

HOUSE IN MULTIPLE OCCUPATION (HMO) LICENCE CONDITIONS

The following conditions are integral to and form part of the HMO licence and must be complied with.

1.0 SUITABILITY FOR USE

The licence holder must ensure that the accommodation is suitable for its proposed use and to that end must:

1.1 **ENSURE** the accommodation has an adequate means of escape in case of fire

1.2 **ENSURE** the accommodation has adequate other fire precautions including suitable and sufficient smoke alarms that are kept in proper working order.

1.3 **SUPPLY ON DEMAND** to the authority with a declaration as to the condition and positioning smoke alarms.

2.0 MANAGEMENT MATTERS

2.1 **ENSURE** that the house is appropriately supervised and to that end must ensure that the premises are visited at least once a week to **ENSURE** that there are no contraventions of the relevant management of houses in multiple occupation regulations.

2.2 **MAINTAIN** a written record of such visits, which shall include reference to the following matters:

Relevant documentation is displayed

Fire escape routes are free from obstruction

Fire escape routes are in good condition

Fire fighting equipment and fire alarms are in good working order

The premises are structurally sound

The water supply (including the infrastructure) and drainage system are in good clean and working order.

Water fittings liable to frost damage are suitably protected

Common parts are clean and in good decorative repair

Handrails and banisters are in good repair

Stair coverings are fixed and in good repair

Windows in common parts are in good repair

Light fittings are adequate and in good working order

Outbuildings, yards, forecourts and gardens are maintained in a clean and tidy condition

Boundary walls, fences and railings are kept in good and safe repair

There are a suitable number of refuse bins available

Record any known disturbances caused by the occupants of the premises to fellow occupants or neighbours.

2.3 **SUPPLY ON DEMAND** to the authority the written records of the supervisory visits.

2.4 **APPOINT** a responsible person to **ENSURE** that the fire detection system is tested and maintained appropriately.

2.5 **KEEP** clear records in a logbook of all checks and maintenance of the fire detection system. The logbook must contain the following:

The name of the responsible person

Details of the maintenance and testing arrangements. Tests must be undertaken at least every 6 months and certificates retained in the logbook

Dates and times of all fire alarm signals regardless of whether the signal is a false alarm or as a result of a test, fire drill or genuine fire

The causes and circumstances surrounding a category of false alarms

Dates, times and types of all tests

The dates times and types of all faults and defects

The dates and types of all maintenance

The dates and times of all visual checks of the system (at least weekly) and results of those checks

2.6 **SUPPLY ON DEMAND** to the authority the logbook for inspection.

2.7 **ENSURE** that all upholstered furniture and furnishings provided as part of the tenancy are in a safe condition. Reference should be made to The Furniture and Furnishings (Fire safety) (Amendment) Regulations 1993 or other statutory instruments that may replace them.

2.8 **SUPPLY ON DEMAND** to the authority with a declaration as to the safety of such furniture and furnishings.

2.9 Where gas is supplied to the premises **PRODUCE ANNUALLY** to the authority for their inspection a gas safety certificate obtained from a GasSafe Registered engineer in respect of the HMO within the last 12 months

2.10 **PRODUCE** to the authority on each occasion that any gas appliance is altered or provided a certificate from a GasSafe Registered Engineer reflecting the safety of the appliance.

2.11 **ENSURE** that electrical appliances made available for use by the occupants are in a safe condition.

2.12 **SUPPLY ON DEMAND** to the authority with a declaration as to the safety of such electrical appliances from a qualified electrician.

2.13 **PRODUCE** to the authority on each occasion that the circuits and/or appliances are replaced or altered in any way a certificate from a qualified electrician confirming the safety of the circuits and/or appliances.

2.14 Take all reasonable and practicable means to **ENSURE** the occupants (and their visitors) refrain from engaging in conduct causing or likely to cause nuisance or annoyance

to a person residing, visiting or otherwise engaging in lawful activity in the locality. An example may be to demand references from persons who wish to occupy the premises.

2.15 **PROVIDE** a separate and secure post box for each letting.

2.16 In addition to the requirement under the relevant Management Regulations to display the name, address and a contact number of the licence holder and/or person managing **PROVIDE** in a prominent place within the communal hall a permanent display unit containing the following information:

The licence

A valid test certificate for the fire detection, warning and emergency lighting system

A valid test certificate for all gas appliances (if any)