

## **Selective Licensing Conditions**

### **MANDATORY CONDITIONS IMPOSED BY PART 3, SCHEDULE 4 OF THE HOUSING ACT 2004 (AS AMENDED)**

1. If gas is supplied to the house the licence holder must produce to the Council annually for inspection a Gas Safety Certificate obtained in respect of the house within the last 12 months.
  
2. The licence holder must keep electrical appliances and furniture supplied by him in the house in a safe condition, and, on demand, to supply the Council with a declaration as to the safety of such appliances and furniture.
  
3. The licence holder must –
  - i) ensure that a smoke alarm is installed on each storey of the house on which there is a room used wholly or partly as living accommodation, and
  - ii) keep each such alarm in property working order.
  - iii) supply to the Council, on demand, with a declaration by him as to the condition and positioning of such alarms.

This condition applies to a bathroom and lavatory which are treated as a room used as living accommodation.

4. The licence holder must –
  - i) 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; and
  - ii) to keep any such alarm in proper working order; and
  - iii) to supply to the Council, on demand, with a declaration by him as to the condition and positioning of such alarms.

This condition applies to a bathroom and lavatory which are treated as a room used as living accommodation. "Room" also includes a hall or landing.

5. The licence holder must supply the occupier(s) of the house with a written statement of the terms on which they occupy it (tenancy agreement).

**ADDITIONAL CONDITIONS IMPOSED UNDER SECTION 90 OF THE HOUSING  
ACT 2004 (AS AMENDED)**

- 6 Where the gas supply to the house has been disconnected, for whatever reason, the Council requires the licence holder to ensure that the gas supply is cut off by a Gas Safe registered engineer and that they have issued a certificate to confirm that the gas has been cut off, and that the certificate must be provided to the Council's Selective Licensing team within 14 days of the gas being disconnected.
  
- 7 The licence holder and their managing agent must provide the Council up to date contact details including a telephone number so that problems with the house can be addressed quickly.
  
- 8 The licence holder and their managing agent must inform the Council within 14 days of any changes in their circumstances as follows:
  - i) Details of new convictions/cautions not previously disclosed to the Council that may be relevant to the Licence Holder and/or his managing agent and their fit and proper person status; and
  - ii) Information about any property the Licence Holder and/or his managing agent owns or manages which a Local Housing Authority has refused to grant a licence or revoked a licence under Part 2 or 3 of the Housing Act 2004; and
  - iii) Change in ownership or management of the licensed property; and
  - iv) Change of address of the Licence holder or landlord; and
  - v) Change in managing agent or the instruction of a managing agent
  - vi) Advertising the property for sale
  
- 9 The licence holder must provide all occupiers of the property at the start of their tenancy with the name(s) of the licence holder and/or manager including a contact address, day time telephone number and an emergency telephone number.
  
- 10 The above information must be clearly displayed in a prominent position inside the property where all occupiers are able to view the said information.

- 11 The licence holder must ensure that the occupants of the property receive written confirmation detailing the arrangements that have been put into place to deal with repair issues and emergencies should they arise. This should include management arrangements that will be put into place in the licence holder's absence.
- 12 The licence holder must display at all times a copy of the licence certificate and conditions in a prominent position inside the property where all occupiers are able to view the said document.
- 13 The licence holder should advise all new tenants to contact the Fire Service for a free Home Safety Fire Check. They can request a Safe and Well visit by calling 0800 085 0767 or make a request online through the Surrey County Council webpage at:- <https://www.surreycc.gov.uk/people-and-community/fire-and-rescue/keeping-safe-from-fire/what-to-do-before-and-after-a-fire>
- 14 The licence holder must obtain references from any persons seeking to occupy any part of the house prior to their occupation.
- 15 The licence holder must take reasonable and practicable steps to prevent and deal with anti-social behaviour by persons occupying or visiting the property and shall if appropriate take legal advice and act either to issue formal warnings or evict those responsible for the anti-social behaviour.
- 16 The licence holder must take reasonable and effective steps to deal with any complaints regarding anti-social behaviour by the occupants and/or their visitors of the house made directly to them or via the Council.
- 17 The licence holder shall keep a record of all complaints made directly to them or via the Council regarding anti-social behaviour by occupants and/or their visitors of the house, and on demand from the Council's Selective Licensing team, provide details including copies of warning letters, notices seeking possession, within 14 days of it being demanded.

**The record shall include the:**

- i) Date and time of complaint;
- ii) Name and address of complainant (person making complaint);
- iii) Date and time of incident;
- iv) Details of the incident/complaint (location, what exactly happened, who was involved);
- v) Details of any witnesses;
- vi) Name and address of the alleged 'perpetrator', and;
- vii) Action taken by the licence holder to resolve the problem (e.g. contact made with the 'alleged perpetrator'; face to face or by letter or both).

18 A sign must be displayed at all times in a prominent position in the hallway/common area of the house stating that anti-social behaviour in the premises will not be tolerated.