
Consultation on Houses in Multiple Occupation (HMO) Property Licensing in Bedford Borough



BEDFORD
BOROUGH COUNCIL

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1. Introduction

In May 2013 Bedford Borough Council introduced an Additional House in Multiple Occupation (HMO) licensing scheme across the whole of the Borough, it was renewed in 2018 for a further five years until 2023. This consultation paper outlines the current situation in Bedford in licensing HMOs, housing trends, anti-social behaviour and accidental fires to inform the council's decision when it comes to a natural end in May 2023 and seeks the views of interested parties and stakeholders. These changes will take effect from the 17th May 2023.

Estimates from 2020 identify that 17.69% of housing is privately rented in Bedford. A further increase from the 2001 census figure of 9.8% and 15.9% in 2011. This shows that the privately rented sector does still continue to grow as part of the national trend in the housing market, with the percentage of households in the private sector now above that of the social rented sector (16.66% in Bedford and 17% nationally). In 2019-20, the private rented sector accounted for 4.4 million or 19% of households in England, down from its peak of 20% in 2016-17.

The Council currently has 334 properties licensed under the additional HMO scheme. The majority (202 or 60%) are made up of Section 257 HMOs. The rest comprise of those HMOs with 3/4 people sharing (132 or 40%). This is in addition to the 421 Mandatory HMO licenses issued totalling 755 licensed properties requiring owners to invest in making them safer and improve the state of repair. This has resulted in an increase in the broad compliance of properties when comparing them against national legislation and standards regarding structure, fire safety and management of HMOs. Since the scheme started in 2013 broad compliance of the HMO stock within Bedford Borough has increased from 62% to nearly 96%. We have also undertaken robust enforcement against landlords who fail to licence, put tenants' safety at risk and profit from overcrowding. Since launching the scheme in 2013 there have been:

- A total of 914 notices served to improve housing conditions
- 6 prosecutions with fines totalling £28,097
- 97 prohibition, emergency prohibition and emergency remedial action notices
- 49 formal tape recorded interviews under the Police and Criminal Evidence Act (PACE)
- 59 Improvement notices
- 354 Hazard awareness notices
- 83 Power of Entry notices
- 13 Notices for works in default and recovered expenses
- 1 Civil Penalty Notice for £2500

The Council also work informally with property owners before taking formal action by operating a staged approach designed to allow landlords to work towards improving their properties with the Council's advice, information and assistance which is sufficient to resolve the majority of cases.

2. The Proposal

The objective of Bedford's Additional Licensing Scheme (ASL) was to improve the physical standards, fire safety and management in Houses in Multiple Occupation (HMOs) across the Borough, which it has largely achieved, by improving broad compliance to nearly 96%. However whilst broad compliance with management and fire safety is high, other works are still often needed following inspections/complaints to deal with disrepair and where landlords are not doing enough to tackle anti-social behaviour including rubbish nuisance and noise. This is mostly achieved through informal means and working with the property owner/s, agents and tenants. Therefore it is important that these standards are maintained through continued licensing to ensure that compliance does not significantly fall. This is why Bedford Borough Council are proposing to renew the additional licensing scheme when it expires on the 16th May 2023 for another five-year.

3. The Options

The Council considered a number of other options, the details of which can be viewed in Appendix 1. However, in summary the options considered were:

- **Option 1: Statutory action only – Stop Additional HMO licensing altogether**
All HMOs across Bedford Borough will receive only the minimum attention other than the action the Council is required to take to deal with poor conditions i.e. Mandatory licensing and legal notices and orders.
- **Option 2: Renewal of the Additional Licensing Scheme across the Borough**
This is a continuation of the existing Additional Licensing Scheme relating to HMOs which are occupied by three or more unrelated people who share basic facilities such as a kitchen or bathroom and also includes older flat conversions (s257 HMOs).
- **Option 3: Continue with the Additional HMO Licensing Scheme but in a much smaller area, contiguous with the current Article 4 Direction**
This includes HMOs in a smaller geographical area, such as Bedford and Kempston but not the whole Borough.
- **Option 4: Continue with the Additional HMO Licensing Scheme to licence the smaller shared HMOs but not the older self-contained flat conversions**
The Additional Licensing Scheme relating to HMOs would be focussed on a smaller shared HMOs but not the older self-contained flat conversions which don't comply with the 1991 Building Regulations.
- **Option 5: Replace the Additional HMO Licensing Scheme with a discretionary scheme for example Accreditation / Registration / MOT**
This would involve introducing a voluntary or discretionary scheme for owners to sign up to and maintain certain standards.
- **Option 6: Adopt a Selective HMO Licensing Scheme for the whole or part of the Borough**
This would involve licensing all private rented accommodation, across the Borough or in a smaller geographical area which include family homes.

4. What will the licence be based on?

Applicants for a licence will complete an application form with the basic property details including numbers of letting rooms or flats, shared bathrooms and kitchens and details of safety features such as smoke detection systems and emergency lighting. Proof of gas safety, electrical safety and good arrangements for the management and maintenance of the property will also be required.

It is part of the legislation that the proposed licence holder and his or her manager is a 'fit and proper' person to operate the property with no history of non-compliance or illegal evictions, for example.

After the 16th May 2023, if the scheme is approved, it will become an offence to operate an unlicensed property; upon conviction such an offence carries an unlimited fine or the Council can issue a fixed penalty notice of up to £30,000 (depending on the circumstances).

5. The Licence Conditions

The Housing Act 2004 requires that every licence must include certain mandatory management conditions. As part of the scheme Bedford Borough Council can also decide to include discretionary conditions which are appropriate for tackling issues that negatively affect the private rented sector in the Borough. These can include:

- Requiring landlords to take reasonable and practical steps to prevent or reduce anti-social behaviour (ASB) including providing sufficient receptacles for waste.
- Overcrowding or substandard living accommodation.
- Fire safety requiring structural fire protection and adequate fire detection systems.
- Inadequate standards of property management.

The licence conditions allow the Council to intervene early and work more intensively with landlords to help and support them to meet their responsibilities. For the minority of landlords who wilfully fail to meet these conditions, the Council can use its enforcement powers and work with partners to deal with the negative impact of the breaches.

The Council propose to continue to use a number of licence conditions to tackle specific problems in the local area which include:

- Requiring a landlord to take steps to provide adequate bins and refuse collection to reduce waste in front gardens and fly tips from properties.
- Requiring the landlord to respond to legitimate complaints from their tenants including ASB. A full list of licence conditions can be found in Appendix 4.

6. Licence Fees & Charges

The Council will set the fees for licence applications to cover the administrative costs in carrying out its functions. This will include a standard fee which will be charged after the 16th May 2023. The current fees are provided in Table 1 below.

The complete fee structure and terms of the scheme will be determined following views from the consultation and any benchmarking with similar local authorities in the area and after completion of the Councils annual review of all its fees and charges.

Table 1

Fee Structure	Additional HMO Licence	Mandatory HMO Licence
Basic fee for all applications submitted correctly and on time	£648.55 + £64.60 per letting unit	£648.55 + £64.60 per letting unit

The fees charged for both the Additional and Mandatory Licensing Schemes is currently the same for both licence types. This achieves consistency between the two schemes and offers a simpler fee structure based on the associated costs.

The Housing Act 2004 Section 56 and 57 require certain aspects be fulfilled before a designation can be made, including:

- A. The Authority considers that a significant proportion of the HMOs of that description in the area are being managed sufficiently ineffectively as to give rise, or to be likely to give rise, to one of more particular problems either for those occupying the HMOs or for members of the public;
- B. Take reasonable steps to consult persons who are likely to be affected by the designation;
- C. Considered whether there are any other courses of action available to them that might provide an effective method of dealing with the problem or problems in question;
- D. Ensure it is consistent with the Authority’s overall housing strategy.

Examples of ineffective management include where gardens and yards adversely impact on the area and where there is a significant and persistent problem with anti-social behaviour or overcrowding of properties. Additional Licensing may therefore have a positive impact on;

- Anti-social behaviour
- High levels of crime
- Poor and unsafe housing conditions including fire safety

Nationally the private rented sector currently makes up 19% of the total housing stock in England. In Bedford overall this is estimated to be 17.69% below the national average however a number of wards in Bedford have a much higher proportion of private rented sector accommodation in their areas which is over a quarter of their housing stock.

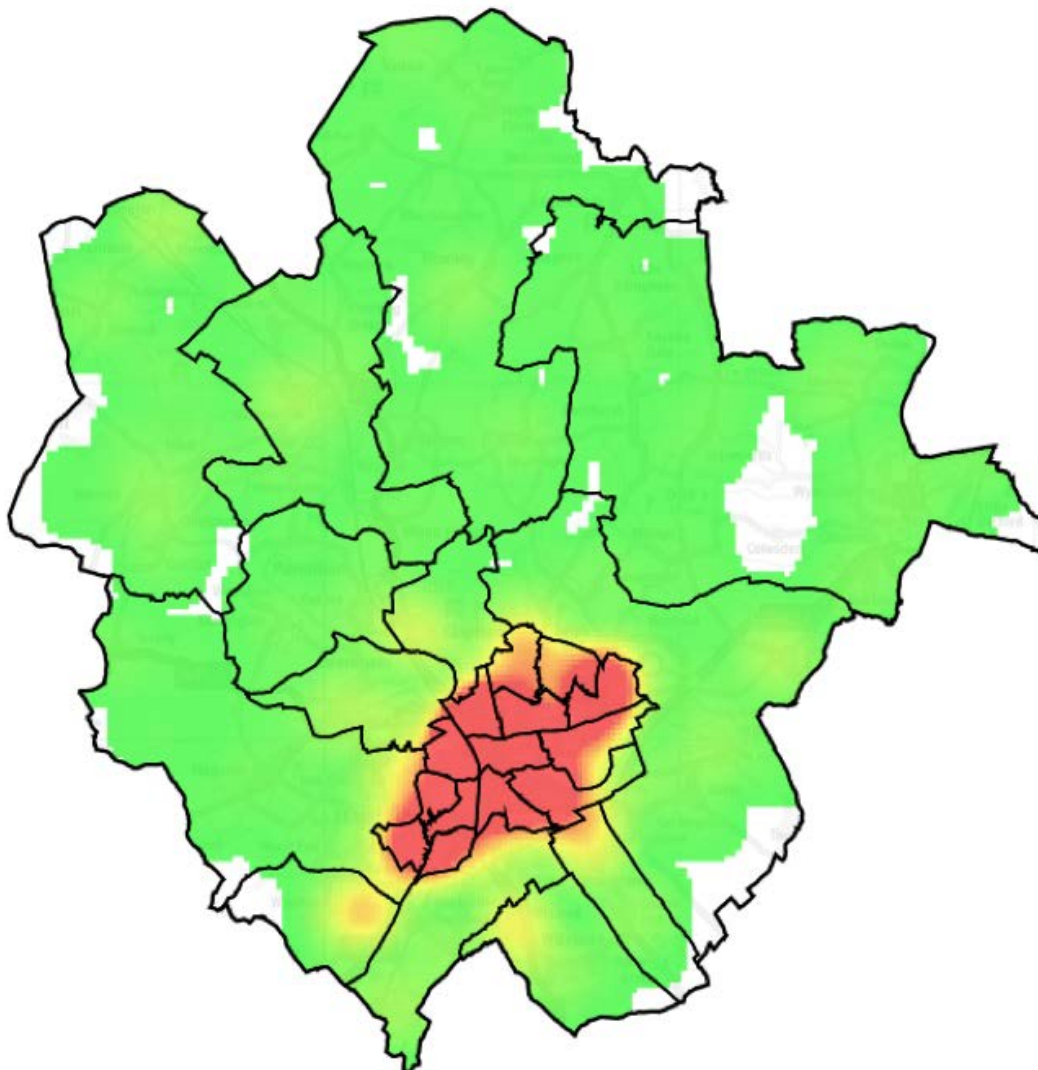
8. A High Proportion of Private Rented Property including HMOs

This is most concentrated in the inner town wards and urban areas of Bedford and Kempston also where the majority of HMOs are located. This then reduces further out of the town. Castle, Harpur and De Parys Ward have the highest proportion with some Lower Layer Super Output Area showing proportions close to 50%. There are 755 licensed HMOs currently in Bedford Borough.

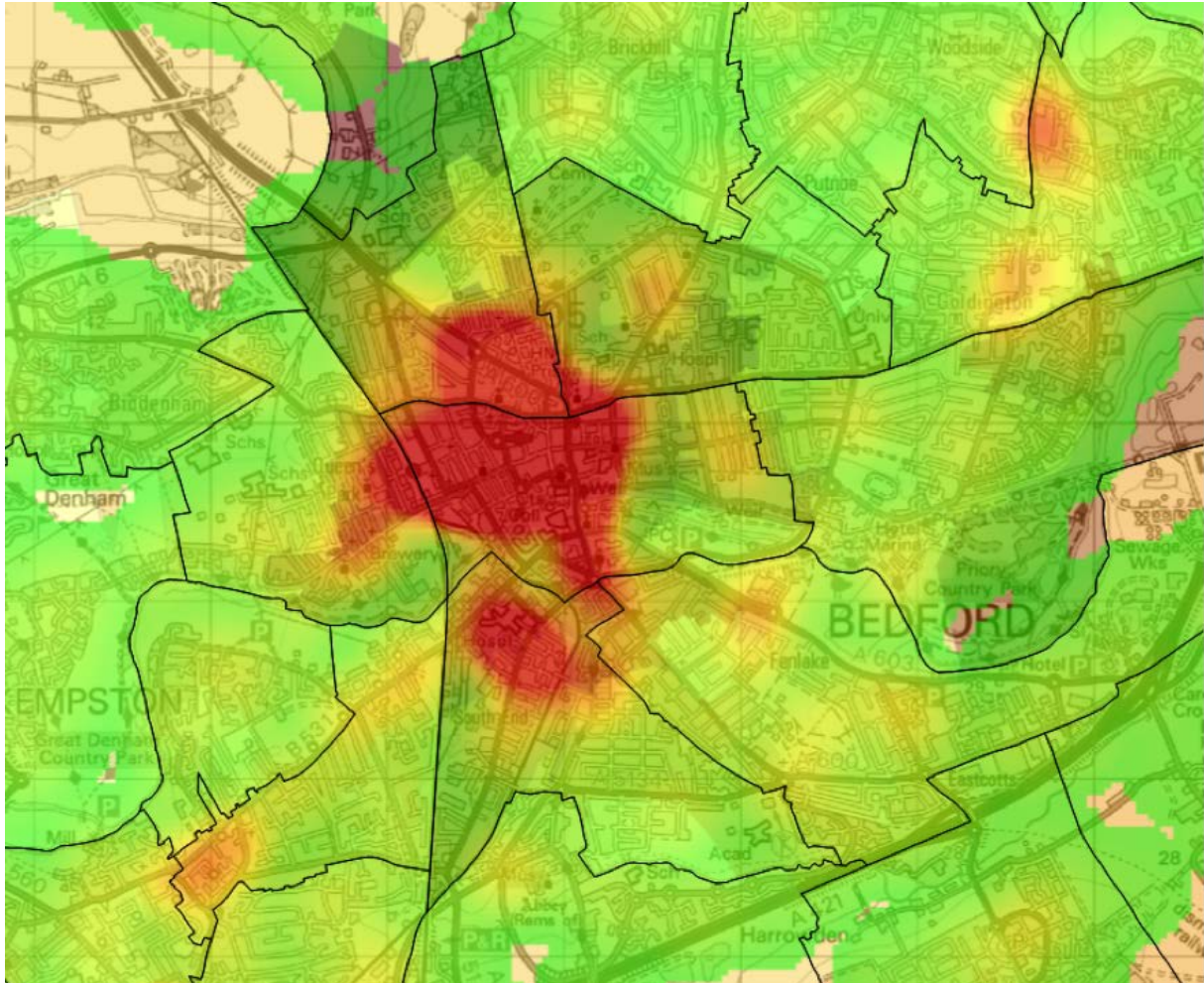
Future growth is difficult to predict, with the housing market is in a state of flux and under continued political scrutiny with White Paper plans to fundamentally reform the Private Rented Sector and level up housing quality expected.

9. Anti-Social Behaviour

The map below shows all police recorded Anti Social Behaviour (ASB) incidents between April 2018 – Mar 2022 for the geographical area of Bedford Borough.



Below is a more detailed map of the town centre which shows police recorded ASB incidents between April 2018 – Mar 2022 overlaid on proportions of private rented accommodation (Census 2011).



HMOs can be found in all of the urban wards of Bedford, however there are a higher concentration in the Castle and Cauldwell wards. In the current licensing scheme, there have been 2234 reported ASB cases to the Council’s ASB team. The wards with the highest number of incidents are Castle, Harpur and Cauldwell where there is also a higher concentration of private rented stock, and number of HMOs. It should be noted that the Castle Ward includes the main town centre of Bedford.

9.1. How does licensing help?

While it would not be fair to suggest that all of the ASB incidents are from or because of HMOs, through licensing, incidents or bad behaviour from HMOs can be managed within these high ASB areas.

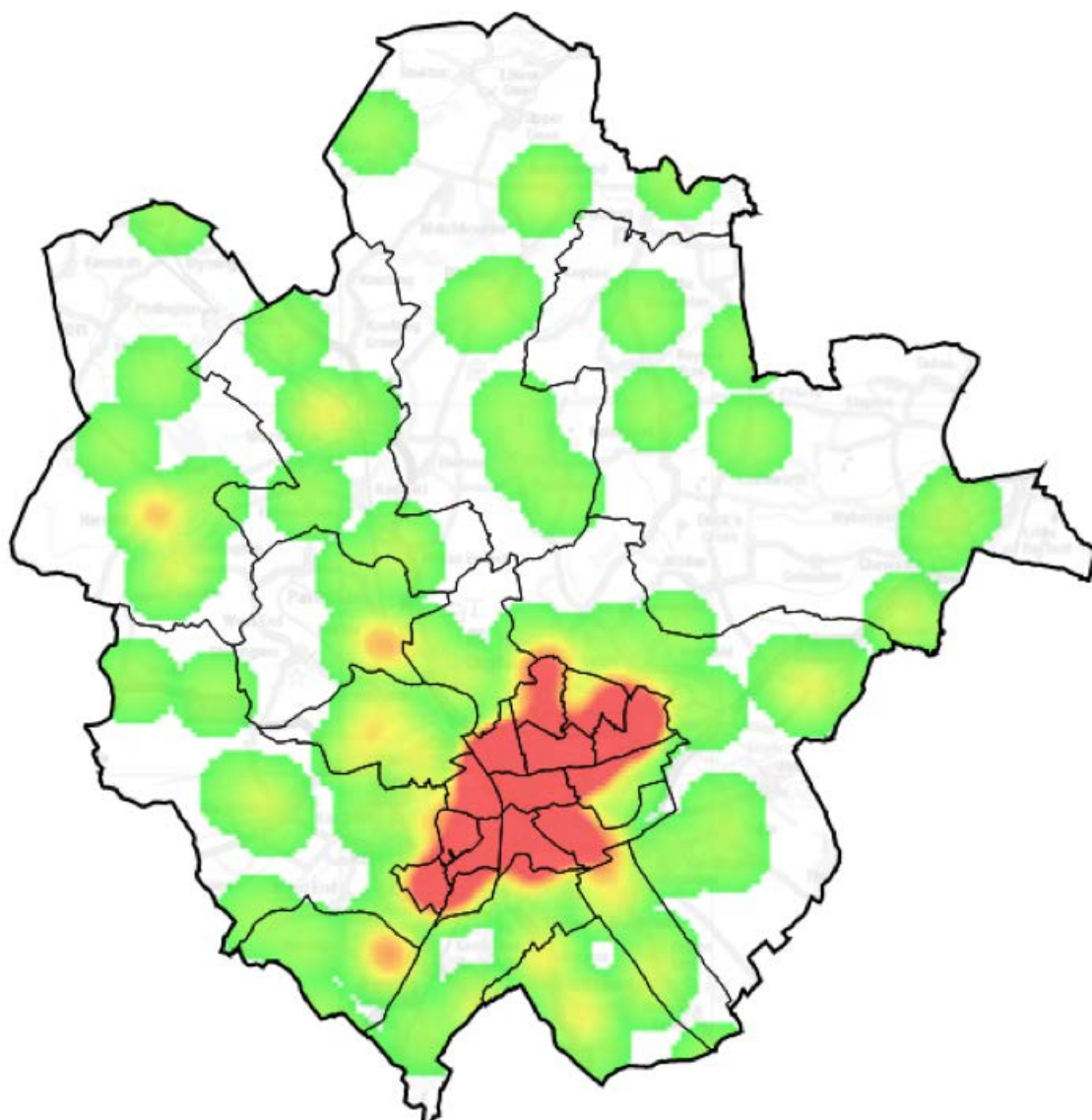
Where complaints of ASB are received by the Council from a licensed HMO the housing team can assist by working with or requiring the landlord to take reasonable steps to manage and prevent the issues. Licences also contain conditions, which direct the landlord to take steps to record and mitigate ASB at their properties. Failure to comply with the licensing condition may result in a civil penalty of up to £30,000.

10. Poor Housing Conditions including Fire Safety

According to the Integrated Dwelling Level Housing Stock Modelling Database there are as many as 8,711 dwellings in the private sector estimated to have a category 1 hazard present (likely to cause significant ill health or an accident) in Bedford Borough. This equates to 14% of properties.

The Council have used a broad range of housing powers to improve conditions in the private rented sector. Since the introduction of the Additional Licensing Scheme (May 2013) 914 formal enforcement notices have been served on landlords to improve safety standards and property management. In the current licensing scheme (May 2018) the council have received 3975 housing complaints from tenants and completed 1326 visits to HMOs including inspections and unannounced visits where we suspect housing crimes are being committed. We have also worked informally with landlords to manage and improve housing conditions.

Below is a map of recorded incidents of Accidental Fires from Bedford Fire and Rescue Service for the whole of Bedford Borough between April 2018 to Mar 2022.



Below is a more detailed map of incidents of accidental fires in the town centre for the same period.



The blue spots represent HMOs and you can see that there is a correlation between the density of HMOs and the hotspots for accidental fires. Please note that not all of these fires occurred in HMO properties.

10.1. How does licensing help?

Licensing has proved invaluable in driving housing standards up in HMOs and helps both tenants and landlords manage rented properties to a higher standard. Every licence issued prescribes the maximum permitted number of occupants that can occupy the property. This is determined by the size of the rooms and kitchen/bathroom facilities in order to overcrowding properties and increasing the risk to its occupants.

11. Summary: Benefits of a Licensing Scheme

A licensing scheme will enable the Council to concentrate their efforts where they are most needed, taking enforcement action where necessary, by requiring the rogue and criminal landlords to comply with housing standards and protecting tenants. The Council's activities can then have a tangible impact on poor housing conditions, fire safety standards, structural improvement, anti-social behaviour and crime. It will also contribute to the wider community benefits in the localities where HMOs are located, helping to build residents resilience as well as build community cohesion.

Benefits of the scheme include:

- Providing a greater choice of good quality private rented accommodation in the most deprived areas of the Borough.
- Improving the image and desirability of key areas Borough wide.
- Improving the management, conditions and repair of privately rented accommodation and increase the level of enforcement against criminal landlords.
- Making properties safer including improving fire safety.
- Influencing landlords to control levels of anti-social behaviour their properties which will benefit the community as a whole.
- Promoting the good landlords through the public register.
- Requiring absentee or unprofessional landlords to properly manage their properties to make sure suitable arrangements are in place to deal with any problems that arise.

12. The Strategic Context

The average rent for a room in Bedford is currently £430 per calendar month but as rents and the cost of living outpace increases in wages it is therefore important to encourage choice and quality across the sector so that residents can live in good accommodation. The Council believes that a Borough wide licensing scheme of additional HMO properties will help to support and protect residents to fulfil this.

Additional Licensing is a long term strategy to improve conditions in the private rented sector and are not instant solutions, but will complement the Council's Corporate Plan 2022-2026 goals of 'Enhancing Places', 'Enabling Prosperity', 'Supporting People' and 'Empowering Communities', in doing so improving the quality of life for people living in the Borough. The licensing proposals will also contribute towards many elements of the Council's Housing Strategy 2021-2026 by making the best use of existing housing and the Joint Strategic Needs Assessment (JSNA) to deliver improvements to neighbourhoods and build community resilience.

13. How to Respond to this Consultation

The Consultation Process

- We will listen to your views and consider better alternatives where they are identified and provide a full reply where key issues are raised.
- The fee structure and licence application process will be fair, transparent, simple and clear to understand.
- Landlords will receive tailored advice and support from the Council to help them comply.

The Consultation Process:

The consultation process will run for a 12 week period from 9th September 2022 to 2nd December 2022.

You can respond to the consultation by;

- Completing an electronic questionnaire where there is a link on our website at www.bedford.gov.uk/HMO.
- Copies of the consultation document will also be available at Borough Hall reception and at all Borough libraries and Customer Contact Centre at Horne Lane.
- Alternatively you can also comment in the following ways:
 - Email: HMOlicensing@bedford.gov.uk.
 - Write to: HMO Licensing, 4th Floor, Borough Hall, Cauldwell Street, Bedford MK42 9AP.

The Council will also be organising opportunities for landlords to have their say at the Landlords Forum. The next event is planned for November 2022 where landlords will be able to ask their questions about the scheme and to submit their formal responses to the consultation. Further details will be communicated during the consultation period.

Following the consultation, all the information gathered from landlords, tenants, residents and partners will be analysed. A final report will then be prepared that will highlight the responses received, changes we have made as a result of the consultation and a recommendation made for consideration by the Council's Executive Committee in January 2023. A summary of the report and final decision will be made available to all those who participated in the consultation process.

For more information on the HMO Licensing please visit the link below: www.bedford.gov.uk.

Appendix 1: Options Considered

Option 1: Statutory Action Only – Stop Additional HMO Licensing altogether

This is the base line position against which other options can be measured. It assumes that only mandatory HMOs across Bedford Borough would be licensed and any others would receive only the minimum attention other than the action the Council is required to take to deal with poor conditions.

This could lead to increased complaints from tenants where issues are not dealt with proactively through licensing. It will also do little to address the long-term housing strategic approach and may lead to a spiral of decline requiring intervention in future years.

The progress and improvements made from the licensing scheme would not be maintained.

Option 2: Renewal of the Additional Licensing Scheme across the Borough

This is a continuation of the existing Borough wide Additional Licensing Scheme relating to HMOs which are occupied by three or more unrelated people who share basic facilities such as a kitchen or bathroom. It also includes older flat conversions (s257 HMOs) where more than a third are occupied on short-term tenancies.

It has the advantage in that it will maintain the good work already undertaken to increase broad compliance of structure, management and fire safety in the HMO housing stock. It would also provide a level playing field for all HMOs and would ensure that the aims and objectives of the scheme would continue to be met. It would also enable the Council to tackle the rogue element of landlords who continue not to comply with minimum standards.

Mandatory HMO licensing would continue.

Option 3: Continue with the Additional HMO Licensing Scheme but in a much smaller area, contiguous with the Article 4 Direction.

This proposal suggested that the Borough wide scheme relating to HMOs outlined in option 2 would be concentrated into a smaller geographical area which follows the boundaries of the existing article 4 direction which include the urban areas of Bedford and Kempston. The direction prevents new HMOs from being developed without planning permission being obtained.

This scheme would require that all smaller and s257 HMOs within this geographical area would be licenced but would exclude those outside of it where there much fewer HMOs. This would focus more resources on the more concentrated areas of HMOs. Coupled with the Article 4 direction, this could result in more HMOs being developed outside of Bedford and Kempston.

This could create a situation where not all HMOs across the Borough would be regulated thereby reducing the Council's powers to deal with associated problems of disrepair, poor safety or anti-social behaviour as well as creating an unfair HMO sector for landlords.

Mandatory HMO licensing will continue.

Option 4: Continue with the Additional Licensing scheme to licence the smaller shared HMOs but not the older self-contained flat conversions

The Additional Licensing Scheme relating to HMOs would be focused on a much smaller number of HMOs as 60% of the licenced HMOs in Bedford consist of the older flat conversions (s257s). These also tend to be larger HMOs of 3 or more storeys and therefore higher risk in terms of fire safety.

Because of the number of parties having an interest in these properties, including leaseholders, the management of these properties becomes more difficult resulting in poorer standards of compliance. This would however enable more resources to be focused on licensing a smaller number of HMOs in the area but would mean that a situation would be created where all HMOs across the Borough are not regulated consistently.

Intervention to deal with these properties would therefore be reduced if they were excluded from the scheme and this could result in an increase in poor management and fire safety standards for these properties as they will not be regulated.

Mandatory HMO licensing will continue.

Option 5: Replace the Additional Licensing Scheme with a discretionary scheme for example Accreditation / Registration / MOT

This proposal suggested that the Borough wide scheme relating to HMOs outlined in option 2 would be finished and a discretionary scheme would be introduced for owners and landlords to choose whether they wish to join a voluntary scheme to improve standards in HMOs. There would be no legal requirement for owners of HMOs to be licenced or comply with any licence conditions so that standards would be met on a voluntary basis.

This would mean that civil penalties of up to £30,000 would not be able to be used for not licencing an HMO property or not complying with the licence conditions. This could also set up an unfair situation with the good landlords complying and the rogue landlords refusing to comply and not investing in their properties. As rental properties are in high demand there would be no incentive for the rogue landlords to improve housing conditions.

This scheme would not tackle the high proportion of HMOs which exist in the urban wards of Bedford and Kempston and would focus more resources on the existing Mandatory HMOs which must be licenced under the current National Legislation.

**Option 6:
Introduction of a new Selective Licensing Scheme for either the whole of the Borough or a smaller more concentrated area of the Borough**

This proposal suggests that the Borough wide scheme relating to HMOs outlined in option 2 would be finished and a new selective licensing scheme be introduced requiring all private rented accommodation in the area to be licenced. This includes all private rented properties of different sizes and types including single family dwellings as well as HMOs.

This scheme would focus more resources on individually privately rented homes which often have fewer problems associated with them and are considered less of a risk in terms of structure, management and fire safety than HMOs.

This scheme also requires Secretary of State approval.

Appendix 2: Types of HMOs & Licensing Schemes

For houses in the private rented sector there are two broad types of licensing schemes, either mandatory or discretionary. Mandatory licensing schemes place a statutory duty on all local authorities in the country to licence larger HMOs for which they have little or no discretion. Discretionary licensing schemes, where it is the local authorities' choice as to whether to licence the properties in their local area, are either called Additional or Selective Licensing Schemes.

Additional Licensing Schemes broadly cover the smaller sized HMOs and older, mainly tenanted, flat conversions (s257 HMOs) whilst selective licensing schemes cover all private rented accommodation including houses rented out to families, but not HMOs.

What is an HMO?

HMO stands for House in Multiple Occupation, which means a building, or part of a building, such as a flat, that:

- Is occupied by people who share facilities such as a bathroom, toilet or cooking facilities.
- Is converted into self-contained flats, but does not meet, the requirements of the 1991 Building Regulations, and at least one third of the flats are occupied under short tenancies. (Section 257).

The full definition can be found in the Housing Act 2004, sections 254 – 260 and schedule 14; and online at: <http://www.legislation.gov.uk>.

Mandatory Licensing currently includes the following types of accommodation:

Property Description	Likely Occupiers
Shared houses or flats (5 or more tenants)	Occupied by students or professionals as a group on one contract.
Bedsits or houses rented out in rooms (5 or more tenants)	Individuals with no connection to each other and the landlord rents each room separately; tenant only has exclusive use of own room e.g. professionals.
Hostels (5 or more tenants)	Vulnerable occupiers who may be in need of support to help them to live independently; often run by charities or social landlords.
Residential landlord property (4 or more tenants/lodgers)	The owner lives on site and rents out rooms. Occupiers live under the overall control of the landlord who is responsible for the house. Occupiers may be lodgers with meals included or simply people who share the house with the owner. Two or more sharers are required to live with the owner for this to be an HMO.

HMO Additional Licensing will include the following types of accommodation:

Property Description	Likely Occupiers
Shared houses or flats (3 or 4 tenants)	Occupied by students or professionals as a group on one contract.
Bedsits or houses rented out in rooms (3 or 4 tenants)	Individuals with no connection to each other and the landlord rents each room separately; tenant only has exclusive use of own room e.g. professionals.
Hostels (3 or 4 tenants)	Vulnerable occupiers who may be in need of support to help them to live independently; often run by charities or social landlords.
Residential landlord property (3 or more tenants/lodgers)	The owner lives on site and rents out rooms. Occupiers live under the overall control of the landlord who is responsible for the house. Occupiers may be lodgers with meals included or simply people who share the house with the owner. Two or more sharers are required to live with the owner for this to be an HMO.
Certain houses converted into flats before 1991	Flat conversions built before 1991 where more than 1/3rd are let out to tenants, where the conversion does not meet current Building Regulation standards). These properties are a separate higher risk group of properties called Section 257 HMO's, identified in the Housing Act 2004 and requiring specific extra fire safety and management measures to meet current standards.

Exclusions - Property

- HMOs owned by housing associations.
- HMOs that are excluded from the definition - such as police colleges, University halls, religious communities. Housing Act Schedule 14 – full list.
- HMOs where conditions are controlled by other regulators - nursing homes, children's homes etc.

Exclusions - Occupiers

- Where unrelated occupiers live with a family but as carers or nannies.
- Foster children, step children, for example.

Selective Licensing includes the following types of accommodation:

Property Description	Likely Occupiers
Rented house	Occupied by a single family or two tenants who are unrelated sharing.
S 257 self-contained flats not covered by Additional HMO Licensing for e.g. where the leaseholder who is renting out the flat is separate from the current licence holder	Occupied by a single family or two unrelated tenants sharing.

Appendix 3: Legislative Background to the Proposed Licensing Scheme

The powers for local Councils to introduce such schemes are located in the Housing Act 2004, sections 55-78. Initially, schemes required the consent of the Secretary of State in the Department for Communities and Local Government (DCLG). More recently, and following on from detailed guidance on the subject (rules for Councils to follow), it is possible for schemes of Additional Licensing to be introduced as long as the process is followed and the case is proven. In consulting on this scheme the Council have followed DCLG and Local Authority co-ordinators of Regulatory Services (LACORS / LGR) guidance.

Penalties for Rogue Landlords

For those landlords that the Council is targeting with this initiative; those who persistently flout the law and refuse to comply with even basic safety standards – we commit to seeking them out through surveying during the licence period, obtaining records from other departments and actively encouraging tenants and other landlords to ‘whistle blow’ on these non-compliers.

Appendix 4: List of Licence Conditions

Specific conditions that apply to Additional HMO licences:

Address:

1. **The licence holder**, if gas is supplied to the house, must obtain a gas safety certificate every 12 months in respect of the house and be able to produce it to an inspecting officer of the local authority, if so required.
2. **The licence holder** must keep electrical appliances and furniture made available by them in the house in a safe condition; and to supply the authority, on demand, with a declaration by them as to the safety of such appliances and furniture.
3. **The licence holder** must ensure that smoke alarms are installed in the house and to keep them in proper working order; to supply the authority, on demand, with a declaration by them as to the condition and positioning of such alarms.
4. **The licence holder**, for traditional HMOs, to supply to the occupiers of the house a written statement of the terms on which they occupy it (tenancy agreement).
5. **For traditional HMOs: The licence holder**, for traditional HMOs, must ensure the HMO complies with the prescribed standards, contained in Appendix A. These are made under the Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006, as amended.
6. **For s257 HMOs: The licence holder**, in the case of converted flats to which section 257 of the Housing Act 2004 applies, to supply to all leaseholders and occupiers of the house, the name and contact details of the management company of the house and to display the information in a suitable position in the communal areas.
7. **The licence holder**, where practicable, must inform the Authority, in writing;
 - (a) **prior to any of the following;**
 - Change of ownership.
 - Change of managing agent or any personnel connected with the running of the HMO who have agreed to be bound by licence conditions.
 - The vacation of rooms that have been identified as being less than the statutory minimum for sleeping purposes and which are to be excluded from occupation.
 - If any works or alterations are carried out to the HMO which materially affect the available amenities, layout, number of rooms or fire safety provisions.
 - (b) **within 14 days;**
 - If the licence holder or any person connected with the running of the HMO who have agreed to be bound by licence conditions is convicted of an offence specified in section 66 of the Housing act 2004.
8. **As the HMO contains the following rooms** with floor area less than the statutory minimum for sleeping purposes and which are currently (occupied/unoccupied) the licence holder must not re-let these rooms when they are vacated:
 - Schedule of rooms:
The Authority may, on application, authorise their use for storage.
9. **The licence holder** must take reasonable and practicable steps to prevent or reduce anti-social behaviour by persons occupying or visiting the house.
10. **The licence holder** must take all practicable steps to ensure compliance with:
 - **The Management of Houses in Multiple Occupation (England) Regulations 2006.**
 - **The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007.**

Finding out more

If you would like further copies, a large-print copy or information about us and our services, please telephone or write to us at our address below.

Për Informacion

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ਜਾਣਕਾਰੀ ਲਈ

Informacja

برای اطلاع

Za Informacije

Per Informazione

তথ্যের জন্য



Community Regulation

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