



## **LICENCE CONDITIONS & REQUIREMENTS**

All reference to schedules and sections refer to the Housing Act 2004 (The Act)) unless otherwise specified.

Any reference to 'the Council' shall mean The Vale of Glamorgan Council.

MANDATORY CONDITIONS (Housing Act 2004, Schedule 4 )

### **Schedule 1**

1. If gas is supplied to the house, the licence holder shall submit annually, a current and satisfactory gas safety certificate from a contractor registered with the Council of Registered Gas Installers (CORGI) for each gas installation within the property.
2. The licence holder shall ensure that all electrical appliances in the house, provided as part of the tenancy, are in a safe condition and must provide the Council with a declaration to this effect at the time of application and thereafter on demand.
3. The licence holder shall ensure that all furniture in the house, provided as part of the tenancy, is in a safe condition and will provide the Council with a declaration to this effect upon demand.
4. The licence holder shall ensure that smoke alarms, or some other fire warning system as is approved by the Council, are fitted in the house and that any such system is maintained in proper working order. The licence holder will provide the Council with a declaration, on demand, as to the operability and siting of such a system.
5. The licence holder shall supply each occupier of the property with a written statement of the terms on which they occupy it.

DISCRETIONARY CONDITIONS (Housing Act 2004, Section 67)

**Schedule 2**

1. The licence holder shall not permit the house to be occupied in any other way or by more than the number of persons specified in the licence. The licence holder shall not breach conditions imposing restrictions or prohibitions on the use or occupation of particular parts of the house by persons occupying it.
2. The licence holder shall ensure that the house is compliant with Vale of Glamorgan Council's Amenity Standards for HMOs according to the type of accommodation offered. These standards will be reviewed periodically to ensure that they remain appropriate to the type of multi-occupied housing within the Council's area and the needs of residents.
3. The licence holder shall ensure that any common areas of the property, being halls, stairways, landings, communal kitchens, bathrooms or other communal rooms shall be kept in a clean condition.
4. The licence holder shall submit to the Council, on demand, current and satisfactory electrical safety test and inspection certificates for each electrical installation within the property, including any landlord supply. Such certificates should be submitted from contractors registered with the Electrical Contractors Association (ECA) or the National Inspection Council for Electrical Installation Contracting (NICEIC) or other such body as the Council may choose to recognise.
5. The licence holder shall ensure that any automatic fire detection and warning system within the property is tested and inspected annually by a contractor registered with the Electrical Contractors Association (ECA) or the National Inspection Council for Electrical Installation Contracting (NICEIC) or other such body as the Council may choose to recognise. The licence holder shall submit to the Council, on demand, current and satisfactory test and inspection certificates for each installation.

**Such systems must be provided with a constant and permanent electricity supply. The provision of power to such systems via the purchase of tokens is not permitted under any circumstances.**

6. The licence holder shall ensure that any emergency lighting system within the property is tested and inspected annually by a contractor registered with the Electrical Contractors Association (ECA) or the National Inspection Council for Electrical Installation Contracting (NICEIC) or other such body as the Council may choose to recognise. The licence holder shall submit to the Council, on demand, current and satisfactory test and inspection certificates for each installation.

**Such systems must be provided with a constant and permanent electricity supply. The provision of power to such systems via the purchase of tokens is not permitted under any circumstances.**

7. The licence holder shall ensure that any fire fighting equipment in the property is properly maintained according to the manufacturers' instruction and/or relevant British or International Standards.
8. The licence holder shall ensure that all issues concerning repairs to the fabric of the building, appliances, equipment or furniture notified to him/her by tenants, Council Officers or visitors to the property are undertaken within an appropriate time period.
9. Adequate means of escape from fire shall be provided in accordance with schedule and plan attached at ..... Such means of escape from fire, including all facilities, equipment, apparatus, systems and other things provided under this requirement shall be maintained in good order and repair. These facilities, equipment, apparatus, systems and other precautions shall be provided within a period of **X** weeks/months of the date of issue of the licence.
10. The property lacks sufficient amenities as required under Schedule 3 of the Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (Wales) Regulations 2006 and having regard Vale of Glamorgan Council's Amenity Standards for HMOs. The amenities lacking are:

It shall be a condition of this licence that the additional facilities required shall be provided within the house within a period of **X** weeks/months of the date of issue of the licence.

11. The licence holder shall ensure that all tenants are fully aware of refuse collection and recycling arrangements, including dates of collection, placement of refuse/recycling for collection. The licence holder shall ensure that all tenants are fully aware of their responsibilities with respect to cleanliness of gardens, yards and forecourts. The licence holder shall ensure that all tenants are fully aware of any changes to refuse/recycling arrangements.

12. The licence holder shall ensure that all tenants are fully aware of procedures for the escape from the building in the event of a fire occurring in the premises, including the proper use of any fire fighting equipment provided. The licence holder shall ensure that all tenants are fully aware of procedures for dealing with false fire alarms. The licence holder shall ensure that arrangements are in place for an appropriate person having a connection with the property being available to attend the property in the event of a false alarm to ensure that fire alarm system is properly re-set. The licence holder shall ensure that the fire alarm system is tested by a suitable and competent contractor following all false alarms and fire occurrences to ensure that the system is properly re-set. The licence holder shall ensure that the Council is informed of fire occurrences at the property within 24 hours of the fire being notified to the licence holder.
13. The Licence Holder or manager must if required by the Council attend training or otherwise demonstrate competence.
14. The front door to the HMO must be fitted with a mortice lock (thumb turn) or equivalent, to five lever security level.
15. The Licence Holder must take reasonable and practical steps to reduce or prevent anti social behaviour by person occupying or visiting the house and the use of premises for illegal purposes. The licence holder must:
  - a) make reasonable enquiries prior to granting a tenancy as to previous tenancy conduct, including behaviour of any of the proposed occupier and household.
  - b) Co-operate with Vale of Glamorgan Council, South Wales Constabulary and other agencies in resolving complaints of anti-social behaviour.
  - c) Ensure that each occupier is made aware of any conditions imposed by the Council relating to the behaviour of occupants and their visitors, and that compliance with such conditions is made a condition of occupancy. Those conditions are that the occupant shall:
    - Not cause nuisance or annoyance to neighbours
    - Comply with arrangements made by the manager for the storage and disposal of refuse
    - Not cause damage to fixtures, fittings, fire precautions, or premises
    - Not use abusive or threatening behaviour
    - Allow access to the agent/landlord to maintain the communal areas and, with reasonable notice, carry out works within the occupants own

## accommodation

16. The Licence Holder must inform the Council of relevant changes including any new convictions/cautions relevant to the fit and proper persons test or any change of ownership or management of the property within one month of the changes and must consult with the Council before making any material changes to the layout, amenity provision, fire precautions or occupation of the house.
17. The Licence Holder is required to have in place suitable emergency or other management arrangements in the event of their absence.
18. The Licence Holder is required to submit a completed licence renewal application form 28 days prior to the expiry date of the existing licence.