

Selective Licensing – Proposed Licensing Conditions

1. Tenancy Management

The license holder shall:

1. Provide a tenancy agreement including that occupiers are responsible for both their own behaviour and that of their households and visitors and;
2. A copy of the licence and conditions attached to it.
3. The address and telephone number of the person managing the property
4. The name, address and telephone number of the landlord's appointed local emergency out of hours contact
5. A copy of a valid gas safety certificate if gas is present
6. A copy of an energy performance certificate (EPC) for the property
7. A copy of the Deposit Bond agreement with an approved Deposit Bond Protection Scheme (if applicable)
8. A copy of 'How to Rent', and shall;
9. Ensure that 'right to rent' checks have been carried out in accordance with the Immigration Act 2014.
10. Obtain references from tenants before entering into an agreement

2. Notification of Changes

The licence holder shall inform the Royal Borough of Greenwich within 21 days of

1. Change of address
2. Change of managing agent
3. Change of Licence Holder

3. Number of Persons permitted to occupy

The licence holder shall ensure that the numbers of households and/or persons residing in the property do not exceed the maximum numbers specified in the licence.

4. General maintenance of the property

The license holder shall

1. ensure the property is maintained in good repair and safe condition and complies with current standards
2. resolve any Category 1 Hazards within a reasonable period
3. inspect the property at least every six months
4. keep records of inspections for the duration of the licence.

5. Gas Appliances

Where present the licence holder shall ensure that all gas appliances are serviced annually

6. Carbon Monoxide

The licence holder shall

1. ensure that a carbon monoxide alarm is fitted and kept in proper working order in any room that contains a solid fuel burning combustion appliance.
2. keep in proper working order a carbon monoxide alarm fitted in any room containing a gas appliance (including gas boiler).

7. Furniture and Soft Furnishings

Where provided, the Licence Holder shall ensure all furniture and soft furnishings are kept in a safe condition and comply with current regulations

8. Supply of Water, Gas and Electricity

The licence holder shall

1. ensure a constant supply of water, gas and/ or electricity and;
2. not unreasonably cause the supply of water, gas and/or electricity to the house to be interrupted
3. provide access and obtain readings of all utility meters

9. Electrical installations and appliances

The licence holder shall

1. ensure that the electrical system is maintained in a safe condition and inspected and tested at least every 5 years and
2. keep all electrical appliances supplied in a safe condition.
3. Where provided, that all portable appliances are maintained in a safe condition
4. periodically check for electrical appliance recalls and take the required action without undue delay.
5. register any new appliances provided with the manufacturer so that they can be informed of any safety notifications.

10. Minimum Energy Rating E

The Licence Holder shall

1. Ensure a minimum rating of E
2. carry out the works detailed on the EPC for the property to improve the energy efficiency of the property to achieve an EPC rating of 'E' or above, or
3. register a valid exemption on the national exemptions register

11. Anti-Social Behaviour

The licence holder shall take reasonable and practicable steps to prevent or address problems of anti-social behaviour resulting from the conduct of occupiers or visitors to the property and shall:

1. Report all incidences of anti-social behaviour to the appropriate authority, for example the police or the Royal Borough of Greenwich
2. Ensure adequate security arrangements are in place to prevent unauthorised access to the premises.
3. Ensure all gardens, yards and forecourts within the curtilage of the property are kept in a reasonably clean and tidy condition.

12. Refuse

The licence holder shall provide suitable and adequate refuse and recycling receptacles

13. Labelling of furniture, soft furnishings, kitchen appliances and white goods.

The licence holder shall

1. indelibly label any furniture, soft furnishing and kitchen appliances and white goods provided with the address and postcode.
2. ensure that any items of bulky household furniture are disposed of in a responsible manner

14. Fire Safety

The licence holder shall

1. Ensure that smoke alarms are installed on each storey of the house on which there is a room used wholly or partly as living accommodation.

15. General

The licence holder shall

1. allow access by authorised officers to inspect at any reasonable time
2. not obstruct council officers carrying out their statutory duty
3. provide copies of any safety or other certificates/information on demand