

## APPENDIX 4

### **London Borough of Haringey Conditions of a Selective Licence**

The conditions below are attached to every Selective Licence issued by the London Borough of Haringey.

It is the licence holder's responsibility to ensure that the licensed property complies with all the conditions set out below. Failure to do so may lead to prosecution or Civil Penalty for a breach of the licence conditions, a loss of the licence and imposed fines of up to £30,000

If the licence holder is not the manager of the property, it is their responsibility to ensure that the manager complies with all the conditions of the licence.

**Tenancy Management**

	<p><b>Terms of Occupation</b></p>
	<p>The licence holder shall supply to the occupiers of the house a written statement of the terms on which they occupy it. – commonly known as a tenancy or a license agreement.</p> <p>The licence holder must</p> <ul style="list-style-type: none"> <li>(i) keep copies of all such tenancy or/ and licence agreements for the duration of the licence (including any renewal). and</li> <li>(ii) <i>supply copies to the Council within 14 days of request.</i></li> </ul>
	<p><b>Tenant Reference</b></p>
	<p>The licence holder shall demand references from persons who wish to occupy the house. The reference should reasonably satisfy the licence holder that the prospective occupier is of good character and reasonably unlikely to be responsible for causing anti-social behaviour within the area should the licence holder permit them to occupy the house.</p> <p>If any such reference is unwritten the licence-holder must make a written record of the reference including the date obtained and the name, address and telephone number of the person providing the reference.</p> <p>No new occupier should be allowed to occupy the property until a satisfactory reference cannot be provided.</p> <p>The licence holder must:</p> <ul style="list-style-type: none"> <li>(i) keep copies and written records of all references for the duration of the licence (including any renewal).</li> <li>(ii) supply copies to the Council within 14 days of request <i>Copies must be supplied to the Council within 14 days or receiving a request.</i></li> </ul>
	<p>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.</p>
	<p><b>Rent Payments</b></p>

	All occupiers should be given a rent book or similar receipt for payments made, such as a rent statement, at a minimum of quarterly (3 months) intervals. The licence holder must also ensure that they record all rent payments that they receive. The licence holder must produce that written record to the Council within 14 days of request.
	<b>Rent Deposits</b>
	The licence holder must protect any deposits taken from the occupiers, by placing them in a statutory tenancy deposit scheme. Information about the scheme being used must be given to the occupier at the time the deposit is taken. The licence holder must provide a copy of this information to the Council within 14 days of request.

### Property Management

	<b>Freedom from Disrepair</b>
	<p>The licence holder must ensure that all occupants of the property at the beginning of each tenancy agreement are given details about how to report repair issues and how these will be dealt with.</p> <p>Any minor disrepair of defects identified to the landlord by either the tenant or the council must be investigated and adequately addressed within a reasonable time period.</p> <p>All repairs to the property or any installations, facilities or equipment within it are carried out by competent and reputable persons.</p> <p>Precautions must be taken when any work is carried out to ensure the safety to all persons occupying or visiting the premises.</p> <p>On completion of any works, the property is left in a clean and tidy condition.</p>
	<b>In good working Order</b>

	The licence holder must ensure that the property or units of accommodation and any furniture supplied are clean and in good repair at the commencement of a tenancy, and that any fixtures, fittings or appliances within the letting are clean and in good working order.
	<b>Pest Control</b>
	<p>The licence holder is responsible for ensuring that the property, including external areas such as gardens, are free from pest infestation e.g. rodents.</p> <p>Any pest infestations must be managed effectively and within a period of 7 days of being reported.</p>
	<b>Communal Areas including outside structure</b>
	<p>The exterior of the property is maintained in a reasonable decorative order and state of repair.</p> <p>Gardens, fencing and other external elements are kept in a clean, clear and/or sound condition.</p>

### Anti-social Behaviour

	<b>Noise, abusive language, threatening behaviours etc.</b>
	<p>The licence holder will provide their tenant(s) with written information, including the following;</p> <ul style="list-style-type: none"> <li>• Name of the licence holder and manager,</li> <li>• A contact address and daytime telephone number</li> <li>• A 24 hour emergency contact telephone, number which should include out of hours response arrangement.</li> <li>• Details for the disposal of rubbish and bulky waste.</li> </ul>

- Any change in contact and/or telephone number details should be provided to tenants within 7 days of the changes being made.

The licence holder shall effectively address problems of anti-social behaviour resulting from the conduct on the part of occupiers of, or visitors to the premises by complying with the requirements of paragraphs (a) to (i) below:

- (a) The Licence holder must not ignore or fail to take action, if he has received complaints of anti-social behaviour (ASB) that concern the visitors to or occupiers of the premises.
- (b) Any letters, relating to anti-social behaviour, sent or received by the licence holder, or agent of the licence holder, must be kept for 3 years by the licence holder.
- (c) The licence holder must ensure that written notes are kept of any meetings or telephone conversations or investigations regarding anti-social behaviour for 3 years.
- (d) If a complaint is received, or anti-social behaviour is discovered, the licence holder must contact the tenant within 14 days. The tenant must be informed of the allegations of the anti-social behaviour in writing and of the consequences of its continuation.
- (e) The licence holder shall from the date of receipt of the complaint of anti-social behaviour, monitor any allegations of anti-social behaviour and whether it is continuing.
- (f) Where the anti-social behaviour is continuing after 28 days from receipt of the complaint, the licence holder, or his agent must within 7 days visit the premises and provide the tenant with a warning letter advising them of the possibility of eviction.
- (g) Where the licence holder or his agent has reason to believe that the anti-social behaviour involves criminal activity the licence holder shall ensure that the appropriate authorities are informed.

	<p>(h) If after 14 days of giving a warning letter the tenant has taken no steps to address the anti-social behaviour and it is continuing the licence holder shall take formal steps under the written statement of terms for occupation, e.g. the tenancy agreement or licence and which shall include promptly taking any legal proceedings to address the anti-social behaviour</p> <p>(i) Where the licence holder is specifically invited they shall attend any case conferences or multiagency meetings arranged by the Council or police.</p> <p>Any correspondence, letters and records referred to in (a) to (i) above must be provided to the Council within 14 days on demand.</p>
<b>Waste Management</b>	
	<p>Licence holders must:</p> <ul style="list-style-type: none"> <li>• Provide a sufficient number of external rubbish bins for the occupiers to</li> <li>• dispose of waste</li> <li>• Provide a suitable space for your tenants to contain their waste and recycling until collection day.</li> <li>• Ensure that all your tenants know when their waste and recycling collections are and that they put their waste out for collection on the correct day.</li> <li>• Ensure that your tenants know how to place waste and recycling out for collection.</li> <li>• Ensure that your tenants use the correct type of waste and recycling containers as detailed in the service guide.</li> </ul> <p>It is the licence holder's responsibility to ensure that, at the end of the tenancy, all bulky waste is disposed of properly and legally. Bulky Items such as mattresses, white goods and furniture should be disposed of either through the Bulky/Special Collections service or at your local Reuse and Recycling Centre.</p>

**Fire Safety**

	<p><b>Gas Safety</b></p>
	<p>If gas is supplied to the property, the licence holder must ensure that the gas installation and appliances are tested annually by an approved Gas Safe engineer.</p> <p>The Licence holder must provide an up to date gas safety certificate when applying for a licence and at any time thereafter if requested by a Council Officer. This documentation must be supplied by the licence holder within 7 days following such a request.</p> <p>If a licence holder is notified of any complaint related to a gas safety issue, a new gas safety certificate must be submitted to the Council within 14 days of notification.</p>
	<p><b>Electrical Safety</b></p>
	<p>The licence holder is responsible for the maintenance and safety of all the electrical installations supplied at the property.</p> <p>The Licence holder must ensure:-</p> <ul style="list-style-type: none"> <li>• The property's electrical installation is inspected and tested at regular intervals no more than five years intervals</li> <li>• This must be undertaken by a competent/qualified electrician.</li> <li>• Electrical safety certificates must be provided to tenants at the beginning of their new tenancy</li> </ul> <p>The Licence holder must provide a current electrical safety certificate for the house and any units within it when applying for a licence and at any time thereafter within 7 days of request by a Council Officer</p> <p>A licence holder who is notified of any complaint related to an electrical safety issue must submit a current satisfactory electrical installation condition report (EICR) for the property to the Council within 14 days of notification.</p> <p>Please see <a href="http://www.legislation.gov.uk/ukdsi/2020/9780111191934/pdfs/ukdsi_9780111191934_en.pdf">http://www.legislation.gov.uk/ukdsi/2020/9780111191934/pdfs/ukdsi_9780111191934_en.pdf</a></p>
	<p><b>Furniture and Portable Appliance</b></p>
	<p>The licence holder must ensure that all furniture and any portable electrical appliances provided, by the landlord are kept in a safe condition.</p>

	<p>The licence holder must ensure that any upholstered furniture provided, whether new or second-hand, complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988, as amended.</p> <p>If requested by the Council, the licence holder must supply a declaration as to the safety of electrical appliances and furniture.</p>
	<p><b>Fire and Smoke Detection</b></p>
	<p>The licence holder must ensure that smoke alarms are installed on each storey of the premises on which there is a room used wholly or partly as living accommodation.</p> <p>The licence holder must ensure checks are made to ensure that each prescribed alarm is in proper working order on the day the tenancy begins if it is a new tenancy and that regular checks are made thereafter. All alarms must be kept in proper working order at all times.</p> <p>The licence holder must provide a declaration as to the condition and positioning of all such alarms fitted on demand.</p> <p>Please see link below for further information on <i>The smoke and Carbon Monoxide Alarm (England) Regulations 2015</i>  <a href="https://www.gov.uk/government/publications/smoke-and-carbon-monoxide-alarms-explanatory-booklet-for-landlords">https://www.gov.uk/government/publications/smoke-and-carbon-monoxide-alarms-explanatory-booklet-for-landlords</a></p>

General

	<p><b>Notifications</b></p>
	<p>The licence holder must inform the Council of:</p> <p>Details of any unspent convictions not previously disclosed to the Local Authority involving fraud or dishonesty, violence or drugs, any offence listed in Schedule 3 to the Sexual Offences Act 2003, or any other conviction relevant to the licence holder and/or the property managers fit and proper person status.</p> <p>Details of any finding by a court or tribunal against the licence holder and/or the manager that they have practiced unlawful discrimination on the grounds of sex, colour, race, ethnic or national origin or disability.</p>



	<p>Details of any civil or criminal proceedings against the licence holder or manager, relating to housing, public health, environmental health or landlord and tenant law, resulting in a judgment or finding being made against them.</p> <p>Information about any property the licence holder or manager owns or manages or has owned or managed, that has been refused a licence by a local housing authority or has had a licence revoked due to breach of the licence conditions.</p> <p>Information about any property the licence holder or manager owns or manages or has owned or managed, that has been the subject of an interim or final management order under the Housing Act 2004.</p> <p>The property becoming empty for more than 3 months.</p> <p>Notification of repossession/foreclosure.</p> <p>Successful claims against the licence holder for default of tenancy deposits.</p> <p>A change in managing agent or the instruction of a managing agent.</p> <p>The undertaking of substantial works to the property, including conversions and modernisations or emergency problems relating to fire, flood or disaster.</p>
	<b>Absence</b>
	<p>The licence holder is required to have in place suitable emergency management arrangements in the event of their absence.</p>