

Standard Licence Conditions to be applied to properties impacted by HMO Additional Licencing

1. The licence holder will provide to Portsmouth City Council (The Council) copies of the following documents on, or within, 2 weeks of each anniversary of the granting of this licence:
 - a) A current certificate certifying the safety of the landlord's gas appliances and installations (if present)
 - b) A current certificate of service demonstrating the proper operation of the fire alarm system(s) (If required).
 - c) Details of visual inspection and testing of the fire alarm system by the licence holder.
 - d) A current certificate of service demonstrating the proper operation of the emergency lighting system (if present).
 - e) A current PAT certificate (electrical appliance safety certificate) for appliances provided by the landlord (if required).
2. With the exception of item (c) above, all these documents are to be provided by a competent person (fully qualified Electrician who is a member of a recognised Electrical association such as NAPIT or other similar association). Or a member of Gas Safe association with regards to gas safety certificates.
3. The following rooms are to be occupied for sleeping purposes by no more than the number of persons stated below:

Room number on plan	Occupancy level
X	xxx
4. The following room(s) are NOT to be used as sleeping accommodation by any person:
5. The licence holder will inform the local housing authority of any rooms within the property which have a floor area of less than 4.64 square metres.
6. A copy of the following documents shall be displayed in the HMO to which all tenants have access:
 - a) this licence, and the conditions attached thereto;
 - b) the manager's contact details; and
 - c) the procedure for notifying the manager of any emergency and other complaints concerning the property and details of how the manager will address them.
7. The licence holder must comply with any waste management scheme, introduced by the local housing authority in respect of the storage and disposal of the household waste from the property pending collection.

8. Any alteration to the electrical wiring must be completed by a competent fully qualified Electrician as mentioned in section 2.
9. The licence holder is required to ensure that smoke alarms are installed in the property and that these are kept in proper working order. Further, a licence holder will be required to supply the local housing authority, on demand, with a written declaration by him as to the condition and positioning of such alarms.
10. The licence holder is required to ensure that the carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance and that these are kept in proper working order. Further, a licence holder will be required to supply the local housing authority, on demand, with a written declaration by him as to the condition and positioning of such alarm.
11. The licence holder is required to ensure that furniture made available by him in the house is in a safe condition. Further a licence holder will supply to the local housing authority on demand, with a written declaration by him of the safety of such furniture.
12. 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; "electrical installation" has the meaning given in regulation 2(1) of the Building Regulations 2010."
13. At the start of each tenancy, occupants must be given appropriate fire safety advice regarding the means of escape in case of fire and other fire precautions. In particular, the importance of keeping fire doors closed and keeping the escape route clear, plus how to use the fire alarm system, fire extinguishers and fire blankets.
14. The licence holder is to ensure that the requirements of landlord and tenant legislation are properly adhered to. In particular, the licence holder will ensure that written terms of tenancy are to be provided for all occupiers. These terms will describe and give details of:
 - a) The type of tenancy, its duration and terms of notice.
 - b) The amount of rent due together with dates and method of payment, and the circumstances when the rent may be reassessed.
 - c) The amount of deposit taken, how it is held and the terms for its return.
 - d) An inventory of contents and condition at the commencement of the tenancy.
 - e) The means of contacting the property owner and/or property manager to report repairs, etc.
15. The licence holder (or the property manager) shall attend the property at frequent intervals. The frequency of the inspections will be determined by Portsmouth City Council and the licence holder. The purpose of inspections is to:

- a) Ensure the proper management of the property;
 - b) Ensure compliance with The Management of Houses in Multiple Occupation (England) Regulations 2006, and any revisions thereto; and
 - c) Ensure the property is maintained in such a condition that category 1 hazards, within the meaning of Part 1 of the Housing Act 2004, are not present or quickly eliminated.
16. The licence holder will provide to the council copies of all the current tenancy agreement(s), and details of where any security deposit is held, on demand.
 17. The licence holder is required to notify the Council of any changes to the property, including structural alterations, changes to the ownership or management, or events that may affect the fit and proper person status of the owner, licence holder or manager, which may affect the licence.
 18. The licence holder (or his manager) will attend the property as may be reasonably necessary for the purposes of inspection by the council.
 19. The licence holder will work pro-actively and responsibly with all enforcement agencies in response to anti-social behaviour caused by tenants within the curtilage of the property and take all reasonable steps to prevent anti-social behaviour from within the boundaries of the property.
 20. The licence holder and, where appropriate, their nominated managing agent are required to undertake a detailed investigation of any complaints which have been made either directly to them, or via the Local Housing Authority, regarding their tenants and keep a written record.
 21. The licence holder must inform the Council if they no longer reside at the address given and provide the Council with the new address details within 21 days.
 22. The licence holder must inform the Council if there is a change in managing agent, within 21 days.
 23. If the licence holder is a managing agent they must inform the Council if the person who is specified as the main contact ceases to be employed by them and inform the Council of a new contact, within 21 days.
 24. If the licence holder is a managing agent they must inform the Council if they cease to have an interest in the property, within 21 days.
 25. A written record of visual inspections of the property undertaken by the licence holder relating to the overall condition of the property and Management Regulations shall be maintained by the licence holder and produced to the council when requested.
 26. Produce to the local housing authority for their inspection a written copy of the Fire Risk Assessment. (Reviewed annually).

27. The licence holder and/or manager shall attend a specified training course if and when required to do so by the Council. (The arrangements for this will be by negotiation, but an unreasonable failure to attend such a course will be a breach of the conditions of licence).
28. The licence holder is to ensure that any works carried out at the property are done so with due regard to the comfort of the occupying tenants.