



**Housing Act 2004**  
(Section 67)

# Houses in Multiple Occupation

**LICENCE CONDITIONS**

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### HMO LICENCE CONDITIONS

1. The Licence holder must not permit the house to be occupied in any other way or by more than the number of persons specified in the licence.
2. The licence holder must ensure that a copy of the licence together with a copy of these licence conditions are clearly displayed within the common parts of the house for the benefit of all tenants.
3. The licence holder must supply to the occupiers of the house a written statement of the terms on which they occupy it.
4. The licence holder must display within the common parts of the house his/her contact details together with those of any manager or agent appointed in connection with the running of the house. This must include their:
  - Name
  - Address
  - Telephone number
5. The licence holder must ensure that the house is properly managed at all times. (See Notes)
6. The licence holder must ensure that any persons involved with the management of the house are to their best knowledge “fit and proper persons” for the purposes of the Act.
7. The licence holder must consult with the Licensing Authority before making any material changes to the layout, amenity provision, fire precautions or mode of occupation of the house.
8. The licence holder must advise the Licensing Authority immediately if there has been any transfer of ownership OR management of the house.
9. At the time of the application the Licence Holder must provide to the Licensing Authority, if gas is supplied to the property, a Gas Safety Certificate, in respect of all gas appliances at the house, obtained within the last 12 months; and thereafter on an annual basis.
10. The Licence Holder must ensure that all electrical appliances in the house supplied by them are maintained in a safe condition.
11. The Licence Holder must ensure that furniture supplied by them in the house is compliant with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 and 1993).

12. The licence holder must at the time of the application and subsequently on demand, provide a declaration as to the safety of such appliances and furnishings.
13. The Licence Holder must ensure that an automatic fire detection system is installed in the house in accordance with the appropriate section of current British Standard BS5839, according to the type of accommodation provided.
14. The Licence Holder must provide to the Licensing Authority a commissioning certificate, issued by a suitably competent person, stating that the automatic fire detection system is designed and installed in the house so as to comply with appropriate British Standards.
15. The Licence Holder must ensure that all automatic fire detection equipment installed in the house is at least annually serviced by a competent person, and is adequately maintained.
16. The Licence Holder must ensure that means of escape from fire in the house is compliant with the latest release of Approved Document B of the Building Regulations currently in force.
17. The Licence Holder must ensure that all means of escape and fire fighting equipment installed in the house is at least annually serviced, and is adequately maintained at all times
18. The Licence Holder must ensure that the house is compliant with *Swindon Borough Council's Approved Standards for Multi-Occupied Houses*, in respect of room sizes & amenity provision in the house, according to the type of accommodation offered. These standards will be reviewed periodically to ensure that they remain appropriate to the type of multi-occupied housing within the Council's area and needs of residents. *(Conditions 12. to 15. refer specifically.)*
19. The Licence Holder must ensure that all bathrooms and WC compartments are of adequate size and appropriate for their purpose.
20. The Licence Holder must ensure that bathroom and WC compartments are so constructed and arranged that no letting bedroom, or shared common room is further than 1 floor distant.
21. The Licence Holder must ensure, where adequate cooking and food preparation facilities are not provided in each individual let, that shared kitchens are provided such that no letting bedroom is further than 1 floor distant.
22. The Licence Holder must ensure that all baths, showers and wash hand basins are equipped with fixed taps supplying constantly available hot & cold water.

23. The Licence Holder must ensure that all bathrooms and WC compartments are adequately heated and ventilated.
24. The Licence Holder must provide adequate heating systems such as to be capable of maintaining an indoor air temperature of at least 18°C in habitable rooms when the outdoor temperature is –1°C. Heating systems must be adequately maintained and kept in good repair.
25. The licence holder must ensure that common parts of the house are at all times adequately heated and lit. This and other shared services must to be provided at the expense of the landlord notwithstanding that this cost may be recouped through any rent or service charges.
26. The Licence Holder must ensure that common areas, including shared living rooms, kitchens, hallways etc of the house are not used for sleeping, either by tenants or their guests.
27. The Licence Holder must ensure that all amenities, facilities and equipment provided for occupants are adequately maintained and remain available for use at all times.
28. The Licence Holder must ensure that the house is maintained free from serious disrepair, and to a standard commensurate with properties in the immediate locale.
29. The Licence Holder must ensure that there are adequate arrangements for the storage of household refuse between collections, such that bags or loose refuse are not exposed for a period longer than 12 hours prior to its collection.
30. The licence holder must take reasonable practical steps to prevent or where appropriate reduce, antisocial behaviour by persons occupying or visiting the house. They must also reasonably cooperate with the Licensing Authority over any action being taken in respect of the same.
31. The licence holder must **if required** by the Licensing Authority attend training or otherwise demonstrate competence in relation to any applicable Code of Practice appropriate under section 233 of the Act.

**Notes:**

- I. Any reference to “the Act” contained within these conditions refers to the Housing Act 2004.

- II. *Section 67 of the Act provides for the attaching of conditions as the Local Housing Authority considers appropriate for regulating all or any of the following:*
  - (a) the management, use and occupation of the house concerned,*  
*and*
  - (b) its condition and contents.*
  
- III. *A licence MUST include certain conditions specified in Schedule 4 of the Act.*
  
- IV. *The Licensing Authority will be Swindon Borough Council.*
  
- V. *In applying good standards of management the licence holder must comply with: The Management of HMO's (England) Regulations 2006; any Code of Practice approved by the Secretary of State for this purpose AND generally accepted good residential management practice.*