

Royal Borough of Greenwich

Licence Conditions for Houses in Multiple Occupation.

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I. Introduction

I.1 Definition of a House in Multiple Occupation.

The Housing Act 2004 sections 254-8 provide the full definition of a House in Multiple Occupation (HMO) but in essence a property occupied by three or more unrelated persons, forming two or more households and sharing standard amenities constitutes a HMO. Additionally some buildings which have been converted into self-contained flats, which do not comply with current Building Regulations, are also deemed to be HMOs¹. These are referred to as section 257 HMOs.

I.2 Definition of HMOs that are required to be Mandatorily Licensed.

The Housing Act 2004 (section 55) places a duty on Council's to license HMOs that meet a prescribed definition. This is commonly referred to as Mandatory HMO licensing. The Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018 sets out this definition as being:

An HMO that;

- (a) is occupied by five or more persons;
- (b) is occupied by persons living in two or more separate households; and
- (c) meets—
 - (i) the standard test under section 254(2) of the Act;
 - (ii) the self-contained flat test under section 254(3) of the Act but is not a purpose-built flat situated in a block comprising three or more self-contained flats; or
 - (iii) the converted building test under section 254(4) of the Act.

In the main this will mean any HMO, occupied by five or more persons living in two or more households, where there is sharing of all or some amenity (e.g. a bathroom).

I.3 Description of license conditions.

When licensing HMOs the Council will attach conditions to the license. Schedule 4 of the Housing Act 2004 sets out a number of conditions that the Royal Borough is mandatorily required to put into the licences it issues. Section 67 of the Housing Act 2004 also allows the Royal Borough to put in place conditions of its own making as long as these conditions are reasonable and proportionate. This document separately sets out the mandatory and discretionary conditions that will be applied by the Royal Borough of Greenwich. In practice a schedule of conditions attached to a licence will combine the mandatory and discretionary conditions for ease of reference and application.

¹ Section 257 - A building converted into flats that meets the HMO definition is one that wasn't converted in accordance with the 1991 Building Regulations (or later) and still doesn't meet those standards and where a third or more of the flats are rented out on short term tenancies.

The discretionary conditions set out in this document are not limited or exhaustive and there will be occasion when the Royal Borough will need to apply specific conditions that fall outside those contained in this document.

Appendix one sets out an example of a license issued by the Royal Borough of Greenwich.

2.0 Mandatory licence conditions which the licence holder must comply with, as required by Section 67 and Schedule 4 of the Housing Act 2004 (as modified).

2.1 Gas safety

If gas is supplied to the house produce to the Royal Borough of Greenwich annually for their inspection a gas safety certificate obtained in respect of the house within the last 12 months.

2.2 Electrical Safety

Keep all electrical appliances made available by you in the house in a safe condition.

Supply to the Royal Borough of Greenwich, on demand, with a declaration by you as to the safety of such appliances

2.3 Furniture

Keep all furniture made available by you in the house in a safe condition.

Supply to Royal Borough Greenwich, on demand, with a declaration by you as to the safety of the furniture.

2.4 Smoke Alarms

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 in the HMO. A bathroom or lavatory is treated as a room used as living accommodation. A heat detector/ alarm is to be installed in kitchens and kitchen areas. A declaration as to the positioning of smoke and heat alarms must be supplied to the Royal Borough Greenwich on demand

Note: This requirement will be satisfied where an appropriate fire detection and alarm system is provided as recommended in BS 5839 part 6 2013.

Ensure that all smoke alarms are kept in proper working order. A declaration as to the proper working order of such alarms must be supplied to the Royal Borough Greenwich on demand

Note: This requirement will be satisfied where appropriate certifications of the fire detection and alarm system have been given as recommended in BS 5839 part 6 2013.

Note: Further requirements for fire standards may be set out under the discretionary conditions below.

2.5 Carbon Monoxide

Ensure that a carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance. A declaration as to the positioning of such alarms must be supplied to the Local Authority on demand. Note. 'Room' includes a hall or landing. A bathroom or lavatory is to be treated as a room used as living accommodation.

The licence holder must ensure that the carbon monoxide alarms are kept in proper working order. A declaration as to the proper working order of such alarms must be supplied to the Royal Borough of Greenwich on demand.

Note: Further requirements for carbon monoxide detection maybe set out under the discretionary conditions below.

2.6 Statement of terms for tenants occupying the house

Supply to the occupiers of the house a written statement of the terms on which they occupy it.

Note: Further requirements for tenancy terms maybe set out under the discretionary conditions below.

2.7 Minimum room standards

The licence holder is required:

- a) to ensure that the floor area of any room in the HMO used as sleeping accommodation by one person aged over 10 years is not less than 6.51 square metres;
- b) to ensure that the floor area of any room in the HMO used as sleeping accommodation by two persons aged over 10 years is not less than 10.22 square metres;
- c) to ensure that the floor area of any room in the HMO used as sleeping accommodation by one person aged under 10 years is not less than 4.64 square metres;
- d) to ensure that any room in the HMO with a floor area of less than 4.64 square metres is not used as sleeping accommodation.

The licence holder shall ensure that:

- a) where any room in the HMO is used as sleeping accommodation by persons aged over 10 years only, it is not used as such by more than the maximum number of persons aged over 10 years specified in the licence;
- b) where any room in the HMO is used as sleeping accommodation by persons aged under 10 years only, it is not used as such by more than the maximum number of persons aged under 10 years specified in the licence;
- c) where any room in the HMO is used as sleeping accommodation by persons aged over 10 years and persons aged under 10 years, it is not used as such by more than the maximum number of persons aged over 10 years specified in the licence and the maximum number of persons aged under 10 years so specified.

A reference to a number of persons using a room in an HMO as sleeping accommodation does not include a person doing so as a visitor of an occupier of the HMO.

For the purposes of this paragraph a room is used as sleeping accommodation if it is normally used as a bedroom, whether or not it is also used for other purposes.

Any part of the floor area of a room in relation to which the height of the ceiling is less than 1.5 metres is not to be considered in determining the floor area of that room for the purposes of this paragraph.

Note: Further requirements relating to room sizes and amenity standards are set out in the Royal Borough's adopted Standards for Houses in Multiple Occupation, which can be found here:

https://www.royalgreenwich.gov.uk/downloads/download/338/hmo_houses_in_multiple_occupancy_supporting_information .

2.8 Waste

The licence holder is required to comply with any scheme which is provided by the local housing authority to the licence holder and which relates to the storage and disposal of household waste at the HMO pending collection.

Note: Further requirements for waste maybe set out under the discretionary conditions below.

3.0 Discretionary licensing conditions set by the Royal Borough of Greenwich under section 67 Housing Act 2004, which must be complied with

3.1 Documents to be displayed in the house

Ensure that a copy of the licence and all conditions are displayed in a conspicuous place in a common area. Normally the documents will be displayed in an appropriate position in the main entrance hallway of the HMO.

Note: The licence holder is supplied with additional copies of the licence, conditions and other documents for display. Further copies can be supplied at cost if requested.

3.2 Notification of changes

Email: Hmo-Licensing@royalgreenwich.gov.uk

Change of licence holder's address

The licence holder must inform the Royal Borough of Greenwich if they no longer reside at the address given in their application form. Furthermore, the Licence holder must provide the Royal Borough of Greenwich with their new address and contact details within 21 days.

Change of manager/managing agent

The licence holder and/or the manager must inform the Royal Borough if there is a change in manager/ managing agent, within 21 days, or if a manager/managing agent is appointed who is not named on the existing licence.

Managing agent ceases to have an interest in the property

If the licence holder is a managing agent, they must inform the Royal Borough if they cease to have an interest in the property, within 21 days.

Changes and alterations to the property

The licence holder must advise the Royal Borough in advance of making any changes to the layout, amenity provision, fire precautions or mode of occupation of the HMO. For example, a change from a 'shared' type of HMO to a 'room rent' HMO, etc.

For the avoidance of doubt, a shared HMO is one where the tenants, though unrelated, come together as a group to rent a property as a whole. They will have a single Assured Tenancy Agreement and will have control over who replaces tenants when one or more decide to leave. They will be comfortable using shared communal spaces and will typically not have locks on their bedroom doors. Typically, they would cook and eat meals together and would choose to spend time together in a living area or lounge. Examples of this type of occupation are where there is a common shared interest i.e. students from the same college or employees of the same employer.

3.3 Emergency Contact

Provide and fix a notice containing the name, address and telephone number of the person managing the house in a position readily visible to all occupants. The notice shall be in clear legible lettering and not easily defaced or damaged and shall be securely fixed in position.

The licence holder shall give a written declaration that they shall provide to each current and future occupant with the name, address and telephone number of the landlord's appointed local out of hours contact, who will respond to emergency situations outside normal business hours, and be able to attend or arrange for a contractor to attend the property to deal with any emergencies within 24 hours of notification. A copy of these details shall be forwarded to the Royal Borough on demand.

3.4 General Maintenance of the Property

Ensure that at all times the property is maintained in good repair and safe condition. Also, arrangements are made to ensure compliance with any standards or Approved Codes of Practice which the Royal Borough of Greenwich or central government may from time to time require.

3.5 Gas appliances

Ensure that all gas appliances provided by the licence holder are serviced annually.

Ensure that a carbon monoxide alarm is installed in any room in the house that contains a gas appliance (includes boilers).

The licence holder must ensure that the carbon monoxide alarms are kept in proper working order (this can be a check of the battery and operation of the alarm). A declaration as to the proper working order of such alarms must be supplied to the Royal Borough of Greenwich on demand.

3.6 Soft furnishings

The licence holder shall, within the period of 3 months from the date the licence is issued, provide to the Royal Borough of Greenwich a signed declaration confirming that all soft furnishings supplied by him/her to the tenants complies with the Furniture and Furnishings (Fire) Regulations 1988 (as amended).

3.7 Electrical installation and appliances

All electrical works must be completed by an electrician registered with the Government's Competent Person Electrical Register working to the British Standard for electrical safety (BS 7671). On completion of the works, the registered electrician will issue a BS7671 certificate to confirm that their work has been designed, inspected and tested in line with the BS7671 electrical safety standard. For notifiable work, the registered electrician will provide a Building Regulations Compliance Certificate to confirm compliance with Building Regulations. A copy of the BS7671 Certificate (and Compliance Certificates where relevant) must be sent to Royal Borough of Greenwich Residential Services on demand.

Details of the Government's competent person electrical scheme and a search facility to find a competent, registered electrician can be found on the following web page:

<http://www.electricalcompetentperson.co.uk/>

The licence holder shall ensure that all portable electrical appliances provided by him/her for use at the premises are maintained in a safe condition.

3.8 Electrical Installations that Require Low-Risk Upgrade Works

Where low-risk (i.e. works that are only recommended and are not required to protect safety) works have been identified for remediation on the Electrical Installation Condition Report (EICR), the Licence Holder shall at the expiry of the EICR (5 years from the date of issue) or within two years from the date of the licence, whichever comes sooner, have those works carried out.

The licence holder must inform the Royal Borough when the works have been completed and provide an updated EICR. Email: Hmo-Licensing@royalgreenwich.gov.uk

3.9 Energy Performance Certificates

The licence holder shall ensure that the flat/ house has a valid Energy Performance Certificate, (EPC).

3.10 Minimum Energy Rating

The Licence Holder is in control of property with an Energy Performance Certificate (EPC) Rating of less than 'E', contrary to the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 (as amended), which makes it a requirement to only rent properties that have an Energy Performance Certificate (EPC) Rating of 'E' or above.

The Licence Holder shall within twelve months of the licence being issued carry out the works detailed on the EPC for the property to improve the energy efficiency of the HMO to achieve an EPC rating of 'E' or above

OR

within three months of the licence being issued register a valid exemption on the national exemptions register -

Guidance - <https://www.gov.uk/government/publications/private-rented-sector-minimum-energy-efficiency-standard-exemptions>

Register - <https://prsregister.beis.gov.uk/NdsBeisUi/used-service-before>

The Licence Holder shall notify the Royal Borough once the works have been completed or the exemption registered by email to Hmo-Licensing@royalgreenwich.gov.uk

3.11 Right to Rent Checks

The License Holder shall ensure that 'right to rent' checks have been carried out in accordance with the Immigration Act 2014. The licence Holder will retain and produce on request the relevant copies of documents from the prescribed lists and the record of the date the right to rent checks were carried or in the case of tenants with a time limited right to remain, copies of documents from the prescribed lists and the record of the date the follow up checks were carried out. Further guidance is available [here](#).

3.12 Access to Utility Meters

The licence holder shall ensure that their tenants can access and obtain readings of the utility meters (gas, electricity and water, as applicable) for the house at reasonable times (no less

than the delivery frequency of the utility bills) during the course of the tenancy and a final reading at the termination of the tenancy. Furthermore, the licence holder shall supply to the tenant a written document describing the location of the utility meters (gas, electricity and water, as applicable) and the access arrangements for the meters.

3.13 Supply of water, gas and electricity

The licence holder shall not unreasonably cause the supply of water, gas (where provided) and electricity to house to be interrupted, where these supplies is under their control.

The gas and electricity supply must NOT be via any form of prepayment meter.

3.14. Water Saving

The licence holder shall, where possible, install water saving devices to the bathroom and kitchen facilities provided in the HMO. This should include (but not limited to):

- Tap aerators
- Shower flow regulators
- Shower timer devices
- Combismart - thermostatic valve – only where Combination Boilers are fitted.
- Toilet cistern – flush water-use reduction devices.

The great majority of water companies offer both a free ‘water saving’ assessment of property and a selection of free water saving devices. The Royal Borough advises that you contact your water company in the first instance before purchasing any equipment.

The Royal Borough recommend that you have a qualified plumber install all devices in the HMO, to ensure proper fitting and use as these devices cannot be used for all types of water products, e.g. power showers.

3.15 Inform us if there is a fire in the property

The licence holder must inform the Royal Borough by telephone (020 8921 8517) or email Hmo-Licensing@royalgreenwich.gov.uk within 72 hours of becoming aware of the occurrence of a fire within the house.

3.16 Notification to tenants

The written statement required under the mandatory conditions listed above must also include the following information: -

- An inventory of contents and their condition at the commencement of the tenancy,
- details of the rent and dates due, rent payment methods and how and when rent may be increased and,
- details of arrangements for payment for services including gas, water, electricity and heating, and provide the relevant contact information for the services provided at the house.

3.17 Tenancy Arrangements

The licence holder shall take reasonable and practicable steps to prevent or reduce anti-social behaviour by persons occupying or visiting the flat/ house and to this end shall:

Report all incidences of anti-social behaviour to the appropriate authority, for example the police or the Royal Borough.

Ensure adequate security arrangements are in place to prevent unauthorised access to the premises.

The licence holder shall enter into an assured shorthold tenancy agreement (unless an alternative arrangement is more appropriate, e.g. a license to occupy) with each new tenant of the dwelling for which he/ she is the person having control. The tenancy agreement will include provisions relating to forfeiture of the property in the event of a breach of the tenancy agreement terms in the following circumstances:

"That the tenant or someone living in, or visiting the premises has been guilty of conduct which is, or is likely to cause a nuisance or annoyance to neighbours; or, that a person residing or visiting the premises has been convicted of using the premises, or allowing it to be used for immoral or illegal purposes or has committed an arrestable offence in, or in the locality of the licensed premises."

The licence holder shall investigate complaints of anti-social behaviour (as defined in Housing Act 2004, Section 57(5)) arising from their property and being caused by their tenants or tenants' visitors. Where appropriate they shall take legal advice and act to either caution or evict the tenants.

3.18 Refuse

The licence holder shall provide suitable and adequate receptacles both within and outside the property (as necessary) to allow for the safe and containable storage of refuse and recycling until it is collected. If this isn't achievable within the standard collection arrangements, then the license holder shall make adequate alternative arrangements for the collection of refuse and recycling. The license holder must conform to the requirements of the Royal Borough of Greenwich's Waste and Recycling Service (www.royalgreenwich.gov.uk/recycling). The Royal Borough of Greenwich will provide advice and assistance to landlords upon request.

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

The licence holder shall label any furniture, soft furnishing and kitchen appliances and white goods provided at the property, using a suitable indelible marker pen (removable labels are not acceptable) with the address and, where relevant, the room number the articles relate too, e.g. Room 1, 38, postcode. The labelling should be readable and clear. The license holder will regularly check the labelling and re-label should the existing labelling have faded to the point it can no longer be read. This doesn't apply to articles provided by the tenants.

The licence holder shall ensure that any items of bulky household furniture (such as mattresses/bed bases/fridges etc.) are disposed of in a responsible manner using a licenced waste carrier or the Council's chargeable bulky waste collection service.

Note. This condition will be applied in defined hotspot areas where there have been significant issues with dumping of articles of furniture, etc. as a way of easily identifying the properties the articles come from.

3.20 Fire precautions

Provide fire precaution facilities and equipment at the property, as deemed necessary by the Royal Borough of Greenwich. Information on necessary fire precautions and equipment for the property will be provided to the licence holder. Fire precautions and equipment must be maintained in proper working order. Appropriate records of such maintenance, such as current certificates, are to be kept and produced to the Royal Borough of Greenwich on demand as evidence of such maintenance.

Provide details of fire exit routes to tenants and, in respect of the fire alarm system, ensure that all tenants are aware of fire and fault indications, are adequately familiar with controls (e.g. resetting) and aware of measures to avoid false alarms. Tenants should be aware of what to do in the case of a fire.

Conform with the requirements of the Regulatory Reform (Fire Safety) Order 2005 (<http://www.legislation.gov.uk/ukxi/2005/1541/contents/made>) the manager shall make a suitable and sufficient assessment of the risks to which tenants or visitors to the HMO are exposed for the purpose of identifying the general fire precautions required at the HMO. The manager shall supply a copy of the risk assessment to Royal Borough of Greenwich Residential Services on demand.

3.21 Fire Doors

Following testing, the Government have advised that several fire door manufacturers have failed the standard testing requirements, meaning that the fire doors sold will not hold back fire for a minimum of 30 minutes. This presents a significant safety risk to occupants.

The Government have issued some guidance to the private sector in relation to fire doors: https://www.gov.uk/government/publications/advice-for-building-owners-on-assurance-and-replacing-of-flat-entrance-fire-doors?utm_source=8f072d3d-8cb9-40d8-9d2f-edb0c7a50b03&utm_medium=email&utm_campaign=govuk-notifications&utm_content=weekly

The licence holder shall carry out a full inspection of any fire doors installed in the HMO. The licence holder shall ensure that:

- The door is sound and in good repair.
- Any glazing in the door is in good repair and at least 6mm minimum thick wired cast glass.
- The door been fitted with 100mm butt hinges that are securely fixed.
- The intumescent strips and cold smoke seals are in place and in good repair.
- The self-closer fitted to the door operates correctly, closing the door without intervention.
- The gap between the frame and the door is no more than 3mm.

The licence holder shall submit to the Royal Borough within three (3) months of the date of the licence a signed declaration stating that the above has been carried out.

In addition, the licence holder shall submit to the Royal Borough within three (3) months the licence manufacturers certification that the door meets the relevant British Standard for fire resistance and smoke control. Where you cannot evidence that the fire door meets the relevant British Standard for fire resistance and smoke control from both sides, carry out the following:

- Review your fire risk assessment.
- Put in place interim measures to mitigate the risk of sub-standard doors. The level of interim measures will depend on the nature and size of the building but could include;
 - advising the occupants in writing of the evacuation procedures and the reason and need to keep fire doors closed,
 - carrying out fire drills,
 - decreasing the intervals between management inspections,
 - putting in a waking watch,
 - making sure the route of escape is free of obstacles and combustible materials,
 - where it is safe to do so providing escape windows.

With the interim measures in place, either:

- i. either obtain third party certification that the in-situ doors meet the relevant British Standard, or
- ii. plan to replace the doors.

Where you are uncertain that the doors to be purchased are from a manufacturer that can supply actual certified 30-minute fire resistant doors then we would recommend buying and installing doors labelled as 60-minute fire resistant. By doing so you are providing yourself with some assurance that the doors should at least provide 30-minute fire resistant if not greater.

The licence holder shall submit to the Royal Borough within twelve (12) months of the date of the licence third party certification that the in-situ doors meet the relevant British Standard or manufacturers certification relating to the resistance of the new fire doors installed at the HMO.

3.22 Flats in Multiple Occupation in a block of flats

The licence holder shall ensure the tenants of the Flat in Multiple Occupation (FMO) are informed in writing of the fire safety arrangements in place within the block, being, but not restricted to:

- Evacuation arrangements, e.g. an all-out or stay-put policy.
- The safest route to safety from the FMO.
- The designated fire assembly area.
- Fire Drill arrangements (if any).
- Fire Warden and/or waking watch arrangements (where provided).
- The nearest manual call point (where provided).

3.23 Provision of amenities and space standards

The standards which apply to the property with respect to kitchen facilities, washing facilities, heating facilities, space standards and amenity standards are the Royal Borough of Greenwich Standards for Licensable Houses in Multiple Occupation. The Standards will apply during the term of the licence.

The property will also be subject to:

- The Management of Houses in Multiple Occupation (England) Regulations 2006,
- The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006, and
- The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007.

The table below shows deficiencies in the HMO. The deficiencies must be addressed within XX months of granting the Licence.

	Deficiencies	Location
1		
2		

See ADDENDUM attached For Works on How to Address the Deficiencies in the HMO.

3.24 Inspection

This property will be re- inspected following granting of the HMO Licence. The purpose of the re- inspection will be to determine compliance with the Licence conditions.

Or

The works are expected to be carried out with XX months of the date of issue of the licence. The property will be inspected during the term of the licence to ensure compliance. When the works have been completed please submit documentary evidence of this. This can be in the form of certification (where provided), an invoice for the works, a signed note from the contractor, a photograph of the works, etc. Please email the documentation to Hmo-Licensing@royalgreenwich.gov.uk

3.25 Missing documents

Provide electronic copies of the following documents that were missing from your license application within 3 months of the issue of the license:

[delete/add as appropriate]

- i. Energy Performance Certificate (EPC)(s)
- ii. Written tenancy agreement(s)
- iii. Inventory of furniture and fittings(s)
- iv. Electrical Installation certificate (PIR)(s)
- v. Terms if contract with Managing Agent (if any)
- vi. Gas Safety Certificate(s)
- vii. Portable Appliance Test (PAT) report(s)
- viii. Test certificates for fire alarm system
- ix. Test certificates emergency lighting system
- x. Asbestos report(s)
- xi. Terms or contract of tenancy

Email the copies to Hmo-Licensing@royalgreenwich.gov.uk

3.26 Interim Measures

The Royal Borough of Greenwich have agreed interim safety and welfare measures with the licence holder to minimise the risk to tenants whilst works are carried out in relation to [fire safety] [space standards] [amenity standards]. These interim measures are:

[List measures – examples given below]

- Battery operated smoke detectors located in [add locations].
- Battery operated heat detectors located in [add locations].
- Battery operated hand-held emergency lighting located in [add locations].
- A 'waking fire watch' comprising:
 - 24 hour continuously staffed fire patrols of the building.
 - Trained and competent staff.
 - Staff given appropriate equipment and PPE.
 - A 'all out' evacuation plan managed by the watch staff.
- Undersized shower cubicles located in [add locations].
- Undersized baths located in [add locations].
- Microwaves located [in all rooms used for sleeping] [in the following rooms used for sleeping [add locations]].
- Kettles located [in all rooms used for sleeping] [in the following rooms used for sleeping [add locations]].
- Electrically operated space heaters [in all rooms used for sleeping] [in the following rooms used for sleeping [add locations]] [and] [the communal living rooms].

These interim measures shall be maintained in good repair, condition and where applicable, remain fully operational whilst in place. This includes, where applicable, adherence to standards and manufacturers guidance.

The licence holder must inform the Royal Borough by telephone (020 8921 8517) or email Hmo-Licensing@royalgreenwich.gov.uk within 72 hours of becoming aware of the failure of any of the interim measures.

3.27 Occupancy

The licence holder to ensure that the following maximum numbers as households and persons occupying the HMO, as listed below shall not be exceeded:

Room	Location	Size(m ²)	Permitted use	Maximum number of persons permitted to sleep in room	Adult or child under the age of 10.

The property is suitable for occupation by up to XX individuals forming no more than XX households. The occupancy of each room should not exceed the numbers stated in the table above. Child and children mean a person under the age of 18 unless otherwise stated.

No bedroom can be let to a child under the age of 18 without a parent/legal guardian also occupying a bedroom in the HMO.

A child's bedroom will be lockable (thumb turn lock) with two keys provided to the parent/legal guardian.

A bed shall be provided for exclusive use by the child

Where a child is under the age of ten, the minimum bedroom size is 4.64 m² (higher standards will apply in different circumstances, see below).

Where a bedroom is provided for a child under the age of ten, the bedroom shall be adjacent too or directly across from the bedroom occupied by the parent/legal guardian of that child.

Where a bedroom is provided for a child under the age of ten, the bedroom shall not contain any kitchen facilities or bathroom facilities.

Where a bedroom is provided for a child under the age of ten the bedroom shall be fitted with a form of wireless door sensor, which sounds when the door is opened. The receiving unit for the wireless door sounder shall be provided to the parent/legal guardian.

Where there is a garden or other outside space associated with the dwelling it shall be maintained, it shall be free of harbourage for rodents, free of refuse and detritus and articles that could cause harm (physically, chemically or biologically), e.g. items with cutting edges, gas cylinders, pesticides, etc. Where items of this nature are stored in the garden they

should be stored in locked container, inaccessible to children. The garden should be safely & easily accessible to the children.

Balconies must have guarding to a height of at least 1100mm. Guarding should be designed to discourage children from climbing on it and should be strong enough to support the weight of people leaning against it. There shall be no gaps greater than 100mm in width.

Window sills (to windows on the first floor upwards or on the ground floor where there is a basement well) less than 1100mm shall be fitted with window restrictors. It shall be possible to override the window restrictors for escape purposes.

Appendix One – Example of an HMO License

HOUSE IN MULTIPLE OCCUPATION LICENCE

The Royal Borough of Greenwich

hereby
certifies that; under Part 2 of the Housing Act 2004:

Licence No LN/

Is licensed in respect of the house in multiple occupation situated at:

For the level of occupation not exceeding:

[xx (x)] households consisting of no more than [xx (x)] adults (and children 10 - 17 years) [and [xx (x)] children under the age of 10] in total

and subject to the attached schedules of occupancy and conditions is licensed with the Council in accordance with the provisions of Part 2 of the Housing Act 2004 **[A. until 1 October 2022] [B. for a period of five years from the date below.] [C. - [until (insert short date (usually one year from date of issue))]]**

[Note (delete this):

A. – use this for a discretionary license

B. – use this for a mandatory license

C. - use this when a short licence is required, e.g. there are missing documents or planning permission is needed for the HMO use]

Signed.....

Head of Environmental Health (Pollution & Residential) Services

Date:

See schedule of occupancy and schedule of conditions

Schedule of Occupancy

The licence holder to ensure that the following maximum numbers as households and persons occupying the HMO, as listed below shall not be exceeded:

Room	Location	Size(m ²)	Permitted use	Maximum number of persons permitted to sleep in room	Adult or child under the age of 10

The property is suitable for occupation by up to [enter number] adults (including children 10 to 17 years) and ([enter number] children under the age of 10 years, forming no more than [enter number] households. The occupancy of each room should not exceed the numbers stated in the table above.

No bedroom can be let to a child under the age of 18 without a parent/legal guardian also occupying a bedroom in the HMO.

A child's bedroom will be lockable (thumb turn lock) with two keys provided to the parent/legal guardian.

A bed shall be provided for exclusive use by the child
Where a child is under the age of ten, the minimum bedroom size is 4.64 m² (higher standards will apply in different circumstances, see below).

Where a bedroom is provided for a child under the age of ten, the bedroom shall be adjacent too or directly across from the bedroom occupied by the parent/legal guardian of that child.

Where a bedroom is provided for a child under the age of ten, the bedroom shall not contain any kitchen facilities or bathroom facilities.

Where a bedroom is provided for a child under the age of ten the bedroom shall be fitted with a form of wireless door sensor, which sounds when the door is opened. The receiving unit for the wireless door sounder shall be provided to the parent/legal guardian.

Where there is a garden or other outside space associated with the dwelling it shall be maintained, it shall be free of harbourage for rodents, free of refuse and detritus and articles that could cause harm (physically, chemically or biologically), e.g. items with cutting edges, gas cylinders, pesticides, etc. Where items of this nature are stored in the garden they should be stored in locked container, inaccessible to children. The garden should be safely & easily accessible to the children.

Balconies must have guarding to a height of at least 1100mm. Guarding should be designed to discourage children from climbing on it and should be strong enough to support the weight of people leaning against it. There shall be no gaps greater than 100mm in width.

Window sills (to windows on the first floor upwards or on the ground floor where there is a basement well) less than 1100mm shall be fitted with window restrictors. It shall be possible to override the window restrictors for escape purposes.

Schedule of Conditions

THE LICENCE HOLDER MUST COMPLY WITH THE FOLLOWING CONDITIONS.

Required by Schedule 4, Section 90(1) and 90(2) of the Housing Act 2004

Section 90 allows the local authority to include conditions it considers appropriate to regulate the management, use, occupation, condition and contents of the house.

The following conditions apply only in relation to any part of the house over which the licence holder exercises control, or over which it would be reasonable to expect that he would exercise control.

Notes:

Failure to comply with any licence condition may result in prosecution proceedings including unlimited fines and loss of the licence. As an alternative to prosecution the Council may issue a civil penalty notice for up to £30,000.

The HMO licence and conditions do not imply or grant by inference or otherwise any approval or permission for any other purposes including those for Building Control, Development Control and under The Regulatory Reform (Fire Safety) Order 2005. Conversely compliance with any of those requirements does not confer or imply compliance with the requirements of the Housing Act 2004 including HMO licensing.

On the 27 September 2018, the Royal Borough introduced an Article 4 direction, which removes permitted development rights for the change of use from a dwelling house (use class C3) to a House in Multiple Occupation (HMO) (use class C4) across the whole of Borough. From this date change of use to an HMO will require full planning permission.

If you do not have planning permission for the use of this property, as an HMO, you should contact Royal Borough of Greenwich Planning on 0208 921 5222 or email planningapps@royalgreenwich.gov.uk .

All works undertaken at the property must have the appropriate approval in accordance with current Building Regulations. For further information contact Building Control on 020 8921 5413/5410 or email building.control@royalgreenwich.gov.uk

Requirements and expectations related to the HMO licence and conditions are without prejudice to assessments and appropriate actions including enforcement actions under the Housing Act 2004. This includes actions to deal with category 1 and category 2 hazards as may be identified under Housing Health and Safety Rating System (HHSRS) and does not preclude such action.

It is the licence holder's responsibility and, in their interest, to make all necessary enquiries of the other agencies including Council departments and comply as appropriate with any related requirements.

The term household has the same meaning as its use in the Housing Act 2004 (and any secondary statute ordered or regulated there under). This includes any exemptions to the definition of a house in multiple occupation (HMO) under the Housing Act 2004 (and any secondary statute ordered or regulated there under). For avoidance of doubt this includes the exemption from the definition of an HMO of 2 persons forming 2 households (paragraph 7 of schedule 14 of the Housing Act 2004).