

Royal Borough of Greenwich Schedule of Selective Licence Conditions

THE LICENCE HOLDER MUST COMPLY WITH THE FOLLOWING CONDITIONS

1. Tenancy management

The license holder shall:

- 1.1. Provide a written statement to the occupiers of the house of the terms on which they occupy it.
- 1.2. Provide the occupiers with a copy of the licence and conditions at the start of their tenancy.
- 1.3. Provide the address and telephone number of the person managing the property.
- 1.4. Provide the name, address and telephone number of the landlord's appointed local emergency out of hours contact.
- 1.5. Provide a copy of a valid gas safety certificate obtained within the last 12 months from a Gas Safe registered Engineer if gas is present.
- 1.6. Provide a copy of an energy performance certificate (EPC) for the property.
- 1.7. The Licence Holder must ensure that any deposit taken under an assured shorthold tenancy is protected by placing it in an approved tenancy deposit scheme. The tenant must be given a copy of the Deposit Bond agreement scheme which has been used.
- 1.8. Provide a copy of 'How to Rent' to the tenant.
- 1.9. Licence holder must obtain references from tenants before entering into an agreement.

2. Notification of changes

The licence holder shall inform the Royal Borough of Greenwich within 21 days of:

- 2.1. Change of address

2.2. Change of managing agent

2.3. Change of Licence Holder/ Owner of the property

3. Number of persons permitted to occupy

The licence holder shall:

3.1 Ensure that the number of households and/or persons residing in the property do not exceed the maximum numbers specified in the licence.

4. General maintenance of the property

The licence holder shall:

4.1. Ensure the property, together with all furnishings and equipment provided is maintained in good repair and safe condition.

4.2. Ensure that prompt action is taken to resolve any Category 1 Hazards.

4.3. Inspect the property at least every six months to identify any problems relating to the condition and management of the house.

5. Supply of Water, Gas and Electricity

The licence holder shall:

5.1 Ensure that a constant supply of water, gas and/ or electricity is maintained at the property.

5.2 Ensure that all gas appliances are serviced annually.

5.3 Not unreasonably cause the supply of water, gas and/or electricity to the house to be interrupted.

5.4 The licence holder shall ensure that all times the occupiers can safely access their utility meters so that they can take readings etc.

5.5 Ensure that a carbon monoxide alarm is installed in any room that is used wholly or partly as living accommodation and contains a fixed combustion appliance other than a gas cooker.

5.6 Keep such carbon monoxide alarm in proper working order; and to supply the authority, on demand, with a declaration by him as to the condition and positioning of the alarm(s).

5.7 Ensure that every electrical installation in the house is in proper working order and safe for continued use.

5.8 To supply the Royal Borough of Greenwich, on demand, with a declaration by him as to the safety of such electrical installations.

5.9 Periodically check for electrical appliance recalls and take the required action without undue delay.

5.10 Register any new appliances provided with the manufacturer so that they can be informed of any safety notifications.

Note: "Room" includes hall or landing. A bathroom or lavatory is to be treated as a room used as living accommodation.

6. Antisocial behaviour (ASB) and nuisance

6.1 The licence holder shall take reasonable and practicable steps to prevent or reduce antisocial behaviour by persons occupying or visiting the house and to this end shall:

- diligently investigate any allegations of ASB or nuisance arising in the house immediately they are received and to identify the person/s responsible for it
- where necessary, liaise with the owners or occupiers of neighbouring properties that are or may be affected by the ASB or nuisance
- within 7 days, write to any occupiers suspected of causing the disturbance informing them of the allegations, advising them to cease and making clear the possible consequences under the tenancy agreement of their failure to comply
- thereafter monitor the property for any recurrence of the ASB / nuisance
- report any allegations or evidence of serious wrongdoing to the police
- liaise with and work alongside the police or local authority with a view to investigating or managing the ASB or Nuisance, or protecting occupiers that are at risk of being harmed
- keep notes and any correspondence relating to the complaint for the term of the property licence. Copies of such correspondence to be provided to the Royal Borough of Greenwich within 14 days on demand

- where appropriate, seek legal advice and act promptly to caution or evict tenants responsible for ASB

Note: Antisocial behaviour is defined by S57(5) of the Housing Act 2004 as:

Conduct on the part of occupiers of, or visitors to, residential premises —

- a) which causes or is likely to cause a nuisance or annoyance to persons residing, visiting or otherwise engaged in lawful activities in the vicinity of such premises, or
- b) which involves or is likely to involve the use of such premises for illegal purposes.

It includes nuisance behaviour such as shouting or loud music or leaving litter or rubbish. It can also include more serious incidents like violence and criminal behaviour, domestic abuse, the supply and use of controlled drugs from the property and intimidation or racial harassment.

7. Refuse, waste and pests

The licence holder shall ensure that:

7.1. Suitable and adequate arrangement are put in place for recycling storage and disposal of refuse produced by the occupiers of the property including sufficient and suitable bins.

7.2. Any complaints of pest infestation are thoroughly investigated within 14 days, and timely action is taken to ensure that:

- the extent of the infestation and any access points into the building are understood, via a pest survey, where necessary
- the infestation is eradicated and does not spread to neighbouring accommodation
- the property is appropriately proofed against the ingress of pests
- records shall be kept of such treatment programmes and these must be provided to the Royal Borough of Greenwich within 14 days on demand

More information about the management of pests can be found at: <https://www.royalgreenwich.gov.uk/community-safety-environment/report-nuisance/pest-problem>

8. Furniture and electrical appliances

The licence holder shall:

8.1 Keep all electrical appliances and furniture made available by them in the house in a safe condition.

8.2. Supply the Royal Borough of Greenwich on demand with a copy of a written declaration by them as to the safety of such appliances and furniture.

8.3. Ensure that any items of bulky household furniture are disposed of in a responsible manner.

8.4. Ensure that any redundant items of bulky household furniture are disposed of immediately and in a responsible manner.

9. General

The licence holder shall:

9.1. Allow access by authorised officers to inspect at any reasonable time

9.2. Not obstruct council officers carrying out their statutory duties

9.3. Provide copies of any documents, safety or other certificates/information on demand to the council within 14 days of written request to do so.

Important note

The property licence and conditions do not imply or grant by inference or otherwise any approval or permission for any other purposes including those for Building Control, Development Control and under The Regulatory Reform (Fire Safety) Order 2005. Conversely compliance with any of those requirements does not confer or imply compliance with the requirements of the Housing Act 2004 including property licensing.

Any requirements relating to the licence and conditions are without prejudice to assessments and appropriate actions including enforcement actions under the Housing Act 2004. This includes actions to deal with category 1 and category 2 hazards as may be identified under Housing Health and Safety Rating System (HHSRS) and does not preclude such action.