

## **Selective licensing scheme - licence conditions**

The following conditions are to apply to all licences granted in the selective licensing scheme:

### ***Notices to be displayed in the property***

1. *The licence holder shall ensure that:*
  - i) *A copy of the licence and all conditions are displayed prominently in the hallway/common area of the property at all reasonable times;*
  - ii) *A copy of the current gas safety certificate (if applicable) is displayed prominently in the hallway/common area of the property at all reasonable times;*
  - iii) *Details of what action should be taken by tenant/s in the event of an emergency are displayed prominently in the hallway/common area of the property at all reasonable times, and;*
  - iv) *A sign stating that anti-social behaviour in the premises will not be tolerated is displayed prominently in the hallway/common area of the property at all reasonable times.*

### ***Documents to be submitted to the local authority***

2. *The licence holder shall submit to Woking Borough Council (within 28 days of issue):*
  - i) *A copy of the annual gas safety certificate (if applicable) each year, and;*
  - ii) *Where the licensed property is a house in multiple occupation, a copy of any electrical installation inspection report that certifies the safety of the electrical installation undertaken during the licence period.*

*Electrical inspections must be completed at intervals of no more than 5 years or as recommended by the electrical contractor (which ever is the shorter).*

*The electrical inspection must be carried out by a registered electrician (i.e. as set out by the Registered Competent Person Electrical Register ([www.electricalcompetentperson.co.uk](http://www.electricalcompetentperson.co.uk))).*

### ***Documents to be submitted to the local authority when asked***

3. *The licence holder shall submit to Woking Borough Council when asked a declaration as to the:*
  - i) *Safety of the electrical appliances;*
  - ii) *Condition and positioning of the smoke alarms, and;*
  - iii) *Safety of any furniture that has been provided by the licence holder.*
4. *The licence holder shall retain copies of all tenancy agreements for the property and produce them within 14 days of a request to do so by Woking Borough Council.*

5. *The licence holder shall submit to Woking Borough Council, within 14 days of a request, a copy of the record of all complaints regarding anti-social behaviour received from occupiers, visitors and neighbours (as set out in Condition 14 below) and the actions taken to prevent further complaints.*

#### **Documents to be provided to the tenants**

6. *The licence holder shall provide each occupier with a written statement of the terms on which they occupy.*

*The written statement should include the following information: how deposits will be held and terms of return; an inventory of contents and condition at the commencement of the tenancy; details of rent and dates due, rent payment methods and how and when rent may be increased; and provide contact information for the property.*

7. *The licence holder shall provide each tenant with a legal written tenancy agreement.*

#### **Management duties**

8. *The licence holder shall ensure that all:*
  - i) *Electrical appliances made available by the licence holder are kept in a safe condition;*
  - ii) *Smoke alarms, fire precautions and fire fighting equipment installed in the property are kept in proper working order;*
  - iii) *Furniture made available by the licence holder is kept in a safe condition, and;*
  - iv) *Smoke detection, fire alarm and emergency lighting installations are serviced at least every 12 months in accordance with BS 5839 and BS 5266 respectively.*
9. *The licence holder shall:*
  - i) *Keep a logbook of all maintenance, repairs, and servicing of smoke detection, fire alarm and emergency lighting installations, which shall be produced at the request of the tenants and/or the Council at all reasonable times;*
  - ii) *Allow entry to the common parts of the house by Council Officers or Fire Officers at all reasonable times. All reasonable assistance shall be given to those officers in carrying out their duties, and;*
  - iii) *Ensure that all amenities, facilities and equipment provided for occupants are adequately maintained and remain available for use at all times.*

#### **Duty to notify the local authority**

10. *The licence holder shall notify Woking Borough Council, in writing:*
  - i) *Of any proposal to increase the number of licensed persons or households living in the house, and;*

- ii) *Detailing all incidents of fire, damage to equipment provided for fire safety purposes, and incidents involving carbon monoxide poisoning (i.e. all fires, vandalism, gas poisoning (suspected or otherwise) etc.).*
11. *The licence holder and their managing agent shall inform the Council of any relevant changes in their circumstances including any:*
- i) *New convictions/cautions which may be relevant to the fit and proper person test;*
  - ii) *Change in ownership or management of the licensed property; and*
  - iii) *Substantial works carried out at the licensed property.*
12. *The licence holder shall submit a completed licence application to reapply for a licence 28 days prior to the expiry date of the existing licence.*

### **Anti-Social Behaviour**

13. *The licence holder shall obtain references from any persons seeking to occupy any part of the property prior to their occupation commencing.*
14. *The licence holder shall take reasonable steps to prevent occurrences of anti-social behaviour.*
15. *The licence holder shall keep a record of all complaints regarding anti-social behaviour received from occupiers, visitors and neighbours.*

*The record shall include the:*

- i) *Date and time of complaint;*
  - ii) *Name and address of complainant (person making complaint);*
  - iii) *Date and time of incident;*
  - iv) *Details of the incident/complaint (location, what exactly happened, who was involved);*
  - v) *Details of any witnesses;*
  - vi) *Name and address of the alleged 'perpetrator', and;*
  - vii) *Action taken by the licence holder to resolve the problem (e.g. contact made with the 'alleged perpetrator'; face to face or by letter or both).*
16. *The licence holder shall take all reasonable and practicable steps to reduce anti-social behaviour by persons occupying or visiting the house and shall if appropriate take legal advice and act either to issue formal warnings or evict those responsible for the anti-social behaviour.*

### **Permitted numbers**

17. *The maximum number of occupants who can occupy the «accommodation/letting rooms» are shown below, please note that the maximum number of occupants (of any age) must not exceed «number» at any time:*

#### **Room location – maximum number of occupants**

Room «**location**» – «**number**» Occupiers maximum