Luton

Schedule of HMO Licence Conditions

The Licence Holder (and/or Person Having Control and/or Responsible Manager) must take steps to ensure that the property, fittings and furniture, including fire precautions and gas and electrical installations, are maintained throughout the period of the licence to the standard listed below:

1) If gas is supplied to the house, to produce to the Authority for their inspection a gas certificate obtained in respect of the house within the last 12 months, within 7 days of receiving a request in writing from the Authority. The inspection must be carried out annually by a Gas Safe-registered engineer, and the certificate should be retained for at least two years following its issue. The safety of the gas installation and appliances must be constantly maintained.

2) To keep electrical appliances and furniture made available by the Licence Holder (and/or Person Having Control and/or Responsible Manager) in the house in a safe condition.

3) To supply the Authority, on demand, with a declaration by the licence holder as to the safety of the appliances and furniture detailed in condition 2. All soft furnishings and furniture supplied by the Licence Holder (and/or Person Having Control and/or Responsible Manager), to tenants must comply with the Furniture and Furnishing Fire) (Safety) Regulations 1988 (as amended).

4) To supply the Authority with a certificate of safety for the electrical installations, provided by a competent electrical engineer in accordance with —Guidance Note 3 for Test and Inspection Reports" produced by the Institute of Electrical Engineers, within 28 days of receiving a request in writing from the Authority. The Council will accept a certificate obtained within the last 5 years.

5) To supply the Authority with an Energy Performance Certificate

6) Competent person to do regular visual inspections of provided portable electrical appliances, at least every six months. Damaged or faulty equipment must be renewed or repaired and tested before re-use. A suitably trained competent person must carry out a Portable Electrical Appliance Test (PAT) on each provided appliance every six months or longer as determined by the risk assessment. The Licence Holder (and/or Person Having Control and/or Responsible Manager) must keep a written record of checks and faults and PAT certificates. Evidence of record of checks to be provided within 28 days of receiving a request in writing from the Authority.

7) Fire alarm systems must be installed and maintained in accordance with the British Standard. The Licence Holder (and/or Person Having Control and/or Responsible Manager) must provide to the Authority, within 28 days of receiving a request in writing from the Authority, a commissioning or annual inspection certificate in accordance with BS 5839 Part 6, issued by a competent electrician.

8) Emergency lighting systems, where fitted, should be maintained in accordance with British Standard 5266 Part 1 2005. The Licence Holder (and/or Person Having Control and/or Responsible Manager) must provide, within 28 days of receiving a request in writing from the Authority, a commissioning or annual inspection certificate provided by a competent electrician.

9) Where all or some of the units of accommodation within the HMO do not contain any facilities for the cooking of food-

a) There must be a kitchen, suitably located in relation to the living accommodation, and of such a layout and size and equipped with such facilities so as to adequately enable those sharing the facilities to store, prepare and cook food;

b) The kitchen must be equipped with the following equipment, which must be fit for the purpose and supplied in a sufficient quantity for the numbers of those sharing the facilities-

i) Sinks with draining boards;

ii) An adequate supply of cold and constant hot water to each sink supplied;

iii) Installations or equipment for the cooking of food;

iv) Electrical sockets;

v) Worktops for the preparation of food;

vi) Cupboards for the storage of food or kitchen and cooking utensils;

vii) Refrigerators with an adequate freezer compartment (or, where the freezer compartment is not adequate, adequate separate freezers);

viii) Appropriate refuse disposal facilities; and

ix) Appropriate extractor fans, fire blankets and fire doors.

10) Where a unit of living accommodation contains kitchen facilities for the exclusive use of the individual household, and there are no other kitchen facilities available for that household, that unit must be provided with-

a) Adequate appliances and equipment for the cooking of food;

b) A sink with an adequate supply of cold and constant hot water;

c) A work top for the preparation of food (min 1,000mm x 500mm for single person unit);

d) Sufficient electrical sockets;

e) A cupboard for the storage of kitchen utensils and crockery; and

f) A refrigerator.

11) Where all or some of the units of living accommodation in an HMO do not contain bathing and toilet facilities for the exclusive use of each individual household—

a) Where there are four or fewer occupiers sharing those facilities there must be at least one bathroom with a fixed bath or shower and a toilet (which may be situated in the bathroom);

b) Where there are five or more occupiers sharing those facilities and, where reasonably practicable, there must be –

   i) One separate toilet with wash hand basin with appropriate splash back for every five sharing occupiers; and

   ii) At least one bathroom (which may contain a toilet) with a fixed bath or shower for every five sharing occupiers;

c) Where there are five or more occupiers of an HMO, and where reasonably practicable, every unit of living accommodation must contain a wash hand basin with appropriate splash back, (except any unit in which a sink has been supplied as kitchen facilities for the exclusive use of the individual household).

d) All baths, showers and wash hand basins in an HMO must be equipped with taps providing a satisfactory supply of cold and constant hot water and must be connected to an appropriate drainage system.

e) All bathrooms in an HMO must be suitably and adequately heated and ventilated;

f) All bathrooms and toilets in an HMO must be of adequate size and layout;

g) All baths, toilets and wash hand basins in an HMO must be fit for the purpose.

h) All bathrooms and toilets in an HMO must be suitably located in or in relation to the living accommodation in the HMO.

12) Space heating, kitchen, bathroom and laundry facilities and equipment must be provided to meet the Houses in Multiple occupation Amenity Standards adopted by Luton Borough Council, and must be kept in good repair and proper working order.

NB: Licence conditions 8,9,10 & 11 to be omitted from Licence where property has been inspected and specific conditions are applicable in relation to amenities.

13) The Licence Holder (and/or Person Having Control and/or Responsible Manager) must provide each tenant with a written tenancy agreement clearly setting out the terms on which they occupy the property, and detailing the licence holder's and any manager's name and address.

14) The Licence Holder (and/or Person Having Control and/or Responsible Manager) must provide tenants with details of how they can contact the Licence Holder (and/or Person Having Control and/or Responsible Manager) or their agent in an emergency, or with non-urgent complaints.

15) Tenants must be given clear advice on action to be taken in the event of an emergency, by the Licence Holder (and/or Person Having Control and/or Responsible Manager).

16) The Licence Holder (and/or Person Having Control and/or Responsible Manager) must comply with all relevant legislation regarding the management of the property and take all reasonable and practicable steps to prevent, or deal effectively with, any anti-social behaviour by persons occupying or visiting the house, to anyone else in the HMO or in the locality of the HMO.

17) This licence, or a copy of it, must be displayed in a prominent position within the property at all times.

18) A copy of the following documents should be displayed in a prominent position within the property at all times:

Gas Safety Certificate (If Supplied)
Electrical Installation Certificate
Energy Performance Certificate
Name and address of landlord
Name and address of any manager

19) The Licence Holder (and/or Person Having Control and/or Responsible Manager) must inform the Authority of any proposed change of licence holder, manager, owner or other relevant aspect affecting the status of the property.

20) The Licence Holder (and/or Person Having Control and/or Responsible Manager) will ensure that the premises complies with The Management of Houses in Multiple Occupation (England) Regulations 2006 (as amended)

21) The Licence Holder (and/or Person Having Control and/or Responsible Manager) will ensure that the occupation and usage of the premises complies with the following:

Room	Max no of occupants	Usage
Ground Floor Front room	These rooms are designated as communal areas and not permitted to be used for sleeping	Lounge
Ground Floor Rear room		Dining Room
Kitchen		Kitchen
Bathroom		Bathroom
First Floor Front room		
First Floor Rear room		
Second Floor Front room		
Second Floor Rear room		

Note: The table above is given as an example and will be tailored to each individual HMO, and will reflect the occupation and usage of each premises.

22) The Licence Holder (and/or Person Having Control and/or Responsible Manager) must ensure compliance with any Statutory Notice served in respect of the premises within the timescales specified on that Notice, or such other period as may be determined on Appeal of that Notice.

Please note that the preceding conditions are mandatory conditions attached to **every** *HMO Licence. Discretionary conditions relevant to a particular premises may also be attached. Breaches of the conditions may result in enforcement action.*