

Standard licence conditions for shared houses and flats Additional and Mandatory HMOs (section 254)

Schedule of licence conditions

1. The licence holder/manager is prohibited from allowing a new resident to occupy the HMO and/or parts of the HMO if: -
 - that occupation exceeds the maximum number of permitted persons in the HMO; or
 - that occupation exceeds the maximum number permitted for any unit of accommodation; and
 - a room used as sleeping accommodation has a maximum permitted number of zero the room must not be re-let/re-occupied again once the current tenant has vacated.

In addition, if a room currently used as sleeping accommodation is:

- below 6.51m² the licence holder must ensure it is vacated no later than 18 months from the licence issue date; or
- below 10.22m² and occupied by two persons the licence holder must ensure the number of occupiers is reduced to one no later than 18 months from the licence issue date; or
- below 4.64m² and occupied by a person under 10 years of age the licence holder must ensure it is vacated no later than 18 months from the licence issue date.

A 'new resident' is a person not in occupation in the property or part of the property at the date the licence is issued.

2. The licence holder shall ensure that the property is in compliance with the London Borough of Camden's Minimum HMO Standards. The works required to achieve this are detailed in the attached schedule.
3. The licence holder shall ensure the property is maintained in reasonable repair.
4. The licence holder shall ensure that the name, address, email and telephone number of the person responsible for managing the property is displayed in a prominent position in the common parts of the house. A 24 hour emergency telephone number should also be provided.
5. The licence holder shall ensure that a copy of the licence and licence conditions are displayed in a prominent position in the common parts of the house.
6. The licence holder shall supply the occupiers of the house with a written statement of the terms on which they occupy the house.

7. The licence holder shall take all reasonable and practicable steps to prevent or reduce antisocial behaviour by persons occupying or visiting the house. All complaints of anti-social behaviour by occupants or their visitors made by other occupants or neighbours shall be investigated and the appropriate action taken.
8. The licence holder shall, upon request, provide the London Borough of Camden with evidence of appropriate management practice and procedures to address any anti-social behaviour that may arise. The details should be provided within such reasonable time as may be specified by The London Borough of Camden.
9. The written statement provided to occupiers on their terms of occupancy shall include an express prohibition on anti-social behaviour that causes a nuisance or annoyance to other occupiers or neighbours.
10. Where a gas supply is provided the licence holder shall submit to the London Borough of Camden annually for their inspection the current gas safety certificate obtained within the last 12 months in respect of all gas installations and appliances in the parts of the house under their control. Copies shall also be given to the occupants of the house.
11. The licence holder shall, upon request, provide the London Borough of Camden with a current test certificate for the fixed electrical installation in the parts of the house under their control. Any report should be less than five years old at the date of submission.
12. The licence holder shall ensure that electrical appliances and furniture made available by them in the house are kept in a safe condition. There should be a regular visual inspection of all such appliances and furniture to determine condition.
13. The licence holder shall, upon request, provide the London Borough of Camden with a declaration as to the safety of any electrical appliances and furniture they have supplied. Copies should be made available to occupants of the house.
14. All upholstered furniture and covers and fillings of cushions and pillows should comply with the requirements of the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).
15. The licence holder shall keep smoke alarms in proper working order and, upon request, provide the London Borough of Camden with a BS5839 test report relating to the fire alarm and detection system and/or a BS5266 test report relating to the emergency lighting.
16. The licence holder shall ensure that a carbon monoxide alarm is installed in any room in the HMO which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance. The carbon monoxide alarm is to be kept in proper working order. And the licence holder shall on demand, supply the local authority with a declaration as to the position and condition of the alarm.
17. The licence holder shall, upon request, provide the London Borough of Camden with a written copy of the fire risk assessment (FRA) carried out by a responsible person under the Regulatory Reform (Fire Safety) order 2005.
18. The licence holder shall ensure that there are sufficient containers provided for household recycling and rubbish. All recycling and rubbish containers must be provided with a dedicated and appropriate storage area.
19. The licence holder must comply with any scheme provided by Camden Council which relates to the storage and disposal of household waste at the HMO pending collection.

20. The licence holder shall take such steps as are necessary to treat any pest infestation within the parts of the house under their control. Such steps should include engaging a pest control contractor to undertake a survey of the house and undertaking such treatment and proofing works as required. The Council will consider an exception where the infestation is clearly as a result of the tenant's behaviour or neglect.
21. The licence holder shall inform the Private Sector Housing Team at the London Borough of Camden in writing of any material change of circumstances in respect of the licence holder, manager or anyone else involved with the property, the property itself or its management within seven days of such a change occurring.
22. The licence holder must advise the Private Sector Housing Team at the London Borough of Camden in writing of any proposed changes to the construction, layout or amenity provision of the house which would affect the licence or licence conditions. No such alterations shall be made without prior consent.
23. The licence holder shall arrange for access to be granted to all common parts, and where possible all other areas including rooms, at any reasonable time for the purpose of inspection to ensure compliance with licence conditions.
24. The licence holder shall if required by written notice provide the London Borough of Camden with the following particulars with respect to the occupancy of the house:
 - The names and telephone numbers of individuals and households living in the house and the parts of the property they occupy; and
 - The dates when each individual and household moved into the property.The details should be provided within such reasonable time as may be specified by the London Borough of Camden.
25. The licence holder shall upon the request of the London Borough of Camden attend such training courses as required in relation to any applicable Code of Practice approved under the provisions of the Housing Act 2004 section 233.

Notes

- a) The property licence and conditions do not imply or grant by inference or otherwise any approval or permission for any other purpose including Building Control, Planning, LB Camden leasehold terms and conditions, the Regulatory Reform (Fire Safety) Order 2005. Conversely compliance with any of these requirements does not confer or imply compliance with the requirements of the Housing Act 2004 including HMO licensing.
- b) Failure to comply with any licence condition may result in loss of the licence and court proceedings leading to fines (there is no limit on the amount) or service of a Civil Penalty Notice (maximum fine of £30,000).
- c) Any arrangements relating to the licence and conditions are without prejudice to assessments and appropriate actions including enforcement actions under the Housing Act 2004 and associated management regulations. This includes actions to deal with category 1 and category 2 hazards as may be identified under the Housing Health and safety rating System (HHSRS) and does not prejudice such action. Also the Management of Houses in Multiple Occupation (England) Regulations 2006, or in the case of Section 257 HMO's, the Licensing and management of Houses in Multiple Occupation (Additional Provisions)(England) Regulations 2007.

**Standard licence conditions for buildings converted
into self-contained flats – common areas only
Additional HMOs (section 257)****Schedule of licence conditions**

1. The licence holder shall ensure that the property is in compliance with the London Borough of Camden's Minimum HMO Standards. The works required to achieve this are detailed in the attached schedule.
2. The licence holder shall ensure the property is maintained in reasonable repair.
3. The licence holder shall ensure that the name, address, email and telephone number of the person responsible for managing the property is displayed in a prominent position in the common parts of the house. A 24 hour emergency telephone number should also be provided.
4. The licence holder shall ensure that a copy of the licence and licence conditions are displayed in a prominent position in the common parts of the house.
5. The licence holder shall, upon request, provide the London Borough of Camden with a current test certificate for the fixed electrical installation in the parts of the house under their control. Any report should be less than five years old at the date of submission.
6. The licence holder shall keep smoke alarms in proper working order and, upon request, provide the London Borough of Camden with a BS5839 test report relating to the fire alarm and detection system and/or a BS5266 test report relating to the emergency lighting.
7. The licence holder shall ensure that a carbon monoxide alarm is installed in any room in the HMO which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance. The carbon monoxide alarm is to be kept in proper working order. And the licence holder shall on demand, supply the local authority with a declaration as to the position and condition of the alarm.
8. The licence holder shall, upon request, provide the London Borough of Camden with a written copy of the fire risk assessment (FRA) carried out by a responsible person under the Regulatory Reform (Fire Safety) order 2005.

9. The licence holder shall ensure that there are sufficient containers provided for household recycling and rubbish. All recycling and rubbish containers must be provided with a dedicated and appropriate storage area.
10. The licence holder must comply with any scheme provided by Camden Council which relates to the storage and disposal of household waste at the HMO pending collection.
11. The licence holder shall take such steps as are necessary to treat any pest infestation within the parts of the house under their control. Such steps should include engaging a pest control contractor to undertake a survey of the house and undertaking such treatment and proofing works as required. The Council will consider an exception where the infestation is clearly as a result of the tenant's behaviour or neglect.
12. The licence holder shall inform the Private Sector Housing Team at the London Borough of Camden in writing of any material change of circumstances in respect of the licence holder, manager or anyone else involved with the property, the property itself or its management within seven days of such a change occurring.
13. The licence holder must advise the Private Sector Housing Team at the London Borough of Camden in writing of any proposed changes to the construction, layout or amenity provision of the house which would affect the licence or licence conditions. No such alterations shall be made without prior consent.
14. The licence holder shall arrange for access to be granted to all common parts at any reasonable time for the purpose of inspection to ensure compliance with licence conditions.
15. The licence holder shall upon the request of the London Borough of Camden attend such training courses as required in relation to any applicable Code of Practice approved under the provisions of the Housing Act 2004 section 233.

Notes

- a) The property licence and conditions do not imply or grant by inference or otherwise any approval or permission for any other purpose including Building Control, Planning, LB Camden leasehold terms and conditions, the Regulatory Reform (Fire Safety) Order 2005. Conversely compliance with any of these requirements does not confer or imply compliance with the requirements of the Housing Act 2004 including HMO licensing.
- b) Failure to comply with any licence condition may result in loss of the licence and court proceedings leading to fines (there is no limit on the amount).
- c) Any arrangements relating to the licence and conditions are without prejudice to assessments and appropriate actions including enforcement actions under the Housing Act 2004 and associated management regulations. This includes actions to deal with category 1 and category 2 hazards as may be identified under the Housing Health and Safety Rating System (HHSRS) and does not prejudice such action. Also the Management of Houses in Multiple Occupation (England) Regulations 2006, or in the case of Section 257 HMO's, the Licensing and management of Houses in Multiple Occupation (Additional Provisions)(England) Regulations 2007.

Standard licence conditions for buildings converted into self-contained flats – common parts and flats Additional HMOs (section 257)

Schedule of licence conditions

Note: These conditions only apply to those parts of the property under the control of the licence holder.

1. The licence holder must ensure that the floor area of any room in the HMO used as sleeping accommodation complies with the following minimum prescribed standard:
 - A room less than 4.64m² is not used as sleeping accommodation by any person (including children)
 - A room less than 6.51m² is not used as sleeping accommodation by a person aged over 10 years
 - A room less than 10.22m² is not used as sleeping accommodation by more than one person.
2. The licence holder/manager is prohibited from allowing a new resident to occupy the HMO and/or parts of the HMO if a room currently used as sleeping accommodation is:
 - below 6.51m². The licence holder must ensure any room below this prescribed floor area is vacated no later than 18 months from the licence issue date and not re-let or occupied again.
 - below 10.22m² and occupied by two persons. The licence holder must ensure the number of occupiers is reduced to one no later than 18 months from the licence issue date.
 - below 4.64m² and occupied by a person under 10 years of age. The licence holder must ensure any room below this prescribed floor area is vacated no later than 18 months from the licence issue date and not re-let or occupied again.

A 'new resident' is a person not in occupation in the property or part of the property at the date the licence is issued.

3. The licence holder shall ensure that the property is in compliance with the London Borough of Camden's Minimum HMO Standards. The works required to achieve this are detailed in the attached schedule.
4. The licence holder shall ensure the property is maintained in reasonable repair.
5. The licence holder shall ensure that the name, address, email and telephone number of the person responsible for managing the property is displayed in a prominent

position in the common parts of the house. A 24 hour emergency telephone number should also be provided.

6. The licence holder shall ensure that a copy of the licence and licence conditions are displayed in a prominent position in the common parts of the house.
7. The licence holder shall supply the occupiers of the house under their control with a written statement of the terms on which they occupy the house.
8. The licence holder shall take all reasonable and practicable steps to prevent or reduce antisocial behaviour by persons occupying or visiting the parts of the house under their control. All complaints of anti-social behaviour by occupants or their visitors made by other occupants or neighbours shall be investigated and the appropriate action taken.
9. The licence holder shall, upon request, provide the London Borough of Camden with evidence of appropriate management practice and procedures to address any anti-social behaviour that may arise. The details should be provided within such reasonable time as may be specified by The London Borough of Camden.
10. The written statement provided to occupiers on their terms of occupancy shall include an express prohibition on anti-social behaviour that causes a nuisance or annoyance to other occupiers or neighbours.
11. Where a gas supply is provided, the licence holder shall submit to the London Borough of Camden annually for their inspection the current gas safety certificate obtained within the last 12 months in respect of all gas installations and appliances in the parts of the house under their control. Copies shall also be given to the occupants of the house.
12. The licence holder shall, upon request, provide the London Borough of Camden with a current test certificate for the fixed electrical installation in the parts of the house under their control. Any report should be less than five years old at the date of submission.
13. The licence holder shall ensure that furniture and all electrical appliances made available in the house are in a safe condition. There should be a regular visual inspection of all such appliances and furniture to determine condition.
14. All upholstered furniture and covers and fillings of cushions and pillows should comply with the requirements of the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).
15. The licence holder shall, upon request, provide the London Borough of Camden with a declaration as to the safety of electrical appliances and furniture. Copies should be made available to occupants of the house.
16. The licence holder shall keep smoke alarms in proper working order and, upon request, provide the London Borough of Camden with a BS5839 test report relating to the fire alarm and detection system and/or a BS5266 test report relating to the emergency lighting.
17. The licence holder shall, upon request, provide the London Borough of Camden with a written copy of the fire risk assessment (FRA) carried out by a responsible person under the Regulatory Reform (Fire Safety) order 2005.
18. The licence holder shall ensure that there are sufficient containers provided for household recycling and rubbish. All recycling and rubbish containers must be provided with a dedicated and appropriate storage area.

19. The licence holder must comply with any scheme which is provided by the local housing authority which relates to the storage and disposal of household waste at the HMO pending collection
20. The licence holder shall take such steps as are necessary to treat any pest infestation within the parts of the house under their control. Such steps should include engaging a pest control contractor to undertake a survey of the house and undertaking such treatment and proofing works as required. The Council will consider an exception where the infestation is clearly as a result of the tenant's behaviour or neglect.
21. The licence holder shall inform the Private Sector Housing Team at the London Borough of Camden in writing of any material change of circumstances in respect of the licence holder, manager or anyone else involved with the property, the property itself or its management within seven days of such a change occurring.
22. The licence holder must advise the Private Sector Housing Team at the London Borough of Camden in writing of any proposed changes to the construction, layout or amenity provision of the house which would affect the licence or licence conditions. No such alterations shall be made without prior consent.
23. The licence holder shall arrange for access to be granted to all common parts, and where possible all other areas including rooms, at any reasonable time for the purpose of inspection to ensure compliance with licence conditions.
24. The licence holder shall if required by written notice provide the London Borough of Camden with the following particulars with respect to the occupancy of the parts of the house under their control:
 - The names and telephone numbers of individuals and households living in the house and the parts of the property they occupy
 - The dates when each individual and household moved into the property.The details should be provided within such reasonable time as may be specified by the London Borough of Camden.
25. The licence holder shall upon the request of the London Borough of Camden attend such training courses as required in relation to any applicable Code of Practice approved under the provisions of the Housing Act 2004 section 233.

Notes

- d) The property licence and conditions do not imply or grant by inference or otherwise any approval or permission for any other purpose including Building Control, Planning, LB Camden leasehold terms and conditions, the Regulatory Reform (Fire Safety) Order 2005. Conversely compliance with any of these requirements does not confer or imply compliance with the requirements of the Housing Act 2004 including HMO licensing.
- e) Failure to comply with any licence condition may result in loss of the licence and court proceedings leading to fines (there is no limit on the amount) or service of a Civil Penalty Notice (maximum fine of £30,000).

Any arrangements relating to the licence and conditions are without prejudice to assessments and appropriate actions including enforcement actions under the Housing Act 2004 and associated management regulations. This includes actions to deal with category 1 and category 2 hazards as may be identified under the Housing Health and safety rating System (HHSRS) and does not prejudice such action. Also the Management of Houses in Multiple Occupation (England) Regulations 2006, or in the case of Section 257 HMO's, the Licensing and management of Houses in Multiple Occupation (Additional Provisions)(England) Regulations 2007.

