

# Selective Licensing



# Proposed Licence Conditions

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## Occupation of the property

Written tenancy agreements and references

1. The licence holder shall retain copies of all tenancy and/or licence agreements for the duration of the licence and ensure that all occupants of the property are provided with such an agreement at the beginning of their occupancy. The licence holder shall provide a copy to Redbridge Council within 21 days of receiving a written demand.
2. The license holder shall demand references from all persons who wish to occupy the premises. The reference should satisfy the licence holder of the prospective occupier's: identity, good character, right to rent (see: <https://www.gov.uk/check-tenant-right-to-rent-documents/who-to-check>), their ability to pay rent and good previous tenant history. Good references will mitigate the likelihood of the occupants causing anti-social behaviour within the area. No new occupiers shall be allowed to occupy the premises if they are unable to provide suitable references.
3. In the case of verbal references, the licence-holder must make a written record of the reference including the date obtained and their name, address and telephone number of the person providing the reference. The licence holder shall retain all references for the duration of the licence and provide *a copy to Redbridge Council within 21 days of receiving a written demand*. This condition applies to any agreement made on or after the licence is granted.

## Health & Safety

### Gas safety

4. The licence holder shall, if gas is supplied to the property, obtain, keep, and provide Redbridge Council annually (for their inspection) a valid gas safety certificate obtained in respect of the property within the duration of the licence or in the last 7 years. *The licence holder shall provide to Redbridge Council a gas safety certificate within 21 days of receiving a written demand.*

## Electrical appliances and furniture

5. The licence holder shall keep electrical installations and appliances made available by him/her in a safe condition and proper working order. Along with a valid Electrical Installation Condition Report (EICR), the Licence Holder should obtain an electrical portable appliance test report in respect of all portable electrical appliances that are provided by the landlord every 12 months.  
*The licence holder shall provide Redbridge Council such documents within 21 days of receiving a written demand.*

**Please note** "electrical installation" means fixed electrical cables or fixed electrical equipment located on the consumer's side of the electricity supply meter.

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6. The licence holder shall keep and maintain all furniture made available in the property in a safe condition and comply with the current Fire Safety Legislation and should be labelled accordingly. *The licence holder shall provide to Redbridge Council, with a declaration by him/her as to the safety of such furniture. within 21 days of receiving a written demand.*

## Smoke alarms & carbon monoxide alarms

7. The licence holder shall ensure that a smoke alarm is installed on each floor of the property on which there is a room used, wholly or partly, as living accommodation and the alarm shall be kept in proper working order. *The license holder shall provide to Redbridge Council a declaration as to the condition and positioning of such alarms within 21 days of receiving a written demand.*
8. The licence holder must ensure that:
  - a. A carbon monoxide alarm is installed in any room which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance; and that
  - b. Any such alarm is kept in proper working order; and that
  - c. Redbridge Council is provided with a declaration as to the condition and positioning of such alarms within 21 days of receiving a written demand

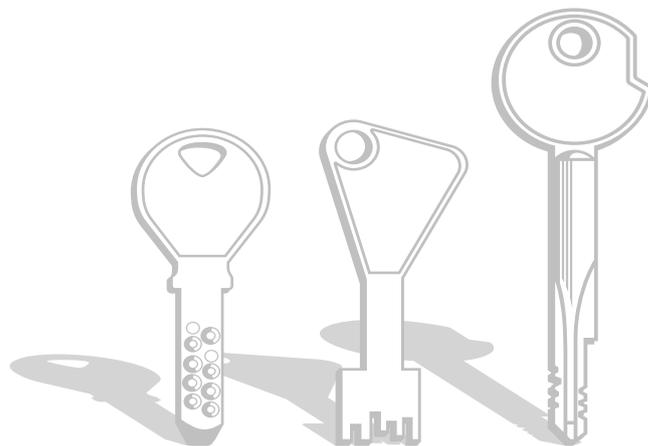
**Please note** for Condition 7 & 8 a “room” includes halls and landings; and bathrooms and lavatories all of which are recognised as living accommodation.

## Property Management, inspections, and maintenance

9. The licence holder shall ensure that inspections of the property are carried out at least every six (6) months to identify any problems relating to pest infestation, the general condition of the premises, the occupation and the management of the property and a log shall be kept recording inspection details. Redbridge Council may increase the required frequency of such inspections if it has good reason to be concerned about the condition, occupation or management of the property. A log shall be kept recording inspection details which shall include;
  - a. the date and time of inspection
  - b. name of person conducting the inspection, issues found, and actions taken*The licence holder shall provide a copy of the log to Redbridge Council within 21 days of receiving a written demand.*
10. Upon the licence holder becoming aware of a pest problem or infestation at the property, they shall take steps within 7 days to ensure that an appropriate treatment programme is arranged to eradicate the pest infestation. Records of such treatment programmes shall be kept for the duration of the tenancy agreement or the licence (whichever is the longest) and *shall be provided to Redbridge Council within 21 days of receiving a written demand.*

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11. The Licence Holder shall ensure that any repairs, improvement works or treatments at the property are carried out by competent persons who are employed directly by the Licence Holder or an agent/employee of the Licence Holder. Copies of receipts and/or invoices for any such works must be provided to Redbridge Council *within 21 days of receiving a written demand*.
12. The licence holder shall keep copies of any complaints and/or correspondence relating to pest control, disrepair, and anti-social behaviour at the property for 3 years and the response provided. *The licence holder shall provide a copy of the log to Redbridge Council within 21 days of receiving a written demand.*
13. The licence holder shall ensure that suitable and sufficient refuse and recycling bins with lids or other suitable receptacles are made available to the occupiers of the property for the storage and disposal of waste pending collection. The licence holder shall ensure that all tenants on commencement of tenancy are given details about the refuse storage arrangements, including the collection date for refuse, recycling, and green waste and how to present their waste for collection. (See: <https://www.redbridge.gov.uk/bins-waste-and-recycling/> for further information)
14. The licence holder shall ensure that no refuse or bulky waste items are kept in the front or rear garden other than in an appropriate storage container for that purpose. If a bulky waste collection has been arranged, the items to be collected may be placed in the front garden awaiting collection on that day only. If the licence holder becomes aware of the occupiers or visitors breaching this, then they must ensure that a warning letter is sent to the occupiers within 7 days advising them to remove the items immediately. *A copy must be kept and must be provided to the Redbridge Council within 21 days of receiving a written demand.*
15. The licence holder shall put appropriate management and monitoring systems in place to ensure that all gardens, yards, and forecourts within the curtilage of the property are kept in a reasonably clean and tidy condition and that any boundary fence or wall is maintained in a safe and secure condition.
16. The licence holder shall ensure that all outhouses, garages, sheds, and other structures are kept secure and are not used for living or sleeping accommodation without prior written consent from Redbridge Council.



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## Management of the licensed property

### Material changes of circumstance

17. The licence holder shall inform Redbridge Council in writing within 21 days of any of the following:
- change in ownership or management of the property
  - any proposed changes to the construction or layout that would affect the licence or licence conditions; and
  - any changes to their circumstances which could affect their “fit and proper” person status i.e., any cautions or convictions for any offence involving fraud or other dishonesty, violence, drugs, discrimination, or breach of housing or landlord / tenant law
  - a change of property manager
  - a change of address of the Licence Holder or property manager
  - any application to planning for “change of use” of the property or part of such as: Use Class C3 (single dwelling) to Use Class C4 (small HMO) or from C3 to use class Sui Generis (large HMO) and to provide a copy of planning consent and, if applicable, building regulation certificates if approved  
<https://www.redbridge.gov.uk/planning-and-building/>

### Access

18. The licence holder must arrange for access to be granted at any reasonable time, ensuring that this is done with the tenant’s permission and adequate notice is provided to him/her, 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.

## Manager’s responsibility to comply with licence conditions

19. If the Licence Holder appoints a person to manage the property during the period of the licence, he or she must obtain from the manager a written declaration identifying the licence conditions, above and below confirming he or she has read and understood them and agrees to be bound to them.

## Manager and /or Licence Holder’s management training & development

20. If the licence holder and/or the property manager does not hold a valid landlord accreditation certificate they must complete a landlord accreditation course organised by the London Landlord Accreditation Scheme (LLAS), or similar organisation or attend a minimum of 5 hours training provided by another recognised training provider within 18 months of the date of issue of the full licence to prove their competency in managing the property well.

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## Tenancy management

21. The Licence Holder must ensure that occupants of the property receive written notice about how they should report disrepair and maintenance issues and how to deal with emergencies, should they arise. *Copies of the written statement of terms must be provided to the Redbridge Council within 21 days upon demand.*
22. The licence holder shall provide to Redbridge Council the names, ages and numbers and relationship of individuals accommodated in the property *at that time within 21 days of receiving a written demand.* This is to ensure the correct number of occupants are in situ for the duration of the licence.
23. The licence holder shall give the tenant(s) a copy of the licence to which these conditions relate at the start of their tenancy together with an emergency contact number for the licence holder or manager of the property.
24. The Licence Holder shall not permit any person who in their knowledge has:
  - a) been found not to be a Fit and Proper person, or
  - b) been made subject to a Banning Order under the Housing and Planning Act 2016 to have control or management of the property or be able to carry out or arrange any repair, improvement, or other building works at the property
25. The Licence Holder must ensure that any deposit taken under an assured shorthold tenancy is protected by placing it in an authorised tenancy deposit scheme. The tenant must be given the prescribed information about the scheme. The Licence Holder must ensure compliance with the requirements of the scheme and the operation of Part 6 in Chapter 4, Housing Act 2004 within the statutory time limit (currently 30 days). *A copy of the prescribed information given must be provided to Redbridge Council within 21 days of demand.*
26. The Licence Holder must provide to Redbridge Council, in writing, details of the tenancy management arrangements that have been agreed with the tenants to prevent or reduce anti-social behaviour by persons occupying or visiting the property, within 21 days on demand. Such arrangements should include:
  - a. Notification of an emergency 24hr contact number (including out of hours response arrangements)
  - b. Notification of arrangements for the disposal of rubbish and bulky waste
  - c. Written records of property inspections for management and repair issues
27. If an occupant misses a rent payment, the Licence Holder must ensure that the occupant is contacted to ascertain whether he or she still occupies the property; and must ensure that a record of any such contact is kept. If no such contact is or can be made, the Licence Holder must ensure that the property is visited, no later than one month after the date on which the payment became due, to ensure that the property is secure and has not been abandoned.

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28. If previous occupants have not surrendered all copies of keys to the access doors to the property, or to the doors of dwellings within the property, the Licence Holder must ensure that the relevant locks are changed, before new occupants move in.

## Financial Management

29. When rent or licence fees are collected or received in cash from the occupiers, a written rent receipt must be given to the occupiers, within 7 days of receiving the rent. (This can be an email or written invoice confirming to the tenant, the date and amount paid.) *Copies of the rent receipts and records must be provided to Redbridge Council within 21 days on demand.*

## Measures to address Anti-Social Behaviour [ASB]

30. The Licence Holder must ensure that all reasonable and practicable steps are taken to prevent and deal effectively with anti-social behaviour [ASB] resulting from the conduct of occupiers of, or visitors to, the dwelling and must comply with the requirements of paragraphs (a) to (f) below (If the Licence Holder has an agent it is still the Licence Holder's responsibility to ensure their agent acts on their behalf in compliance of the conditions) For the purpose of these conditions, anti-social behaviour is taken to comprise behaviour by the occupants of the property and/or their visitors, which causes a nuisance or annoyance to other occupants of the property, to lawful visitors to the property or to persons residing in or lawfully visiting the locality of the property.
  - a. If the Licence Holder receives a complaint from any person or organisation (including the Council) regarding antisocial behaviour involving the occupiers of or visitors to the property, the Licence Holder must ensure that the occupiers are contacted within 7 days of receiving the complaint. The Licence Holder must ensure that the occupiers are informed in writing of the allegations of the ASB and of the consequences of its continuation.
  - b. If the Licence Holder is informed by Redbridge Council, Police or other organisation that any occupiers have entered into a Community Resolution; or have been issued with an Acceptable Behaviour Contract; or a civil injunction has been obtained against the occupiers; or if the occupiers have been prosecuted in relation to ASB, the Licence Holder must either visit the property within 7 days of being notified or ensure that it is visited by the person managing the property. The occupiers must be provided with a warning letter advising them (amongst other things) that their behaviour is not acceptable, that they are responsible for the conduct of their visitors, the impact on the victims and local community, and of the consequences of its continuation.
  - c. Any letters, emails, legal notices, or other documents relating to ASB, which are sent or received by the Licence Holder, or the agent on behalf of the Licence Holder, must be copied and kept for 5 years by the Licence Holder.
  - d. Where the Licence Holder has reasonable grounds to suspect that the ASB involves criminal activity the Licence Holder must ensure that the appropriate authorities are informed.

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- e. The Licence Holder shall co-operate with the Police and Council in resolving ASB in any licensed property under their control. Such co-operation includes attending or being represented at any case conferences or multiagency meetings and providing information to the Police or the Authority when requested.
  - f. *Any correspondence, letters and records referred to in conditions 38 (a) to (e) must be provided by the Licence Holder to Redbridge Council within 21 days of demand.*
31. The licence holder shall not allow off-street parking which involves mechanical vehicular travel across a footway or verge unless an appropriate footway crossing and dropped kerb has been installed, as approved by the Highways Department.