

Sheffield City Council

Housing Act 2004, Part 2, Section 67

House in Multiple Occupation (HMO) Licence Number XXX

Schedule of Conditions for a Licence Renewal

The Licence Holder and the manager together with any person who has agreed to be bound by licence conditions is required to comply with these conditions attached to the licence. This schedule contains all the conditions of the licence.

1. If gas is supplied to the house, to produce to the Council (“the Council”) annually for inspection a copy of the gas safety certificate obtained in respect of the house within the last 12 months.
2. To keep the electrical appliances and furniture in a safe condition, and to supply to the Council on demand, a declaration as to the safety of such appliances and furniture. To ensure that smoke alarms are installed in the house, to keep them in proper working order and to supply to the Council on demand, a declaration by the licence holder as to the condition and positioning of the fire detection system.
3. To supply to the occupiers of the house a written statement of the terms upon which the house is occupied or a written tenancy agreement and to hold copies of all such written statements or agreements for inspection by the Council’s Private Sector Housing’s officers
4. To ensure that such steps as are reasonable and practicable are taken to prevent or reduce anti-social behaviour by persons occupying or visiting the house.
5. To ensure the licence holders name, address and telephone number (or that of the manager of the house) is displayed in the common parts of the house. A copy of the licence shall also be displayed in the common parts or be made available to the occupiers at the outset of their occupation.
6. To ensure that the occupiers of the house are given clear advice on the action to be taken in the event of the following emergencies: heating and hot water breakdown, gas and water leaks, electrical problems, problems with the fire alarm system and any severe disrepair necessitating urgent action and that the occupiers are provided with contact details for such emergencies.
7. To ensure that each occupier is made aware of conditions imposed on the occupier by The Management of Houses in Multiple Occupation (England) Regulations 2006, or where superseded by the occupants obligations under any replacement regulations).
8. To notify the Council within 1 month of any changes in circumstances relating to the property that may affect the validity and/or terms of the licence (for example, these include changes to the ownership or management of the property and events that may affect the fit and proper status of the licence holder or manager).
9. To notify the Council before making any material changes to the layout; provision or removal or relocation of sinks, cookers, wash basins, baths showers and waterclosets, fire precautions or mode of occupation of the house (other than identified as specific works in these conditions or so as to comply with the general conditions of this licence).
10. To maintain the provision of heating appliances to every habitable room and bathroom which is capable of maintaining a 20 degrees Celsius (°C) temperature difference with the external air when the outside temperature is -1°C. (The provision of insulation can assist in meeting this standard.) Such heating provision must be capable of being used at any time. Heating appliances shall be in accordance with the Councils standards.

11. The use of shall not be acceptable under any circumstances, whether provided by or on behalf of the landlord. To include a clause in any new tenancy contract after the issue of this licence that the occupier shall not introduce portable paraffin or oil fired heaters and liquefied petroleum gas heaters (LPG) (Bottled Gas heaters) to the house.
12. To maintain the existing fire protection to the property and to ensure that when any refurbishment is made to the property any new construction or refurbishment must be to 30 minutes fire resistant construction.

To ensure that an appropriate fire blanket is situated in the kitchen, sited away from the cooker.

- 13 To provide refuse and recycling bins or containers in sufficient numbers and type for the needs of the house and compatible with the requirements of the refuse collection service.

All refuse containers shall be located on hard-standings with suitable access for cleansing the area and removing of containers, located away from habitable rooms and where reasonably practicable at the rear of the house unless a proper housing is provided at the front. Where reasonably practicable such containers shall be positioned so that bins do not obscure natural light from windows below bin height.

- 14 To ensure that kitchens, bathrooms and water-closet compartments are supplied with adequate supplies of cold and constant hot water and the ventilation provided is maintained in working condition.

- 15 **Training (this section may be amended or omitted dependant upon the existing training records of the Licensee and Manager.)**

The Licensee(s) and Manager(s) of the house must receive suitable basic training on the law and legal requirements relating to managing an HMO within one year of the issue of the licence. This requirement can be satisfied in one of the following ways:

- by attending the Council approved, one-day course training course arranged and delivered by our training partner - these courses will run at least twice a year with satisfactory attendance at one of the days being a one-off requirement;
- by completion of the accreditation training of the National Landlords Association (NLA) or Residential Landlords Association (RLA) and submitting the pass certificates to the Council for confirmation;
- by completion of other suitable training on the law and legal requirements relating to managing an HMO, subject to approval by the Council in advance and subject to submitting a pass certificate or similar document to the Council for confirmation.¹⁶ If there are any restrictions on the use of rooms then

these will be included here.

Your attention is called to the notes below

Any formal communication with regard to this schedule should be made to:
The Proper Officer, Private Housing Standards, 1st floor, Howden House
1 Union Street, Sheffield, S1 2SH

Notes

In addition to the licence conditions please note the following general obligations:

1. Licence holders should not knowingly permit the occupancy of the house to exceed the number permitted by the licence and should deal with any over occupation by taking appropriate action to reduce occupation as is reasonable.
2. The Management of Houses in Multiple Occupation (England) Regulations 2006 apply to the house and impose general requirements about the management of HMOs over and above the licensing conditions. A copy of the management regulations is available at www.sheffield.gov.uk/hmo