

Houses in Multiple Occupation Licence Conditions

Overview

These conditions are applicable to all properties in the Norwich City Council district that are classed as licensable Houses in Multiple Occupation (HMOs) under the Housing Act 2004.

A [house in multiple occupation](#) is a property rented out by at least 3 people who are not from 1 'household' (eg a family) but share facilities like the bathroom and kitchen. You must have a licence if you are renting out a large HMO. Your property is defined as a large HMO if **all** of the following apply:

- it's rented to 5 or more people who form more than 1 household
- it's at least 3 storeys high
- tenants share toilet, bathroom or kitchen facilities.

If you disagree with any conditions the council has set, you can appeal to the [Residential Property Tribunal](#).

The conditions cover the following:

1. Number of occupiers
2. Changes to the licensed property or licence holder
3. Fit and proper person
4. Fire protection
5. Electrical installation
6. Gas supply
7. Amenities
8. Furniture and appliances
9. Appearance
10. Refuse and waste
11. Terms of occupation
12. Anti-social behavior

Conditions

1. Number of occupiers

- 1.1. The number of occupants must not exceed the number permitted by the licence.
- 1.2. The licence holder must notify the council, before doing so, if they wish to increase the number of permitted occupants.

2. Changes to the licenced property or licence holder

- 2.1. The licence holder must notify the council beforehand if there are any intended alterations that would change the use of a room, for example changing a living room to a bedroom.
- 2.2. The licence holder must notify the council within a calendar month if:
 - 2.2.1. there is a change in the number of kitchens (including bedsits) or bathrooms provided
 - 2.2.2. there is a change to the design or layout of the property
 - 2.2.3. there is a change of management or ownership
 - 2.2.4. there is a change of mortgage provider.

3. Fit and proper person

- 3.1. The licence holder must notify the council immediately if they become aware or suspect that anyone associated with the management or ownership of the property is not a 'fit and proper person'.
- 3.2. The licence holder must inform the council immediately if it is known or suspected that anyone associated with the management or ownership of the property has:
 - 3.2.1. committed any offence involving fraud or other dishonesty, or violence or drugs, or any offence listed in Schedule 3 of the Sexual Offences Act 2003 (c.42) (offences attracting notification requirements);
 - 3.2.2. practised unlawful discrimination on grounds of race, disability, gender, religion or sexual orientation in, or in connection with, the carrying on of any business
 - 3.2.3. contravened any provision of the law relating to housing or of landlord and tenant law. In particular within the last five years, been in control of any property:

- 3.2.3.1. subject to a control order or formal caution
- 3.2.3.2. subject to court proceedings by a local authority
- 3.2.3.3. where the local authority has had to carry out works in default
- 3.2.3.4. subject to a management order under the Housing Act 2004
- 3.2.3.5. or been refused a licence or breached conditions of a licence.

3.2.4. acted otherwise than in accordance with any applicable code of practice approved under section 233 of the Housing Act 2004.

4. Fire protection

- 4.1. The licence holder must ensure that the property complies with [Norwich City Council's Fire Guidance](#) (Follow link or see www.norwich.gov.uk/housing/privatesectorhousing for current standards).
- 4.2. The licence holder must ensure the fire detection and alarm system is kept in proper working order and certified to BS5839 on an annual basis.
- 4.3. The licence holder must provide the council with a copy of the most up to date fire detection test certificate on an annual basis.
- 4.4. The licence holder must supply the council, on demand, with a declaration detailing the condition and positioning of the detectors and alarms within the property.

5. Electrical installation

- 5.1. The licence holder must ensure a periodic electrical inspection is carried out by a registered electrician at least every five years.
- 5.2. The licence holder must remedy any code 1 or 2 deficiencies identified in the electrical installation condition report.
- 5.3. The licence holder must provide the council, on demand, with a copy of the most up to date electrical installation condition report.

6. Gas supply

- 6.1. If gas is supplied to the property, the licence holder must obtain a landlord's gas safety certificate provided by a Gas Safe engineer within each 12 month period.
- 6.2. The licence holder must provide the council with a copy of the most up to date landlord's gas safety certificate on an annual basis.

7. Amenities

- 7.1. The licence holder must ensure that the property complies with [Norwich City Council's Amenities Standards](#) (Follow link or see www.norwich.gov.uk/housing/privatesectorhousing for current standards).

8. Furniture and appliances

- 8.1. The licence holder must ensure that all portable electrical appliances and furniture supplied with the property, not including those supplied by the occupiers, are kept in a safe condition
- 8.2. The licence holder must ensure that all portable electrical appliances supplied with the property are PAT (Portable Appliance Tested) on an annual basis. The test must be carried out by a registered electrician and a certificate must be obtained.
- 8.3. The licence holder must provide the council with a copy of the most up to date PAT certificate on an annual basis.
- 8.4. The licence holder must ensure that any upholstered furniture supplied with the property, whether new or second hand, complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988, as amended.
- 8.5. The licence holder must supply a declaration to the council, on demand, that all upholstered furniture provided meets the Furniture and Furnishings (Fire) (Safety) Regulations 1988 and is maintained in a safe condition.

9. Appearance

- 9.1. The licence holder must ensure that the external areas of the property, including gardens, yards, parking areas and alley ways, are maintained and kept in good visual condition. This includes being kept free from household and garden rubbish, litter and other unsuitable items which may have been dumped or are being inappropriately stored.
- 9.2. The licence holder must ensure that gardens are maintained on a regular basis to ensure that they are not significantly overgrown. This includes appropriate trimming of plants, hedges and trees, particularly when they border a neighbouring wall or fence, or the street.

10. Refuse and waste

- 10.1. The licence holder must ensure sufficient waste and recycling bins are provided at the property.
- 10.2. The licence holder must ensure that waste and recycling bins are put out for collection by 7am on collection day, and no earlier than 6pm the evening before.

10.3. The licence holder must ensure that waste and recycling bins are returned to the inside of the property boundary by 9am the day after the scheduled collection.

11. Terms of occupation

11.1. The licence holder must supply each occupier of the property with a written statement of the terms on which they occupy the property.

12. Anti-social behaviour

12.1. The licence holder must take all reasonable and practicable steps to ensure that any persistent anti-social behaviour by occupants or their visitors is dealt with appropriately and effectively in a timely manner.

12.2. For the purposes of these licence conditions, anti-social behaviour is deemed to be behaviour by the occupants of the property and/or their visitors, which causes a nuisance or annoyance to other occupants of the property, to lawful visitors to the property or to persons residing in or lawfully visiting the locality of the property.