

Schedule 1

Mandatory conditions

1. If gas is supplied to the house, the licence holder is to produce to the Authority annually for their inspection a gas safety certificate obtained in respect of the house within the last 12 months.
2. The licence holder is required to keep electrical appliances and furniture made available in the house in a safe condition and is required to supply the Authority, on demand, with a declaration as to the safety of the appliances and furniture.
3. The licence holder is to ensure that a smoke alarm is installed on each storey of the house on which there is a room used wholly or partly as living accommodation (includes a bathroom or lavatory), and to keep such alarms in proper working order – the alarms must be checked on the day the tenancy begins if it is a new tenancy. The licence holder must supply the Authority, on demand, with a declaration as to the condition and positioning of the smoke alarms.
4. The licence holder is to ensure that a carbon monoxide alarm is installed in any room (includes a hall or landing) in the house which is used wholly or partly as living accommodation (includes a bathroom or lavatory) and contains a solid fuel burning combustion appliance; to keep any such alarm in proper working order – the alarm must be checked on the day the tenancy begins if it is a new tenancy; and to supply the Authority, on demand, with a declaration by him as to the condition and positioning of any such alarms.
5. The licence holder to supply to the occupiers of the house a written statement of the terms on which they occupy it.
6. Bedrooms must be a minimum of 6.51m² under a minimum ceiling height of 1.5m for single rooms and a minimum of 10.22m² under a minimum ceiling height of 1.5m for double rooms.
7. Sufficient containers, with lids must be provided for household rubbish and recycling within the unit of accommodation and outside. The containers outside must be kept in a designated appropriate area, and with lids fitted and in a tidy condition, sufficient to minimise their visual impact.

Schedule 2

Conditions as imposed by Bath and North East Somerset Council

1. The licence holder is to produce to the Authority on request, a current Domestic Electrical Installation Condition Report on the electrical installation, indicating no defects under code 1 or 2. Any report should be less than 5 years old at the date of submission.
2. A satisfactory certificate of inspection and testing of fire alarm systems carried out at 6 month intervals for Grade A systems as required under the latest

addition of BS 5839-6 fire alarm system, is to be provided to the Authority on demand.

3. Grade D systems must be tested regularly as required under the latest addition of BS 5839– 6.
4. Details of rooms and communal areas containing a smoke detector or heat detector must be indicated in writing and provided to the Authority on demand.
5. There is to be no obligate sharing of bedrooms.
6. Occupants are to have 24hr direct access to all toilet, personal washing and cooking facilities and equipment.
7. Where bedrooms are not internal or there is not internal access to the main house, the bedroom must have en-suite bathroom facilities including WC, wash hand basin and shower or bath. There must be 24 hours access to all kitchen, dining and communal facilities.
8. All reasonable steps must be taken to ensure any gardens and yards belonging to the licensed property are maintained in a reasonable condition and free from litter. Where the occupants are responsible for maintaining the outside space, they must be provided with suitable and sufficient tools to do this. Where tools are provided they must be allocated appropriate storage.
9. The Licence Holder and any Manager are required to monitor garden maintenance and waste and recycling storage and take the necessary steps to resolve any non-compliance.
10. The licensed property must achieve a minimum energy efficiency rating of “E” as determined by an Energy Performance Certificate (EPC). This condition will also be met if a valid exemption is registered with the appropriate authority. A copy of the latest EPC for the licensed HMO is to be provided on demand.
11. The Bath and North East Somerset Council HMO Licensing Standards* apply to all licensed HMOs. This document may be updated from time to time and any updated version will apply to a new licence. It is the responsibility of the owner and any manager to ensure that they meet the correct Standard. The latest version of the licensing standards can be found at **www.bathnes.gov.uk/hmos**
11. The following time-scales apply for works required to comply with the HMO licensing standards and conditions for works to meet them:

Condition		Maximum time scale
Fire precautionary facilities and equipment		6 months
Space heating		6 months
Personal washing and toilets facilities		6 months
Kitchen facilities		6 months
Ventilation		6 months
Space standards		12 to 18 months*
*consideration will be given to letting arrangements when increasing the timescale over 12 months		

Above time scales start from the issue date of the licence

13. The fire risk assessment required under the Regulatory Reform (Fire Safety Order) 2005 and resulting precautions must be reviewed annually and provided to the Authority on request. They must also be reviewed whenever there are alterations to the property or its contents and at changes of tenancy to ensure the fire precautions are appropriate to the risk.
14. Provide written details of fire exit routes to occupants. Ensure that all occupants are aware of fire and fault indications of the fire alarm system, are adequately familiar with controls (e.g. resetting) and aware of measures to avoid false alarms. Occupants should be aware of what to do in the case of a fire.
15. Each bedroom must have sufficient means for ventilation that can be maintained securely while the occupants are absent to minimise occurrence of damp and mould.
16. The licence holder and/or manager must notify the local authority of any changes to contact details or management arrangements including the out of hours contact.
17. Current and correct contact details must be displayed on the Management Details Notice, in a prominent position in the licensed HMO at all times.
18. The recycling and rubbish collection information and any subsequent updates must be displayed in the property.
19. At the start of all new tenancies, all occupants must be made aware of the 'Bath and North East Somerset Undertaking of Good Practice, a copy must signed by each occupant and the licence holder and both parties should retain a copy. The signed Undertakings must be provided to the Council for inspection on request.
20. The licensed HMO must be managed in accordance with The Good Management Code of Practice. A copy of the Code is to be provided to all occupants.

21. The licence holder must provide a list of all occupants within 14 days if requested to do so by the Authority.
22. The licence holder and manager must be certain that any person becoming involved in the management of the property after the licence date would be considered fit and proper. Consequently, the licence holder or manager should be satisfied that all persons would be able to sign the declaration themselves and provide a current basic disclosure certificate.
23. Where food is provided, food handlers must have adequate food safety training.
24. The layout of the property, including any numbering of rooms must not be altered without first gaining written permission from the Council. Requests to alter the layout should be made in writing and include a full description of the proposed changes and the reason for doing so.
25. The property is to be occupied in accordance with and by no more than the number of persons and households stated on the licence. If the present occupation of the property is in excess of this maximum permitted number, the occupation of the property must be reduced within a maximum of 12 months of the date of licensing unless otherwise stated on schedule 3 of the licence.
26. Any room containing any combustion appliance including gas appliances and used as living accommodation is to have a carbon monoxide alarm installed that is in proper working order. The alarm must be checked at the start of a tenancy if it is a new tenancy and at suitable regular intervals thereafter.

Schedule 3

HMO Licensing works schedule

These works are needed to comply with the HMO Licensing Standards condition of schedule 2.