

Applicant

You will be responsible for ensuring the property in question complies with the licence conditions. You may be subject to prosecution if licence conditions are breached. If you do not have managing control or responsibility for the property you will not be accepted as an applicant.

The Gas Safety (Installation and Use) Regulations 1998 place duties on Landlords to ensure that gas appliances, fittings and flues provided for tenants use are safe. Landlords must ensure that service, maintenance and safety checks are carried out at a minimum of 12 month intervals by a GAS SAFE registered engineer. An annual gas safety certificate must be issued and retained by the Landlord and a copy issued to the tenant.

The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 and 1993) set levels of fire resistance for domestic upholstered furniture, furnishings and other products containing upholstery.

All furniture and furnishings in rented accommodation must meet the fire resistance tests. Including beds, head-boards of beds, mattresses, sofa-beds, futons and other convertibles, garden furniture, cushions and pillow, loose and stretch covers for furniture.

Previous Convictions

Information given in this section may be substantiated against a Criminal Records Check.

In deciding that the licence holder and/or manager is a fit and proper person the Council shall in particular have regard to whether that person

- i) is appropriate and competent to carry out that function.
- ii) has committed any offence involving fraud or other dishonesty, or violence or drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003.
- iii) has practiced unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, the carrying on of any business.
- iv) has contravened any provision of the law relating to housing or of landlord and tenant law.
- v) has acted otherwise than in accordance with any applicable code of practice approved under section 233 Housing Act 2004.

Occupation Standards

In deciding if the house is reasonably suitable for occupation the Council shall have regard for the number of persons occupying the dwelling and whether the property complies with statutory and local prescribed standards for fire safety, overcrowding and the provision of amenities.

In deciding if the house has adequate management arrangements the Council shall have regard for the system in place for collecting rents, undertaking repairs, and controlling anti-social behaviour.

HMO Policy

The Council has adopted a policy to set out standards for multi-occupied properties to obtain a copy or for further advice please contact 01386 565341

What Happens Next?

We will assess your application and consult with other Authorities such as Fire and Police. We may write to you to ask for more information such as maintenance certificates. An enforcement officer will also contact you to arrange a full inspection of the property.

When we have received all the information and are happy with your application we will issue you with a draft licence for you to comment on.

The full licence can then be issued, it will stipulate the maximum number of occupants and other requirements for property standards.

Standard licence conditions:

- i) Occupier's may only sleep in rooms recognised as bedrooms.
- ii) The total number of bedrooms and maximum number of occupants will be specified.
- iii) All means of escape from fire in the house and all fire safety installations and fire fighting equipment are in and are maintained in good order and repair and are kept free from obstruction at all times.
- iv) Commission a competent engineer to undertake an annual service of fire alarm systems, emergency lighting and fire fighting equipment and supply to the Council an annual safety test certificate.
- v) Ensure that services including the supply of hot and cold water, gas, electricity, heating and lighting are maintained in good order and repair.
- vi) Commission a competent engineer to undertake an annual service of all oil or gas (if any) appliances in the building. Forward a copy of the annual safety certificate, for each appliance, to the Council. (OFTEC oil) (Gas Safe Registered)
- vii) Keep electrical appliances and furniture in a safe condition and supply on demand evidence of compliance.
- viii) The Licence holder shall supply the Occupier's of the house with a written statement of terms on which they occupy it. A signed and dated record of rent payments must be made in a rent book or similar where rents are collected either weekly or as cash payments.
- ix) Ensure every outbuilding, yard and garden, which belongs to the house is in and is maintained in good repair and clean condition.
- x) Suitable and adequate refuse receptacles to be provided and suitable arrangements made for proper collection of refuse. The manager shall ensure that refuse and litter from the house are not allowed to accumulate in or around the property.
- xi) Occupation conditions must be in place for dealing with Occupier's behaving in an anti-social manner or in a manner so as to cause annoyance or nuisance to other Occupier's or neighbouring properties.
- xii) Maintain all common areas including passageways, staircases, kitchens and bathrooms and installations contained therein, in clean condition and good repair.
- xiii) The structure of the house, internal and external, must be in and maintained in good repair.
- xiv) The manager shall provide a suitable system for Occupier's to notify problems, repairs and contact details in case of emergencies.

Completed applications should be sent to:

Housing Department, Wychavon District Council, Civic Centre, Queen Elizabeth Drive, Pershore, Worcs, WR10 1PT
Tel: 01386 565000 Fax: 01386 554416
www.wychavon.gov.uk