

Bath and North East Somerset Council

Additional HMO licensing conditions

A copy of the licence is to be displayed in a prominent and accessible position at the property concerned at all times.

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 B&NES

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).
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 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).

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 1.**
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 2.**
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
X	X	X	X
X	X	X	X

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

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

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

The permitted number has been based on shared accommodation being used by occupiers who live [independently of each other] [as a socially interactive group]. Any proposed changes to the mode of occupation must be submitted to Bath and NE Somerset Council to determine if any changes to the conditions and the permitted number are needed. Consequently, it may be necessary to vary the licence.

Schedule 3: HMO Licensing works schedule

Works required in this section are needed to comply with the [HMO Licensing Standards](#)