

London Borough of Lambeth
PO Box 80771
London
SW2 9QQ

Jebb Avenue Management Company
Underwood Barron
13-17 Hursley Road
Chandler's Ford
Eastleigh

hmolicensing@lambeth.gov.uk

16 January 2024

Dear Jebb Avenue Management Company

**Licensing Of Houses In Multiple Occupation (Housing Act 2004 Part 2)
Notice of Approval to Grant a Licence (Schedule 5 Part 1)**

**Re: 36, Jebb Avenue
London
SW2 5XQ**

**LICENCE REFERENCE: LLBC-368661883361
YOUR PIN: 8701-4459**

The local authority is proposing to grant a licence in respect of the above property. A licence is to be granted as it is **a house in multiple occupation to which Part 2 of the Act** applies. A draft copy of the licence is enclosed, together with its terms and conditions and a Notice of Intention to grant a licence.

The licence specifies the maximum permitted number of persons that may occupy the property. It applies only to new residents. Where an occupier of an overcrowded room has to leave the premises, this must be done no later than 18 months from the date of the final licence.

Your comments on the proposal are invited and any representations must be received by **05 February 2024** and will be considered prior to the issue of a licence. If you wish to make any comments or a representation, please go to <https://hmolicensing.lambeth.gov.uk/>, select 'respond to a request' and use the licence reference and PIN provided above.

Please do not hesitate to contact us if you require any further information or advice.

Yours sincerely,



Richard Le-Brun
Assistant Director - Community Safety & Resilience



HOUSING ACT 2004 Part 2 and Schedule 5

**Notice of Intention to Grant a Licence in Respect of a House
in Multiple Occupation (HMO)**

LICENCE REFERENCE: LLBC-368661883361

36, Jebb Avenue, London, SW2 5XQ

[Proposed Licence Holder]

To: John Ennett

Of: 21 Grange Road, Kingston Upon Thames, Kingston Upon Thames, KT12QU

The London Borough of Lambeth is proposing to grant a licence for the house in multiple occupation known as 36, Jebb Avenue, London, SW2 5XQ 'the house'.

The Council is of the opinion that the following matters have been satisfied and they are the reasons for granting the licence:

- ▶ The house is reasonably suitable for occupation by not more than the maximum number of households or persons specified, or that it can be made so suitable by the imposition of conditions as detailed in the attached proposed licence.
- ▶ The proposed licence holder is the most appropriate person to be the licence holder of the house
- ▶ The proposed licence holder is a fit and proper person.
- ▶ The proposed managing agent of the house is either the person having control of the house or a person who is an agent or employee of the person having control of the house.
- ▶ The proposed managing agent of the house is a fit and proper person to be the manager of the house.
- ▶ The proposed management arrangements for the house are otherwise satisfactory.

A copy of the proposed licence is attached to this notice which includes the main terms and conditions of the licence.

If you consider that the licence should not be approved or that the requirements should be changed, please use the following guidance to make a representation to the case officer by **05 February 2024**. Go to <https://hmolicensing.lambeth.gov.uk/>, select 'respond to a request' then use the licence reference and PIN provided on the first page.

Any comments which you make and which you do not withdraw will be considered before any final decision is made.

It is the licence holder's responsibility to ensure that they have read and understood the conditions attached to the licence.

Please contact the Property Licensing Team by e-mail to discuss your case further at:
HMOLicensing@lambeth.gov.uk

Date
16 January 2024

Signature

Richard Le-Brun
Assistant Director - Community
Safety & Resilience

Please contact the Property Licensing Team by e-mail to discuss your case further at:
HMOLicensing@lambeth.gov.uk

Notes

1. House in multiple occupation (HMO).

A HMO is a house or flat that is occupied, as a main residence, by three or more persons who form more than one household, where occupiers share facilities such as kitchens, bathrooms and WCs. This would include for example, house containing bedsits, a combination of bedsits and self-contained flats where the bedsits share facilities, shared houses and hostels.

2. Household

The definition of household relates to any members of the same family, including spouses, aunts, uncles, nieces, nephews, grandparents etc and partners living together as husband and wife (or in an equivalent relationship in the case of persons of the same sex).

3. The most appropriate person.

The most appropriate person is normally the owner if s/he is receiving all rents directly. If however, a managing agent has financial control of the HMO they may be the more appropriate person to hold the licence.

Protected tenants or leaseholders with an un-expired rental period of less than three (3) years may wish to make comments about whether the licence should be issued to the applicant and/or about conditions being placed on the licence.

4. Fit and proper persons

The proposed licence holder and any proposed manager of the property must be “fit and proper” person. The Council will consider any evidence of offences committed/malpractice in deciding whether the proposed licence holder and/or manager are “fit and proper”. Offences to be considered include:

- ▷ Offences involving fraud/dishonesty/violence/drugs or certain sexual offences.
- ▷ Unlawful discrimination on the grounds of sex/colour/race/ethnic or national origins/disability, in, or in connection with, the carrying out of any business.
- ▷ Contravention of any Housing/Landlord and Tenant/Planning legislation.

5. Management Arrangements

The Council will ensure that management arrangements are satisfactory, and in deciding this, the Council must consider the following:

- ▷ Anyone involved in the management of the property must have a sufficient level of competence and be a fit and proper person.
- ▷ Management structures and funding arrangements must be suitable.

Conditions on the licence may be applied to ensure management arrangements are satisfactory.

6. Penalties

A person having control or managing a house in multiple occupation who fails to:

- ▷ license the house or
- ▷ allows the house to be occupied by more persons or households than is permitted by the licence

commits an offence (section 72) and may be subject to a financial penalty notice of up to £30,000 or an unlimited fine.

A licence holder or person who has restrictions or obligations placed on him by the licence and who fails to comply with the conditions of a licence commits an offence and is liable to a fine of up to £5000 for each condition breached(section 72) and the potential loss of licence.

7. Advice

If you do not understand this licence or wish to know more about it, you can contact the Council. If you

want independent advice about your rights and obligations, you should go to a Citizens Advice Bureau, Housing Aid Centre, Law Centre or a solicitor.

LICENCE REFERENCE: LLBC-368661883361



DRAFT PROPERTY LICENCE

Under Section 64 of the Housing Act 2004

I hereby certify that the House in Multiple Occupation situated at

36, Jebb Avenue, London, SW2 5XQ

has been licensed with Lambeth under the above legislation and
is subject to the attached conditions.

Proposed Licence Holder:	John Ennett
Valid from:	Date the licence is issued
Expiry date:	5 years from "valid from" date (full licence)
Occupation:	This property is licensed for a maximum of 3 people living as 3 households regardless of age

Date
16 January 2024

Signature

A handwritten signature in black ink, appearing to read "Richard Le-Brun", written over a horizontal line.

Richard Le-Brun
Assistant Director - Community
Safety & Resilience

A copy of this licence must be displayed in a prominent and accessible position within the above property at all times. Please note: This licence is non-transferable, and does not guarantee that the property has been inspected and approved as being of an acceptable standard. If you have any queries or complaints about the standard of the property please contact the Council.

Property Licence Conditions

Property Address: 36, Jebb Avenue, London, SW2 5XQ

Schedule 1- Mandatory property licence conditions

1. Permitted Occupation

A new resident must not be permitted to occupy the house or any part of the house if that occupation:

- ▶ exceeds the maximum permitted number of persons for the house as detailed in the schedule of permitted occupation below
- ▶ exceeds the maximum permitted number of households for the house as detailed in the schedule of permitted occupation below
- ▶ exceeds the maximum permitted number of persons for any letting as detailed in the schedule of permitted occupation below

A new resident means a person who was not an occupier of the house and/or the specific room at the date of the issue of the licence

Please note: Maximum permitted persons stated is regardless of age unless specified

Occupancy and Maximum Permitted Persons per Letting

Letting	Location	Area (sqm)	Max permitted per room
Bedroom 1	REAR RIGHT	13.14	1 person
Bedroom 2	FRONT LEFT	13.98	1 person
Bedroom 3	REAR LEFT	10.04	1 person
Current number of occupants in the house:			3
Current number of households:			1
Total maximum permitted number of persons for the house:			3
Total maximum permitted number of households:			3
There is a bathroom located on:			FRONT INNER LEFT
There is a kitchen			10.8 sqm

2. Tenancy management

2.1 The licence holder shall supply the occupiers of the property with a written statement of the terms on which they occupy the property and details of the arrangements in place to deal with repair issues and emergency issues. Copies of the written statement of terms must be provided to the Council for inspection within 7 days upon demand.

2.2 The licence holder shall protect any deposit taken under an assured short-hold tenancy by placing it in a statutory tenancy deposit scheme. The tenant must be given the prescribed information about the scheme being used at the time the deposit is taken. This information must be provided to the Council within 28 days on demand.

2.3 The licence holder must provide to the Council details in writing of the tenancy management arrangements that have been, or are to be, made to prevent or reduce anti-social behaviour by persons occupying or visiting the property. Copies of these must be provided to the Council within 28 days on demand.

2.3.1 The following arrangements shall be implemented to fulfil the requirements of this condition:

- ▷ Provision of an emergency contact number (including out of hours response arrangements)
- ▷ Formal arrangements for the disposal of rubbish and bulky waste
- ▷ Update of written records of property inspections for management and repair issues at least once every 3 months

2.4 The licence holder shall ensure that inspections of the property are carried out at least every **6 months** to identify any problems relating to the condition and management of the property. As a minimum requirement the records must contain a log of who carried out the inspection, date and time of inspection and issues found, and action(s) taken. The records of such inspections shall be kept for the duration of this licence. Copies of these must be provided to the Council within 28 days on demand.

2.5 The licence holder shall effectively address problems of antisocial behaviour resulting from the conduct on the part of occupiers of, or visitors to the premises by complying with the requirements of paragraphs (a) to (i) below:

- (a) The licence holder must not ignore or fail to take action, if he has received complaints of anti-social behaviour (ASB) concerning the visitors to or occupiers of the premises.
- (b) Any letters, relating to antisocial behaviour, sent or received by the licence holder, or agent of the licence holder, must be kept for 3 years by the licence holder.
- (c) The licence holder must ensure that written notes are kept of any meetings or telephone conversations or investigations regarding antisocial behaviour for 3 years.
- (d) If a complaint is received, or antisocial behaviour is discovered, the licence holder must contact the tenant within 14 days. The tenant must be informed of the allegations of the antisocial behaviour in writing and of the consequences of its continuation.
- (e) The licence holder shall from the date of receipt of the complaint of antisocial behaviour, monitor any allegations of antisocial behaviour.
- (f) Where the antisocial behaviour is continuing after 28 days from receipt of the complaint, the licence holder, or his agent must within 7 days visit the premises concerned with a warning letter about the consequences should the anti-social behaviour continue.
- (g) Where the licence holder or his agent has reason to believe that the antisocial behaviour involves criminal activity the licence holder shall ensure that the appropriate authorities are informed.
- (h) If after 14 days of giving a warning letter the tenant has taken no steps to address the antisocial behaviour and the ASB is continuing the licence holder shall take formal steps under the written statement of terms for occupation, e.g. the tenancy agreement or licence and which shall include promptly taking any legal proceedings to address the anti- social behaviour.
- (i) Where the licence holder is specifically invited they shall attend any case conferences or multiagency meetings arranged by the Council or Police. Any correspondence, letters and records referred to in condition 2.5 above must be provided to the Council within 28 days on demand.

3. Property Management

3.1 The licence holder shall ensure that all gas installations and appliances are in a safe condition at all

times. The licence holder must have available a current valid gas safety certificate obtained within the last 12 months. This must be provided to the Council within 28 days on demand and copies must be provided to all tenants/occupiers at the start of their tenancy. All work on gas appliances must be carried out by gas safe certified operatives.

3.2 The licence holder shall ensure that all electrical appliances provided by the landlord in the property are in a safe condition. The licence holder must submit to the council, for their inspection, an electrical installation report (EICR) within 28 days upon request. (Note: The licence holder must ensure the EICR is supplied by a competent person, who is appropriately qualified to issue this report).

3.3 No refuse shall be kept in the front or rear garden other than in an approved storage container for that purpose.

3.4 Where the licence holder becomes aware of a pest problem or infestation at the property he shall take steps to ensure that a treatment program is carried out to eradicate the pest infestation. Records shall be kept of such treatment programs and these must be provided to the Council within 28 days on demand.

3.5 The licence holder must take general fire precautions to ensure, as far as is reasonably practicable, the safety of the people on the premises and in the immediate vicinity to include the carrying out of a fire risk assessment for the purpose of identifying the general fire precautions and other measures needed to comply with the Regulatory Reform (Fire Safety) Order 2005.

3.6 The licence holder shall install and maintain in good working order appropriate smoke alarms in the property and shall submit to the council, upon request, a declaration by him as to the condition and positioning of such alarms, in accordance with the LACORS housing fire safety guidance. A copy of the LACORS housing fire safety guidance can be accessed online and downloaded free of charge at: http://www.cieh.org/library/Knowledge/Housing/National_fire_safety_guidance_08.pdf.

(a) The licence holder shall ensure that a smoke alarm is installed on each storey of the house (which includes half-landings) on which there is a room used wholly or partly as living accommodation. (A bathroom or lavatory situated on the landing/half landing which form part of a living accommodation is to be protected with the appropriate alarm system; the alarm system is to be sited away from direct contact with steam that is likely to interfere with the operation of the alarm).

(b) The licence holder shall ensure each smoke alarm installed in any room in the house shall be kept in proper working order.

(c) The licence holder shall submit to the Council, on demand, a declaration by him as to the condition and positioning of any such smoke alarm.

(d) The licence holder shall 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 solid fuel burning combustion appliance. ("room" includes a hall or landing. A bathroom or lavatory is to be treated as a room used as living accommodation).

(e) The licence holder shall ensure any carbon monoxide alarm installed in any room in the house shall be kept in proper working order.

(f) The licence holder must supply the authority, on demand, a declaration by him as to the condition and positioning of any such carbon monoxide alarm.

3.7 The licence holder shall ensure that any fire-fighting equipment and fire alarms are maintained in good working order. The licence holder must submit to the council, for their inspection, a copy of all periodical inspection report/test certificates for any automatic fire alarm system, emergency lighting and fire fighting equipment provided in the property. These must be provided to the Council within 28 days on demand.

3.8 The licence holder shall ensure that furniture made available in the property is in a safe condition. All upholstered furniture and covers and fillings of cushions and pillows should comply with current fire safety legislation. A declaration as to the safety of such furniture must be provided to the Council within 28 days on demand.

4. Documents to be displayed

4.1 The licence holder shall display a copy of the licence to which these conditions apply in the common parts of the property.

4.2 The licence holder shall display a notice with the name, address and emergency contact number of the licence holder or managing agent in the common parts of the property.

4.3 The licence holder shall display a copy of the current gas safety certificate in the common parts of the property.

4.4 If there have been new tenancies issued after 1st October 2008 for the premises, the licence holder must obtain a valid Energy Performance Certificate (EPC) Copies must be/have been made available to all tenants/occupiers at the start of their tenancy and provided to the Council within 28 days on demand. Where individual rooms in a building are rented out and there are shared facilities (e.g. kitchen and/or bathroom), an EPC is not required.

5. Financial Management

5.1 No person other than the licence holder or the agent named on the licence may collect and receive rental monies from the occupants of the property. The licence holder and/or agent may pass on the rental monies to any third parties as required.

5.2 Where rents are collected or received from occupants, the licence holder must ensure that the payment is recorded and that the occupants receive a receipt for the payment, unless the occupant is an assured shorthold tenant and pays their rent via bank standing order or direct debit. The licence holder must keep a copy of all such records and receipts and must provide the council with a copy of the same within 28 days of any request to inspect them.

6. General

6.1 The licence holder must advise the Council's Property Licensing Team in writing of any proposed changes to the construction, layout or amenity provision of the house that would affect the licence or licence conditions. For planning and building regulation queries please refer to the planning pages on the Council's website.

6.2 The licence holder must arrange for access to be granted at any reasonable time and must not obstruct Council officers carrying out their statutory duties including the surveying of the property to ensure compliance with licence conditions and any relevant legislation.

6.3 The licence holder shall if required by written notice to provide the council with following particulars as may be specified in the notice with respect to the occupancy of the house:

- ▶ The names and numbers of individuals/households accommodated specifying the rooms they occupy within the property
- ▶ The number of individuals in each household

The particulars shall be provided to the Council within 28 days on demand.

6.4 The licence holder shall inform the Council of any change in ownership or management of the house.

6.5 The licence holder shall ensure that whilst any alteration or construction works are in progress, the work is carried out to ensure the safety to all persons occupying or visiting the premises.

6.6 The licence holder shall ensure that on completion of any works, the property shall be left in a clean tidy condition and free from builders' debris.

Failure to comply with any licence condition may result in proceedings including fines up to £5,000 and loss of the licence or may be subject to a penalty notice of up to £30,000.

The property licence and conditions do not imply or grant by inference or otherwise any approval or permission for any other purposes including those for Building Control, Development Control and under The Regulatory Reform (Fire Safety) Order 2005. Conversely compliance with any of those requirements does not confer or imply compliance with the requirements of the Housing Act 2004 including property licensing.

Any HMO for more than six people may also require planning permission. Please contact the planning team to clarify what planning permissions are already in place for the property and advice on the process. Please note that unlawful HMO's may be subject to planning enforcement action. The Council do have powers of enforcement against breaches of planning control and that, upon summary conviction, continued failure to meet the Council's enforcement requirements could ultimately result in an unlimited fine.

For planning and building regulation queries please refer to the planning and building pages on the Council's website.

Any requirements relating to the licence and conditions are without prejudice to assessments and appropriate actions including enforcement actions under the Housing Act 2004. This includes actions to deal with category 1 and category 2 hazards as may be identified under Housing Health and Safety Rating System (HHSRS) and does not preclude such action.

Schedule 2 Discretionary Licensing Conditions

1. Documents to be displayed in the house

1.1. Ensure that a copy of the licence and all conditions are either displayed in a visible place in a common area. Normally the documents will be displayed in an appropriate position in the main entrance hallway of the HMO.

Alternatively provide a copy of the licence to each tenant at the start of their tenancy.

2. Notification of changes

Email: HMOLicensing@lambeth.gov.uk

2.1. Change of licence holder's address

The licence holder must inform the London Borough of Lambeth if they no longer reside at the address given in their application form. Furthermore, the Licence holder must provide the London Borough of Lambeth with their new address and contact details within 21 days.

2.2. Change of manager/managing agent

The licence holder and/or the manager must inform the Council if there is a change in manager/managing agent, within 21 days, or if a manager/managing agent is appointed who is not named on the existing licence.

2.3. Change in the status of the licence holder and/or manager/managing agent

The licence holder and/or the manager must inform the Council of if they have any criminal convictions since their initial application for a licence.

The licence holder and/or the manager must inform the Council of any bankruptcy of the licence holder or manager.

2.4. Managing agent ceases to have an interest in the property

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.

2.5. Changes and alterations to the property

The licence holder must advise the Council in advance of making any changes to the layout, amenity provision, fire precautions or mode of occupation of the HMO. For example, a change from a 'shared' type of HMO to a 'room rent' HMO, etc.

For the avoidance of doubt, a shared HMO is one where the tenants, though unrelated, come together as a group to rent a property as a whole. They will have a single Assured Tenancy Agreement e.g.: friends, students from the same college or employees of the same employer.

3. Emergency Contact

3.1. Provide and fix a notice containing the name, address and telephone number of the person managing the house in a position readily visible to all occupants. The notice shall be in clear legible lettering and not easily defaced or damaged and shall be securely fixed in position.

3.2. The licence holder shall give a written declaration that they shall provide to each current and future occupant with the name, address and telephone number of the landlord's appointed local out of hours contact, who will respond to emergency situations outside normal business hours and be able to attend or arrange for a contractor to attend the property to deal with any emergencies within 24 hours of notification. A copy of these details shall be forwarded to the Council on demand.

4. General Maintenance of the Property

4.1. Ensure that at all times the property is maintained in good repair and safe condition. Also, arrangements are made to ensure compliance with any standards or Approved Codes of Practice which the London Borough of Lambeth or central government may from time to time require.

5. Gas appliances

5.1. Ensure that all gas appliances provided by the licence holder are serviced annually.

5.2. Where practicable, ensure that a carbon monoxide alarm is installed in any room in the house that contains a gas appliance (includes boilers).

5.3. The licence holder must ensure that the carbon monoxide alarms are kept in proper working order (this can be a check of the battery and operation of the alarm). A declaration as to the proper working order of such alarms must be supplied to the London Borough of Lambeth on demand.

6. Soft furnishings

6.1. The licence holder shall, within the period of 3 months from the date the licence is issued, provide to the London Borough of Lambeth a signed declaration confirming that all soft furnishings supplied by him/her to the tenants complies with the Furniture and Furnishings (Fire) Regulations 1988 (as amended).

7. Electrical installation and appliances

7.1. All electrical works must be completed by an electrician registered with the Government's Competent Person Electrical Register working to the British Standard for electrical safety (BS 7671). On completion of the works, the registered electrician will issue a BS 7671 certificate to confirm that their work has been designed, inspected and tested in line with the BS 7671 electrical safety standard. For notifiable work, the registered electrician will provide a Building Regulations Compliance Certificate to confirm compliance with Building Regulations. A copy of the BS 7671 Certificate (and Compliance Certificates where relevant) must be sent to London Borough of Lambeth Residential Services on demand.

Details of the Government's competent person electrical scheme and a search facility to find a competent, registered electrician can be found on the following web page:

<http://www.electricalcompetentperson.co.uk/>

The licence holder shall ensure that all portable electrical appliances provided by him/her for use at the premises are maintained in a safe condition.

8. Electrical Installations that Require Low-Risk Upgrade Works

8.1. Where low-risk (i.e. works that are only recommended and are not required to protect safety) works have been identified for remediation on the Electrical Installation Condition Report (EICR), the Licence Holder shall at the expiry of the EICR (from the date of issue) or within two years from the date of the licence, whichever comes sooner, have those works carried out.

The licence holder must inform the Council when the works have been completed and provide an updated EICR. Email: HMOLicensing@lambeth.gov.uk

9. Energy Performance Certificates

9.1. The licence holder shall ensure that the flat/ house has a valid Energy Performance Certificate, (EPC).

9.2. Minimum Energy Rating

The Licence Holder is in control of property with an Energy Performance

Certificate (EPC) Rating of less than 'E', contrary to the Energy Efficiency

(Private Rented Property) (England and Wales) Regulations 2015 (as amended), which makes it a requirement to only rent properties that have an Energy Performance Certificate (EPC) Rating of 'E' or above.

The Licence Holder shall within twelve months of the licence being issued carry out the works detailed on the EPC for the property to improve the energy efficiency of the HMO to achieve an EPC rating of 'E' or above

OR

within three months of the licence being issued register a valid exemption on the national exemptions register –

Guidance - <https://www.gov.uk/guidance/domestic-private-rented-propertyminimum-energy-efficiency-standard-landlord-guidance#registering-anexemption>

Register - <https://prsregister.beis.gov.uk/NdsBeisUi/used-service-before>

The Licence Holder shall notify the Council once the works have been completed or the exemption registered by email to HMOLicensing@lambeth.gov.uk

10. Access to Utility Meters

10.1. The licence holder shall ensure that their tenants can access and obtain readings of the utility meters (gas, electricity and water, as applicable) for the property at reasonable times (no less than the delivery frequency of the utility bills) during the course of the tenancy and a final reading at the termination of the tenancy. Furthermore, the licence holder shall supply to the tenant a written document describing the location of the utility meters (gas, electricity and water, as applicable) and the access arrangements for the meters.

11. Supply of water, gas and electricity

11.1. The licence holder shall not unreasonably cause the supply of water, gas (where provided) and electricity to house to be interrupted, where these supplies is under their control.

The gas and electricity supply must NOT be via any form of prepayment meter.

12. Provision of Services

12.1. The Licence Holder must ensure that the common parts of the house are at all times adequately heated and provided with lighting, as necessary, so as not to present any hazards to the health and safety of the occupants.

12.2. The Licence Holder will be required to ensure that gas and electricity supplies to common parts or shared amenities are on the landlord's supplies.

12.3. The Licence Holder will ensure that such supplies are not disconnected or threatened with disconnection due to non-payment of monies owed by the landlord to the relevant statutory undertaker.

12.4. Where rents are inclusive of gas or electricity, the Licence Holder will be required to ensure that the gas or electricity supplies to units of accommodation are not disconnected or threatened with disconnection due to non-payment of monies owed to the relevant statutory undertaker. For the avoidance of doubt, this condition applies even if rent is withheld or not paid by any or all of the tenants.

13. Environmental Management

13.1. The Licence Holder shall ensure that the exterior of the house is maintained in good repair and reasonable decorative order.

13.2. The Licence Holder shall ensure that any building works or improvements are undertaken with the minimum of disruption to the occupants, neighbours and the wider community.

14. Restrictions and Prohibitions

14.1. The Licence Holder must ensure that common areas, including shared living rooms, kitchens, hallways, etc. of the house are not used for sleeping, by tenants or their guests. For the avoidance of doubt, this will not prevent occasional guests from sleeping in a shared living room.

14.2. The Licence should arrange for programmed inspections of the property to be carried out to ensure that the property is being occupied in accordance with the Licence.

15. Inform us if there is a fire in the property

15.1. The licence holder must inform the Council by email

HMOLicensing@lambeth.gov.uk within 72 hours of becoming aware of the occurrence of a fire within the property.

16. Right to Rent Checks

The Licence Holder shall ensure that 'right to rent' checks have been carried out in accordance with the Immigration Act 2014. The licence Holder will retain and produce on request the relevant copies of documents from the prescribed lists and the record of the date the right to rent checks were carried out or in the case of tenants with a time limited right to remain, copies of documents from the prescribed lists and the record of the date the follow up checks were carried out. Further guidance is available at <https://www.gov.uk/government/publications/right-to-rentlandlords-code-of-practice>

17. Tenancy Arrangements

17.1. The licence holder shall take reasonable and practicable steps to prevent or reduce anti-social behaviour by persons occupying or visiting the flat/ house and to this end shall:

17.2. Report all incidences of anti-social behaviour to the appropriate authority, for example the police or the Council.

17.3. Ensure adequate security arrangements are in place to prevent unauthorised access to the premises.

17.4. The licence holder shall enter into an assured shorthold tenancy agreement (unless an alternative arrangement is more appropriate, e.g. a license to occupy) with each new tenant of the dwelling for which he/ she is the person having control. The tenancy agreement will include provisions relating to forfeiture of the property in the event of a breach of the tenancy agreement terms in the following circumstances:

"That the tenant or someone living in or visiting the premises has been guilty of conduct which is, or is likely to cause a nuisance or annoyance to neighbours; or, that a person residing or visiting the premises has been convicted of using the premises, or allowing it to be used for immoral or illegal purposes or has committed an arrestable offence in, or in the locality of the licensed premises."

17.5 Supply to the occupiers of the house a written statement of the terms on which they occupy it, which must also include the following information:

- ▶ An inventory of contents and their condition at the commencement of the tenancy,
- ▶ details of the rent and dates due, rent payment methods and how and when rent may be increased and,
- ▶ details of arrangements for payment for services including gas, water, electricity and heating, and provide the relevant contact information for the services provided at the house.

18. Refuse

18.1. The licence holder shall provide suitable and adequate receptacles both within and outside the property (as necessary) to allow for the safe and containable storage of refuse and recycling until it is collected. If this isn't achievable within the standard collection arrangements, then the licence holder shall make adequate alternative arrangements for the collection of

refuse and recycling. The licence holder must conform to the requirements of the London Borough of Lambeth's Rubbish and Recycling Service (<https://www.lambeth.gov.uk/rubbish-and-recycling>). The London Borough of Lambeth will provide advice and assistance to landlords upon request.

18.2. Provide and fix a notice(s) containing the arrangements for the storage, recycling and disposal of waste, in a position readily visible to all occupants, next to or as close to the refuse container(s) provided. The notice shall be in clear legible lettering and not easily defaced or damaged and shall be securely fixed in position.

18.3. The licence holder shall ensure that any items of bulky household furniture (such as mattresses/bed bases/fridges etc.) are disposed of in a responsible manner using a licenced waste carrier or the Council's chargeable bulky waste collection service.

18.4. The licence holder shall label any furniture, soft furnishing and kitchen appliances and white goods provided at the property, using a suitable indelible marker pen (removable labels are not acceptable) with the address and, where relevant, the room number the articles relate too, e.g. Room 1, 38, postcode. The labelling should be readable and clear. The licence holder will regularly check the labelling and re-label should the existing labelling have faded to the point it can no longer be read. This doesn't apply to articles provided by the tenants.

Note. This condition will be applied in defined hotspot areas where there have been significant issues with dumping of articles of furniture, etc. as a way of easily identifying the properties the articles come from.

19. Fire precautions

19.1. Provide fire precaution facilities and equipment at the property, as deemed necessary by the London Borough of Lambeth. Information on necessary fire precautions and equipment for the property will be provided to the licence holder. Fire precautions and equipment must be maintained in proper working order. Appropriate records of such maintenance, such as current certificates, are to be kept and produced to the London Borough of Lambeth on demand as evidence of such maintenance. Provide details of fire exit routes to tenants and, in respect of the fire alarm system, ensure that all tenants are aware of fire and fault indications, are adequately familiar with controls (e.g. resetting) and aware of measures to avoid false alarms. Tenants should be aware of what to do in the case of a fire.

Consummate with the requirements of the Regulatory Reform (Fire Safety) Order 2005 (<http://www.legislation.gov.uk/ukxi/2005/1541/contents/made>) the manager shall make a suitable and sufficient assessment of the risks to which tenants or visitors to the HMO are exposed for the purpose of identifying the general fire precautions required at the HMO. The manager shall supply a copy of the risk assessment to London Borough of Lambeth on demand.

20. Security

20.1. The Licence Holder must ensure that there are adequate measures in the property to provide a secure environment for the occupiers. These should include the following minimum requirements:

Where window locks are fitted, the Licence Holder will ensure that keys are provided to the relevant occupant.

1. The Licence Holder must ensure that the main entrance/exit door and any other door designed for escape in the event of an emergency is fitted with locks that can be opened from the inside without the use of a key.
2. Where previous occupants have not surrendered door keys, the Licence Holder will arrange for a lock change to be undertaken prior to new occupants moving in.

20.2. The Licence Holder must ensure that security measures do not impede any provisions provided for means of escape from fire.

21. Fire Doors

21.1. The licence holder shall carry out a full inspection of any fire doors installed in the HMO. The licence holder shall ensure that:

1. The door is sound and in good repair.
2. Any glazing in the door is in good repair and at least 6mm minimum thick wired cast glass.
3. The door been fitted with 100mm butt hinges that are securely fixed.
4. The intumescent strips and cold smoke seals are in place and in good repair.
5. The self-closer fitted to the door operates correctly, closing the door without intervention.
6. The gap between the frame and the door is no more than 3mm.

21.2. The licence holder shall submit to the Council within three (3) months of the date of the licence a signed declaration stating that the above has been carried out.

In addition, the licence holder shall submit to the Council within three (3) months the licence manufacturers certification that the door meets the relevant British Standard for fire resistance and smoke control. Where you cannot evidence that the fire door meets the relevant British Standard for fire resistance and smoke control from both sides, carry out the following:

a) Put in place interim measures to mitigate the risk of sub-standard doors. The level of interim measures will depend on the nature and size of the building but could include;

- ▶ advising the occupants in writing of the evacuation procedures and the reason and need to keep fire doors closed,
- ▶ carrying out fire drills,
- ▶ decreasing the intervals between management inspections,
- ▶ putting in a waking watch,
- ▶ making sure the route of escape is free of obstacles and combustible materials,
- ▶ where it is safe to do so providing escape windows.

With the interim measure in place, either:

either obtain third party certification that the in-situ doors meet the relevant British Standard, or

1. plan to replace the doors.

Where you are uncertain that the doors to be purchased are from a manufacturer that can supply actual certified 30-minute fire resistant doors then we would recommend buying and installing doors labelled as 60-minute fire resistant. By doing so you are providing yourself with some assurance that the doors should at least provide 30-minute fire resistant if not greater.

The licence holder shall submit to the Council within twelve (12) months of the date of the licence third party certification that the in-situ doors meet the relevant British Standard or manufacturers certification relating to the resistance of the new fire doors installed at the HMO.

22. Flats in Multiple Occupation in a block of flats

22.1. The licence holder shall ensure the tenants of the Flat in Multiple Occupation (FMO) are informed in writing of the fire safety arrangements in place within the block, being, but not restricted to:

- ▶ Evacuation arrangements, e.g. an all-out or stay-put policy.

- ▷ The safest route to safety from the FMO.
- ▷ The designated fire assembly area.
- ▷ Fire Drill arrangements (if any).
- ▷ Fire Warden and/or waking watch arrangements (where provided).
- ▷ The nearest manual call point (where provided).

23. Water Saving

The licence holder shall, where possible, install water saving devices to the bathroom and kitchen facilities provided in the HMO. This should include (but not limited to):

- ▷ Tap aerators
- ▷ Shower flow regulators
- ▷ Shower timer devices
- ▷ Combismart - thermostatic valve – only where Combination Boilers are fitted.
- ▷ Toilet cistern – flush water-use reduction devices.

The great majority of water companies offer both a free 'water saving' assessment of property and a selection of free water saving devices. The Council advises that you contact your water company in the first instance before purchasing any equipment.

The Council recommend that you have a qualified plumber install all devices in the HMO, to ensure proper fitting and use as these devices cannot be used for all types of water products, e.g. power showers.

24. Infectious Disease Control

In the event of either a national or local outbreak of an infectious disease (that poses a significant risk to health) that is spread by air, water or touch (or a combination of these), the licence holder shall as a minimum put in place the following measures:

▷ Inform

Notify all occupants in writing of the nature of the infectious disease, how it is spread and the measures put in place at the HMO to limit its spread.

Provide a Notice, clearly displayed, in an accessible common area, setting out the nature of the infectious disease, how it is spread and the measures put in place at the HMO to limit its spread.

▷ Clean

Increase the frequency of the cleaning schedule for all the common areas in the HMO, including (but limited to) living and dining areas, shared bathrooms, toilets and kitchens. The minimum frequency should be three times a week.

The cleaning regime should include (but is not limited to) the sanitisation/disinfection of:

- ▷ Door and window handles and locks,
- ▷ Doors, handles and controls of all white goods communally provided,
- ▷ Taps and plugs, Showers, Baths,

- ▷ Wash hand basins, Toilets, Shared surfaces, e.g. dining tables, chairs, coffee tables, etc.
- ▷ All shared surfaces and cupboards used in the storage, preparation and cooking of food and making drinks,
- ▷ The doors, handles and controls of cooking appliances and kettles.

▷ **Sanitise**

Provide hand sanitiser stations in each common room including (but limited to) living and dining areas, shared bathrooms, toilets and kitchens and at the main entrance to the HMO. The sanitiser should not be diluted in any way and supplied in pump action containers for ease of use.

Examples of an infectious disease that would require these measures to be put in place are, COVID-19, Tuberculosis, SARS-CoV, cholera, etc.

The licence holder must inform the Council by emailing HMOLicensing@lambeth.gov.uk within 72 hours of becoming aware of the occurrence of an outbreak.

25. Occupancy

The licence holder must ensure that the maximum numbers of households and persons occupying the HMO, (as detailed within Schedule 1- Mandatory property licence condition 1: Permitted occupation) shall not be exceeded.

Child and children mean a person under the age of 18 unless otherwise stated.

No bedroom can be let to a child under the age of 18 without a parent/legal guardian also occupying a bedroom in the HMO.

A child's bedroom will be lockable (thumb turn lock) with two keys provided to the parent/legal guardian.

A bed shall be provided for exclusive use by the child.

Where a child is under the age of ten, the minimum bedroom size is 4.64 m² (higher standards will apply in different circumstances, see below).

Where a bedroom is provided for a child under the age of ten, the bedroom shall be adjacent too or directly across from the bedroom occupied by the parent/legal guardian of that child.

Where a bedroom is provided for a child under the age of ten, the bedroom shall not contain any kitchen facilities or bathroom facilities.

Where a bedroom is provided for a child under the age of ten the bedroom shall be fitted with a form of wireless door sensor, which sounds when the door is opened. The receiving unit for the wireless door sounder shall be provided to the parent/legal guardian.

Where there is a garden or other outside space associated with the dwelling it shall be maintained, it shall be free of harbourage for rodents, free of refuse and detritus and articles that could cause harm (physically, chemically or biologically), e.g. items with cutting edges, gas cylinders, pesticides, etc.

Where items of this nature are stored in the garden they should be stored in locked container, inaccessible to children. The garden should be safely & easily accessible to the children.

Baconies must have guarding to a height of at least 1100mm. Guarding should be designed to discourage children from climbing on it and should be strong enough to support the weight of people leaning against it. There shall be no gaps greater than 100mm in width.

Window sills (to windows on the first floor upwards or on the ground floor where there is a basement well) less than 1100mm shall be fitted with window restrictors. It shall be possible to override the window restrictors for escape purposes.

26. Provision of amenities and space standards

The standards which apply to the property with respect to kitchen facilities, washing facilities, heating facilities, space standards and amenity standards are the London Borough of Lambeth Houses in Multiple Occupation Standards. The Standards will apply during the term of the licence.

The property will also be subject to:

- ▶ The Management of Houses in Multiple Occupation (England) Regulations 2006,
- ▶ The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006, and
- ▶ The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007.

This property will be inspected following granting of the HMO Licence. The purpose of the inspection will be to determine compliance with the Licence conditions.

Where additional works are required, these must be carried out by the specified date. Where works have been completed, please submit evidence of this. This can be in the form of certification (where provided), an invoice for the works, a signed note from the contractor, a photograph of the works, etc. Citing the reference number/property address, evidence should be uploaded to your account or email to HMOLicensing@lambeth.gov.uk.

27. Training Courses

The Licence Holder or manager of the house will be required to attend training courses or otherwise demonstrate competence in relation to any applicable codes of practice as specified by the London Borough of Lambeth.

Details of Training Courses:

London Landlord Accreditation Scheme (LLAS) and:

Accreditation and Training for Landlords & Agents Service (ATLAS)

Website: www.londonlandlords.org.uk

Additional Licence conditions

- i. Install/modify the automatic fire detection system in the property. Provide an AFD system which complies with Grade D1 LD2 (BS5839-6: latest edition) (or equivalent). *This system shall comprise hardwired, and inter/radio linked (with integral battery back-up): *Smoke detectors within the hallways (each level) (please pay particular attention to long hallways) and lounge area. *Heat detector within the kitchen. Location: VARIOUS
- ii. Lightweight/hollow/thin panel doors to all risk rooms. Please ensure solid, sound, close-fitting doors of conventional construction to bedrooms. 30-minute fire resistant doors are not necessary, however thin panel, hollow and doors with non fire resistant glass will not be accepted. Where locks are to be provided, ensure locks are operated by thumb-turn mechanism alone. Ensure/install 30-minute fire resistant doors between the living area/hallway and kitchen/hallway fire escape route. *Fire doors to be installed and maintained in accordance with BS 8214 (latest edition) *Install intumescent strips and cold smoke seals (within door leaf or door frame) *Install a self-closing mechanism. Location: VARIOUS
- iii. Ensure all requested works below are completed within 6 months of the date of the licence unless specified separately. This schedule is based on the property being occupied as a low risk - shared house in multiple occupation. If rooms are let on an individual basis, a higher standard of fire safety is required. Please contact HMOlicensing@lambeth.gov.uk for clarification.