

HMO Licensing Newsletter

March 2022

Duty officer

As our team is still working from home, duty officers use mobile phones to speak to the public. However, you can still use 01225 396444 to contact us and your call will be transferred to the duty officer. You can also call directly and the numbers for duty officers can be found [HERE](#).

Landlord Expo

[The South West's Landlord Expo](#) is back this year, after a 2-year break. The Expo will take place on 17 May 2022 in Ashton Gate Stadium. Please, visit the webpage to register. The event is organised by the four West of England local authorities (Bath & North East Somerset, Bristol, North Somerset and South Gloucestershire). The aim of the event is to provide relevant information and access to useful resources for landlords & letting agents in the private rented sector. There will be no charges for parking.



HMO Planning Updates

The Supplementary Planning Document updated in January 2022, can be found [HERE](#). You can read about planning restrictions for the change of use from single family to an HMO.

Updated Houses in Multiple Occupation (HMO): Frequently Asked Questions document can be found [HERE](#)

Our Website

The best way to find information on Houses in Multiple Occupation and licensing is to visit our website at www.bathnes.gov.uk/hmos

In September 2021 we sent you an email about documents that are required to be submitted when we ask for them, including a Fire Risk Assessment or Electrical equipment checks, examples of those can be found [HERE](#)

MEES

If the property you let has no Energy Performance Certificate (EPC) or it is rated F-G and you have not registered a valid exemption, you are in breach of the Minimum Energy Efficiency Standards Regulations as well as HMO licensing conditions. Visit our [Trading Standards website](#)

To apply for a new licence or renewal, visit:
www.bathnes.gov.uk/hmoapp

For more information about standards and other useful links, visit:
www.bathnes.gov.uk/hmos

www.bathnes.gov.uk/mees to find information on funding, exemptions and penalties for non-compliance.



Additional HMO Licensing

Please can you check that all of your HMOs have the required HMO licence. We have come across a number of landlord's who are a mandatory HMO licence holder but have not applied for an HMO licence for their 3 or 4 bedroom properties within Bath. Information on which HMOs need a licence can be found [HERE](#).

Change of ownership

We would like to remind you that licence holders and/or managers must notify the local authority of any changes to contact details or management arrangements, including the out of hours contact. Our office needs to be informed if a property is sold, so we can revoke the licence. Until the Local Housing Authority revokes the licence or it expires, the licence holder remains legally responsible for the management of the licensed HMO, even if they have sold the property.

Please contact us, if you have completed a sale of an HMO and we have not revoked the licence.

We should also be notified when a licence holder dies, as when a sole licence holder dies, the licence ceases on their death.

HMO licences are not transferable.

To Let boards

The Licence Holders and Agents should always sign up to the 'Good Management Code of Practice'. By doing so they agree that "To Let" or "Let" boards are not left as a long-term advertising feature (over 28 days).

The Town and Country Planning (Control of Advertisement) Regulations 2007 state that only one board should be erected on a property that is for sale or to let, and it must be removed within 14 days of completion of a sale or the start of a new tenancy.'

We would like to remind all agents that the boards should be removed as per above requirement.

To apply for a new licence or renewal, visit:
www.bathnes.gov.uk/hmoapp

For more information about standards and other useful links, visit:
www.bathnes.gov.uk/hmos

Coronavirus (COVID-19) Guidance for Landlords and Tenants

The guidance is likely to change soon but we would appreciate that during inspections you and tenants:

- Keep a 1 metre distance from inspecting officer
- If possible, remain in a separate area of the dwelling or outside the property if this is your preference
- Wear a face mask during the inspection when indoors
- Leave all windows open prior and during the inspection

Landlords need to ensure that properties are kept in good repair and free from hazards. Landlords should take account of government guidance on working safely in people's homes when resuming repair and maintenance services in properties occupied by tenants. The National Guidance advising about repairs, maintenance and health and safety updated on 24th of February is available [HERE](#)

Electricity meters

We would like to remind landlords that pre-paid electricity meters (key/card) are not acceptable in HMOs, unless there is a separate landlord electricity supply for the fire alarm system in place. In some properties, our officers may not be able to check the meters if they are located too high or are too difficult to find. If your property has a pre-paid meter, arrange with the energy supplier to change the 'pay as you go' to a monthly bill. If you need additional information, please call our duty officer on 01225 396444 for advice.

HMO licensing standards

We would like to remind landlords of the [HMO licensing standards](#) as well as the [HMO documents for programmed inspections](#) that we request prior to our visits. If you are planning to make any changes to your properties, please check the standards and if you have any doubts, contact our duty officer on housing@bathnes.gov.uk or by calling 01225 396444.

How to rent Guide

You can find an 'easy read' guide [HERE](#)

Serving Notice Seeking Possession

From 1 October 2021, all notice periods returned to their pre-pandemic lengths. This means that a Section 21 notice must provide at least 2 months' notice. For more information, visit [HERE](#)