

Bill Cullen MBA (ISM), BA (Hons) MRTPI

Chief Executive

Please ask for: Joe Ford

Direct Dial: 01455 265 408

My Ref: 24/00443/HMO

Your Ref: 7 Queens Road

Email: joe.ford@hinckley-bosworth.gov.uk

Date: 06 December 2024



Hinckley & Bosworth
Borough Council

Moneyrow Properties

1 Market Hill

Calne

Wiltshire

SN11 0BT

Dear Moneyrow Properties

Housing Act 2004 – Part 2 Licensing of Houses in Multiple Occupation

Section 64 – Grant of licence

Re: 7 Queens Road Hinckley Leicestershire LE10 1ED

I write further to the notice of intention to grant a licence that was sent to you on 31st October 2024, I note that we have not received any representations from you or any other relevant persons. The council have now decided to grant a Licence to 7 Queens Road Hinckley Leicestershire LE10 1ED, as a House in Multiple Occupation (HMO). Enclosed is the licence a notice of our decision and the supporting licence documents.

Please ensure that a copy of the laminated licence document is displayed in a prominent position within the common parts of the property. You are also advised to display a copy of the licence conditions.

As the licence holder you are responsible for complying with the conditions of the licence. If the conditions are breached the council may instigate legal proceedings against you, which could result in an unlimited fine or a civil penalty of up to £30,000 for each offence.

The licence specifies that the maximum permitted number of persons that may occupy the property is **10 persons**. You will note that this is more than you have individual bedrooms for. This does not mean you have to occupy the premises with this many persons and in any case any more permanent occupants than 6 shall require a planning application being made to the council. However, if your letting arrangements do change in the future and planning permission is sought and obtained, you would be entitled then to occupy the premises with up to a maximum of 10 persons as per the conditions of the licence.

The Council accepts no responsibility or liability in respect of the condition of these premises or for any breaches of licensing conditions. Likewise the issue of this Licence does not infer that the Council is satisfied that this property is entirely free from unacceptable hazards.



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The Licence is for a period of **5 years** commencing on the date specified on the Licence.

During the period of the licence you must notify the Council if there is any variation in any of the particulars supplied with the application.

Over the course of the licence period, the council shall complete announced, or as need be unannounced, inspections of the premises in order to check compliance with the licence conditions and other laws applicable to HMOs. Landlords should be aware as well that other enforcing authorities such as Leicestershire Fire and Rescue Service may also have cause to complete inspections of licensed HMOs.

If you wish at some point during the term of the licence to delegate the responsibility of 'Management of the property' to another person, any such person must be a 'fit and proper person' and demonstrate to the council that they are competent to be involved in the management of the property before you appoint them in this role. Please contact the Private Sector Housing team at the council for further information on this.

Before the end of the licence period you should contact the Council to determine whether you are required to renew the licence.

If you have any queries about the licence, conditions or other documents enclosed with this letter please feel free to write to or call me at the details at the top of this letter and I will endeavour to assist you.

Yours sincerely

Joe Ford

Joe Ford
Environmental Health Officer
Private Sector Housing

Enclosures:

1. Notice of decision to grant a licence
2. Licence
3. Schedule 1 Licence Conditions
4. Schedule 2 Licence Conditions
5. The Management of Houses in Multiple Occupation (England) Regulations 2006



**HOUSING ACT 2004
Schedule 5, Paragraph 7**

**Hinckley & Bosworth
Borough Council**

Notice of Decision to Grant a Licence

To: Mr Ricky Sangra
Of: Citrine Rose Limited
925 Finchley Road
London
NW11 7PE

Hinckley & Bosworth Borough Council ("the Authority") on 26 August 2024 received from Mr Ricky Sangra an application to license a House in Multiple Occupation (HMO), namely:

7 Queens Road Hinckley Leicestershire LE10 1ED

On 31st October 2024 the Authority served a notice that they proposed to grant a licence. As no representations have been made in accordance with that notice, and the notice was not withdrawn, on **06 December 2024** the Authority made the decision to grant the licence for the following reasons:

1. The HMO is one to which Part 2 of the Housing Act 2004 applies and it is required to be licensed under that Part from 1 October 2018.
2. By the imposition of conditions under section 67 and Schedule 4 of the Housing Act 2004 the HMO can be made reasonably suitable for occupation by **10 persons**.
3. No banning order under section 16 of the Housing and Planning Act 2016 is in force against a person who owns an estate or interest in the house or part of it, and is a lessor or licensor of the house or part.
4. The proposed licence holder:
 - (i) is a Fit and Proper person to be the licence holder; and
 - (ii) is, out of all the persons reasonably available to be licence holder in respect of the house, the most appropriate person to be the licence holder.
5. The proposed manager of the house:
 - (i) is a person who is the person having control of the house

- COPY
- (ii) is a Fit and Proper person to be the manager, and
 - (iii) has a sufficient level of competence to be so involved

6. The proposed management arrangements for the house are otherwise satisfactory.

The operative time the grant of a licence comes into force will be **28 days** from the date the decision was made without an appeal having been made.

An appeal against a decision to grant a licence may be made to the First-Tier Tribunal (Property Chamber) Centre City Tower, 5-7 Hill Street, Birmingham, B5 4UU; Tel: 0121 600 7888; Fax: 01264 785 122; rpmidland@justice.gov.uk within the period of 28 days beginning with the date on which the decision was made.

R.A. Leach

Dated: 6 December 2024

Signed:

Rosemary Leach
Environmental Services Manager

Please address any communications to:

Private Sector Housing

Hinckley & Bosworth Borough Council

Hinckley Hub, Rugby Road, Hinckley, Leicestershire LE10 0FR

Tel: 01455 238141

Email: privatesectorhousing@hinckley-bosworth.gov.uk



Hinckley & Bosworth
Borough Council

HOUSING ACT 2004 – Section 64

Licence of House in Multiple Occupation

Hinckley and Bosworth Borough Council ("the Authority") Hereby grant to:

of Mr Ricky Sangra
Citrine Rose Limited
925 Finchley Road
London
NW11 7PE

Licence under section 64 of the Housing Act 2004, subject to the conditions set out in Schedule 1 and Schedule 2 attached, in respect of the premises situated at:

7 Queens Road Hinckley Leicestershire LE10 1ED

The Authority has decided that the house is reasonably suitable for occupation by not more than a maximum of **10 persons**.

The Licence is granted this day, **9 December 2024**. It shall come into force on **6 January 2025** and shall remain in effect for a period of **5 years** from that date unless previously revoked.

Number of Schedule 1 attachments: 4 pages (32 Conditions)

Number of Schedule 2 attachments: 7 pages (43 Conditions)

Dated: 9 December 2024

Signed:

Rosemary Leach
Environmental Services Manager

Please address any enquiries concerning this licence to:

Hinckley & Bosworth Borough Council | Private Sector Housing
Hinckley Hub, Rugby Road, Hinckley, Leicestershire, LE10 0FR
T: 01455 238141 | E: privatesectorhousing@hinckley-bosworth.gov.uk

Licence Conditions for House in Multiple Occupation



7 Queens Road Hinckley Leicestershire LE10 1ED

Hinckley & Bosworth
Borough Council

SCHEDULE 1

Conditions which incorporate the mandatory requirements (Comprising 4 pages incorporating 32 conditions)

Gas safety

1. If gas is supplied to the house, the licence holder shall ensure compliance with the Gas Safety (Installation and Use) Regulations 1998 (or any Regulations which subsequently replace these) and, in particular, shall -
 - ensure that an annual safety check and routine maintenance is carried out by a Gas Safe registered engineer on each gas appliance/installation and gas pipe work in the property
 - submit to the Council within 7 days upon demand an annual Gas Safety record in respect of the property.
 - keep a record of each Gas Safety record for at least two years
 - either provide a copy of the current gas safety record to each occupier or display a copy within a pertinent position within the building.

Safety of electrical appliances

2. The licence holder shall ensure compliance with the Electrical Equipment (Safety) Regulations 1994 (or any Regulations which subsequently replace these).
3. The licence holder shall ensure that all electrical appliances, which they make available in the property, are kept in a safe condition and in proper working order.
4. The licence holder shall ensure that all electrical appliances made available in the house by them are inspected visually for defects (e.g. frayed wiring, badly fitting plugs etc) at the beginning of each occupancy, regularly thereafter and in any event every two years.
5. The licence holder shall ensure that earthed equipment (Class 1) e.g. kettles and irons, and the associated leads and plugs, made available by them are tested at the point of supply, and at least every two years thereafter (more often if deemed necessary by a risk assessment undertaken by the licence holder). A person competent in the use of the testing equipment shall undertake this test who has the appropriate electrical knowledge and training (i.e. a competent electrician or other person in possession of a City and Guilds Certificate 2377).
6. The licence holder shall ensure that any electrical appliances certified as being unsafe are immediately removed from the house and replaced accordingly.
7. The licence holder shall ensure that a written record of visual inspections and tests is maintained.

8. The licence holder shall submit to the Council within 7 days upon demand a declaration as to the safety of electrical appliances.

Furniture and Furnishings (Fire safety)

9. The licence holder shall ensure compliance with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended 1989, 1993 and 2010) (or any Regulations which subsequently replace these) in respect of any upholstered furniture supplied by them, including chairs, sofas, children's furniture, beds, upholstered head boards, mattresses, scatter cushions, seat pads, pillows and upholstered garden furniture.
10. The licence holder shall ensure that all furniture made available by them is kept in a safe condition.
11. The licence holder shall, submit to the Council within 7 days upon demand a declaration as to the safety of such furniture.

Smoke Alarms / Fire Detection Systems

12. The licence holder shall ensure that at all times a minimum of a Grade A, LD2 fire detection and alarm system is designed and installed in accordance with the recommendations of BS 5839-1:2017 Section 1 to Section 4 inclusive (except those clauses which need to be substituted with BS 5839-6:2019) according to the accommodation provided, and this is maintained in proper working order at all times.
13. The licence holder shall ensure that the fire alarm system in the house is thereafter inspected, tested and serviced in accordance with BS 5839-1:2017 (or any British Standard which subsequently replaces this). Checks on the system shall be made in line with the recommendations identified in the Fire Risk Assessment which is to be maintained, and, as a minimum the following shall be carried out in accordance with BS 5839-1:2017 unless the licence holder can evidence their compliance with the Fire Safety Order or BS 5839-1:2017 by a lesser means of testing and maintenance –
- Weekly testing of the alarm system in accordance with clause 44.2 (BS 5839-1:2017). This shall involve, a test of a manual call point or detector head during working hours to check that the control panel and alarm sounders operate satisfactorily and each week. A different manual call point or detector head should be tested each week. A record of the weekly tests shall be maintained and the licence holder shall submit to the Council within 7 days upon demand a copy of these records.
 - Every 6 months an inspection and test of the system shall be carried out in accordance with clause 45.3 (BS 5839-1:2017).
 - Every 12 months an inspection and test of the system shall be carried out in accordance with clause 45.4 (BS 5839-1:2017).
 - Where additional independent (Grade F) smoke alarms are provided they shall be cleaned periodically in accordance with the manufacturer's instructions and maintained in proper working order at all times.
14. Throughout the period of the licence, inspection / test and servicing certificates in the format recommended by BS 5839-1:2017 shall be submitted to the Council within 7 days upon demand.
15. A competent person shall carry out the 6 monthly and 12 monthly test stated in condition 13. A competent person in this respect includes a UKAS-certificated specialist fire alarm

servicing organisation certificated under the British Approvals for Fire Equipment (BAFE) SP 203 scheme or the BRE Certification LPS 1014 scheme (or equivalent) or NICEIC, NAPIT, ELCSA, STROMA and ECA enrolled contractors (or equivalent) who must: regularly inspect fire detection and alarm systems; be familiar with all British Standards relating to automatic fire detection and alarm systems; is qualified to inspect fire detection and alarm systems; and, whose work is subject to regular assessment.

16. The licence holder shall submit to the Council within 7 days upon demand a declaration as to the condition and position of fire alarms, sounders and detectors in the property.

Written Agreements

17. The licence holder shall supply to the occupiers of the house a written statement of the terms on which they occupy it (i.e. a tenancy agreement).
18. The licence holder shall submit a copy of the written statement to the Council within 7 days upon demand.

Minimum Room Sizes

The licence holder must:

19. Ensure that the floor area of any room in the premises used as sleeping accommodation by one person aged over 10 years is not less than 6.51 square metres*.
20. Ensure that the floor area of any room in the premises used as sleeping accommodation by two persons aged over 10 years is not less than 10.22 square metres*.
21. Ensure that the floor area of any room in the HMO used as sleeping accommodation by one person aged under 10 years is not less than 4.64 square metres*.
22. Ensure that any room in the premises with a floor area of less than 4.64 square metres* is not used as sleeping accommodation.
23. Notify the Private Sector Housing department of the council of any room in the premises with a floor area of less than 4.64 square metres*.

* Any part of the floor area of a room in relation to which the height of the ceiling is less than 1.5 metres is not to be taken into account in determining the floor area of that room in regards to conditions 19-23 above.

Use of rooms

24. Where any room in the premises is used as sleeping accommodation by persons aged over 10 years only, the licence holder must ensure it is not used as such by more than the maximum number of persons aged over 10 years specified in the licence.
25. Where any room in the premises is used as sleeping accommodation by persons aged under 10 years only, the licence holder must ensure it is not used as such by more than the maximum number of persons aged under 10 years specified in the licence.
26. Where any room in the premises is used as sleeping accommodation by persons aged over 10 years and persons aged under 10 years, the licence holder must ensure it is not used as such by more than the maximum number of persons aged over 10 years specified in the licence and the maximum number of persons aged under 10 years so specified.

27. The licence holder must not allow, any rooms to be occupied by more than one household.
(For definition of household see Section 258 Housing Act 2004).
28. The licence holder must not allow, even where the rooms are perceived large enough, any rooms to be occupied by more than a maximum of two persons in total.

Refuse and recycling arrangements

29. The licence holder must ensure compliance by the occupants of the premises with Hinckley and Bosworth Borough Council's refuse and recycling collection scheme. This includes complying with the Council's instructions regarding the types of containers waste and recycling material must be presented in at the kerbside; what materials are to be placed in each container; the capacity of the containers that have been assessed by the council as being adequate; and how and where to present containers for collection.
30. The licence holder shall ensure that all refuse and recycling containers are returned to within the curtilage of the property on the same day that they are emptied.
31. The licence holder shall ensure that suitable arrangements are made for the proper collection and disposal of any side waste or bulky items (such as additional waste produced by the occupants / manager / licence holder or persons employed by them). All side waste or bulky items must be promptly removed and correctly disposed of within not more than 3 days of it being removed from inside the dwelling.
32. Pending the collection of waste, recycling material and all side waste all such materials shall be appropriately stored within the curtilage of the property pending collection, in a manner not presenting a fire hazard or providing attraction or harbourage for vermin.

Note

All conditions within Schedule 1 shall take effect from the date of the licence.

Any reference to a current statutory instrument or British Standard shall include reference to any statutory instrument or British Standard which replaces it.

Licence Conditions for House in Multiple Occupation

7 Queens Road Hinckley Leicestershire LE10 1ED



**Hinckley & Bosworth
Borough Council**

SCHEDULE 2

Conditions which incorporate the discretionary requirements
(Comprising 7 pages incorporating 43 conditions)

Safety of Electrical Installations

1. The licence holder shall ensure that the electrical wiring and lighting installations in the house is kept safe and in proper working order at all times.
2. The licence holder shall ensure that the latest Electrical Installation Condition Report (EICR) extends to the whole (100%) of the electrical lighting and wiring circuitry in the property and evidence of all works undertaken to meet The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 is maintained and shall be submitted to the Council within 7 days upon request.
3. The licence holder shall ensure that the EICR report is issued by a member of a competent person scheme such as NICEIC, NAPIT, STROMA or ECA members who regularly inspect, and are qualified to inspect domestic electrical installation systems and whose work is subject to regular assessment
4. The licence holder shall safely and suitably display a copy of the latest EICR in the common parts.

Environmental Management/Amenity of the Neighbourhood

5. The licence holder shall ensure that the exterior of the house is maintained in good decorative order and in reasonable repair at all times.
6. The licence holder shall ensure that gardens / yards and footpaths are maintained so as not to adversely affect the amenity of the neighbourhood. That being, the licence holder shall ensure that all yards and paths are free from litter and weeds and all other areas within the curtilage of the property are kept in a clean and tidy condition, free from accumulations of waste and free from rodent infestations.

Landlord and Tenant issues

7. The licence holder shall ensure that notification in writing is given to all occupants at the beginning of their tenancy of the arrangements in place to deal with emergency and other repairs.
8. The licence holder shall ensure that all reasonable and practical steps are taken to prevent or reduce anti-social behaviour by persons occupying or visiting the property.

In doing this the licence-holder must also reasonably cooperate with the Council, Police and other Agencies over any action being taken in respect of the same.

9. The licence holder shall ensure that each occupier is made aware of the following conditions imposed by the Council relating to their acceptable behaviour. The licence holder shall ensure that compliance with these is a condition of their occupancy. Occupants shall:
- (i) Not cause nuisance and annoyance to other occupants or to neighbouring residents;
 - (ii) Comply with arrangements made by the manager for the storage and disposal of refuse;
 - (iii) Not cause wilful damage to any fixtures, fittings, or fire safety installations;
 - (iv) Not use abusive or threatening behaviour;
 - (v) Not deny access to the manager or licence holder to maintain communal areas and, with reasonable notice, to carry out works within the occupant's own accommodation.
 - (vi) Not use the property for any purpose other than living and sleeping accommodation and that only bedrooms are to be used to sleep in. No persons shall sleep within any of the common areas including any shared lounge.
 - (vii) Not sublet any part of the property or allow their room / flat to be occupied by more than one person unless specified by the licence.

Display of Information

10. The licence holder shall ensure that a copy of the Licence is prominently displayed at all times in the common parts of the building where all tenants and other enforcing agencies will be able to view the document. A copy of the current Landlords Gas Safety Record shall also be displayed.

Fire precaution Facilities and Equipment

11. Complete and thereafter maintain a working Fire Risk Assessment of the property to the satisfaction of Leicestershire Fire and Rescue Service.
12. All fire-resisting structures must be inspected in line with the recommendations made in the Fire Safety Risk Assessment for the property to ensure that they remain fit for purpose. A record of the findings and improvements made shall be kept for a minimum of 5 years and the licence holder shall submit to the council within 7 days upon demand, copies of the records.

Fire Separation

13. The stairs and primary means of escape must be enclosed within 30-minute fire resisting construction to form a protected means of escape to a final exit door.

14. All floors and ceilings in the premises must achieve a combined fire resistance of 30 minutes. This includes the underside of stairs.
15. The walls / partitions between units must be of sound construction and in a good state of repair, and capable of providing 30 minutes fire resisting separation.
16. Storage cupboards located in protected routes shall not be used unless they are constructed of fire resisting material, providing 30 minutes fire resisting separation and are kept locked shut or fitted with an FD30S fire door as stated below.

Fire Doors

17. Fire resisting doors are required to all bedrooms and risk rooms (lounges, kitchens and dining rooms and storage cupboards located in escape routes). They must provide 30 minutes integrity from the passage of fire (and where necessary smoke) when tested to BS 476 Part 22: 1987 or BS EN 1634 -1: 2008 and maintained in this condition as all times.
18. Sound, well-constructed, close-fitting and reasonably solid doors such as an FD20 fire door must be provided to all other low risk doors in the premises.
19. All FD30S doors from risk rooms into the protected means of escape must be fitted with positive self-closing devices that are in compliance with BS EN 1154 (please note, hinge-sprung perko-chains are unacceptable due to their lack of reliability).
20. Intumescent strips and where necessary cold smoke seals or brushes shall be fitted to all FD30S fire doors by way of rebating into the frame or the door edge. Where practicable, intumescent strips and smoke seals must be continuous and be offset around hinges and locks and conform to BS 476, parts 22 and 31 or the European equivalent.
21. All doors throughout the property must be inspected at least monthly or in alignment with the recommendations made in the Fire Risk Assessment, to ensure the doors remain a good fit in their frame, and that where fitted, intumescent strips and smoke seals/ brushes are in place and in good condition, and that each self-closing device works effectively, closing those doors fitted with them correctly within the frame, by the propulsion of the self-closing device alone whatever angle the door is opened. .
22. The licence holder shall submit to the council within 7 days upon demand, a statement as to the operation of all fire doors in the premises.

Means of Escape

23. The protected escape routes must be maintained free of any obstructions and readily combustible materials.
24. Final exit doors from the property, shall be fitted with locks/ catches which are operable by the occupiers from the inside without the use of a removable key. Where security locks are fitted they shall be of the type with a suitable internal thumb-turn or lever release.

25. Doors from each unit of accommodation shall be openable from the inside without the use of a removable key.

Fire-fighting Equipment

26. A fire blanket must be located in the shared kitchen. It must be located next to the cooking facilities, 1.5m above ground and with sufficient space beneath to allow the blanket to be removed easily from its container. The fire blanket shall comply with BS 6575 and be adequately maintained at all times. Adequate training must be provided to occupants on how to use the fire blanket.
27. If any other means of fire-fighting equipment is provided, then adequate training must be provided to tenants on how to use the fire-fighting equipment. All such equipment provided shall be appropriately serviced and maintained at all times.

Emergency Escape Lighting

28. Emergency escape lighting should be provided to cover the common escape routes. The licence holder shall ensure that the escape lighting in the house is inspected, tested and serviced in line with the recommendations made in the Fire Safety Risk Assessment and be in accordance with clause 12 of BS 5266 – 1: 2011 (or any British Standard which subsequently replaces this). In particular, the following shall be carried out –
- every week a visual check on the system shall be carried out and findings recorded
 - Monthly check in 'test mode'
 - Annual full discharge test
29. Throughout the period the licence remains valid, periodic and test certificates in the format recommended by BS 5266 – Part 1:1999 (Annex C) or 5266:2011 shall be submitted to the Council upon demand.
30. A competent person shall carry out the above-mentioned checks. A competent person in this respect includes NICEIC enrolled contractors, ECA members or equivalent who are familiar with all British Standards relating to emergency escape lighting systems, regularly inspect emergency lighting systems, are qualified to inspect emergency lighting systems and whose work is subject to regular assessment.

Heating

31. Each unit of living accommodation as well as all shared and communal rooms must be equipped with fixed heating and be capable of being heated efficiently, at reasonable cost, to 21°C when the outside temperature is -1°C. The heating appliance provided must be fully controllable by the tenants. To achieve this:
- (i) Adequate fixed heating may be in the form of a central heating system, fixed gas heating appliances or fixed electric storage heaters all of which must be suitable for the layout, use and size of the room they're serving.

- (ii) Fixed electric heating appliances must be connected to a fused spur for the exclusive use of the heater. All electrical works must be carried out in accordance with the current IEE Wiring Regulations.
- (iii) All works associated with gas appliances must be carried out in accordance with the current Gas Safety (Installations and Use) Regulations 1998 by a Gas Safe Registered Contractor.
- (iv) Portable heating appliances such as fan heaters, halogen heaters, convector heaters, bottled gas heaters, oil-filled radiators etc. are not acceptable forms of heating within the property and are thereby prohibited from use in the property.

Washing and bathing facilities

- 32. A satisfactory number of bathroom facilities (baths or showers, wash hand basins and toilets) must be provided and maintained for the use of the occupants and any guest at all times. For the number of occupiers licensed to occupy this premises there must be a minimum of 2 shared bathrooms each containing either a bath or shower; wash hand basin and toilet or as is present, the maintenance of 6 en-suite bathroom facilities; 1 to each bedroom.
- 33. All baths, showers and wash hand basins must be equipped with taps or outlets providing an adequate and plentiful supply of cold and constant hot water. Baths and wash hand basins must be provided with appropriate splash backs to a minimum of 300mm high and shower areas to the full height of the shower extending an appropriate distance from where the shower emanates from.
- 34. All bath/shower rooms in the property must be suitably ventilated by way of mechanical extract ventilation, positive ventilation or purge ventilation. All bath/shower rooms must also be adequately heated as per the requirements already detailed in this schedule of licence conditions.
- 35. All walls, ceilings and floor surfaces in bathrooms, shower rooms and cloakrooms must have readily cleansable surfaces and be maintained in good decorative and mould-free order as well as in a clean and tidy condition at all times.
- 36. All shared baths, showers, toilets, wash hand basins, cubicles, shower screens or curtains, tiles or wall coverings etc. in the property must be maintained clean and in good working order at all times, with all joints well-sealed and all facilities fit for purpose.

Kitchens

- 37. The shared kitchen must be equipped with the following equipment, all of which must be fit for purpose and supplied in a sufficient quantity for the number of those sharing the facilities. As a minimum there must be:
 - (i) 2 x 1 bowl sink with draining board. Or 1 bowl sink with draining board and a dishwasher.
 - (ii) An adequate supply of cold and constant hot water to the sink.

- (iii) Installations or equipment for the cooking of food – minimum 2 cookers each with an oven, grill and a minimum 4 ring hob.
- (iv) 4 x double 13 amp electric power sockets situated at worktop height. These are in addition to electrical power sockets provided elsewhere in the kitchen or dining area. There must also be an appropriate dedicated fused cooker spur where electric cookers are provided.
- (v) A suitable worktop (minimum surface area 5000mm x 600mm in addition to the drainer) to be provided for the preparation of food which must be impervious and easy to clean. All joints must be effectively sealed. As part of this, worktops must be provided to each side of the cooker (at least 300mm wide) to allow for the safe removal of hot pans. Any surfaces adjoining food preparation areas must be readily cleansable (tiled or equivalent).
- (vi) Cupboards for the storage of food and kitchen products and utensils. As a minimum, this must be at least equivalent to one 600mm wide base unit per tenant or two 500mm wide wall-units.
- (vii) At least 2 fridge and 2 freezer or 1 tall fridge/freezers of equivalent volume.
- (viii) Appropriate refuse disposal facilities and separate compartments for recycling materials.
- (ix) Suitable extractor fan if no opening window within 2 metres of cooking facilities.

Clothes washing facilities

- 38. Provide in the premises a minimum of 1 washing machines and 1 tumble drier or 1 washer-driers as well as adequate outside clothes drying facilities.

Training courses

- 39. The licence holder/manager shall, if so required by the Council, attend appropriate training course(s) or demonstrate competence in relation to any applicable Code of Practice under Section 233 Housing Act 2004. General conditions

General conditions

The licence holder must:

- 40. Not use the property for any purpose other than is specified in the licence.
- 41. Consult with the Local Authority before making any changes to the construction, layout, amenity provision and occupation levels in the property.
- 42. Inform the Local Authority when the ownership of the property or management arrangements propose to be changed.

43. Ensure the reasonable decoration of each of the bedrooms and common parts at all times – with each room and common part being redecorated no less infrequently than once every 5 years.

Note

All conditions within Schedule 2 shall take effect from the date of the issue of the licence.

Any reference to a current statutory instrument or British Standard shall include reference to any statutory instrument or British Standard which replaces it.

2006 No. 372

HOUSING, ENGLAND

The Management of Houses in Multiple Occupation (England)
Regulations 2006

<i>Made</i> - - - -	<i>15th February 2006</i>
<i>Laid before Parliament</i>	<i>22nd February 2006</i>
<i>Coming into force</i> - -	<i>6th April 2006</i>

The Secretary of State, in exercise of the powers conferred by section 234 of the Housing Act 2004(a), makes the following Regulations:

Citation, commencement and application

1.—(1) These Regulations may be cited as The Management of Houses in Multiple Occupation (England) Regulations 2006 and shall come into force on 6th April 2006.

(2) These Regulations apply to any HMO(b) in England other than a converted block of flats to which section 257 of the Act applies.

Interpretation

2. In these Regulations—

- (a) “the Act” means the Housing Act 2004;
- (b) “fixtures, fittings or appliances” are—
 - (i) lighting, space heating or water heating appliances;
 - (ii) toilets, baths, showers, sinks, or wash basins or any cupboards, shelving or fittings supplied in a bathroom or lavatory;
 - (iii) cupboards, shelving or appliances used for the storage, preparation or cooking of food; and
 - (iv) washing machines or other laundry appliances; and
- (c) “the manager”, in relation to an HMO, means the person managing(c) the HMO.

Duty of manager to provide information to occupier

3. The manager must ensure that—

(a) 2004 c 34. The powers conferred by section 234(1) of the Act are exercisable, as respects England, by the Secretary of State and, as respects Wales, by the National Assembly for Wales. See the definition of the appropriate national authority in section 261(1) of the Act.

(b) For the meaning of HMO see sections 254 to 259 of the Act.

(c) For the meaning of “person managing” see section 263(3) of the Act.

- (a) his name, address and any telephone contact number are made available to each household in the HMO; and
- (b) such details are clearly displayed in a prominent position in the HMO.

Duty of manager to take safety measures

- 4.—(1) The manager must ensure that all means of escape from fire in the HMO are—
- (a) kept free from obstruction; and
 - (b) maintained in good order and repair.
- (2) The manager must ensure that any fire fighting equipment and fire alarms are maintained in good working order.
- (3) Subject to paragraph (6), the manager must ensure that all notices indicating the location of means of escape from fire are displayed in positions within the HMO that enable them to be clearly visible to the occupiers.
- (4) The manager must take all such measures as are reasonably required to protect the occupiers of the HMO from injury, having regard to—
- (a) the design of the HMO;
 - (b) the structural conditions in the HMO; and
 - (c) the number of occupiers in the HMO.
- (5) In performing the duty imposed by paragraph (4) the manager must in particular—
- (a) in relation to any roof or balcony that is unsafe, either ensure that it is made safe or take all reasonable measures to prevent access to it for so long as it remains unsafe; and
 - (b) in relation to any window the sill of which is at or near floor level, ensure that bars or other such safeguards as may be necessary are provided to protect the occupiers against the danger of accidents which may be caused in connection with such windows.
- (6) The duty imposed by paragraph (3) does not apply where the HMO has four or fewer occupiers.

Duty of manager to maintain water supply and drainage

- 5.—(1) The manager must ensure that the water supply and drainage system serving the HMO is maintained in good, clean and working condition and in particular he must ensure that—
- (a) any tank, cistern or similar receptacle used for the storage of water for drinking or other domestic purposes is kept in a good, clean and working condition, with a cover kept over it to keep the water in a clean and proper condition; and
 - (b) any water fitting which is liable to damage by frost is protected from frost damage.
- (2) The manager must not unreasonably cause or permit the water or drainage supply that is used by any occupier at the HMO to be interrupted.
- (3) In this regulation "water fitting" means a pipe, tap, cock, valve, ferrule, meter, cistern, bath, water closet or soil pan used in connection with the supply or use of water, but the reference in this definition to a pipe does not include an overflow pipe or the mains supply pipe.

Duty of manager to supply and maintain gas and electricity

- 6.—(1) The manager must supply to the local housing authority within 7 days of receiving a request in writing from that authority the latest gas appliance test certificate it has received in relation to the testing of any gas appliance at the HMO by a recognised engineer.
- (2) In paragraph (1), "recognised engineer" means an engineer recognised by the Council of Registered Gas Installers as being competent to undertake such testing.
- (3) The manager must—

- (a) ensure that every fixed electrical installation is inspected and tested at intervals not exceeding five years by a person qualified to undertake such inspection and testing;
 - (b) obtain a certificate from the person conducting that test, specifying the results of the test; and
 - (c) supply that certificate to the local housing authority within 7 days of receiving a request in writing for it from that authority.
- (4) The manager must not unreasonably cause the gas or electricity supply that is used by any occupier within the HMO to be interrupted.

Duty of manager to maintain common parts, fixtures, fittings and appliances

- 7.—(1) The manager must ensure that all common parts of the HMO are—
- (a) maintained in good and clean decorative repair;
 - (b) maintained in a safe and working condition; and
 - (c) kept reasonably clear from obstruction.
- (2) In performing the duty imposed by paragraph (1), the manager must in particular ensure that—
- (a) all handrails and banisters are at all times kept in good repair;
 - (b) such additional handrails or banisters as are necessary for the safety of the occupiers of the HMO are provided;
 - (c) any stair coverings are safely fixed and kept in good repair;
 - (d) all windows and other means of ventilation within the common parts are kept in good repair;
 - (e) the common parts are fitted with adequate light fittings that are available for use at all times by every occupier of the HMO; and
 - (f) subject to paragraph (3), fixtures, fittings or appliances used in common by two or more households within the HMO are maintained in good and safe repair and in clean working order.
- (3) The duty imposed by paragraph (2)(f) does not apply in relation to fixtures, fittings or appliances that the occupier is entitled to remove from the HMO or which are otherwise outside the control of the manager.
- (4) The manager must ensure that—
- (a) outbuildings, yards and forecourts which are used in common by two or more households living within the HMO are maintained in repair, clean condition and good order;
 - (b) any garden belonging to the HMO is kept in a safe and tidy condition; and
 - (c) boundary walls, fences and railings (including any basement area railings), in so far as they belong to the HMO, are kept and maintained in good and safe repair so as not to constitute a danger to occupiers.
- (5) If any part of the HMO is not in use the manager shall ensure that such part, including any passage and staircase directly giving access to it, is kept reasonably clean and free from refuse and litter.
- (6) In this regulation—
- (a) “common parts” means—
 - (i) the entrance door to the HMO and the entrance doors leading to each unit of living accommodation within the HMO;
 - (ii) all such parts of the HMO as comprise staircases, passageways, corridors, halls, lobbies, entrances, balconies, porches and steps that are used by the occupiers of the units of living accommodation within the HMO to gain access to the entrance doors of their respective unit of living accommodation; and

- (iii) any other part of an HMO the use of which is shared by two or more households living in the HMO, with the knowledge of the landlord.

Duty of manager to maintain living accommodation

8.—(1) Subject to paragraph (4), the manager must ensure that each unit of living accommodation within the HMO and any furniture supplied with it are in clean condition at the beginning of a person's occupation of it.

(2) Subject to paragraphs (3) and (4), the manager must ensure, in relation to each part of the HMO that is used as living accommodation, that—

- (a) the internal structure is maintained in good repair;
- (b) any fixtures, fittings or appliances within the part are maintained in good repair and in clean working order; and
- (c) every window and other means of ventilation are kept in good repair.

(3) The duties imposed under paragraph (2) do not require the manager to carry out any repair the need for which arises in consequence of use by the occupier of his living accommodation otherwise than in a tenant-like manner.

(4) The duties imposed under paragraphs (1) and (2) (b) do not apply in relation to furniture, fixtures, fittings or appliances that the occupier is entitled to remove from the HMO or which are otherwise outside the control of the manager.

(5) For the purpose of this regulation a person shall be regarded as using his living accommodation otherwise than in a tenant-like manner where he fails to treat the property in accordance with the covenants or conditions contained in his lease or licence or otherwise fails to conduct himself as a reasonable tenant or licensee would do.

Duty to provide waste disposal facilities

9. The manager must—

- (a) ensure that sufficient bins or other suitable receptacles are provided that are adequate for the requirements of each household occupying the HMO for the storage of refuse and litter pending their disposal; and
- (b) make such further arrangements for the disposal of refuse and litter from the HMO as may be necessary, having regard to any service for such disposal provided by the local authority.

Duties of occupiers of HMOs

10. Every occupier of the HMO must—

- (a) conduct himself in a way that will not hinder or frustrate the manager in the performance of his duties;
- (b) allow the manager, for any purpose connected with the carrying out of any duty imposed on him by these Regulations, at all reasonable times to enter any living accommodation or other place occupied by that person;
- (c) provide the manager, at his request, with any such information as he may reasonably require for the purpose of carrying out any such duty;
- (d) take reasonable care to avoid causing damage to anything which the manager is under a duty to supply, maintain or repair under these Regulations;
- (e) store and dispose of litter in accordance with the arrangements made by the manager under regulation 9; and
- (f) comply with the reasonable instructions of the manager in respect of any means of escape from fire, the prevention of fire and the use of fire equipment.

General

11. Nothing in these Regulations shall—

- (a) require or authorise anything to be done in connection with the water supply or drainage or the supply of gas or electricity otherwise than in accordance with any enactment; or
- (b) oblige the manager to take, in connection with those matters, any action which is the responsibility of a local authority or any other person, other than such action as may be necessary to bring the matter promptly to the attention of the authority or person concerned.

(2) Any duty imposed by these Regulations to maintain or keep in repair are to be construed as requiring a standard of maintenance or repair that is reasonable in all the circumstances, taking account of the age, character and prospective life of the house and the locality in which it is situated.

Signed by authority of the First Secretary of State

15th February 2006

Kay Andrews
Parliamentary Under Secretary of State
Office of the Deputy Prime Minister

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations apply to houses in multiple occupation ("HMOs") in England but do not apply to converted blocks of flats to which section 257 of the Act applies. These are buildings that have been converted into and consist of self-contained flats where the building work undertaken in connection with the conversion did not comply with the appropriate building standards and still does not comply with them, and less than two-thirds of the self-contained flats are owner-occupied.

The Regulations impose duties on a person managing an HMO in respect of—

- providing information to occupiers (*regulation 3*);
- taking safety measures, including fire safety measures (*regulation 4*);
- maintaining the water supply and drainage (*regulation 5*);
- supplying and maintaining gas and electricity, including having it regularly inspected (*regulation 6*);
- maintaining common parts (defined in regulation 7(6)), fixtures, fittings and appliances (*regulation 7*);
- maintaining living accommodation (*regulation 8*); and
- providing waste disposal facilities (*regulation 9*).

Regulation 10 imposes duties on occupiers of an HMO for the purpose of ensuring that the person managing it can effectively carry out the duties imposed on him by these Regulations.

A person who fails to comply with these Regulations commits an offence under section 234(3) of the Housing Act 2004, punishable on summary conviction with a fine not exceeding level 5 on the standard scale.

A full regulatory impact assessment of the effect that this Order will have on the costs of business is available from the Licensing Branch, the Office of the Deputy Prime Minister 2/G9 Eland House, Bressenden Place, London, SW1E 5DU (telephone 0207 944 3149, e-mail licensing@odpm.gsi.gov.uk).

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Regulations 2006**

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