

SCHEDULE OF PERMITTED OCCUPATION FOR THIS HMO Based on floor areas and the available kitchen, bathing and WC facilities		
The maximum permitted number for the property is determined by the lowest figure from the tables that can be found at the end of this document		
Maximum permitted number for property	X persons	X households
These rooms have a 'zero' permitted occupancy - see tables		
WAIVER(S) GRANTED		

Schedule of licence conditions

1. The licence holder/manager is prohibited from allowing a new resident to occupy the HMO and/or parts of the HMO if: -
 - that occupation exceeds the maximum number of permitted persons or households in the HMO; or
 - that occupation exceeds the maximum number permitted for any unit of accommodation; and
 - a room used as sleeping accommodation has a maximum permitted number of zero. The room must not be re-let/re-occupied again once the current tenant has vacated.

A 'new resident' is a person not in occupation in the property or part of the property at the date the licence is issued.
2. The licence holder must ensure that the floor area of any room in the HMO used as sleeping accommodation complies with the following minimum prescribed standard:
 - a) A room less than 4.64m² is not used as sleeping accommodation by any person (including children)
 - b) A room less than 6.51m² is not used as sleeping accommodation by a person aged over 10 years
 - c) A room less than 10.22m² is not used as sleeping accommodation by more than one person.
3. In addition, if a room currently used as sleeping accommodation is:
 - a) below 6.51m² the licence holder must ensure it is vacated no later than 18 months from the first licence issue date; or
 - b) below 10.22m² and occupied by two persons the licence holder must ensure the number of occupiers is reduced to one no later than 18 months from the first licence issue date; or
 - c) below 4.64m² and occupied by a person under 10 years of age the licence holder must ensure it is vacated no later than 18 months from the first licence issue date.
4. The licence holder will be committing an offence in respect of condition 3 above if:

- a) no action has been taken to correct a breach of the minimum room sizes within 18 months of the first licence issue date; or
 - b) new tenants have been allowed to occupy a room in breach of the maximum number permitted by the licence
5. Where condition 3 above is not being met and the licence holder has not knowingly permitted the breach, the council will:
 - give the licence holder notice of the of the breach, and
 - specify a period in which the licence holder must take action to comply with the prescribed minimum room size. The maximum period specified will be not more than 18 months.
 6. The licence holder shall ensure that the property is in compliance with the London Borough of Camden's HMO standards. The works required to achieve this are detailed in the attached schedule of works. Where applicable, the schedule also confirms if new or updated safety certificates are required.
 7. The licence holder must ensure the property is maintained in good order and repair.
 8. The licence holder shall ensure that the name, address, email and telephone number of the person responsible for managing the property is displayed in a prominent position in the common parts of the house. A 24 hour emergency telephone number should also be provided.
 9. 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 where they can be viewed by all occupiers.
 10. The licence holder shall supply the occupiers of the house with a written statement of the terms on which they occupy the house.
 11. 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.
 12. The licence holder shall provide to the London Borough of Camden evidence of the management practice and procedures in place to address any anti-social behaviour that may arise within 21 days of a written request.
 13. 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 or neighbours.
 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 must obtain a current test certificate for the fixed electrical installation in the parts of the house under their control. A copy of the current electrical installation and condition report certificate is to be provided to the London Borough of Camden within 7 days of receiving a written request.
 16. The licence holder shall ensure that electrical appliances and furniture made available by them in the house are kept in a safe condition. The licence holder shall obtain an electrical appliance test report (PAT test) every 12 months in respect of all electrical

appliances supplied by the landlord at the HMO and provide a copy to the London Borough of Camden within 21 days of a written request.

17. The licence holder shall, on demand, provide the London Borough of Camden with a declaration as to the safety of any electrical appliances and furniture they have supplied in the HMO within 21 days of the demand.
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. The licence holder shall keep smoke/heat alarms and any emergency lighting in proper working order. The licence holder shall, on demand, provide the London Borough of Camden with a BS5839 test report relating to the fire alarm and detection system and/or a BS5266 test report relating to the emergency lighting within 21 days of the demand.
20. The licence holder shall ensure that a carbon monoxide alarm is installed in any room in the HMO which is used wholly or partly as living accommodation and contains a fixed combustion appliance (other than a gas cooker) or has a flue from a gas appliance running through it. The carbon monoxide alarm is to be kept in proper working order. The licence holder shall, on demand, provide the London Borough of Camden with a declaration as to the position and condition of the alarm within 21 days of the demand.
21. The licence holder shall provide the London Borough of Camden with a written copy of the fire risk assessment (FRA) carried out by a responsible person under the Regulatory Reform (Fire Safety) Order 2005 within 21 days of a written request.
22. 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.
23. The licence holder must comply with any scheme provided by Camden Council which relates to the storage and disposal of household waste at the HMO pending collection.
24. The licence holder must provide tenants with written information at the start of their tenancy detailing their waste management responsibilities. This must include the collection days, times, and locations for putting out rubbish, recycling, and food waste (and which containers to use), the requirement to return bins to their proper place after collection; and to dispose of bulky waste using an appropriate collection service. Evidence this information was provided to each occupier must be kept for the duration of the licence period and provided to the Council within 21 days on request.
25. The licence holder shall ensure gardens, yards or other areas under their control are kept free from items such as old or broken furniture, discarded electrical appliances, mattresses/bedding and other general refuse.
26. 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. The Council will consider an exception where the infestation is clearly as a result of the tenant's behaviour or neglect.
27. The licence holder shall inform the private sector housing team at 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 21 days of such a change occurring.

28. The licence holder must advise the private sector housing team at the London Borough of Camden in writing of any proposed changes to the construction, layout, amenity provision or mode of occupation of the HMO which would affect the licence, licence conditions or permitted number. This includes change from a 'shared-house' HMO with *cohesive* living arrangements to an HMO let on a 'room-by-room' basis. No such alterations shall be made without prior consent.
29. The licence holder shall arrange for access to be granted to all common parts, and where possible all other areas including rooms, at any reasonable time for the purpose of inspection to ensure compliance with licence conditions.
30. The licence holder shall provide the London Borough of Camden with the following particulars within 21 days of written notice:
- The names of individuals and households living in the house and the parts of the property they occupy; and
 - The dates when each individual and household moved into the property
31. 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.

Notes

- a) "Licence holder" refers to:
- i) the person to whom the council has granted this licence; and
 - ii) any other person named on the licence who has agreed to be bound by the licence
- b) 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.
- c) Failure to comply with any licence condition may result in loss of the licence and court proceedings leading to fines (there is no limit on the amount) or service of a civil penalty notice (maximum fine of £30,000).
- d) Any arrangements relating to the licence and conditions are without prejudice to assessments and appropriate actions including enforcement actions under the Housing Act 2004 and associated management regulations. 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. Also the Management of Houses in Multiple Occupation (England) Regulations 2006, or in the case of section 257 HMOs, the Licensing and Management of Houses in Multiple Occupation (Additional Provisions)(England) Regulations 2007.