

Proposed Selective Licence 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.

All references to 'Licence Holder' with regard to the licence conditions also include the relevant manager of the property and any person who has agreed to be bound by licence conditions.

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 one month of any changes in circumstances. These include changes to the ownership or management of the property, changes of address and changes of management arrangements.

The property licence and conditions do not grant approval or permissions for Building Control, Planning Consent or the Regulatory Reform (Fire Safety) Order 2005.

Property Conditions

Gas

If gas is supplied to the house, the Licence Holder must produce annually, to the authority, a gas safety certificate obtained in respect of the house within the last 12 months.

Electrical Appliances & Furniture

The Licence Holder must keep electrical appliances and furniture made available by him in the house in a safe condition and must supply the authority, on demand, with a declaration by him as to the safety of such appliances and furniture.

Smoke Alarms

To 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 to keep each such alarm in proper working order; to supply the authority, on demand, with a declaration by him as to the condition and positioning of such alarms.

Carbon Monoxide Alarms

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; to keep any such alarm in proper working order; and to supply the authority, on demand, with a declaration by him as to the condition and positioning of any such alarm.

Fire Safety

Ensure that all means of escape from fire, including escape windows, in the property are kept free from obstruction and maintained in good order and repair.

Rubbish / Dustbins

Make suitable and adequate provision for refuse storage and collection at the property, and take all reasonable steps to ensure that Sheffield City Council's arrangements for refuse collection, including recycling, are adhered to. This shall include the provision of closable bins and recycling boxes of suitable capacity and type as specified by the Council's refuse collection scheme.

External Areas

All outbuildings, yards, forecourts and gardens surrounding the house are maintained, in repair and kept in a clean, tidy and safe condition.

HMO ONLY

[Licence holder/Manager Details](#)

To ensure the licence holder's and any manager's names, addresses and telephone numbers are displayed in the common parts of the house.

Management Conditions

Terms of occupation

The Licence Holder must supply the occupiers of the house with a written statement of the terms on which they occupy the house which can include a copy of the current occupancy agreement (usually a tenancy agreement).

This statement must include:

- the date on which the tenancy began
- the rent payable under the tenancy and the dates on which that rent is payable,
- in the case of a fixed term tenancy, the length of the fixed term,
- the name and address of the landlord and name and address of any agent authorised by the landlord, including anyone authorised to collect rent
- the address of the premises subject to the tenancy including, where only part of a property is being rented to a tenant, e.g. a room in a shared house, a description of the part of the property being let e.g. '1st floor back bedroom' or 'Room 1,'

- the arrangements for using any shared areas i.e. what parts of the premises the tenant is going to have shared use of and how many other tenants they will be sharing with

Where a copy of the tenancy agreement has been provided to the occupier but one or more of the above terms are not included, an additional statement must be provided stating the omitted terms.

Where we refer to 'tenancy' in the licence condition(s) relating to the requirement to produce a statement of terms, this includes any occupancy arrangement whether it is a tenancy or a licence to occupy.

You must keep copies of all documents (tenancy agreement copies or statements) given to tenants to satisfy the terms of occupation condition, for a period of 3 years, and produce them to the Council on demand.

A statement provided for the purposes of this licence condition shall not be regarded as conclusive evidence of what was agreed by the parties to the tenancy.

Tenant references

The Licence Holder must require a written reference from prospective tenants. The reference should address the tenant's past record of keeping to tenancy conditions, or provide other evidence as to the likelihood of the occupier keeping to tenancy conditions. The reference should also provide the referee's name and address and telephone number or email address where available.

You must keep copies of all tenant references that you obtain for a period of 3 years, and produce them to the Council on demand.

Written reference includes by email and text or other social media in so far as a copy can be provided to the Council as required above.

Where we refer to 'tenant' in the licence condition(s) relating to references, this includes an occupant occupying under a licence agreement.

Reporting repairs

You must provide the occupiers with a contact address at which repairs can be reported in writing and an email address or telephone number in the case of emergencies.

You must have in place suitable emergency and other management arrangements in the event of your absence.

These contact details must be provided to tenants at the start of each new tenancy and, for existing tenants, within one month of the commencement of selective licensing.

You must provide the authority on demand with a copy of the above information that you provided the tenant or licensee.

Access for repairs

To get access to the property to carry out repairs, then, except in an emergency, you must make all reasonable efforts to agree a mutually acceptable time with the tenants and confirm this arrangement in writing with them (including by text or email).

You must make sure that any planned programmes of repair, servicing and those improvements that a landlord is entitled to do, are carried out with regard to the convenience of the occupants.

Where you want to carry out improvements or renovations which you are not obliged to do by law, or which are not required by the City Council, you must get the tenant's permission.

You must advise your tenants as far as possible as to how long repairs are expected to take and any disruption or inconvenience that may be caused.

You must take reasonable steps to carry out repairs in a way which minimises discomfort and disruption to tenants and is considerate to the tenant's circumstances, and ensure that all contractors and tradespersons carry relevant identification which should be shown to tenants on demand and can be checked. Alternatively, the tenants should be notified who will be coming and when.

Management of anti-social behaviour

To ensure that such steps as are reasonable and practicable are taken to reduce anti-social behaviour arising from the property by persons occupying or visiting the property, 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 3 years and you should supply copies to the Council upon request.

Training Requirement Conditions

All licence holders and managers named on this licence must attend suitable training on the law and legal requirements relating to managing property within **two years** of the issue date of the licence.

In particular this training must cover repairing duties, organising access for repairs/improvements and assessing hazards within properties.

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.

- by completion of other suitable training on the law and legal requirements relating to managing property subject to approval by the Council in advance, and submission of a pass certificate or similar document to the Council for confirmation.

Occupancy Level Conditions

The Selective Licensing Standards published on the council's website at www.sheffield.gov.uk/selectivelicensing sets out the Overcrowding and Space Standards for the selective licensing area. It includes criteria for single family dwellings and non licensable houses of multiple occupation.

Licence Holders/Managers must not permit anyone to occupy the property if it is going to make it overcrowded. If landlords suspect that a house has become overcrowded, they must take all reasonable steps to deal with the issue and advise the authority of the actions taken.

Single Family Dwellings

[This part of the licence sets out the maximum number of occupants for the property at x **persons** as a single family dwelling (If your property tenure changes you must inform the Council as your property has been assigned this maximum based on its tenure)]

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[Due to the different types of property in the selective licence area and the various separate overcrowding assessment methods based on tenure it has not been possible to assign a maximum number of occupants to your property at this time. Once the property has been inspected it is likely we will vary your licence to incorporate a maximum number of occupants for your house of multiple occupation.]