WESTMORELAND ROAD	All of road	Widcombe
WESTMORELAND STATION ROAD	All of road	Widcombe

WESTMORELAND STREET	All of road	Widcombe
WIDCOMBE CRESCENT	All of road	Widcombe
WIDCOMBE HILL	Part of the road: All properties from Pulteney Road to Winfarthing.	Widcombe
WIDCOMBE PARADE	All of road	Widcombe
WIDCOMBE RISE	All of road	Widcombe
WIDCOMBE TERRACE	All of road	Widcombe
WILLOW GREEN	All of road	Oldfield
WINCHESTER ROAD	All of road	Oldfield
WINDSOR BRIDGE ROAD	All South of the river	Westmoreland
WOOD STREET	All of road	Widcombe
BATH RIVERSIDE	All roads South of the river.	Westmoreland

Licensing standards

The West of England (WoE) local authorities' standards for licensed Houses in Multiple Occupation (HMOs) under Part 2 Housing Act 2004 (6th September 2012)

Contents:

1. Amenity standards for HMOs or parts of HMOs either occupied by a socially interactive group (shared houses or shared flats normally subject to a joint tenancy) or by individual households living independently who either share facilities (bedsits) or have exclusive use of facilities (self-contained flats).
2. Room size standards for properties occupied as above and including specific standards for HMOs where some board is provided, these properties are referred to as 'hostels'.

Notes:

3. The amenity standards include those prescribed by The Licensing and Management of Houses in Multiple Occupation and Other (Miscellaneous Provisions) (England) Regulations 2006 (SI 2006 No. 373).
4. The additional amenity standards indicate how the WoE local authorities will regard how the 'Tests as to suitability for multiple occupation' can be met under Section 65 Housing Act 2004.
5. The room size standards indicate how the WoE local authorities will decide on the maximum occupation of the property under Section 64 Housing Act 2004; this is known as the 'permitted number'.
6. The above standards need not necessarily be met on the date a licence becomes operative. Where this is not the case the licence will be issued with conditions requiring compliance with the standards within a required time period.
7. The standards do not apply to non-licensable HMOs. Instead, the housing health and safety rating system under Part 1 Housing Act 2004 will be used to assess the suitability of amenity standards and living space.
8. All licensed HMOs will be subject to an assessment using the housing health and safety rating system under Part 1 Housing Act 2004. As result, it is possible that there will be additional requirements to be met.

Application:

9. Where reasonably practicable all HMO licensing standards must be complied with. However, every case must be considered on its own merits as Councils cannot apply a blanket set of standards for all HMOs in its district taking no account of the individual circumstances of the HMO in question. This will particularly be in respect of those standards that are not prescribed by legislation.

**HMO LICENSING STANDARDS
FOR FACILITIES PROVIDED FOR SHARED AND EXCLUSIVE USE**

Personal washing and toilet facilities

Location, size and condition	General	<p>All facilities should be located in rooms of an adequate size and layout within 2 floors of any bedroom and accessible from communal areas unless provided as en-suite facilities for the exclusive use of that occupant. Facilities should be inside the building.</p> <p>All baths or showers, toilets and wash hand basins should be of an adequate size and be provided with an adequate water supply, necessary fittings, drainage and be in a satisfactory condition to enable thorough cleaning. Constant hot water at a suitable temperature to be provided to baths / showers and wash basins. Baths or showers and wash hand basins should be properly sealed into wall surfaces and have 300mm of tiled splashback (or equivalent). Bathrooms and toilet compartments should be of an adequate size and layout.</p>
Wash hand basins	Shared use	<p>To be provided either within each individual unit of accommodation or within each shared bathroom and compartment containing a toilet (see table below).</p> <p>Within each room and compartment containing a toilet.</p>
	Exclusive use	<p>Within each room and compartment containing a toilet.</p>
Baths or showers and toilets	Shared use	<p>Where there are four or fewer occupiers sharing there must be at least one fixed bath or shower and a toilet (which may be situated in the bathroom). Where there are five or more occupiers sharing there must be at least a fixed bath or shower for every 5 occupants (or part of) and at least one toilet separate to the bathroom for every 5 occupants (or part of), a further complete bathroom would be acceptable in place of a separate toilet. See table below as to how this standard can be met.</p> <p>In hostels where children are accommodated at least one bath should be provided.</p>
	Exclusive use	<p>A fixed bath or shower and a toilet.</p>
Ventilation	General	<p>Bathrooms to have mechanical ventilation to the outside air at a minimum extraction rate of 15 litres/second in addition to any window(s). Each toilet in a separate compartment is required to have a window equivalent to 1/20th of the floor area or mechanical ventilation extracting at a</p>

		<p>minimum extraction rate of 6 litres/second.</p> <p>Ventilation should not be obstructed externally.</p>
Heating	General	A fixed heating appliance in each bath or shower room sufficient to minimise condensation and provide thermal comfort.
Kitchens		
Location, size and condition	General	<p>If kitchens do not have a suitable dining area this facility must be provided within one floor distant (this may be a living room, bedsit or bedroom of suitable size - see standards for room sizes).</p> <p>If hostels provide all main meals the kitchen facilities below are to be provided for every 10 occupants and the cooker can be replaced with a microwave. If hostels have a commercial kitchen where access is not available at all times a separate kitchen must be provided to the standards below.</p> <p>Kitchens must have a safe and efficient layout and be of a suitable size - see standards for room sizes.</p> <p>All facilities and equipment must be fit for purpose.</p>
Sinks	Shared use	A sink with constant hot and cold water, a draining board and tiled splash back for up to 5 occupants (a dishwasher will be acceptable as a second sink) or within an individual unit of accommodation.
	Exclusive use	A sink with constant hot and cold water, tiled splash back and a draining board.
Cookers	Shared use	A cooker with a 4 ring hob, oven and a grill for up to 5 occupants or within an individual unit of accommodation (a 27litre microwave with oven and grill will be acceptable as a second cooker).
	Exclusive use	<p>A cooker with a 4 ring hob, oven and grill.</p> <p>A cooker with a 4 ring hob, oven and grill or a 2 ring hob, oven and grill together (positioned so that hobs are at worktop level) with a microwave will be acceptable in accommodation occupied by a single person.</p>
Electrical Sockets	General	Four suitably positioned electric sockets are required plus one per major appliance (ie a cooker microwave, refrigerator/freezer, washing machine etc.).

Worktop	Shared use	Fixed worktop(s) with a smooth impervious surface for food preparation, minimum size 500mm x 1000mm for up to 5 occupants or within an individual unit of accommodation.
	Exclusive use	Fixed worktop(s) with a smooth impervious surface for food preparation, minimum size 500mm x 1000mm.
Storage	Shared use	A 0.3m ³ dry goods storage cupboard other than a sink base unit per occupier either in each occupant's room or in a shared kitchen.
	Exclusive use	A 0.6m ³ dry goods storage cupboard other than a sink base unit.
Refrigerators	Shared use	Two worktop height refrigerators with freezer compartments or 1 worktop height fridge and 1 worktop height freezer per 5 occupiers or a worktop height refrigerator with a freezer compartment within each individual unit of accommodation.
	Exclusive use	A worktop height refrigerator with a freezer compartment.
Refuse	General	Suitable and sufficient provision for household waste and recycling disposal both within the unit of accommodation and outside.
Ventilation	Shared use	Mechanical ventilation to the outside air at a minimum extraction rate of 60 litres/second or 30 litres/second if the fan is sited within 300mm of the centre of the hob. This is in addition to any windows.

Fire precautions (shared houses and bedsit accommodation)

Provide fire precaution facilities and equipment to reduce fire risk and to ensure the safety of people in the premises as far as is practicable in accordance with the LACoRS (Local Authorities Coordinators of Regulatory Services) publication "Housing - Fire Safety. Guidance on fire safety provisions for certain types of existing housing."

This provision must include:

A fire blanket conforming to BSEN 1869, 1967 in each shared kitchen.

A fire door conforming to BS 476; Part 22; 1987 to be provided to each shared kitchen. For up to 2 storey HMOs other than bedsit accommodation, a sound, well constructed close fitting conventional door is acceptable. NB this does not include a hollow infill-type door ('egg box').

All locks on doors onto the means of escape and final exit doors to be capable of being opened from the inside without the use of a key.

Alternatively, provide the following:

(NB the fire detection and emergency lighting requirement below may be in excess of what is needed following a fire risk assessment and, in some cases, additional fire provisions may be needed; for example fire doors on bedsit accommodation and to bedrooms in larger properties).

Fire detection (shared accommodation - not bedsits)	A Category LD3 Grade A or D fire detection system conforming to BS5839: Part 6 (a Grade A system will be required for properties occupied by 7 or more persons). The system will normally include interlinked smoke detection in the circulation areas at each floor level, heat detection in kitchens, smoke detection in lounges and any cellar. Grade D detectors should have integral battery back-up. A sound level of 75dBA should be reached at bedheads. For 5 and 6 storey properties a Category LD2 Grade A system will be required
Fire detection (bedsit accommodation)	A Category LD2 Grade A or D fire detection system conforming to BS5839: Part 6 (a Grade A system will be required for properties occupied by 7 or more persons and 3 or more storey properties). The system will normally include interlinked smoke detection in the circulation areas at each floor level, heat detection in kitchens and bedsits with cooking facilities, smoke detection in bedsits without cooking facilities, shared lounges and any cellar. An additional Grade D non-interlinked smoke detector with integral battery back-up will be required in bedsits with cooking facilities. A sound level of 75dBA should be reached at bedheads.
Fire detection (individually owned flat in house/block)	In addition to the above, provide a heat detector in the room/lobby opening onto the escape route linked to the fire detection system in the common parts.
Emergency lighting (3 and 4 storey HMOs)	An emergency lighting system to BS5266.
Fire blanket	A fire blanket conforming to BS EN 1869 in each shared kitchen.
Fire doors	A fire door conforming to BS 476-22 to be provided to each shared kitchen. Alternatively, for up to 2 storey HMOs other than bedsit accommodation, a sound, well constructed close fitting conventional door is acceptable. NB this does not include a hollow infill-type door ('egg box').
Security locks	All locks on doors onto the means of escape and final exit doors to be capable of being opened from the inside without the use of a key.
Fire precautions (hostels)	
Requirements determined jointly with Avon Fire and Rescue on application.	
Fire precautions (buildings converted entirely into self-contained flats)	
Follow LACoRS publication "Housing - Fire Safety. Guidance on fire safety provisions for certain types of existing housing."	

Heating		
Fixed heating	General	A fixed and efficient heating appliance(s) capable of maintaining a temperature of 21°C with an outside temp of -1°C in each unit of living accommodation (electrical appliances must have a dedicated socket). Heating should be available at all times and be under the control of the occupier.
Access		
All facilities are to be available at all times and be internally accessed from all bedrooms and bedsitting rooms.		
Definitions		
Shared use	Where one or more basic amenities (personal washing, toilet or kitchen) are shared by two or more households.	
Exclusive use	Where a basic amenity is provided for the use of a single household.	
Bedsit accommodation	Accommodation occupied by person(s) living independently of others in the HMO, cooking facilities may be in the room or shared.	
Single household	Person(s) of the same family group, this includes an individual living on their own, an individual living in a group is also regarded as a single household.	
Family	Includes husband, wife, partner, child, stepchild, step parent, grandchild, grandparent, brother, sister, half-brother, half-sister, aunt, uncle, niece, cousin, foster child.	
Unit of living accommodation	Part of the HMO occupied by a single household, this includes bedrooms in shared houses or flats, bedsitting rooms, self-contained flats (all basic amenities provided for exclusive use of that household).	
Hostel	Where board is provided as part of the occupation and it constitutes a persons only or main place of residence. Hostel includes bed and breakfast and hotel accommodation used by persons as their only and main residence which is a house in multiple occupation.	

Table to explain how the standards for baths/showers and toilets can be met

No. of persons sharing	Total no. of baths/showers and toilets* required	No. of toilets* that need to be separate	Or, no. of complete bathrooms accepted (bath/shwr toilet and whb)
1	1	0	-
2	1	0	-

3	1	0	-
4	1	0	-
5	1	1**	2
6	2	1**	3
7	2	1**	3
8	2	1	3
9	2	1	3
10	2	1	3
11	3	1	4
12	3	1	4
13	3	1	4
14	3	1	4
15	3	1	4
20	4	2	6 or (5 + 1 sep toilet)

* excluding outside toilets, a wash hand basin (whb) is to be provided within each room or compartment containing a toilet.

**only if reasonably practicable to provide ie there must be a suitable room (includes creating an en suite facility within a suitably sized bedroom) or space to install a toilet (with whb) from which a connection can be made into the foul drainage system without the need for a pumped system; alternatively, a bathroom could be partitioned off without the need to make an opening in a structural wall, the resultant layout should leave reasonable space for changing, drying etc.

LICENSABLE HMO MINIMUM ROOM SIZES

(NB sizes relate to areas with a minimum ceiling height of 1.6m)

ACCOMMODATION WITH FACILITIES SHARED BY OCCUPIERS					
These standards apply where there is sharing of some or all facilities ie HMOs where:					
<ul style="list-style-type: none"> occupiers live independently of others e.g. single room lettings or bedsit accommodation (kitchen facilities within own room); occupiers forming a group e.g. students, professional persons and others who interact socially. 					
Where the room is for the sole use of occupier(s)	Number of persons				
	1	2			
Kitchen	4m ²	5m ²			
Bedroom	6.5m ²	10m ²			
Combined kitchen and living room	11m ²	15m ²			
Combined bedroom and living room*	9m ²	14m ²			
Combined bedroom, living room & kitchen	13m ²	19m ²			
Where the room is shared by occupiers	Number of persons				
	1-3	4	5	6	7-10
Kitchen	5m ²	6m ²	7m ²	9m ²	11m ²
Total communal living space**	13.5m ²	17m ²	18m ²	20m ²	27.5m ²

* independent living only

** occupiers forming a group (includes kitchens, dining rooms and living rooms - the kitchen must be at least the minimum size specified above)

ACCOMMODATION WITH FACILITIES FOR THE EXCLUSIVE USE OF OCCUPIERS

These standards apply where all facilities are for the exclusive use of occupiers forming a single household ie an individual or family (husband, wife, partner, child, stepchild, step parent, grandchild, grandparent, brother, sister, half-brother, half-sister, aunt, uncle, niece, cousin, foster child) ie

- self-contained flats within HMOs.

	Number of persons				
	1	2	3	4	5
Bedroom	6.5m ²	10m ²			
Combined bedroom and living room	9m ²	14m ²			
Combined bedroom, living room & kitchen	13m ²	19m ²			
Kitchen	4m ²	5m ²	5m ²	6m ²	7m ²
Living Room	8m ²	11m ²	11m ²	11m ²	11m ²

HOSTELS

These standards apply to HMOs where board is provided as part of the occupancy.

	Number of persons				
	1	2			
For exclusive use of occupants					
Bedroom	6.5m ²	10m ²			
Combined bedroom and living room where no separate living room is provided.	9m ²	14m ²			
Family bedroom (2 adults and 1 child under 10 years old)	14.5m ² or 18.5 m ² where no separate living room is provided.				
For shared use of occupants	Number of persons				
	1-3	4	5	6	7-10
Kitchen (all main meals* not provided)	5m ²	6m ²	7m ²	9m ²	11m ²
Kitchen (all main meals provided)	5m ²	5m ²	5m ²	5m ²	7m ²
Communal living room (not required if individual bedroom and living room meet the standard above)	8.5m ²	11m ²	11m ²	11m ²	16.5m ²
	11-15	16 or more			
	21.5m ²	At discretion of Local Authority			

* three meals a day (to be provided each day of the week)

2. Proposed additional licensing conditions

Schedule 1

Mandatory conditions

1. If gas is supplied to the house, 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 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

Discretionary conditions as imposed by Bath and North East Somerset Council

5. Within 2 months of the date of licensing provide a Domestic Electrical Installation 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; if this expires during the term of the licence a new report must be submitted. OR, when the current Domestic Electrical Installation Report on the electrical installation expires, provide a new report indicating no defects under code 1 or 2. Any report should be less than 5 years old at the date of submission.
6. 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).
7. A satisfactory certificate of inspection and testing as required under BS 5839-6: 2004 fire alarm system is to be provided on demand. Also indicate in writing which rooms and communal areas contain a smoke detector or heat detector.
8. There is to be no obligate sharing of bedrooms.
9. Tenants are to have 24hr direct access to all toilet, personal washing and cooking facilities and equipment.
10. 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.
11. Sufficient containers must be provided for household recycling and rubbish within the unit of accommodation and outside in an appropriate area. Additional containers can be

provided by contacting Council Connect on 01225 39 40 41 or councilconnect@bathnes.gov.uk

12. 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.
13. The Licence Holder and any Manager are required to monitor garden maintenance and take the necessary steps to resolve any non-compliance.
14. Within 2 years form the date of licensing, the licensed property must achieve a minimum energy efficiency rating of “E” as determined by an Energy Performance Certificate (EPC).

This condition will be met if the licenced property has reached an energy efficiency rating of “E” or the maximum package of measures that can be funded under the Green Deal and ECO (Energy Company Obligation) have been carried out, even if this does not take the energy rating up to an ‘E’. A copy of the latest EPC to be provided on demand.

15. 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.
16. The following facilities and/or equipment detailed in the attached schedule of works must be provided within the stated time-scales:

Condition	Point number on schedule 3	Maximum time scale
Personal washing and toilets facilities		1 year
Kitchen facilities		1 year
Ventilation		1 year
Space heating		1 year
Fire precautionary facilities and equipment		6 months
Space standards		1 year
Permissions		

Above time scales start from the issue date of the licence.

These works are required for the property to meet the HMO licensing standards. Information from the application form indicated full compliance with the standards in other respects. It will be regarded as a breach of conditions if, on inspection, this is not the case.

17. Where a fire risk assessment in accordance with 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.

18. 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.
19. 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.
20. At the start of all new tenancies, all tenants must be made aware of the 'Bath and North East Somerset undertaking of good practice'. A copy must be given to each tenant and the recycling and rubbish collection notice must be displayed in the property. Attached as Appendix X.
21. The licence holder must provide a list of all occupants within 28 days if requested to do so by the local authority.
22. 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 tenants. Attached as Appendix X.
23. 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 to the Council.
24. The licence holder and/or manager must notify the local authority of any change of name, address and any other contact details.
25. Where food is provided, food handlers must have adequate food safety training.
26. 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.
27. 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:

Floor	Room	Shared (S) or Exclusive (E) facilities	Sleeping for (no. of persons)
x	x	x	x

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

3. Good Management Code of Practice

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

Conduct

The landlord agrees to conduct business with regard to the property and the tenancy in a courteous, reasonable and equitable manner and to answer promptly queries and issues raised by the tenant.

Inventories

The landlord agrees 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 landlord agrees to comply with all statutory obligations regarding tenancy deposit protection if a deposit is taken.

Repairs and maintenance

The landlord agrees to carry out repairs within a time period appropriate to the severity of the problem, keeping as far as is practicable to the guide timescales given below*. The landlord agrees to uphold as far as practicable all undertakings given on work to be completed prior to the tenant moving in, to consult the tenant when planning other major maintenance work during the tenancy and to give reasonable notice (except in emergencies) and details of any work, servicing or testing to be carried out. The landlord agrees to set up effective monitoring arrangements to check the condition of the building and installations.

Landlord's access to property and other statutory requirements

The landlord agrees to comply with all statutory obligations under housing and landlord & tenant legislation, associated regulations, Codes of Practice and British Standards including the legal requirement to gain access to the property (for inspection, repairs, monitoring or other reasons) only by prior arrangement with the tenant and having given 24 hours notice (except in emergencies).

Neighbours

The landlord agrees to 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 landlord agrees to offer occupiers of the immediately neighbouring properties a contact telephone number, address or e-mail address to report any problems, to ensure that "To Let" or "Let" boards are not left up as long-term advertising features, to keep the external appearance of the

property in a reasonable condition and to make reasonable arrangements for the storage and disposal of refuse.

***Guide to repair timescales once a fault has been reported**

Emergency repairs - **24 hours** (Affecting health or safety e.g. major electrical fault, blocked WC).

Urgent repairs - **5 working days** (Affecting material comfort e.g. hot water, heating or fridge failure, serious roof leak).

Other non-urgent repairs - **20 working days**

4. 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 TENANTS

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

Waste and recycling

Tenants 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.

Tenants 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 tenants 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 (or ASBO).

TENANTS DECLARATION

Property address.....

Licence holder/Manager.....

I**name of occupant**.....
am an occupier of the licenced premises specified above.

My occupation of this property commenced on**DATE**.....

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.

Signed

Date

I**name of licence holder/manager**.....
am the licence holder/manager in respect of the licenced premises specified above.

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

Signed

Date

Recycling & rubbish collections

The collection day for:

is



**Rubbish and recycling is collected weekly,
garden waste is collected fortnightly**

Enter your postcode at bathnes.gov.uk to find out which week you are on.

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

Please note that you can be fined for leaving your recycling and rubbish out at the wrong time or place

For more details contact Council Connect on 01225 39 40 41, councilconnect@bathnes.gov.uk or visit www.bathnes.gov.uk/wasteservices



POLICE NOTICE: LOCK IT OR LOSE IT! SECURE ALL DOORS AND WINDOWS WHEN YOU GO OUT

To be displayed in the property

5. Proposed HMO Additional Licensing Fees

All licences to last for a maximum of 5 years.

New Licence	Discounted fee**	Fee
Small HMO up to 4 bedrooms*	£500	£600
Large HMO 5 - 7 bedrooms*	£560	£660
8 – 10 bedrooms*	£620	£720
11 bedrooms* and over	£680	£780

*Bedrooms

Includes all rooms used as bedrooms

To work out your HMO licensing fee, the number of bedrooms in a property will be equal to the:

- number of occupied bedrooms in a shared house;
- number of occupied bedsitting rooms in a property split up into bedsits;
- number of occupied self-contained units plus the number of bedrooms/bedsits (where there is a mix of accommodation types).

****Discount**

The discount can be claimed to reward Accredited landlords for meeting minimum standards and as a result reduce the workload to the Council. In order to claim the discount the Licence Holder must meet the following criteria at the time of application:

To claim the discount ALL the following criteria must be met at the time of application and confirmed as such on the application form. Where a property is found to have been operating illegally no discount will be given.

Application form:

- Submitted online via the Council website;
- Fully completed with all required documentation;
- Submitted by a specified date (where applicable);

Accreditation:

- The licensed property was accredited by B&NES on the 1st September 2013, OR the Licence Holder is accredited by a recognised landlord accreditation scheme e.g. NLA, RLA on the date of application. Confirmation to be provided on inspection.

Standards:

- Fully working mains powered and interlinked smoke alarms/detectors provided in each hallway and landing and a heat detector/alarm provided in each kitchen (as a minimum);
- Any locks on bedroom doors and the final exit door are openable from the inside (room side) without the use of a key e.g. thumb turn locks, and all internal key locks removed;
- A fire blanket is provided to the kitchen;

The Council will confirm all standards on inspection.

If at a later date the information above is found not to be the case an invoice will be charged to the Licence Holder for the difference of £100 plus an additional administration fee; the fit and proper person status of the Licence Holder will be reviewed and prosecution will be considered for making a false declaration.

Charging Policy

- Applications will be accepted no more than 2 months prior to a property becoming licensable.
- Fees are charged on an individual property basis.
- Licences are non-transferable and relate to the named Licence Holder(s) and the specific property. Where the licence holder changes, a new application must be made together with a full fee.
- A licence cannot be issued without a valid application. An application is not considered valid until a complete application, supporting documents and correct payment has been received by the Council.
- The Council reserves the right not to refund fees unless it is legally obliged to do so.

Fees to vary a licence

These fees are for a licence variation where the property is currently licensed. They apply to each property that needs varying.

When issuing licences interested parties will be served with a proposed licence. This is the opportunity to check the licence and ensure all information is correct.

Varying a licence	Fee
Where the Council is responsible for the variation (e.g. to make changes following compliance with a licensing condition)	No fee
Change of licence holder (licences cannot be transferred)	New application fee
Change of manager, management arrangements or emergency contact specified on the licence	£54.00
Reduction in the number of occupiers and/or households	£54.00
Increase in the number occupiers and/or households	£54.00 + Where the variation is to increase occupancy to a higher band the difference in fees will also be required.
Any other modifications to the information that appears on the actual licence	£54.00

Other fees, charges and refunds

These fees are applicable in relation to licence applications or where the property is currently licensed. They apply to each individual property.

Description	Fee
Where a licensable HMO has been found to be operating without a valid licence	Full initial application fee with reduced duration of licence Fine of up to £20,000 on prosecution.
Revocation of licence	No fee and no refund
Application to licence following revocation of licence	Initial Application fee
Additional licensing only: new licence applied for within the last 2 years of the scheme	50% discount on initial application fee. Where a property has been operating illegally no discount will be given.
Application refused by the council e.g. not satisfactory management arrangements or licence holder/manager not considered fit and proper	No refund given
Application of a licensable HMO withdrawn by the applicant	Initial Application fee with no refund
Application made in error as property does not require a licence	Full refund given
Temporary Exemption Notice (TEN)	No fee
Replacement or additional electronic copy of the licence/or part of	No fee
Replacement or additional paper copy of the licence/or part of	£14.00

6. Amendments following consultation

Changes made as a result of consultation

Item consulted on.	Amendments following consultation responses		Detail / Reasons
	Before	After	
Licensing conditions			
5	<p>Within 2 months of the date of licensing provide a Periodic Inspection Report on the electrical installation indicating no defects under category 1 or 2. 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 submitted. OR When the current Periodic Inspection Report on the electrical installation expires, provide a new report indicating no defects under category 1 or 2. Any report should be less than 5 years old at the date of submission</p>	<p>Within 2 months of the date of licensing provide a Domestic Electrical Installation 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; if this expires during the term of the licence a new report must be submitted. OR, when the current Domestic Electrical Installation Report on the electrical installation expires, provide a new report indicating no defects under code 1 or 2. Any report should be less than 5 years old at the date of submission.</p>	<p>Updated to reflect changes in electrical standards and corrections.</p>
10	<p>All bedrooms, bathrooms, toilets, kitchens, communal space and shared facilities must be contained within the same building and be internally accessed. Facilities and amenities are for use by the occupants of the licenced premises only. Externally located bedrooms</p>	<p>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</p>	<p>In response to consultation and acknowledgement that existing garage conversions are legal and meet Building Regulations, planning requirements and Housing legislation.</p>

	are not acceptable. Converted garages will not be acceptable unless designed to be internally accessed and meet appropriate standards for domestic use.	facilities.	
11 (now removed)	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.	Removed	Removed as duplication of condition 23.
12 (now 11)	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 Council Connect on 01225 39 40 41 or councilconnect@bathnes.gov.uk	Sufficient containers must be provided for household recycling and rubbish within the unit of accommodation and outside in an appropriate area . Additional containers can be provided by contacting Council Connect on 01225 39 40 41 or councilconnect@bathnes.gov.uk	Edited wording and incorporated condition 13 below in a lighter format following consultation.
13 (now removed)	All recycling and rubbish containers must be provided with a dedicated and appropriate storage area	Removed.	Removed and added to condition above.
14 (now 12)	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. 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	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	Responding to consultation and rewording to add clarification.

	and secure storage outside of the main house.	be allocated appropriate storage.	
16 (now 14)	Within 2 years from the date of licensing, the licensed property must achieve an energy efficiency rating of C or better as determined by the Energy Performance Certificate (EPC). Where the property cannot be legally improved to this level, the best possible rating must be achieved and all practical recommendations as determined by the EPC must be made. A copy of the EPC to be provided to Housing Service once the required rating has been met, maximum 2 years from the date of licensing. A copy of the latest EPC to be provided on demand. This is applicable to all licenced properties.	Within 2 years from the date of licensing, the licensed property must achieve a minimum energy efficiency rating of “E” as determined by an Energy Performance Certificate (EPC). <i>This condition will be met if the licenced property has reached an energy efficiency rating of “E” or the maximum package of measures that can be funded under the Green Deal and ECO (Energy Company Obligation) have been carried out, even if this does not take the energy rating up to an ‘E’. A copy of the latest EPC to be provided on demand.</i>	Changes are in response to concerns raised during the consultation and to maintain alignment with the forthcoming requirements of the Energy Act 2011.
17 (now removed)	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 12 months of publication of the code. Details will be available from the Council.	Removed.	This condition has been removed as there is currently no nationally approved code of practice available and concerns were raised during the consultation exercise.
20 (now 17)	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	Where a <i>fire risk assessment in accordance with LACoRS “Housing - Fire Safety, Guidance on fire safety provisions for certain types of existing housing”</i> has been used to determine fire precautions, the precautions	Wording added to the beginning of the condition to add clarity.

	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.	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.	
22 (now 19)	Each habitable room must have sufficient means for ventilation which can be maintained securely while the occupants are absent.	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.	Discussions with Accreditation Working Group considered. More clarity given on reasons for the ventilation requirement. Also made specific for bedrooms.
23 (now 20)	At the start of all new tenancies, the Manager or Licence Holder must ensure that all tenants sign up to the 'Bath and North East 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.	At the start of all new tenancies, all tenants must be made aware of the 'Bath and North East Somerset undertaking of good practice'. A copy must be given to each tenant and the recycling and rubbish collection notice must be displayed in the property. Attached as Appendix X.	Changes made following responses, namely what happens if tenants refuse to sign? Also, most of these aspects are already contained within tenancy agreements which are something landlords have more control over. The recycling and rubbish collection notice will be more beneficial if attached to the licence and displayed in the property.
24 (now 21)	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 property.	The licence holder must provide a list of all occupants within 28 days if requested to do so by the local authority.	Final sentence removed as this would be requested in a separate correspondence.
25 (now 22)	The Code of Good Management Practice is to be complied with. A copy of the Code is to be	The licensed HMO must be managed in accordance with The Good Management	Changes made to clarify the requirement.

	permanently displayed in the common parts of the property so as to be visible by all tenants.	Code of Practice. A copy of the Code is to be provided to all tenants. Attached as Appendix X.	Copy to be given to all tenants rather than displayed (in response to point raised by Accreditation Working Group that too many documents need to be put up on the wall) and attached to the licence.
26 (now 23)	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.	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 to the Council.	Changes made to clarify the requirement.
Good Management Code of Practice	Section on deposits: The landlord agrees to withhold any deposit only for the purpose for which it was levied, to return deposits as soon as possible after the end of a tenancy (in any event within 4 weeks) and to provide written details and receipts for any deductions which may be made. The landlord agrees to hold deposits in accordance with an authorised Tenancy Deposit Scheme once this legislation is introduced.	The landlord agrees to comply with all statutory obligations regarding tenancy deposit protection if a deposit is taken.	Changes made to bring up to date with legislation.
Undertaking of good practice	Under the section entitled 'Neighbours and anti-social behaviour' final sentence <i>Students may risk sanctions from their university.</i>	Remove this sentence. Also, some minor editing to the wording and layout.	To avoid singling out students in response to consultation comments from Bath Spa and Bath Spa Students Union.

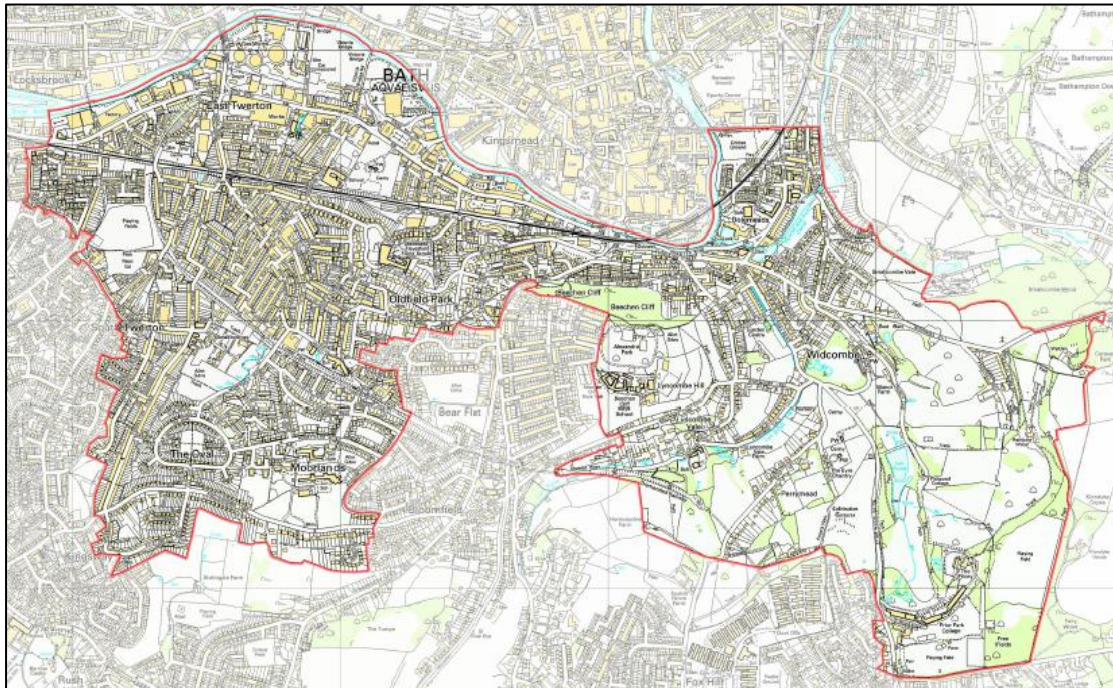
			To add clarity.
Licence fee	Fees starting at £675 for a 2 unit (room) HMO with an additional £30 per unit.	<p>New fee structure: £600 for a small (2 - 4 bedroom) HMO, £660 for a large 5 - 7 bedroom HMO, £720 for 8 - 10 bedrooms, £780 for 11 bedrooms or more.</p> <p>There is also a discount of £100 for accredited landlords who submit a fully completed application and meet specified fire safety criteria.</p> <p>Also, some editing to the wording and detail given on other fees.</p>	<p>Consultation responses from landlords and landlords associations that fees were too high and that there was no recognition of good landlords.</p> <p>Consultation also requested simplicity.</p> <p>If completed correctly with all accompanying documentation and simple requirements met, applications can be less time consuming than others.</p> <p>More clarity given on other charges.</p>
Proposed area where additional HMO licencing will apply	The proposals contained a single area for licensing which included all of the Wards of Oldfield, Westmoreland, Widcombe and small areas of adjacent Wards.	The proposed area has been reduced to remove a section of Southern Widcombe.	<p>The NLA raised the question about why some parts of Widcombe Ward, which contain very few shared house HMOs, are included in the proposed area for additional licensing. The alternative area was discussed and proposed.</p> <p>The before and after maps are attached below.</p>
Evidence report	The updated evidence report is also appended to the panel report		
	Updated version.		In response to consultation where the

		<p>evidence based was questioned and not considered balanced, amendments have been made to ensure as much evidence is captured as possible and that a balanced case is put forward.</p> <p>General formatting and editing has been carried out as well as a major overhaul of the layout and all sections to ensure it reads better, is clearer and information is easier to find. Main changes are indicated below.</p>
	Executive summary	This section has been modified to better and concisely represent the information contained in the report.
	Contents	Updated.
	Fuel poverty section amended	In response to consultation to ensure the message is not misleadingly linking fuel poverty to HMOs.
	Section on fire amended	Edited in response to consultation to ensure accurate reflection of the data.
	Article 4 Direction summary	Section added to show responses from the consultation on Article 4.
	Section on student population removed	Not beneficial to the aim of the report.
	HMO occupants survey	Introduction edited. Section on gardens amended for clarification following consultation response.
	Analysis of combined effects	New section added to bring the evidence

		together.
	Alignment with other strategies and initiatives	New section added in response to consultation responses.
	References	Updated
	Glossary	New section added for clarity

Proposed additional licensing area – before and after

Before consultation



After consultation

