



Selective Licence Conditions

Property:

1. If gas is supplied to the house, the licence holder and/or manager must produce to the Council annually for their inspection a gas safety certificate obtained in respect of the house within the last 12 months.
2. The licence holder and/or manager must supply to the Council for inspection, a valid energy performance certificate (EPC) in accordance with the Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2012.
3. The licence holder and/or manager must supply to the Council, a current (less than 5 years old) electrical installation condition report indicating no defects under category 1 or 2. If the report expires (more than 5 years old) during the term of the licence, a new report must be supplied to the Council within 2 months of the old report's expiry date. The new report must indicate that there are no defects under category 1 or 2.
4. The licence holder and/or manager must ensure that 10 year life sealed battery smoke detectors conforming to BS EN 14604 are installed in the property and are kept in proper working order. One smoke detector covering the hallway or landing at each level of the accommodation is required as a minimum. **Ensure these are provided within 3 months of the date of the full licence.**

The licence holder and/or manager must supply the Council on demand¹, a declaration as to the condition and positioning of the smoke alarms (includes existing smoke alarms).

5. The licence holder and/or manager is to ensure that a carbon monoxide alarm is installed in any room in the property which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance, and to keep any such alarm in proper working order – the alarms must be checked on the day the tenancy begins if it is a new tenancy. The licence holder and/or manager must supply the Authority, on demand, with a declaration by him as to the condition and positioning of any such alarms.

Note – Solid fuel includes coal, wood, etc. A non-functioning, purely decorative fireplace would not constitute a solid fuel burning combustion appliance.

6. The licence holder and/or manager must ensure that: the internal structure of the property is maintained in good repair; any fixtures, fittings or appliances are maintained in good repair and in clean working order; and every window and other means of ventilation are kept in good repair.²
7. The licence holder and/or manager must supply to the occupiers of the house a written statement of the terms on which they occupy it.
8. The licence holder and/or manager must obtain a reference for each new person wishing to occupy the house. The reference should include information about anti-social behaviour³, acting in a non-tenant like manner and any problems in respect of payment of rent. References must be

¹ On demand: The Council requires that the document(s) / information is supplied to the Council within 28 days.

² This condition aligns to Regulation 8 of the Management of Houses in Multiple Occupation (England) Regulations 2006 – duty to maintain living accommodation.

³ Anti-social behaviour: Behaviour that causes or is likely to cause harassment, alarm or distress to one or more persons not of the same household.

retained so as to be available to the Council on request.

9. On request from other landlords the Licence holder and/or manager must provide an honest, factual and accurate reference relating to existing or past occupiers.
10. The licence holder and/or manager must issue new tenants with a tenancy agreement that includes clauses that will allow the licence holder to take reasonable steps to tackle anti-social behaviour.
11. The licence holder and/or manager must have facilities to receive and respond to initial complaints about the behaviour of tenants or their visitors.
12. The licence holder and/or manager must take all reasonable steps to ensure that the property is not used for illegal or immoral purposes.
13. The licence holder and manager must complete the West of England Landlord Development Programme at www.privatehousinginformation.co.uk or otherwise have evidence of successfully completing equivalent training by a recognised landlord association.
14. The licence holder and/or manager must ensure that the property is inspected on a regular basis to assess if there is evidence of anti-social behaviour; this should be at least quarterly, but more frequently if anti-social behaviour has been established.
15. The licence holder and/or manager must take all reasonable steps to keep the exterior of the property free from graffiti and fly posters.
16. The licence holder and/or manager must ensure that tenants have 24hr direct access to all toilet, personal washing and cooking facilities and equipment.
17. The licence holder and/or manager must ensure that there is no obligate sharing of bedrooms
18. The licence holder and/or manager must supply to the Council on demand a list of all occupants.
19. The licence holder and/or manager must ensure that the Code of Good Management Practice is to be complied with.
20. Any person involved in, or becoming involved in the management of the property after the licence date must be a fit and proper person. The licence holder and/or manager must supply the Council on demand with a completed 'declaration in respect of a fit and proper person' form for each person.
21. The licence holder and/or manager must notify the Council of any change of name, address and any other contact details.