



Schedule of licence conditions

1. The licence holder/manager is prohibited from allowing a new resident to occupy the house and/or parts of the house if: -
 - that occupation exceeds the maximum number of permitted persons in the house or
 - that occupation exceeds the maximum number permitted for any unit of accommodation.

A 'new resident' is a person not in occupation at the date the licence is issued/varied.
2. The licence holder shall ensure that the property is in compliance with the London Borough of Camden's Minimum HMO Standards.
3. The licence holder shall ensure the property is maintained in reasonable repair.
4. The licence holder shall ensure that there is compliance with The Management of Houses in Multiple Occupation (England) Regulations 2006, or in the case of s:257 HMOs the Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007.
5. The licence holder shall ensure that a notice is displayed in a prominent position in the common parts of the house containing the name, address and telephone number of the licence holder and described as such.
6. The licence holder shall ensure that a 24 hour emergency telephone number for the landlord or an appointed manager is displayed in the common parts of the house.
7. The licence holder shall ensure that a copy of the licence and licence conditions are displayed in a prominent position in the common parts of the house.
8. The licence holder shall supply the occupiers of the house with a written statement of the terms on which they occupy the house.
9. The licence holder shall submit to the London Borough of Camden details of the tenancy deposit scheme used for safeguarding the deposits of tenants of those parts of the house under their control.
10. The licence holder shall take all reasonable and practicable steps to prevent or reduce antisocial behaviour by persons occupying or visiting the house. All complaints of anti-social behaviour by occupants or their visitors made by other occupants or neighbours shall be investigated and the appropriate action taken.
11. The licence holder shall, if requested in writing, provide the London Borough of Camden with evidence of appropriate management practice and procedures to



address any anti-social behaviour that may arise. The details should be provided within such reasonable time as may be specified by The London Borough of Camden.

12. The written statement provided to occupiers on their terms of occupancy shall include an express prohibition on anti-social behaviour that causes a nuisance or annoyance to other occupiers.
13. The licence holder shall upon the request of the London Borough of Camden attend such training courses as required in relation to any applicable Code of Practice approved under the provisions of the Housing Act 2004 section 233.
14. Where a gas supply is provided the licence holder shall submit to the London Borough of Camden annually for their inspection the current gas safety certificate obtained within the last 12 months in respect of all gas installations and appliances in the parts of the house under their control. Copies shall also be given to the occupants of the house.
15. The licence holder shall provide and submit to the London Borough of Camden a current test certificate for the fixed electrical installation in the parts of the house under their control. Any report should be less than five years old at the date of submission. If this expires during the term of the licence a new report must be submitted.
16. Inspections of gas and electrical installations and appliances shall be carried out by a suitably qualified person. The London Borough of Camden shall be informed of any remedial works required and any such works shall be carried out within a time period as agreed with the London Borough of Camden.
17. The licence holder shall ensure that furniture and all electrical appliances made available in the house are in a safe condition. There should be a regular visual inspection of all such appliances and furniture to determine condition.
18. All upholstered furniture and covers and fillings of cushions and pillows should comply with the requirements of the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).
19. A declaration as to the safety of such appliances and furniture shall be supplied to the London Borough of Camden upon written request and copies made available to occupants of the house.
20. The licence holder shall ensure that there are sufficient containers provided for household recycling and rubbish. All recycling and rubbish containers must be provided with a dedicated and appropriate storage area.
21. The licence holder shall take such steps as are necessary to treat any pest infestation within the parts of the house under their control. Such steps should include engaging a pest control contractor to undertake a survey of the house and undertaking such treatment and proofing works as required.



22. The licence holder shall ensure all front external doors and flat/studio/bedsit doors are fitted with a minimum of a cylinder deadlock and a mortice deadlock which allow internal egress without the use of a key and meet BS 8621: 2007 (or equivalent). Rear doors should be fitted with a minimum of a mortice deadlock which meets BS 8621: 2007 (or equivalent) and two key operated rack bolts to the top and bottom of the door.

General

23. The licence holder shall inform the London Borough of Camden in writing of any material change of circumstances in respect of the licence holder, manager or anyone else involved with the property, the property itself or its management within seven days of such a change occurring.
24. The licence holder must advise the London Borough of Camden in writing of any proposed changes to the construction, layout or amenity provision of the house which would affect the licence or licence conditions. No such alterations shall be made without prior consent.
25. The licence holder shall arrange for access to be granted at any reasonable time for the purpose of inspection to ensure compliance with licence conditions.
26. The licence holder shall if required by written notice provide the London Borough of Camden with the following particulars with respect to the occupancy of the house:
 - The names and telephone numbers of individuals and households living in the house and the parts of the property they occupy
 - The dates when each individual and household moved into the property.

The details should be provided within such reasonable time as may be specified by the London Borough of Camden

Notes

- a) The property licence and conditions do not imply or grant by inference or otherwise any approval or permission for any other purpose including Building Control, Planning, LB Camden leasehold terms and conditions, the Regulatory Reform (Fire Safety) Order 2005. Conversely compliance with any of these requirements does not confer or imply compliance with the requirements of the Housing Act 2004 including HMO licensing.
- b) Failure to comply with any licence condition may result in proceedings including fines of up to £20,000 and loss of the licence.
- c) Any arrangements 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 the Housing Health and safety rating System (HHSRS) and does not prejudice such action.