

## London Borough of Haringey Conditions of a Selective Licence

The conditions below are attached to every Selective Licence issued by the London Borough of Haringey.

Any correspondence, letters and records referred to in these conditions must be provided by the Licence Holder to the Authority within 21 days on demand unless an officer of the Council requests this document within alternative reasonable timeframe in line with any investigation.

It is the licence holder's responsibility to ensure that the licensed property complies with all the conditions set out below. Failure to do so may lead to prosecution or Civil Penalty for a breach of the licence conditions, a loss of the licence and imposed fines of up to £30,000

If the licence holder is not the manager of the property, it is their responsibility to ensure that the manager complies with all the conditions of the licence.

\* The Council is obliged to impose these conditions under Schedule 4 of the Housing Act 2004

Condition Item 1.	Tenancy Management	Condition
1.1	<p>The licence holder shall supply to the occupiers of the house a written statement of the terms on which they occupy it. – Commonly known as a tenancy / licence agreement. The licence holder must.</p> <ul style="list-style-type: none"> <li>• Keep copies of all such tenancy agreements for the duration of the licence (including any renewal) and supply copies to the Council if requested to do so.</li> </ul>	*
1.2	<p>The licence holder shall obtain references from persons who wish to occupy the house before entering into any tenancy, licence or other agreement with them to occupy the accommodation.</p>	*
1.4	<p>In line with legal requirements, the licence holder must protect any deposits taken from the occupiers by placing them in a statutory tenancy deposit scheme. The licence holder must ensure compliance with the requirements of the tenancy deposit scheme as set out at Part 6 Chapter 4 and Schedule 10 of the Housing Act 2004. The tenant must be given the prescribed information about the scheme being used at the time the deposit is taken. This information must be provided to the Council if requested.</p>	
1.5	<p>The licence holder must provide to the tenant/occupier at the start of their tenancy, whether in the tenancy agreement or licence granted or otherwise;</p> <ul style="list-style-type: none"> <li>• ‘How to Rent Guide’</li> <li>• An up to date gas safety certificate to any tenant at the beginning of their tenancy and on an annual basis thereafter</li> <li>• A copy of the licence to which these conditions relate at the start of their tenancy</li> <li>• An emergency contact number for the licence holder or manager of the property.</li> <li>• A copy of the current valid Electrical Safety Certificate</li> <li>• A copy of the Energy Performance Certificate (EPC),</li> <li>• Details of waste collection and recycling arrangements for the property.</li> </ul> <p><a href="https://www.haringey.gov.uk/environment-and-waste/refuse-and-recycling/bin-collections/collection-days">https://www.haringey.gov.uk/environment-and-waste/refuse-and-recycling/bin-collections/collection-days</a>  <a href="https://www.haringey.gov.uk/environment-and-waste/refuse-and-recycling/which-bin-to-use">https://www.haringey.gov.uk/environment-and-waste/refuse-and-recycling/which-bin-to-use</a></p>	

Condition Item 2.	Property Management	
2.1	<p>The licence holder must ensure that:</p> <ul style="list-style-type: none"> <li>• All occupants of the property at the beginning of each tenancy agreement are given details about how to report repair issues and how these will be dealt with.</li> <li>• Regular inspections of the property are carried out to identify any problems relating to the condition and management of the property. This must include evidence of checks that the property is being occupied by a single household.</li> <li>• Any minor disrepair, defects or pest related issues identified to the landlord by either the tenant or the council must be investigated and adequately addressed within a reasonable time period.</li> <li>• All repairs to the property or any installations, facilities, or equipment within it are carried out by competent and reputable persons.</li> <li>• Precautions must be taken when any work is carried out to ensure the safety to all persons occupying or visiting the premises.</li> <li>• On completion of any works, the property is left in a clean and tidy condition.</li> </ul>	
2.2	<p>The licence holder shall take reasonable and practicable steps to prevent or address any issues that arise from the conduct of the occupiers and or visitors of the property which may affect the building and those living within the locality.</p>	
2.3	<p>Any property with gas installation pipework, gas fittings or a gas boiler installed less than 12 months ago must produce to the Council annually for its inspection a gas safety certificate obtained from a Gas Safe Registered Engineer, in respect of the property within the last 12 months.</p>	*
2.4	<p>The licence holder shall ensure that the electrical installation, all electrical appliances and all portable electrical appliances made available by him or her in the property are in a safe condition and to supply to the Council, if requested, a declaration by him or her as to the safety of such appliances.</p>	*

2.5	The licence holder must ensure that all furniture provided, by the landlord are kept in a safe condition. The licence holder must ensure that any upholstered furniture provided, whether new or second-hand, complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988, as amended.	*
2.6	The licence holder must ensure that smoke alarms are installed on each storey of the premises on which there is a room used wholly or partly as living accommodation (Includes bathrooms and lavatories). The licence holder must ensure checks are made to ensure that each prescribed alarm is in proper working order on the day the tenancy begins if it is a new tenancy and that regular checks are made thereafter. All alarms must be kept in proper working order at all times. <a href="https://www.gov.uk/government/publications/smoke-and-carbon-monoxide-alarms-explanatory-booklet-for-landlords">https://www.gov.uk/government/publications/smoke-and-carbon-monoxide-alarms-explanatory-booklet-for-landlords</a>	*
2.7	The licence holder must ensure that a carbon monoxide alarm is installed in any room (“room” includes halls and landings; and bathrooms and lavatories) in the house which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance; and to keep each such alarm in proper working order. <a href="https://www.gov.uk/government/publications/smoke-and-carbon-monoxide-alarms-explanatory-booklet-for-landlords">https://www.gov.uk/government/publications/smoke-and-carbon-monoxide-alarms-explanatory-booklet-for-landlords</a>	*
2.8	Licence holders must: <ul style="list-style-type: none"> <li>• Provide a sufficient number of external rubbish bins for the occupiers to dispose of waste as prescribed by the Council</li> <li>• Ensure that all tenants know when their waste and recycling collections are and that they put their waste out for collection on the correct day. <a href="https://www.haringey.gov.uk/environment-and-waste/refuse-and-recycling/bin-collections/collection-days">https://www.haringey.gov.uk/environment-and-waste/refuse-and-recycling/bin-collections/collection-days</a></li> <li>• Ensure that tenants know how to place waste and recycling out for collection.</li> <li>• Ensure that tenants use the correct type of waste and recycling containers as detailed in the service guide. <a href="https://www.haringey.gov.uk/environment-and-waste/refuse-and-recycling/which-bin-to-use">https://www.haringey.gov.uk/environment-and-waste/refuse-and-recycling/which-bin-to-use</a></li> <li>• It is the licence holder’s responsibility to ensure that, at the end of the tenancy, all bulky waste is disposed of properly and legally. Bulky Items such as mattresses, white goods</li> </ul>	

	<p>and furniture should be disposed of either through the Bulky/Special Collections service or at your local Reuse and Recycling Centre.</p> <p><a href="https://www.haringey.gov.uk/environment-and-waste/refuse-and-recycling/bulky-waste">https://www.haringey.gov.uk/environment-and-waste/refuse-and-recycling/bulky-waste</a></p>	
2.9	<p>If the Licence Holder becomes aware that the occupiers of the house or their visitors are not using the waste disposal facilities provided and/or leaving waste outside the house or in its vicinity (for example old furniture, mattresses), they must ensure that a warning letter is sent to the occupiers advising them to remove the items immediately.</p>	
2.10	<p>The licence holder shall ensure that any exterior area of the property such as gardens, yards within the boundary of the property is maintained and kept in a reasonable state and remains free of any pest infestation.</p>	

#### General

	<p><b>Notifications.- Housing Act 2004 section 66 Tests for fitness etc. and satisfactory management arrangements.</b></p>	
	<p>The licence holder must inform the Council of:</p> <p>Details of any unspent convictions not previously disclosed to the Local Authority involving fraud or dishonesty, violence or drugs, any offence listed in Schedule 3 to the Sexual Offences Act 2003, or any other conviction relevant to the licence holder and/or the property managers fit and proper person status.</p> <p>Details of any finding by a court or tribunal against the licence holder and/or the manager that they have practiced unlawful discrimination on the grounds of sex, colour, race, ethnic, national origin, disability or the other protected characteristics cited within the Equalities Act 2010.</p> <p><a href="https://www.gov.uk/guidance/equality-act-2010-guidance">https://www.gov.uk/guidance/equality-act-2010-guidance</a></p> <p>Details of any civil or criminal proceedings against the licence holder or manager, relating to housing, public health, environmental health or landlord and tenant law, resulting in a judgment or finding being made against them.</p>	<p>*</p> <p>*</p> <p>*</p>

	<p>Information about any property the licence holder or manager owns or manages or has owned or managed, that has been refused a licence by a local housing authority or has had a licence revoked due to breach of the licence conditions.</p> <p>Information about any property the licence holder or manager owns or manages or has owned or managed, that has been the subject of an interim or final management order under the Housing Act 2004.</p> <p>The property becoming empty for more than 3 months.</p> <p>Notification of repossession/foreclosure.</p> <p>Successful claims against the licence holder for default of tenancy deposits.</p> <p>A change in managing agent or the instruction of a managing agent.</p> <p>The undertaking of substantial works to the property, including conversions and modernisations or emergency problems relating to fire, flood or disaster.</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>
	<p><b>Absence</b></p>	
	<p>The licence holder is required to have in place suitable emergency management arrangements in the event of their absence.</p>	