

Sheffield City Council
Housing Act 2004, Part 2, Sections 64, 67 and 68
House in Multiple Occupation (HMO) Licence Number XXXX
Schedule of Conditions

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 and has two parts. There is also a part for additional works

Part 1 –General Conditions:

Part 1 contains conditions that set out the minimum standards and obligations. It is set out in order of the timescales of the various sections starting with the continuous obligations and then continuing with the earliest timescales first.

Part 2 - Additional Conditions:

Part 2 contains additional conditions where it is not clear from the information provided that the house meets the minimum standards for licensing.

The Additional conditions are set out in the order of the earliest timescales first.

Part 3 – Additional works:

These are not required by licence conditions but the Council have determined that insulation values in HMOs need to improve. Where properties have poor insulation values the Council will consider enforcement under Part 1 of the Housing Act 2004. These would only be enforced following an inspection to clarify exactly the works required. Any notice served under these provisions would be separately charged.

Any management issues identified at inspection will also be detailed in this section. Compliance with management regulations is a requirement in Part 1.

Part 1 - General Conditions

The following general conditions are continuous obligations.

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.
3. To ensure that smoke alarms are installed in the house, a minimum of 1 on each storey that is used wholly or partly as living accommodation, 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. **Any new alarms required to comply with this condition shall be fitted within 2 weeks.**



4. To 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 gas or solid fuel burning combustion appliance and to keep any such alarm in proper working order and to supply to the Council, on demand, with a declaration by him as to the condition and positioning of any such alarm. The term room also includes a hall, landing, bathroom or water-closet compartment. **Any new alarms required to comply with this condition shall be fitted within 4 weeks.**
5. 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 Housing Standard's officers
6. 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 and to make and keep records of all actions taken relating to anti-social behaviour, including copies of all correspondence, whether in letter form or electronic (e.g. text messages, e-mails, messages sent through social media) All records should be retained for a period of 2 years and you should supply copies to the Council upon request.
7. 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.
8. 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.
9. 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).
10. This licence is issued on the basis of the existing management arrangements. Where the management arrangements change, the licence holder shall notify the Council within 1 month of any changes in circumstances. For example, these include changes to the ownership or management of the property, changes of address and changes of management arrangements and events that may affect the fit and proper status of the licence holder or manager.
11. 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 water-closets, 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).

12. Licence holders/managers 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.
13. The licence holder and manager must comply with The Management of Houses in Multiple Occupation (England) Regulations 2006 which 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 applicable to the house is available at www.sheffield.gov.uk/hmo.
14. This licence is issued on the basis that the house is occupied as a shared house as defined in the Councils standards for HMO Licensing. Where this changes during the course of a licence the Licence holder shall improve the fire precautions and other matters at the property to the higher standards as detailed in the Councils standards for HMO Licensing within three months of the change. This will particularly apply to alarm systems, full 30 minute fire separation, locks on bedroom doors and possibly the standard of emergency lighting installed
15. All accommodation above shops etc. shall have separate water, gas and electric supplies to the shops, separately metered as appropriate. Access to meters, fuse-boards and gas and water cut offs shall be readily available.

The following general conditions should be carried out within 6 months of the date of the licence

16.0 Heating

16.1 A form of fixed space heating is required to all habitable rooms which can be controllable by the tenants incorporating a timer and suitably positioned thermostat(s). Heating must be capable of providing the following temperatures in each room:

- Bedrooms only 18 °C
- Living room/ dining room 21 °C
- Study bedroom 21 °C
- Bathroom with WC 21 °C
- Kitchens and separate WCs 18 °C
- Dining kitchens 21 °C
- Circulation areas 16 °C

16.2 Temperatures must be achievable when the external temperature is -1.0°C and be capable of reaching this temperature within 1 hour when the heating is in regular use. This standard will be usually be met through the provision of gas fired central heating or night storage radiators. Acceptable alternatives would be connection to a district heating scheme or an oil fired boiler where a gas supply is not readily

available. Where any other system of heating is proposed it must be economical and will also be environmentally friendly and permission should be obtained prior to installation. Permission for suitable alternatives will not be unreasonably withheld. Heating shall usually be provided 24 hours per day and in the control of the tenants.

- 16.3 Where the landlord includes heating costs in the rent the heating controls shall be set to achieve the above temperatures for a minimum of 8 hours per day. Where the heating is restricted and there is no provision for the tenant(s) to over-ride this they shall be provided with means of supplementary heating. This may be by:
- Gas heaters connected to a suitable flue and terminal outlet, (gas fires in bedrooms need to be appropriately assessed to ensure they are safe in accordance with gas safe technical bulletin 105) or
 - Electric heaters connected to a dedicated fixed spur outlet. The electric heaters shall be convector or radiant heating, except for temporary heaters provided short- term in the case of boiler break-down
 - Wherever practicable, heaters shall be fixed to an existing chimneybreast or otherwise be fixed so as to direct heat towards the centre of the room.
- 16.4 Where storage radiators are provided there must be suitable meter(s) to charge separately for off-peak electrical use. In addition, to provide for times when the energy stored by the heater has been exhausted there shall be supplementary heating either incorporated into the storage radiator or additional heating provision as detailed in paragraph 14.3 above.
- 16.5 The use of portable paraffin or individual oil fired heaters and liquefied petroleum gas heaters (LPG) (Bottled Gas heaters) and halogen heaters shall not be acceptable under any circumstances, whether provided by or on behalf of the landlord or the tenant. Any new tenancy agreement must incorporate this standard

The following general conditions should be carried out within 1 year of the date of the licence

17. Refuse

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

18 Bathrooms and Water-closet Compartments



To ensure that bathrooms and water-closet compartments comply with the following general criteria:

All toilets compartments should be fitted with a wash hand basin and the toilet and the wash hand basin must be fit for the purpose

All baths, showers and wash hand basins are equipped with taps providing an adequate supply of cold and constant hot water;

Are provided with adequate ventilation;

Are of an adequate size and layout;

Are suitably located in the house or in relation to the living accommodation in the house as follows:

- “Suitably located bathrooms” means that they are not more than two floors distant in relation to the sleeping accommodation in shared accommodation and in houses converted into bedsitting rooms this is not more than one floor distant. (Going up and down a floor to access facilities on the same level as a bedroom would count as two storeys)
- “Suitably located water-closet facilities” shall be not more than one floor distant from living and sleeping accommodation. (Going up and down a floor to access facilities on the same level as a bedroom would count as two storeys).

Each wash hand basin within the house needs to be fitted with an appropriate splash back, connected to the hot and cold water supplies of the house and be connected to suitable drainage.

19 Shared Kitchens

19.1 : 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.

20 Electric sockets

20.1 There must be dedicated sockets for appliances e.g. fridges or microwave ovens. In addition, the following sockets are required:

Kitchens – Double sockets to be located in a safe position above worktop height:
1-5 persons – 2, 6-8 persons – 3, 9-12 persons 4

Living rooms, bedrooms/studies and bedrooms in multiple room lettings all require 2 double sockets

For a double socket two single sockets will also be acceptable

Bedsits require 3 sockets in the kitchen area and 3 in the living area. A double sockets are acceptable for 2 single sockets

21 Wash Hand Basins

Where bedrooms are not fitted with wash basins a normal size wash hand basin is required to be available for every 5 persons. Each normal size wash hand basin

that is required shall be located in a suitably located bathroom or water closet compartment not more than two floors distant in relation to the sleeping accommodation.

22 Handrails

Internal staircases and the cellar steps (if the cellar is in general use for the feeding of meters and operation of the consumer unit), shall have adequate handrails on any flight greater than 600mm rise. Balustrades are required where there is a drop to the side of a staircase or steps of 600mm or greater. Balustrades shall be constructed to prevent a sphere of 100mm passing through and balustrades should avoid having horizontal bars/planks which can be used for climbing.

External staircases and steps leading up to the house and to any other steps providing a means of escape shall have adequate handrails on any flight greater than 600mm. Balustrades are required where there is a drop off the side of a staircase or steps of 600mm or greater. Balustrades shall be constructed to prevent a sphere of 100mm passing through and balustrades should avoid having horizontal bars/planks which can be used for climbing.

23 Emergency Lighting

All houses will require some lighting to aid escape in case of emergency. [In houses of bedsitting rooms and a mix of bedsitting rooms and flats and HMOs of 4 storeys or those with long escape routes, emergency lighting to BS 5266 will be required. Which must be subject to routine inspections and tests. For new systems, the model certificate of completion must be provided. This model certificate can be seen in the Appendix to the British Standard.] [This will be from emergency lighting fittings covering changes of direction and staircases. Alternatively, a risk assessment will need to be submitted by the landlord on our pre-prepared form showing that the premises have effective existing natural and borrowed lighting for means of escape purposes. This assessment will need to be made during the hours of least natural and artificial illumination. i.e after midnight and on a moonless night.]

All emergency lighting provided shall be maintained throughout the licence period

24 Signage to means of escape

Signage will be required on complex escape routes to indicate the means of escape e.g. where the routes have more than two changes of direction to get to the main staircase or if at the foot of the main staircase there is a change of direction and the onward escape route is not visible.

25 Fire Protection

- 25.1 To maintain the existing fire protection to the property and any new fire protection detailed in Schedule 2 of this licence 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.

25.2 Houses let to groups on a shared basis do not need to have locks to bedroom doors. Where a group is gathered together by the landlord, the university or anyone else other than the group themselves then locks will be required to bedroom doors. Any such locks shall open from the inside of the room without the use of a key. Where a bedroom also comprises a means of escape a special lock will be required detailed that has an over-right mechanism to allow escape in emergency.

26 **Training**

The Licence Holder(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 the Residential Landlords Association, our training partner.
- by completion of the accreditation training of the 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.

Part 2 – Additional Conditions

Part 2 is based on the information provided on the licence application form. It is a detailed schedule of the works required.

The following conditions should be carried out within 3 months of the date of the licence

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, Moorfoot Building, Sheffield, S1 4PL, e-mail hmo@sheffield.gov.uk or **0114 273 5117**