

Standards and Licensing Conditions for HMOs subject to Licensing

Before making an application for licensing for a House in Multiple Occupation (HMO) please ensure that you have read the following standards and accompanying guidance notes. They are detailed and extensive and if followed, will enable you to complete the application form correctly and assist you to reach compliance with all licensing requirements. If you require any further advice or explanation regarding the licensing scheme or the relevant standards, please contact Mr David John on 01495 355051.



N.B. Planning Permission

Please note that in addition to the premises having to conform to the standards adopted by the Council; planning permission will generally be needed for houses in multiple occupation. The onus is upon the owner or other persons having control of the premises to ensure that all necessary Planning or Building Regulation approvals have been obtained in respect of the house. Licensing under the scheme does not imply that the required planning permission or Building Regulations have been complied with.

Further enquires regarding planning permission should be made to:-

Head of Development Control
Enterprise House
Rassau Industrial Estate
Ebbw Vale
NP23 5SD
Tel. No 01495 355***

The Licence application form comprises of several sections. Part 1 must be completed by the owner(s) of the property. Part 2 must be completed by the proposed licence holder. Part 3 must be completed where a manager is to be employed. Part 4 deals with notifications to relevant persons; you must tell anyone with an interest in the property of your intention to apply for a licence. Part 5 covers property and management standards. Part 6 gives information on disclosure of convictions and Part 7 requires declarations by the proposed licence holder and manager where appropriate

1. Licensing of HMOs

The licensing scheme commenced on **30th June 2006**. The Mandatory Licensing scheme in operation in Blaenau Gwent requires properties of three or more stories and five or more persons to be licensed.

Certain classes of premises are exempt from the above schemes these are as follows:-

- a) any house in which the Council has an interest, whether freehold or leasehold;
- b) any house used as a children's home or community home which is registered or provided under the Children Act 1989;
- c) any house registered under the Registered Homes Act 1984;
- d) any house which is occupied by persons who form only two households;
- e) any house which is occupied by no more than two persons in addition to the responsible person and any other member of his household;
- f) any house where the living accommodation consists entirely of self-contained flats and at least one third of the flats are either:-
 - i) let on leases of more than 21 years and wholly occupied by the lessees and their households; or
 - ii) wholly occupied by any freeholder and his household;

- g) any house of which the responsible person is a health service body as defined in Section 519A of the Income and Corporation Taxes Act 1988;
- h) any house of which the responsible person is a social landlord registered in accordance with Part 1 of the Housing Act 1996;
- i) any house of which the responsible person is:-
 - I. a university or other institution within the higher education sector within the meaning given by Section 91(5) of the Further and Higher Education Act 1992 or a college or other institution in the nature of a college in such a university or other institution;
 - II. an institution within the further education sector within the meaning given by section 91[3] of that Act;
 - III. an institution which provides a course qualifying for funding under Part 1 of the Education Act 1994;
- j) Any house approved by the Secretary of State under section 27 of the Probation Services Act 1993.

The Licence will be valid for 5 years from the date of issue; it will specify the maximum number of occupants or households. The number of occupants will depend upon the number and size of rooms and the kitchen and bathroom facilities.

- The City Council maintains a Public Register of all premises licensed under these schemes, or subject to a management order, which can be viewed at District Office, Mitre Street, Abertillery. Any person who operates an HMO without the requisite licence or allows a greater number of occupants than allowed by the licence, will be guilty of an offence and may on conviction be liable to a fine not exceeding £20,000.
- Failure to comply with any conditions attached to the licence may result on conviction in a fine not exceeding £5,000 for each offence.

2. Fees

The fee for the initial application is £285.00

Variation Fees will be charged as follows:

Agreed increase in occupancy levels £50.00

Amendment to manager details within the licence period £50.00

Revocation of Licence £25.00

3. Enclosures

Completed applications MUST be accompanied by the following documentation.

- a. Evidence of permanent residential address of the proposed licence holder/ owner/ company, partnership or trust, this can take the form of full driving licence, bank statement, Utility bill, tax statement or other official documentation.
- b. A current Gas Safety Certificate issued by a Corgi registered gas engineer (where gas is used in the house).
- c. A copy of the current electrical safety inspection of hard wired system. This is required every 5 years and a report produced on a recognised form (see BS7671 Appendix 6). The inspection must be carried out by an NICEIC registered electrician
- d. A declaration by an NICEIC registered electrician that all electrical appliances provided by the landlord have been tested and are in a safe working condition. (PAT testing)
- e. A plan of the premises. This plan should be used to identify the bedrooms and the number and location of amenities within the house. It need not be to scale but should indicate room dimensions. It should also show the position of any smoke/heat/detectors/alarm installed in the house.
- f. Copies of the terms under which the tenants occupy the property. If this is a standard form only one copy need be provided.
- g. A Criminal Conviction Certificate (basic disclosure) from Disclosure Scotland.

4. The Licence and any conditions attached to it MUST be displayed in a prominent location at the property

5. Determination of Fit and Proper Person

In deciding whether the proposed licence holder or proposed manager is a fit and proper person the Council must take into account circumstances which may compromise the welfare of the tenants and the good management of the property. It must consider amongst other things:-

- Any previous convictions relating to violence, sexual offences, drugs, fraud or other dishonesty.
- Whether the person has broken laws relating to housing or landlord tenant issues.
- Whether the person has been found guilty of unlawful discrimination in connection with the running of a business.
- Whether the person has previously managed HMOs and has infringed any Approved Codes of Practice or been refused a licence.

To enable the council to determine whether the proposed licence holder or manager is a suitable person the applicant(s) must

- Provide evidence that the intended licence holder/manager has no unspent criminal convictions relevant to the above. Evidence provided in a basic disclosure from *Disclosure Scotland Service* will satisfy this requirement. Applications for this information can be obtained by going online to www.disclosurescotland.co.uk or by telephoning 01918 606855 for further information.
- Make a declaration regarding the other issues detailed on the application form regarding suitability to properly manage the HMO. This will cover information as to whether there have been any County Court Judgements made relating to tenancy issues.
- Indicate whether it has been necessary for this or any other local authority to take action for failure to comply with any relevant Housing legislation.

6. Standards for Accommodation

To determine the number of occupants who may occupy the house, consideration must be given to the number, type and quality of amenities available in the property. The standards below will be applied to all properties subject to licensing.

6.1 Space Standards

These standards MUST be met with immediate effect. However, where there is existing tenancy agreement compliance must be achieved at the expiry of the tenancy. Where this agreement is for longer than 12 months action must be taken to obtain possession to ensure compliance no later than July 2007.

OVERCROWDING STANDARDS

CATEGORY 'A' AND 'F' HMO'S *

Minimum Dimensions

One person units of accommodation

- | | |
|-------------------------------|--|
| (i) One room unit | 13 ^{m2} (140 ^{ft2}) including kitchen facilities.
10 ^{m2} (107.6 ^{ft2}) where provided with separate shared kitchen which shall be a minimum of 2.5 ^{m2} (27 ^{ft2}) per person using the facility. |
| (ii) Two or more roomed units | |
| Each kitchen | 3 ^{m2} (32.3 ^{ft2}) |
| Each living room / kitchen | 10 ^{m2} (107.6 ^{ft2}) |
| Each living room | 8.5 ^{m2} (91.5 ^{ft2}) |
| Each bedroom | 6.5 ^{m2} (70 ^{ft2}) |

Two or more person units of accommodation

- | | |
|-------------------------------|--|
| (i) One room units | 18 ^{m2} (193.7 ^{ft2}) including kitchen facilities. |
| (ii) Two or more roomed units | |
| Each kitchen | 5 ^{m2} (53.8 ^{ft2}) |
| Each living room / kitchen | 13 ^{m2} (140 ^{ft2}) |
| Each living room / bedroom | 11 ^{m2} (118.5 ^{ft2}) |

Each living room	10 ^{m2} (107.6 ^{ft2})
First bedroom	10 ^{m2} (107.6 ^{ft2})
Additional bedroom	6.5 ^{m2} (70 ^{ft2})

CATEGORY 'B' AND 'C' HMO'S*

(i) One Person units	
Each bedroom/study	10 ^{m2} (107.6 ^{ft2})
Where separate communal living room Provided (which is not a kitchen/dining room)	6.5 ^{m2} (70 ^{ft2})
(ii) Two Person Units	
Each bedroom/study	13 ^{m2} (140 ^{ft2})
Where separate communal living room provided (Which is not a kitchen/dining room)	11 ^{m2} (118.5 ^{ft2})
(iii) Common Rooms	
Kitchens (up to 5 persons)	7 ^{m2} (75.3 ^{ft2})
Kitchens (6 to 10 persons)	10 ^{m2} (107.6 ^{ft2})
Living Rooms (up to 5 persons)	10 ^{m2} (107.6 ^{ft2})
Living Rooms (6 to 10 persons)	19 ^{m2} (204.5 ^{ft2})

CATEGORY 'D' HMO'S*

(i) All bedrooms to be as follows	
1 persons	7 ^{m2} (75.3 ^{ft2})
2 persons	10 ^{m2} (107.6 ^{ft2})
3 persons	13 ^{m2} (140 ^{ft2})

For each additional person there should be additional 4^{m2} (43^{ft2}) of floor area. There should be prominently displayed in each bedroom a notice, in all relevant languages, setting out the maximum number of persons permitted to sleep in the room.

(ii) A communal lounge is to be provided, with a minimum of 2.0^{m2} (21.5^{ft2}) per person.

(iii) A communal dining room to be provided with a minimum of 1.5^{m2} (16.1^{ft2}) per person.

A combined lounge / dining room will be deemed adequate if the floor area is a minimum if 3^{m2} (32.3^{ft2}) per person.

CATEGORY 'E' HMO'S*

The standards for this category of premises are primarily determined by the conditions imposed by the Registered Care Home Regulation. The standards for premises that are not required to register under these regulations will depend on the nature of the occupation and the appropriate standards detailed above would be applied.

- *(i) Category A - Houses occupied as individual rooms, bedsits and flatlets, where there is some exclusive occupation and some sharing of amenities (usually bathroom and/or toilet and may be a kitchen). Each occupant lives otherwise independently of all others.
- (ii) Category B - Houses occupied on a shared basis. The house may be let to a defined social group or to individuals who themselves form such a group. The occupiers each enjoy exclusive use of a bedroom but share other facilities including a communal living space.
- (iii) Category C - Houses let in lodgings with a resident owner where the accommodation would not normally form the tenants' main place of residence. This includes premises where an owner takes in tenants on a short term basis but not living as part of the main household.
- (iv) Category D - Houses generally referred to as hostels, guesthouses, bed and breakfast accommodation. These houses provide accommodation for people with no other permanent place of residence as distinct from a hotel. This category includes hotel and bed and breakfast establishments used by local authorities to house homeless persons.
- (v) Category E - Residential Homes providing board and personal care to persons in need of such care by reason of age, disablement, past or present dependence on alcohol or drugs, past or present mental disorder. These houses may require registration under the Registered Homes Act 1984 as amended. Unlike hostels (category D) these houses provide permanent accommodation and include a level of support not normally provided in other categories of accommodation.
- (vi) Category F - Houses or buildings which by construction or conversion contain dwellings which are self contained with the accommodation often behind one access door off a common area. (Each dwelling would normally contain all the standard amenities although it would be possible for some unimproved flats to be lacking one or more standard amenities.) There would be no sharing of amenities with occupiers of other dwellings.

OVERCROWDING GENERALLY

In addition to the above standards the following general provisions relating to overcrowding of all houses maybe applicable.

For occupancy of more than two persons the permitted number of occupants shall be the lower number calculated with reference to Tables 1 and 2 below. No regard shall be had to any room with a floor area of less than 4.6^{m²} (50^{ft²}) or any room used solely as a kitchen. No account shall be taken of a child under 1 year and a child aged 1 year but less than 12 years shall be reckoned as a ½ unit. A person over the age of 12 equals 1 unit.

Table 1

1 room	2 units
2 rooms	3 units
3 rooms	5 units
4 rooms	7 ½ units
5 rooms	10 units
each additional room	2 units

Table 2

Where the floor area of a room is

10.2 ^{m²} (110 ^{ft²}) or more	2 units
8.4 ^{m²} - 10.2 ^{m²} (90 ^{ft²} - 110 ^{ft²})	1 ½ units
6.5 ^{m²} - 8.4 ^{m²} (70 ^{ft²} - 90 ^{ft²})	1 unit
4.6 ^{m²} - 6.5 ^{m²} (50 ^{ft²} - 70 ^{ft²})	½ unit
less than 4.6 ^{m²} (50 ^{ft²})	NIL

6.2 Kitchen facilities

Sink

- A suitably sized sink and drainer, provided with a satisfactory supply of cold and constant hot water, and properly connected to the drainage system should be provided for up to 5 persons
- Where there are more than 5 persons additional sinks must be provided in the ratio of 1:5
- Consideration may be given to the provision of a dishwasher in place of the additional sinks/drainers.

Food Storage

- Each separate household shall be provided with a dry food store (equivalent to 0.16m²). This must be capable of being locked when located in a shared kitchen. The space under a sink unit will not be accepted ventilated or otherwise. A refrigerator shall be provided for each kitchen. Where the kitchen is shared, a refrigerator must be provided on a scale of one per five people, irrespective of their age.

Food Preparation and Cooking

- Each separate occupancy and shared kitchen shall be provided with suitable and adequate impervious worktops. A preparation surface of 1.5 linear metres should be provided for up to 5 persons, part of which must be adjacent to the cooking facilities. For between 7-10 persons 3 linear metres is required.
- Each separate household shall be provided with a proper cooking appliance.
The minimum acceptable will be 2 rings or hot plates together with either a grill or an oven.
- In shared kitchens, a cooker consisting of 3 or 4 rings or hot plates together with a grill and oven shall be provided and shall be shared by not more than 5 persons.
- No kitchen shall contain more than 2 cooking appliances. Consideration will be given for the use of a microwave oven as additional cooking facility where there are more than 5 households.
- A suitable bin must be provided for the storage of refuse prior to disposal.
- Electrical sockets must be sufficient to facilitate the use of each fixed appliance (i.e. washing machine, fridge) plus an additional two double socket outlets.
- Where meals are provided as part of the board arrangements the landlord must be registered with Council as a food premises and comply with the requirement of the Food Safety Act 1990 and any regulations made there under. These kitchen facilities must be inaccessible to the occupants.

6.3 Baths and Showers

- A suitable, properly fitted and readily accessible bath or shower shall be provided, in a separate room, on the scale of one bath or shower per 5 persons or part thereof, irrespective of age. Baths or showers shall not be permitted in kitchens.
- Each bath or shower shall be provided with a constant and adequate supply of hot and cold water.
- Each letting shall be no more than one floor distance from any bath or shower.
- A suitable locking mechanism must be fitted to the access door to ensure privacy.

6.4 Wash Hand Basins

Shared Houses

- A wash hand basin with a tiled splash back and satisfactory supply of cold and constant hot water must be provided for up to 5 persons and may be situated in a bathroom or shower room.
- Additional Wash Hand Basins must be provided on a ratio of 1:5

Hostels / Bed and Breakfast / Bedsits

- Each letting must be provided with a wash hand basin; if the room is also provided with cooking facilities then a sink with a satisfactory supply of cold and constant hot water must then be provided.
- A proper system of drainage shall be provided to all houses and all above and below ground drainage shall comply with the requirements of the Building Regulations currently in force.

6.5 Water Closets

- Readily accessible water closet accommodation shall be provided on the ratio of at least one water closet per 5 persons or part thereof, irrespective of age. Each shared water closet shall be situated in a room separate from the bathroom or shower.
- A properly fitted wash hand basin shall be provided in each separate water closet.
- The room must be provided with adequate ventilation and electric lighting
- A suitable locking mechanism must be fitted to the access door to ensure privacy
- A proper system of drainage shall be provided to all houses and all above and below ground drainage shall comply with the requirements of the Building Regulations currently in force.

Number of Persons	Minimum Requirements (Having Regard at all times to acceptable alternatives)
1 - 4	1 Combined Bathroom OR 1 Combined Shower Room
5	1 Bathroom OR Shower Room AND 1 Separate Water Closet
6 – 9	1 Combined Bathroom OR 1 Combined Shower Room AND 1 Bathroom OR 1 Shower Room AND 1 Separate Water Closet
10	2 Bathrooms OR 2 Shower Rooms And 2 Separate Water Closets
11 – 14	1 Combined Bathroom OR 1 Combined Shower Room AND 2 Bathrooms OR 2 Shower Rooms AND 2 Separate Water Closets
15	3 Bathrooms OR 3 Shower Rooms AND 3 Separate Water Closets

Definition

Bathroom – a room containing a bath and wash hand basin only

Shower room – a room containing a shower and wash hand basin only

Water Closet – a room containing water closet and wash hand basin only

Combined Bathroom – a room containing a bath, wash hand basin and water closet

Combined Shower room – a room containing a shower, wash hand basin and water closet

Acceptable Alternative

Separate water closet }
Shower room } = **Combined Bathroom**
Bathroom }

7 Space Heating

- Each unit accommodation including bedroom and common rooms must be provided with a fixed space heater where the house is not provided with central heating. The installations and/or appliances for space heating should be capable of maintaining a reasonable temperature in the room. Paraffin or liquid petroleum gas appliances will not be acceptable for this requirement.
- All appliances shall be maintained and serviced annually by a competent person.

8 Security

- All ground floor and other accessible windows must be protected by the provision of suitable window locks or other appropriate security measures. Keys must be readily available at all times. See fire precaution section for escape windows.
- The front and rear doors must be of sound construction and be well maintained. Gwent Police recommend with LPS1175 SR5 certification (see www.good2bsecure.gov.uk)
- The front door should be fitted with a suitable viewer where the door is not fitted with a useable glass panel.
- The front door should be provided with a suitable safety chain.

9. Fire Safety

Please note that for a licence to be issued the property must be fitted with a fire detection and warning system which meets the standard detailed below

FIRE ALARM SYSTEMS

2 Storey - BS 5839: Part 6: 1995 type LD2 System, Grade D.
(LD3 for category F only) (Or European equivalent).

LD2 = A system incorporating detectors in all circulation spaces that form part of the escape routes from the dwelling, and in all rooms or areas that present a high fire risk to occupants.

LD3 = A system incorporating detectors in all circulation spaces that form part of the escape routes from the dwelling.

Grade D = A system of one or more mains powered smoke alarms, each with an integral standby supply.

NB.

(i) In general, a category LD fire detection and alarm system should be capable of producing a sound level of approximately 85 dB (A) at the doorway to each bedroom (with the door open). Alternatively there must be within the bedroom a sounder or smoke alarm which will operate whenever fire is detected anywhere in the building. A higher sound level may also be necessary if bedroom doors attenuate sound by significantly more than 20 dB (a fire door attenuates sound by as much as 30 dB).

(ii) In some houses in multiple occupation, ambient noise levels or other factors may justify the need for a sound level of 75 dB (A) at the bedhead of each bedroom within the dwelling unit.

Installation, Testing and Servicing/Maintenance;

- (I) Systems should be installed generally in accordance with BS 7671:2001 (or European equivalent) by a competent person who should fill out a model installation certificate, (Annex 'C' to BS 5839: Part 6: 1995) a copy of which will be required by the Fire Authority when requested to consult with the local authority.

- (ii) **The system should be tested at least every month by operating all alarm sounders in the dwelling.**
- (iii) All detectors should be tested at least once every year to see that they respond to smoke i.e. only with suitable test aerosols.
- (iv) Smoke alarms in grade D systems should be cleaned periodically in accordance with the manufacturer's instructions.

Above 2 Storey - BS 5839: Part 1: 2002 category L2 System (or European equivalent).

*(Where excessive disturbance to other occupiers is **likely** to occur from nuisance false alarms from operation of smoke detectors, an additional suitable system complying with BS 5839:Part 6:1995 could be considered within individual flats, which would be supplemented by a heat detector of the BS 5839:Part 1:L2 System located in the entrance hallway of the flat. This would provide increased protection for the occupant of the flat **and** reduce nuisance false alarms for the whole premise)*

L2 System = Automatic detection systems intended for the protection of life installed only in *defined parts of the protected building, including escape routes.

N.B. (i) *The provision of detectors in all rooms adjoining escape routes is now recommended, particularly for sleeping accommodation.*

(ii) Audibility of alarms requires that the minimum sound level should be 75dB (A) at the bedhead with all doors shut.

* In addition to the escape routes, the other areas to be protected would normally fall into the following two classes:

- (a) Those areas in which the normal occupants are especially vulnerable to the fire starting in their vicinity; and
- (b) Those areas having a particularly high probability of ignition and from which fire or fire products could spread to affect the building occupants e.g. kitchens.

Installation, Testing, Servicing & Maintenance

- * Systems should be installed by a competent person, who should certify that the installation complies with BS 5839: Part 1: 2002(or European equivalent). Copies of certificates (see annex G of BS5839:2002) for design, installation and commissioning of the fire alarm system confirming this standard will be required by the Fire Authority when requested to consult with the local authority.
- * The electrical supply to the fire warning system **must not** be via a card or prepayment meter. The supply must be uninterrupted and under the control of the Landlord.
- * To ensure the continuing good operation of the fire alarm system, routine inspections and tests should be undertaken as recommended in BS 5839 : Part 1: 2002 sections 6 & 7 which indicates the frequencies as follows:-

By User

Daily check;
 Weekly test;
(Monthly attention to Vented Batteries/automatically started emergency generators if applicable.)

By a Competent Person*

Quarterly inspection;
 Inspection and servicing (to be risk assessed, but not to exceed 6 monthly);
 Annual Service

Recording & Certification

Entries in the logbook must be provided following weekly, monthly and quarterly checks.
 A servicing certificate must be provided following servicing and any remedial work undertaken (which must also be entered in the users log book)

* Competent Person is described as “a person with the necessary training and experience, and with access to the requisite tools, equipment and information, and capable of carrying out a defined task”.

Structural Precautions

- Every wall which forms part of the protected route of escape, must be half hour fire resisting. Existing lath and plaster walls must retain their integrity and be in sound condition (the plaster must have a good key to the laths). Polystyrene tiles must be removed from ceilings. Where upgrading is necessary the application of 12.5mm plasterboard and 3mm skim coat to the risk side will provide the necessary fire resistance. Walls may be over boarded using long reach nails.
- A half hour fire resistant ceiling must separate any accommodation from the floor above. Existing ceilings construction with lath and plaster must be in sound condition (the plaster must have a good key to the laths). For separation between an occupied basement and the floor above, this resistance must be one hour. On un-boarded ceilings this can be achieved by overboarding with two layers of 12.5 mm plasterboard, fixed with staggered joints and 3mm skim coated.
- Where sleeping accommodation is provided in basements there must be an alternative means of escape via a door or suitable escape window to the external ground level in addition to the access route from within the house.
- Where an inner room (a room where the exit route would be through another room) is a bedroom on the ground or first floor then an escape window must be provided with an unobstructed opening that has an area of at least 0.33m² with no dimension being less than 450mm and with a cill height between 800 – 1100mm from the floor. For use in an emergency an additional key for the locking device must be permanently available from within the room. On second floors or higher, escape windows are not acceptable and an alternative route will be required. Further advice can be sought from the HMO team.
- Fire doors must be fitted to all habitable rooms, kitchens and rooms containing gas burning appliances. Each fire door set must comprise of a 30minute fire door hung on three brass or steel hinges and be complete with Intumescent strips and cold smoke seals. A closer must be fitted to the door which is adequate to the size and weight of the door, the closer must be adjusted to ensure that the door closes smoothly and quietly into the rebate of the door frame overcoming any latching device. All doors must fit correctly into the frame. Any lock or latch must be sleeved in Intumescent material.
- Existing doors may be capable of being upgraded to provide appropriate fire resistance. Any upgrading must be in accordance with BS476, and evidence provided to verify the conversion.
- Where glazing panels are fitted in or above doors or in walls they must be capable of providing at least the same fire resistance as the surrounding material.
- Locks on room doors and any other door leading from the unit of accommodation on to the protected route of escape and the final exit door(s) must be capable of being opened from the inside without the use of keys. Hasp and staple/padlock type of fastening to bedroom doors are not permitted.
- Any cupboard within the means of escape must not be used for the storage of combustible materials unless the access door meets the 30 minute standard and is kept locked.

Other Fire Precautions

- All escape routes must be kept clear of obstacles and combustible materials.
- A small fire blanket to BS EN 1869:1997 should be provided in each kitchen.
- The landlord must provide adequate fire safety instruction for residents and any employees. They must be brought to the attention of all tenants and must be kept available for inspection at the premises. A copy should be included with the application to satisfy management arrangements.
- A fire precaution log book must be used to record the periodic inspection and maintenance of the alarm system, fire fighting equipment and where applicable emergency lighting. It should be maintained and kept available for inspection at the premises. If the property is to be left untenanted for 4 weeks or longer, the systems and equipment must be checked before tenants take up occupancy and always before re-letting the accommodation.
- Any proposals to provide alternative means of protection in the event of fire e.g. sprinkler systems will be considered in consultation with the Fire Service.

- Emergency lighting may be required if the protected escape route is not provided with adequate background lighting either natural or borrowed from street lighting to ensure the safe movement to the final exit door(s). Where emergency lighting is provided it must comply with BS5266 Part 1: 1999.
- In those premises previously requiring a Fire Certificate compliance with these standards does not negate the requirement to carry out a risk assessment as required by the Regulatory Reform (Fire Safety) Order 2005. If you are unsure as to whether this is applicable to your property you must contact South Wales Fire and Rescue Service for further information telephone number is (01433) 232000.

10 General Conditions and Management Arrangements

In deciding whether the proposed management arrangements for the house are satisfactory, the Council must be satisfied that the person proposed to be responsible for the management structures and funding arrangements are suitable. The Licence holder must at all times comply with Management Regulations and any Approved Codes of Practice made under S233 of the Housing Act 2004

General Conditions

- The property must be in good repair and be structurally sound.
- The property must be kept in a clean condition and in internal good repair.
- The property must be maintained in good external repair.
- All reasonable efforts must be made to ensure that gardens, yards and paved areas are kept in good order and tidy condition and kept free from all accumulations of refuse and litter.
- A suitable wheeled bin of adequate capacity must be available for use to ensure the proper disposal of domestic refuse.
- All furniture, furnishings and other domestic contents provided by the landlord must be kept in good repair and serviceable condition.
- All windows in habitable rooms must be provided with suitable curtains or blinds.
- All electrical appliances provided by the landlord must be tested to determine safety for use and a record kept of the examination.

Property Management

The intended licence holder must provide evidence of the arrangements for the proper management of the property including appropriate finance. To satisfy this requirement the applicant must provide a statement detailing arrangements which cover the following matters:-

- Where a manager is employed, a declaration stating adequate funding is available to ensure compliance with these standards and relevant legislation.
- The periodic inspection of the property both internally and externally to identify where repair or maintenance is needed.
- Planned maintenance programmes.
- Measures to respond to problems identified through periodic inspections / planned maintenance and notification by tenants of defects.
- The visual inspection of items such as socket outlets, light switches and distribution boards at regular intervals and prior to the commencement of a tenancy and where the property is subject to the Health and safety at Work etc Act 1974 at intervals determined under a relevant risk assessment. The determination of the intervals for checking should be on a risk assessed basis (i.e. the likelihood of damage) and should always be carried out prior to the commencement of a new tenancy.
- Information provided to tenants and employees (if applicable) regarding the action to be taken in the event of a fire including details of the escape route.

The licence holder must provide the following documents to the council when requested

- Reports of the inspection and testing of the fire detection and alarm system and emergency lighting, where applicable.
- A CP12 Certificate of Gas Safety inspection must be provided where gas is used in the property. All gas appliances must be serviced annually.
- Electrical appliance safety test declarations.

Tenancy Management

The intended Licence holder must provide evidence of the arrangements for the proper management of the property. This evidence should form a statement which covers arrangements for

- Dealing with anti social behaviour practiced by occupants or persons visiting the HMO. Advice and assistance can be sought from the community safety warden tel 01633 222944.
- The enforcement of the tenancy agreement when appropriate.
- Tenants to report defects, including emergencies and tenancy issues.
- Providing instructions to tenants and any employees which detail action to be taken in the event of a fire, including the means of escape.

Management details including full name, address, contact phone numbers and email must be displayed in the property at all times and accessible to all tenants