Selective Licence Conditions

In these conditions, “house” is meant to refer to the building or part of a building, which is licensed under Part 3 of the Housing Act 2004.

“Authority” is meant to refer to the local housing authority, namely Salford City Council.

Housing Act 2004 Prescribed Conditions

1. If gas is supplied to the house, the Licence Holder must produce to the authority annually for their inspection, a gas safety certificate obtained in respect of the house within the last 12 months.

2. i) The Licence Holder must keep electrical appliances and furniture made available by him in the house in a safe condition: and

   ii) Must supply the authority, on demand, with a declaration by him as to the safety of such appliances and furniture.

3. i) The Licence Holder must ensure that smoke alarms are installed in the house and must keep them in proper working order: and

   ii) Must supply the authority, on demand, with a declaration by him as to the condition and positioning of such alarms.

4. The Licence Holder must provide each occupier of the house with a written statement of the conditions of the terms on which they occupy the house. The Licence Holder shall provide a copy of the said terms to the authority on demand.

5. The Licence Holder must obtain references from all persons who wish to occupy the house. The Licence Holder shall provide a copy of the said references to the authority on demand.

Conditions relating to Property

6. The Licence Holder will inform the authority any changes to the positioning or type of smoke alarm fitted in the property.

7. Where the property is a house in multiple occupation the Licence Holder must produce to the local housing authority annually for their inspection, a Fire Detection & Alarm System Certificate (in accordance with BS5839) obtained in respect of the house within the last 12 months.

8. i) The Licence Holder must produce to the authority a Periodic Electrical Report (PIR) carried out by a suitably qualified electrical contractor who must be registered/member of an approved body such as NICEIC, NAPIT, etc. or registered to undertake electrical works in accordance with Part P of the Building Regulations. This report must be no more than 5 years old and must be supplied to the landlord licensing team within the first twelve months of the licence period.
ii) The licence holder must ensure, throughout the period of the licence, that the premises are covered by a valid Periodic Electrical Report (PIR). Where a report expires during the term of the licence, an up-to-date report must be provided to the landlord licensing team within 28 days of the expiry date.

iii) Should the Periodic Electrical Report (PIR) specify the installation be unsatisfactory, the Licence Holder must ensure that such works are completed no later than 28 days following the date of the report and must inform the licensing team upon completion of such works.

iv) Should the Periodic Electrical Report (PIR) specify the installation be satisfactory, however, lists any other remedial works or recommendations, the Licence Holder must ensure that such works are completed no later than 12 months following the date of the report and must inform the licensing team upon completion of such works.

9. If accommodation within the house is provided on a furnished basis and includes electrical appliances, the Licence Holder must produce to the authority for their inspection a portable appliance test (PAT) certificate within the first twelve months of the licence period.

10. The licence holder must ensure, throughout the period of the licence, that the electrical appliances are covered by a valid portable appliance test (PAT) certificate. Where a PAT certificate expires during the term of the licence, an up-to-date certificate must be provided to the landlord licensing team within 28 days of the expiry date.

11. The Licence Holder must allow officers of the authority upon production by such officers of identification access to the house for the purpose of carrying out inspections of the house at all reasonable times.

12. The Licence Holder must provide adequate facilities for the storage and disposal of refuse and must outline to the occupiers of the house in writing their responsibilities in this respect.

13. The Licence Holder will ensure that any furniture supplied at the start of a tenancy or licence is in safe and good condition and maintained or replaced as far as it is the Licence Holders responsibility throughout the tenancy (under the terms and conditions of the licence or tenancy).

14. Where the property is let as furnished, the Licence Holder will ensure that there is either adequate and relevant insurance cover, or the appropriate means to replace furniture provided as part of that tenancy or licence, should it be damaged or stolen by persons other than the lawful occupier or occupiers of the unit of accommodation.

15. If the property is a HMO, the Licence Holder must ensure that the house is compliant with Salford City Council’s approved standards for Houses in Multiple Occupation, according to the type of accommodation offered. These standards will be reviewed periodically to ensure that they remain appropriate to the type of multi-occupied housing within the Council’s area and needs of residents.
16. Where any works are to be carried out to the house, the licence holder must ensure the appropriate consent from Building Control at Salford City Council is obtained prior to works commencing.

17. The Licence Holder must ensure that a Carbon Monoxide alarm is installed in the house and must be kept proper working order: and
   
   ii) Must supply the authority, on demand, with a declaration by him as to the condition and positioning of such alarms.

Management of the Licensed Property
18. The Licence Holder must provide the occupiers of the house and the occupiers of any adjoining properties, with details of the following:

   - Name of the licence holder or managing agent;
   - A contact address and daytime telephone number;
   - An emergency contact telephone number.

This information must be supplied within 28 days and if the property is a HMO it should be clearly displayed in a prominent position within the house. An emergency contact telephone number for the licence holder and/or management agency shall also be available and notified to the authority.

19. The Licence Holder shall ensure that occupants of the house receive written confirmation detailing arrangements in place to deal with repair issues and emergencies should they arise.

20. The Licence Holder must ensure that all repairs to the house or any installations, facilities or equipment within it are to be carried out by competent and reputable persons and that they are completed to a reasonable standard.

21. The Licence Holder will provide each occupant of the house with copies of user manuals for any installations or equipment provided as part of the agreement for the occupation of the house.

22. Where the property is a House in Multiple Occupation, the Licence Holder shall display at all times it is in force, a copy of the licence certificate and licence conditions in a prominent position inside the house where all occupiers will be able to view the said documents. Where the property is occupied by a single household, the licence holder shall provide the tenants with a copy of the licence certificate and licence conditions which is in force.

23. The Licence Holder will arrange to undertake a detailed inventory to be agreed with each occupant upon commencement of their occupation of the house and kept on file by the licence holder at their business address. (Draft Inventory forms are available from Salford City Council).

24. The Licence Holder will not discriminate against prospective occupiers of the house on the grounds of race, disability, gender, religion or sexual orientation.
25. The Licence Holder must ensure that all information and documents that are provided by the landlord to their tenants are in a language/form that they can understand.

26. The Licence Holder must act lawfully and reasonably in requiring any advanced payments from occupiers, in handling rents, in returning deposits and in making deductions from deposits. The Licence Holder will provide any occupiers/prospective occupier with the following information:

- The amount of rent payable;
- The details of any deposit required;
- Details of what the deposit covers and arrangements for return;
- The frequency of payments;
- The details of any utilities or other charges included in the rent;
- The responsibility for payment of Council Tax;
- The responsibility for payment of utilities and arranging provision of such.

27. The Licence Holder and/or his manager shall undertake property management training courses where required to do so by the authority.

28. The Licence Holder and/or his manager are required to make no less than quarterly visits to the property. In the event a payment of rent is missed, a visit must be made to the property no later than one month from the date the payment was due, to ensure that the property is secure and has not been abandoned.

29. The Licence Holder and his managing agent must inform the licensing team of the authority within ten working days of any changes in their circumstances as follows:

1) Details of any unspent convictions not previously disclosed to the Local Authority that may be relevant to the Licence Holder and/or the property manager and their fit and proper person status and in particular any such conviction in respect of any offence involving fraud or dishonesty, or violence or drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003;

2) Details of any finding by a court or tribunal against the Licence Holder and/or the manager that he/she has practiced unlawful discrimination on grounds of sex, colour, race, ethnic or national origin or disability in, or in connection with, the carrying on of any business;

3) Details of any contravention on the part of the Licence Holder or manager of any provision of any enactment relating to housing, public health, environmental health or landlord and tenant law which led to civil or criminal proceedings resulting in a judgment or finding being made against him/her;
4) Information about any property the Licence Holder or manager owns or manages or has owned or managed which has been the subject of:
   i. A control order under section 379 of the Housing Act 1985 in the five years preceding the date of the application; or
   ii. Any appropriate enforcement action described in section 5(2) of the Act;
5) Information about any property the Licence Holder or manager owns or manages or has owned or managed for which a local housing authority has refused to grant a licence under Part 2 or 3 of the Act, or has revoked a licence in consequence of the Licence Holder breaching the conditions of his/her licence;
6) Information about any property the Licence Holder or manager owns or manages or has owned or managed that has been the subject of an interim or final management order under the Housing Act 2004;
7) Advertising of the property for sale;
8) Change in managing agent or the instruction of a managing agent;
9) Change of address of Licence Holder or Landlord
10) The undertaking of any substantial works to the property including conversions and modernisations.

30. The Licence Holder is required upon request by the authority during the period of the licence issued, to complete and return to the authority, an energy efficiency assessment questionnaire of the licensed property.

31. The Licence Holder must complete and return any correspondence from the Housing Crime Reduction Team regarding the closure of rear alleyways using gating in the vicinity of the house. Such correspondence must be returned as requested in the correspondence supplied.

32. Where there are alley-gates installed to the rear of the licensed property, the Licence Holder must:
   - Take responsibility for holding a key for any alley-gates which are in place or which are installed; and
   - At the time of letting, provide all new tenants with details of Salford City Council’s, Housing Crime Reduction Team (0161 604 7719) along with instructions on how to obtain a key.
   - Ensure that all new tenants are advised of the need to keep the alley gates locked.

33. The Licence Holder must ensure that any persons involved with the management of the house are to the best of their knowledge “fit and proper persons” for the purposes of the Act.

34. The Licence Holder must ensure that the water supply and drainage system serving the house is maintained in good, clean and working order.

35. The Licence Holder must not unreasonably cause or permit the water supply or drainage system that is used by the occupiers of the house to be interrupted.
36. The Licence Holder must not unreasonably cause the gas or electricity supply that is used by occupiers of the property to be interrupted.

37. The Licence Holder must take reasonable steps to protect occupants from injury especially in relation to:

   a. Any roof or balcony that is unsafe - ensuring that it is either made safe or access to it restricted.
   b. Any windowsill that is at floor level - ensuring that bars or other such safeguards are fitted as necessary to protect occupants from falling.

38. The Licence Holder must ensure that all common parts and fixtures are maintained and in a safe condition including handrails, windows, stair coverings, fixtures, fittings and appliances.

39. The Licence Holder must provide each occupier of the house with an Energy Performance Certificate (where applicable). The Licence Holder shall provide a copy of the said certificate to the authority on demand.

40. The Licence Holder must provide each occupier of the house with a copy of the Licence Conditions which are currently in force.

**Security**

41. Where window locks are fitted, the Licence Holder will ensure that keys are provided to the relevant occupants. All windows locks which are fitted must comply with the relevant British Standard applicable at the time of fitting or subsequent replacement.

42. Where a burglar alarm is fitted to the house, the Licence Holder will inform the occupant in writing as to how it is operated, how the code may be changed and in what circumstances they are allowed to do so.

43. All door locks which are fitted must comply with the relevant British Standard applicable at the time of fitting and any subsequent replacement. Where previous occupants have not surrendered keys, the Licence Holder will arrange for a lock change to be undertaken, prior to new occupants moving in.

44. All new occupants must be provided with written information advising how they can reduce the likelihood of being a victim of burglary by ensuring that all reasonable steps are taken to secure the house e.g. by locking external doors, closing and locking windows, security marking personal valuables etc.

**Preventing and Dealing With Anti-Social Behaviour**

45. The Licence Holder must take all reasonable and all practicable steps for preventing and dealing effectively with anti-social behaviour, including ensuring that any future written statement of the terms and conditions on which the house is occupied contains a clause holding the occupants responsible for any anti-social behaviour by themselves and/or their visitors. The Licence Holder must ensure that all occupants are aware of the existence of this clause by advising them upon taking up residence. The Licence Holder and/or his manager are required to undertake an
incremental process of investigation of any complaints which have been made either directly to them, or via the Local Authority, regarding their occupiers. For the purposes of these conditions, anti-social behaviour is taken to comprise behaviour by the occupants of the house and/or their visitors, which causes or is likely to cause harassment, alarm, distress, nuisance or annoyance to other occupants of the house, to anyone who visits the house, including communal areas, or to persons residing in, visiting or working in the locality of the house.

46. The Licence Holder and/or his manager are required to provide upon request to the Local Authority information regarding the full names and dates of birth of each occupant.

47. The Licence Holder will ensure that the occupants of the house are aware of the services available to them and how they can report nuisance and anti-social behaviour to the authority.

48. The Licence Holder and/or their nominated agent must have the facilities to receive and respond to initial complaints about their occupiers’ behaviour.

**Occupation**

49. The Licence Holder must ensure that only bedrooms are to be used to sleep in. No persons shall sleep within any common areas including shared lounges.

50. The use and level of occupancy of each unit of accommodation shall not be changed without the prior written approval of the authority.

**Environmental management/amenity of the neighbourhood**

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

52. The Licence Holder must ensure that all outbuildings, yards, forecourts and gardens surrounding the house are maintained, in repair and kept in a clean, tidy and safe condition and free from infestations.

53. The Licence Holder shall ensure that suitable and adequate provision for refuse storage and collection is made at the house and that the Council’s arrangements for refuse collection including recycling are adhered to. This shall include the provision of closable bins of suitable capacity as specified by the Council. Arrangements shall be made immediately for the proper collection and disposal of any rubbish additional to that within the bins and such rubbish shall be stored within the curtilage of the property at the rear if feasible. The Licence Holder shall ensure that all refuse containers are returned within the curtilage of the property on the same day that they are emptied by the Council.