

## SCHEDULE 1

### London Borough of Hammersmith and Fulham

#### Licence Terms and Conditions for Selective Licensing

##### General

1. The licence relates to the property described in the licence approval
2. The licence is valid from the date of its issue until the date of its expiry or revocation, or 3 months after the death of the Licence Holder
3. The licence continues even if the premise is no longer a licensable property, unless a valid application is made for the licence to be revoked
4. The licence must not be transferred to another person
5. The Licence Holder must:
  - a. Display a copy of the licence in a prominent and accessible position within the licensed property at all times or
  - b. Provide each of the occupiers with a copy of the licence at the start of their tenancy
6. At the start of each tenancy the Licence Holder must supply each new occupier with:
  - a. A written statement of the terms on which they occupy it and
  - a. An inventory issued by the Licence Holder, or someone acting on their behalf, covering all parts of the house occupied exclusively by them
7. The Licence Holder must demand references from persons who wish to occupy the house
8. The Licence Holder must ensure a receipt is given for all cash payments for deposit or rent
9. If the Licence Holder demands a deposit they must provide the occupier with a statement of the terms of the designated tenancy deposit scheme which has been used

### Material changes to the licensed property or Licence Holder

10. The Licence Holder must inform the Council, if, at any time during the licence period:
  - a. There is a change of circumstances to the premises such as changes to the construction, layout or amenity provision in the house
  - b. There is any change in ownership or management of the house
  - c. There is a change to the mode of occupation of the property, for example, from a single household property to a shared house type property (ie a “House in Multiple Occupation”)
11. An application to vary the licence must be made in writing to the Council by email to [pfs@lbhf.gov.uk](mailto:pfs@lbhf.gov.uk) or use of an online form or by post

### **Management of the property**

12. The Licence Holder must:
  - a. Have regard to Standards and Guidance for Houses and Flats in a Selective Licensing area published by the Council
  - b. Keep in repair and proper working order:
    - the structure and exterior (including drains, gutters and external pipes)
    - the installations for the supply of water, gas and electricity and for sanitation (including basins, sinks, baths and toilets)
    - the installations for space heating and heating water
  - c. Ensure that there are no deficiencies at the start of a tenancy which would make the premises not reasonably suitable for occupation in that condition, and if any deficiencies arise during the period of a tenancy remedial action must be taken by the landlord as soon as is practicable

### Occupation

13. The Licence Holder must provide to the Council within 14 days of a written request to do so the names and numbers of occupiers within the property
14. The Licence Holder must not allow the house to be overcrowded as set out in Housing Act 1985

NOTE: This is a minimum standard not the ideal. The Council may assess the property as only suitable for fewer occupiers if it carries out an assessment of housing conditions at the premises under Part 1 Housing Act 2004 with reference to the hazard “Crowding and Space” in the Housing Health and Safety Rating System.

15. Where the house is overcrowded at the time of the granting of the licence, the Licence Holder must encourage the tenant to reduce occupation or take the appropriate legal steps to reduce the numbers at the earliest opportunity.
16. Where an occupier allows someone to move in so that the house becomes overcrowded the Licence Holder must encourage the tenant to reduce occupation or take the appropriate legal steps to reduce the numbers at the earliest opportunity.

### Management Arrangements

17. Any person proposed to be involved in the management of the house must:
  - a. Have a sufficient level of competence to be so involved and
  - b. Be a fit and proper person to be so involved as per section 89 Housing Act 2004

Any proposed management structures and funding arrangements must be suitable where the following is the minimum requirement:

- i The licence holder has control of the property with the owner's consent
- ii The licence holder has the monetary funds available for repairs and emergency works at the property
- iii The licence holder has consent from the owner to use these funds in an emergency without contacting the owner for permission
- iv All responsibility for the management, letting and repair of the property is with the licence holder
- v Where a management agreement is in place, the agreement must be dated, signed by both parties and give the timescale of the agreement and the Licence Holder must supply a copy of the agreement to the Council within 3 months of the date the licence is issued

### Supplies

18. The Licence Holder shall ensure that the supply of water, gas or electricity to any residential premises is not unreasonably interrupted. For this purpose, the Licence Holder shall ensure:
  - a. That the apparatus for the supply and use of these services is maintained in good condition and
  - b. Where the landlord pays for supplies, these supplies are not disconnected, or threatened with disconnection through non-payment of monies owed to the relevant supplier

- c. Where space heating and hot water are provided centrally and controlled by the landlord, these services should be made available to an extent, which meets the reasonable needs of tenants in the premises.

### Gas Safety and Supply

19. If Gas is supplied to the house the Licence Holder must:
  - a. Ensure that all gas installations comply with the Gas Safety (Installation and Use) Regulations 1998
  - b. Make arrangements for gas installations, appliances, and flues to be inspected once in every 12 months by a Gas Safe Registered engineer/installer and that any remedial works are carried out in a reasonable time frame
  - c. Supply a copy of a Gas Safe certificate (dated within the last 12 months) to the Council annually, within 14 days of a written request to do so

### Carbon monoxide

20. The Licence Holder must:
  - a. Ensure that a carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation and contains a fixed combustion appliance other than a gas cooker ("room" includes a hall or landing and a bathroom or lavatory is to be treated as a room)
  - b. Keep any such alarm in proper working order
  - c. Supply the Council, with a declaration as to the condition and positioning of any such alarm within 14 days of a written request to do so

### Condition of Furniture and Electrical Appliances

22. The Licence Holder must:
  - a. Ensure that all electrical appliances and furniture, made available by the Licence Holder, are kept in a safe condition and regularly inspected
  - b. Ensure any covers and fillings of cushions and pillows or upholstered furniture supplied by the Licence Holder, whether new, replacement or second hand comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)

- c. Make a declaration as to the safety of electrical appliances and furniture made available by him, within 14 days of receipt of a written request to do so

### Fire Safety

23. The Licence Holder must:
  - a. 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 ("room" includes a hall or landing and a bathroom or lavatory is to be treated as a room), and keep each such alarm in proper working order
  - b. Supply the Council, with a declaration by him as to the condition and positioning of such alarms within 14 days of receipt of a written request to do so

NOTE: The provision of smoke alarms is a minimum requirement and additional fire detection and prevention measures may be required under Part 1 Housing Act 2004 to meet the recommendations in the LACORS guidance, "Housing Fire Safety: Guidance on fire safety provisions for certain types of existing housing".

24. If a grade A, B or C Automatic Fire Detection system is in place, the Licence Holder must obtain an annual test certificate based on the model inspection and servicing certificate, showing that the system has been suitably tested in accordance with the British Standard in effect at the time. This must be obtained within 3 months from the date the licence is granted if not already in place and supplied to the Council within 14 days of receiving a request in writing to do so
25. If Emergency Lighting is in place, the Licence Holder must obtain a valid annual test certificate, showing that the system has been suitably tested in accordance the British Standard in effect at the time. This must be obtained within 3 months from the date the licence is granted if not already in place and supplied to the Council within 14 days of receiving a request in writing to do so

### Managing Anti-Social Behaviour

26. The Licence Holder must ensure that reasonable and practicable steps are taken to prevent or reduce anti-social behaviour by persons occupying or visiting the house.

### Waste Management Arrangements

27. The Licence Holder must ensure that:

- a. Suitable arrangements are put in place for storage and disposal of refuse produced by the occupiers of the property including sufficient and suitable bins
- b. Occupiers are made aware of the refuse collection arrangements for the property including the refuse collection days and times
- c. Occupiers are aware that the outside of the property (within its boundary) must be kept clear of litter and refuse
- d. An inspection is carried out at intervals of not less than 6 months with a view to address with the occupiers any problems found with waste management

#### Pest Control

28. If the Licence Holder becomes aware of a pest infestation emanating from the property he must take steps to eradicate it by implementing a treatment programme. Records must be kept of any treatment and records submitted to the Council within 14 days of receiving a request in writing to do so

**END OF CONDITIONS**