



Arun District Council
Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Mr A Reed-Forrester
44A Torton Hill Road
Arundel
West Sussex
BN18 9HL

Web: www.arun.gov.uk/hmo
Email: publichealth.housing@arun.gov.uk

24th October 2018

Our Ref: EH/CM/L12023

Please ask for:
Christian Melgar
Private Sector Housing & Public
Health

Dear Mr Reed-Forrester

Housing Act 2004 – HMO Licensing
Re: 35 Glamis Street, Bognor Regis, West Sussex PO21 1DJ

Please find enclosed the full mandatory House in Multiple Occupation Licence for the above property.

The license has been issued as no valid objections or issues were raised during the consultation period and the requirements for the licence have been met. Your mortgage company did raise an objection (as advised separately); however, their objection was not one of the statutory objections and thus did not affect the issuing of the licence.

The terms of the licence are included in the attached schedules and the maximum permitted number of occupants is 7 and the maximum number of households is 7.

The licence is valid for five years unless there is any reason to shorten this period or cancel the licence after which it will require renewing.

If you have any questions or require further information please do not hesitate to contact me.

Christian Melgar
Senior Environmental Health Officer
Private Sector Housing & Public Health

Housing Act 2004

**Licence to use a Property as a
House in Multiple Occupation**

Licence Number: L12023

The House in Multiple Occupation situated at:

35 Glamis Street, Bognor Regis, West Sussex, PO21 1DJ

is licensed by Arun District Council in accordance with the provisions of Part 2 of the Housing Act 2004 from

27th May 2018
until
26th May 2023

Subject to the conditions required by Schedule 4 of the Act and any additional conditions imposed by virtue of Section 67 of the Act which form part of this licence

The Licence is issued to: M Reed-Forrester (The Licence Holder)

The maximum number of households is: 7

The maximum number of occupants is: 7

Licence Number: **L12023**

Signed:

Principal Environmental Health Officer

Dated: 24th October 2018

Conditions of Licence

Address of Licensed Property: **35 Glamis Street, Bognor Regis, West Sussex PO21 1DJ**
 Licence Number: **L12023**
 Name of Licence Holder: **Mr Anthony Reed-Forrester**
 Address of Licence Holder: **44A Torton Hill Road, Arundel, West Sussex BN18 9HL**

Section 1

Conditions required by virtue of Schedule 4 of The Housing Act 2004 (Mandatory Conditions)

1.	Maintenance of installations and appliances The Licence Holder must take steps to ensure that the property, fittings and furniture (provided by him), including fire precautions, gas and electrical installations and appliances (provided by him), are maintained throughout the period of the licence to a satisfactory standard as per sections 65(3) and 65(4) of the Housing Act 2004.
2.	Gas Safety The Licence Holder shall be responsible for ensuring that all gas installations and appliances comply with the Gas Safety (Installation and Use) Regulations 1998. The Licence Holder must provide the Council with a copy of the current and valid Gas Safety Certificate (i.e. less than 12 months old) to cover the full gas installation to the property and on demand by the Council provide any further annual certificates throughout the duration of the license. The inspection should be carried out annually by a Gas Safe registered engineer, and the certificate should be retained for at least two years following its issue. Any necessary remedial works identified shall be undertaken within a time period specified by the Council. The safety of the gas installation and appliances must be constantly maintained. The licence holder must send the current gas safety certificate to the Local Authority every year on the anniversary of the issue of the licence.
3.	Electrical Safety The Licence Holder must ensure all electrical installations and electrical appliances provided by him are kept in a safe condition. A declaration as to the safe condition of the appliances must be supplied to the Local Authority on demand. The Licence Holder shall provide the Council with a NICEIC Inspection Certificate completed by a competent electrical engineer in accordance with 'Guidance note 3 for inspection reports' produced by the Institute of Electrical Engineers. The Council will accept certificates obtained in the last 5 years. The Licence Holder shall ensure arrangements are made for electrical installations to be inspected every five years and on demand from the Council provide a copy of this report. Any necessary remedial works including all Code 1 and Code 2 items identified shall be undertaken within a time period specified by the Council. The Licence Holder shall ensure arrangements are made for Portable Electrical Appliance Tests (PAT) to be carried out on each provided appliance every 6 months or as determined by the risk assessment. The Licence Holder shall keep a written record of checks and faults and the PAT certificates and on demand by the Council a copy of these test reports/results shall be supplied. Any necessary remedial works identified in regard to PAT- testing shall be undertaken within a time period specified by the Council. On demand, by the Council, the Licence Holder shall provide a declaration as to the safety of such electrical appliances.
4.	Furniture and Furnishings All soft furnishings supplied to tenants must comply with the Furniture and Furnishings (Fire) Regulations 1988 (as amended) and be maintained in a safe condition. On demand, by the Council, the Licence Holder shall provide a declaration as to the safety of the furniture.
5.	Fire Alarm system The licence holder must ensure that smoke and heat detectors are installed in the house. A declaration as to the positioning of such detectors and associated alarm system must be supplied to the Local Authority on demand. The Licence Holder shall provide the Council with a commissioning or inspection certificate provided by a competent electrician in accordance with British Standard 5839 Part 6. The Council will accept a certificate obtained in the last 12 months. Further certificates to be provided if alterations or additions are made to the system. All fire alarms, smoke & heat detectors and emergency lighting should be maintained and serviced in accordance

	with the British Standard 5839 and British Standard 5266 Part 1 and kept in proper working order. On demand, by the Council, the Licence Holder shall provide a declaration as to the safety and positioning of such alarms. The licence holder must ensure that the smoke/heat detectors and fire alarm system is kept in proper working order and shall employ the services of a competent person to annually check and test any fire extinguishers and fire blankets contained within the property and shall, upon demand from the Local Authority, provide evidence of the aforementioned testing and maintenance. In any event, the license holder shall annually produce evidence of servicing and testing of the fire alarm system for the inspection of the Local Authority.
6.	Tenancy agreement A written tenancy agreement shall be provided to all occupants of the property clearly setting out the terms on which they occupy it. On demand, by the Council, the Licence Holder shall provide a copy of any tenancy agreement. The agreement to include the following: • The type of tenancy, its duration and terms of notice. • The amount of rent due together with dates and methods of payment, and the circumstance when the rent may be reassessed. • The amount of deposit taken, how it is held and the terms for its return • The amount of rent, what it covers, how it is to be paid, how any changes of rent will be notified to the tenant, arrangements for the return of rent deposits and how any deductions from the deposit will be agreed. • The respective responsibilities of the landlord and tenant for cleaning, repairing and maintaining the property, fittings and furnishings. This to include timescales for the tenant to report any disrepair which is the responsibility of the landlord to rectify, and for the landlord to respond. • The tenant is entitled to receive 24 hours' notice, in writing, of the landlord's intention to enter the property, or areas of the property to which he or his staff do not normally have access, for the purpose of carrying out maintenance, repairs or inspection. (except in the case of emergency). • The tenant, and any person visiting the tenant, must not commit any form of harassment or behave in a way that causes nuisance or distress to any other person in, or in the locality of the House in Multiple Occupation. • Details of the landlord's name, address and contact telephone number. Whether the tenant may sublet, and any restrictions on tenants having visitors.

Section 2
Conditions imposed by virtue of Section 67 of The Housing Act 2004
(Imposed Conditions)

Section 67 allows the local authority to include conditions it considers appropriate to regulate the management, use, occupation, condition and contents of the house

In relation to this licence, the following additional conditions apply to ensure the property complies with the Management of Houses in Multiple Occupation (England) regulations 2006:

	Condition
7.	Fire Alarm system and Emergency lighting The licence holder shall ensure that the emergency lighting installed within the property is maintained and tested and shall employ a competent person to do so, and shall, upon demand from the Local Authority, provide evidence of the aforementioned testing and maintenance. In any event, the license holder shall annually produce evidence of servicing and testing for the inspection of the Local Authority. The Licence Holder shall provide the Council with a commissioning or inspection certificate provided by a competent electrician in accordance with British Standard 5839 Part 6. The Council will accept a certificate obtained in the last 12 months. Further certificates to be provided if alterations or additions are made to the system. All fire alarms and emergency lighting should be maintained and serviced in accordance with the British Standard 5839 and British Standard 5266 Part 1 and kept in proper working order. On demand, by the Council, the Licence Holder shall provide a declaration as to the safety and positioning of such alarms.
8.	Fire Safety Items The licence holder shall employ the services of a competent person to annually check and test the fire extinguishers and fire blankets contained within the property and shall, upon demand from the Local Authority, provide evidence of the aforementioned testing and maintenance. In any event, the license holder shall annually produce evidence of servicing and testing for the inspection of the Local Authority.
9.	Fire Precautions The licence holder shall ensure that any faults identified affecting the fire precautions and equipment contained within the property are remedied within a reasonable time period by, if necessary, the appropriately competent person and shall keep a log of all faults, indicating date of when the fault was found and the date the fault was remedied and shall, upon demand from the Local Authority, provide a copy of the log.
10.	Refuse & Litter The licence holder shall provide and maintain the provision of suitable refuse and litter bins or other suitable receptacles on a scale adequate to the requirements of residents, except insofar as such provision is made by the Local Authority and make such supplementary arrangements for the disposal of refuse and litter from the house as may be necessary, having regard to any service provided by or required by the Local Authority. The License Holder must ensure that there is adequate and sufficient provision for the collection, storage and disposal of waste from the property. This may require a commercial collection contract. The Council may require the provision of documentation of any such commercial contract.
11.	Repair & Condition The licence holder shall ensure that all parts of the house in common use are in and are maintained in repair (including, where appropriate decorative repair), a clean condition and good order.
12.	Maintenance The licence holder shall ensure that all installations within the house in common use are in and are maintained in repair (including, where appropriate, decorative repair), a clean condition and good order. This includes kitchen, bathroom and laundry facilities.
13.	Cleanliness The licence holder shall ensure that any living accommodation is in a clean condition at the beginning of a resident's occupation of it.
14.	Tidiness The licence holder shall ensure that such parts of the house in common use as comprise staircases, passageways, corridors, halls, lobbies, balconies and entrances (including entrance doors, porches and steps) are kept free from obstruction.

15.	Services Provision The licence holder shall not unreasonably cause a supply of gas or electricity to any resident in the house to be interrupted.
16.	Services Provision The licence holder shall ensure the installations in the accommodation for the supply of water, gas and electricity, for space heating and heating water and for sanitation are in and are maintained in repair and proper working order.
17.	Water Supply The licence holder shall not unreasonably cause a supply of water to any resident in the house to be interrupted.
18.	Services The licence holder shall ensure that installations for lighting serving any part of the house in common use are readily available for use by residents to such extent and at such times as they may reasonably require
19.	Drainage and Water Supply The licence holder shall ensure that all means of water supply and drainage in the house are in and are maintained in repair, a clean condition and good order (including, where appropriate, proper working order).
20.	External Areas The licence holder shall ensure that boundary walls, fences and railings (including basement area railings), insofar as they belong to the house, are kept and maintained in repair so as not to constitute a danger to residents.
21.	External Areas The licence holder shall ensure that every outbuilding, yard, area and forecourt which belongs to the house and is in common use, is in and is maintained in repair, clean condition and good order, and that any garden in common use belonging to the house is kept in a reasonable condition.
22.	Property Plan A plan of the property showing the layout, location, room size (square feet or square meters) and if present number of room must be provided to the Council if there are any changes or alterations to the property that deviate from the plan provided at the time of the License application and/or subsequent to the License being granted.
23.	Managing anti-social behaviour The Licence Holder must comply with all relevant legislation regarding the management of the property in such a way as to seek to prevent, or deal effectively with, any anti-social behaviour by tenants to anyone else in, or in the locality of the House in Multiple Occupation. In this regard, the landlord or their agents shall investigate complaints of noise and other possible sources of nuisance or anti-social behaviour, whether these complaints are made by the residents of the property or by residents of neighbouring properties. Where the landlord determines these complaints to be justified they shall take all reasonable steps to resolve the problem.
24.	Provision and display of information in Property The name, address and contact telephone number (including an emergency contact number) of the Licence Holder or manager must be displayed and remain displayed, in a prominent position, within the common parts of the property. A copy of the Licence, Licence conditions, Electrical Installation Certificate and Gas Safety Certificate must be displayed and remain displayed, in a prominent position within the common parts of the property. Adjoining neighbours must be provided with contact details of the Licence Holder or manager. The Licence Holder must provide tenants with clear advice on action to be taken in the event of an emergency.

25.	Maintenance of records The licence holder (or property manager) shall attend the property at frequent intervals and a written record of visual inspections undertaken relating to the overall condition of the property shall be maintained and produced to the council when requested, the purpose of the inspections to - Ensure the proper management of the property; - Ensure compliance with The Management of Houses in Multiple Occupation (England) Regulations 2006, - Ensure the property is maintained in such a condition that category 1 hazards, within the meaning of Part 1 of the Housing Act 2004, are not present or quickly eliminated. The Licence Holder shall ensure maintenance of records of all inspections and of any works undertaken and make copies of these available for inspection by tenants and the Council. Tests must be carried out in relation to the Fire safety systems and equipment as detailed below. All tests must be recorded in a log book kept available for inspection by Tenants and Council. <table border="1" data-bbox="225 495 1394 763"> <thead> <tr> <th>System</th><th>Frequency of inspection</th></tr> </thead> <tbody> <tr> <td>Fire Alarm System</td><td>Weekly (in accordance with British standard 5839)</td></tr> <tr> <td>Emergency lighting system</td><td>Monthly (in accordance with British standard 5266)</td></tr> <tr> <td>Fire extinguishers</td><td>Annually (in accordance with British standard 5306)</td></tr> <tr> <td>Fire doors</td><td>Monthly</td></tr> </tbody> </table> The above tests are additional to any periodical inspection and servicing carried out by competent persons/Specialist company in accordance with British Standard 5839 part 6.	System	Frequency of inspection	Fire Alarm System	Weekly (in accordance with British standard 5839)	Emergency lighting system	Monthly (in accordance with British standard 5266)	Fire extinguishers	Annually (in accordance with British standard 5306)	Fire doors	Monthly
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26.	Relevant legislation The Licence Holder must comply with the Management of Houses in Multiple Occupation (England) Regulations 2006 and (from 1st October 2018) the Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018 (including any subsequent amendments and revisions) and all other relevant legislation affecting private sector residential tenancies, and all legislation relating to other activities carried on in the premises, including the Housing Act 2004.										
27.	Material changes to the licensed property or licence holder The licence holder is required to notify the council of any changes to the property, including structural alterations, changes to the ownership or management, or events that may affect the fit and proper person status of the owner, licence holder or manager, which may affect the licence. Where there is a material change of circumstance affecting the Licence Holder or the operation of the property, the Licence Holder must inform the Council immediately. No alteration which may affect the licence contents or conditions attached to the licence may be made to the property without the prior written consent of the Council, including change of address of the Licence Holder or Manager										
28.	Notification of changes to licence details During the period of the licence the Council must be notified immediately: - if an application to vary the licence has been received from the Licence Holder or relevant person by the Council and variation to the licence has been agreed between the Council and existing Licence Holder - if there has been a change of circumstances to the premises since the licence was granted - if the number of households or persons appropriate as the maximum number authorised to occupy the House in Multiple Occupation (including each room) has changed since the date the licence was granted - if standards in relation to the occupation of the house by a particular number of households or persons have changed since the date the licence was granted. An application must be made to the Council to change or 'vary' the licence details for the premises. A failure to notify the Council of such a change would constitute an offence. The licence holder must inform the council if they no longer reside at the address and provide the council with the new address details within 21 days. The licence holder must inform the council if there is a change in managing agent within 21 days. If the licence holder is a managing agent they must inform the council if the person who is specified as the main										

	contact ceases to be employed by them and inform the council of the new contact within 21 days. If the Licence holder is a managing agent they must inform the Council if they cease to have an interest in the property within 21 days.
29.	<u>General terms which apply to the Licence</u> Please read the following notes carefully. The following relate to the licence. • This licence only covers the property named in this document. • The licence is not transferable to another person. • This licence comes into force on the date of issue. A licence lasts for a maximum period of 5 years (but may be any period between 1 and 5 years) from the date the licence was granted unless the following apply: • The Licence Holder dies whilst the licence is in force. • The licence is revoked under section 70 of the Housing Act 2004. • The licence will continue to be in force even if the property ceases to be a licensable House in Multiple Occupation unless the Licence Holder dies or the licence is revoked. • If the Licence Holder dies within the licensing period the licence will cease to be in force. On the death of the Licence Holder the following shall apply: • For a period of 3 months from the death of the Licence Holder the house shall be treated as if a Temporary Exemption Notice had been served. The Local Authority may consider serving a further Temporary Exemption Notice when the initial 3 months has expired, if requested within the first three-month period, to do so by the personal representatives of the deceased Licence Holder.

In relation to this licence, the following additional conditions apply to ensure the property meets specified minimum standards:

30.	Number of persons/households permitted to occupy the property The number of persons and households residing in the premises shall not exceed the maximum number stated on the front of the licence, and as indicated for the maximum occupancy of each individual room. The number permitted is in relation to the numbers of amenities provided and/or size of rooms available. Where it is impracticable to improve the property, conditions will be applied limiting the numbers of persons able to occupy the property or parts of it. The use and occupancy levels of each room shall not be changed without the approval of the Council. Any increase in occupancy (where eligible) may be subject to a fee. The following limits on occupants in each room applies: Bedroom 1 – 1 person(s) occupying Bedroom 2 – 1 person(s) occupying Bedroom 3 – 1 person(s) occupying Bedroom 4 – 1 person(s) occupying Bedroom 5 – 1 person(s) occupying Bedroom 6 – 1 person(s) occupying Bedroom 7 – 1 person(s) occupying Kitchen – For use by no more than 7 persons Dining Room - For use by no more than 7 persons Bathrooms & WCs - For use by no more than 7 persons General: All properties must comply with Arun District Council's "Standards for Houses in Multiple Occupation".
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31.	Standards of accommodation All licensed Houses in Multiple Occupation must be "reasonably suitable for occupation". In order to be "reasonably suitable for occupation" the property must comply with the Arun District Council HMO Standards having regard to the occupation of the property. These standards cover (amongst other items) the following issues:- • Washing and WC facilities • Kitchen and dining facilities • Heating • Fire precautionary facilities	
	The following deficiencies were noted as lacking within this House in Multiple Occupation:	Compliance Date:
32.	<u>Fire Safety</u> The doors to all the bedrooms have perko-style closers fitted. None of these doors closed fully to a closed latch position when the door was left to close on its own and need adjusting so that they fully close upon being let go to close so that they provide a tighter fit to the door surround/frame and engage in the latch. The French Doors in the rear ground floor bedroom must be fitted with thumb-turn style locks on the inside so that in the event of a fire, escape can be made without the use of a key.	19th November 2018
33.	<u>Kitchen Facilities</u> There is only one sink and drainer provided and no dishwasher. The requirement for a HMO with seven occupants is two sinks with drainer and hot and cold water or one sink and drainer with hot and cold water and a dishwasher. There did not appear to be any mechanical extract ventilation in the kitchen. Although there are openable windows and we looked at the vent on the wall, this appeared to be a passive vent. All kitchens in HMOs must have mechanical extract ventilation to the outside air (in addition to any openable windows).	19th November 2018
34.	<u>WC Facilities</u> The WC on the first floor is lacking a wash hand basin. All toilets must be provided with a wash hand basin with a constant supply of hot and cold running water within the same compartment.	19th November 2018
35.	<u>Heating</u> There is no heating provision within the ground floor rear shower room. Heating must be provided that can reach and maintain +21°C when the external temperature is -1°C.	19th November 2018
36.	<u>Ventilation</u> The rear ground floor bedroom has French Doors but no other separate window ventilation, and French Doors alone are not considered acceptable as they cannot provide suitable ventilation without compromising on preventing unauthorised access.	19th November 2018

	This would be most-easily achieved by either replacing the top casement of the door unit to an openable one, or replacing one of the other window casements with an openable one.	
	<u>General</u> There is no handle to the ground floor rear shower-room/WC. A handle should be provided.	19 th November 2018
	<u>Refuse</u> There were a number of items within the rear garden that require removal and appropriate disposal.	19 th November 2018

Section 3

Relationship with matters relating to Part 1 (The Housing Health and Safety Rating System)

Generally, the procedures for dealing with Category 1 or Category 2 Hazards in a house in multiple occupation will not be dealt with by the imposition of conditions on a licence.

However, in the case of matters relating to section 67(2)(c) [see item 9 in Section 2], these can be dealt with by the imposition of conditions on a licence.

In relation to this licence, it is a condition of the licence that the matters detailed below are dealt with in the following manner:

Description of Matter	How it is to be dealt with	Date for compliance
None	N/A	N/A

Section 4

Conditions Imposing Restrictions or Obligations on any Third Party

Conditions imposing restrictions or obligations on a particular person other than a licence holder cannot be made without the consent of that person.

In relation to this licence, the following persons have consented to have the restriction or obligation detailed below to be imposed upon them.

Name and Address of Person giving consent	Details of Restriction or Obligation
None	N/A