



Private Sector Housing
Floor 1
Civic Offices
Guildhall Square
Portsmouth
PO1 2AL

Phone: 02392 841659

Email:

psh@portsmouthcc.gov.uk

Our Ref: 19/01305/HMO

Date: 14 January 2020

Mr Alan John Moulton
The Manse
Brook Avenue
Bosham
West Sussex
PO18 8LQ

Dear Mr Moulton

**HOUSING ACT 2004 PART 2 - HMO LICENCE FOR: 38 Lawrence Road
Southsea PO5 1NY**

Please find enclosed the House in Multiple Occupation (HMO) Licence for the above property.

I would like to draw your attention to the conditions attached to the licence and remind you that the full licence must be displayed in the property whilst it is operative.

Please also note that it is the licence holder's responsibility to provide the following documents to us, within 2 weeks of the anniversary of the licence being granted each year for the duration of the licence:

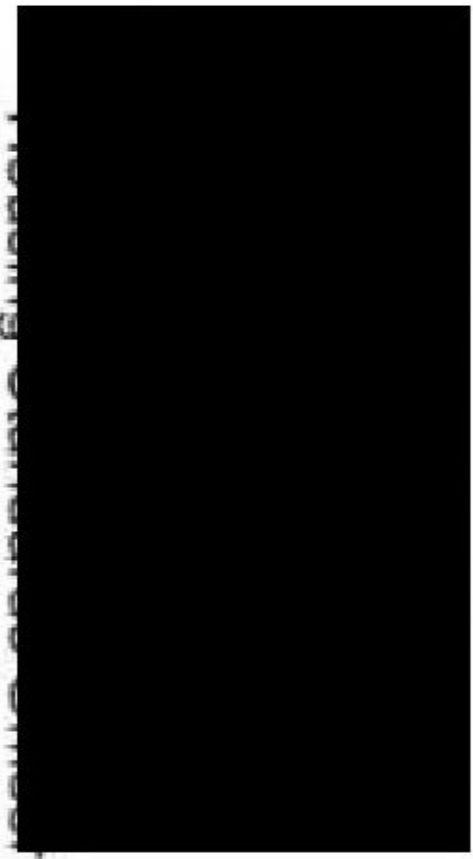
- o A current certificate certifying the safety of the landlord's gas appliances and installations (if present).
- o A current certificate of service demonstrating the proper operation of the fire alarm system(s) (If required).
- o Details of visual inspection and testing of the fire alarm system by the competent person.
- o A current certificate of service demonstrating the proper operation of the emergency lighting system (if present).
- o A current PAT certificate (electrical appliance safety certificate) for appliances provided by the landlord (if required).
- o A written copy of the fire risk assessment

There are specific requirements of the licence in that as the licence holder, you must take reasonable steps to ensure that the property is kept free from serious category 1 hazards as assessed by the Housing Health and Safety Rating System (HHSRS) and that the current Management of Housing in Multiple Occupation Regulations are complied with.

The Council will be inspecting the property at some future date to ensure that

all the licence conditions are being adhered to.

Should you wish to talk to an officer about any of the conditions set on the licence please call on 9284 1659 during normal office hours or email psh@portsmouthhcc.gov.uk.



Private Sector Housing Team

cc Licence



Housing Act 2004 (c.34) Part 2

House in Multiple Occupation Licence

In accordance with the above-mentioned legislation, Portsmouth City Council hereby licence Mr Alan John Moulton of The Manse Brook Avenue Bosham West Sussex

To operate a House in Multiple Occupation (HMO) known as:

**38 Lawrence Road
Southsea
PO5 1NY**

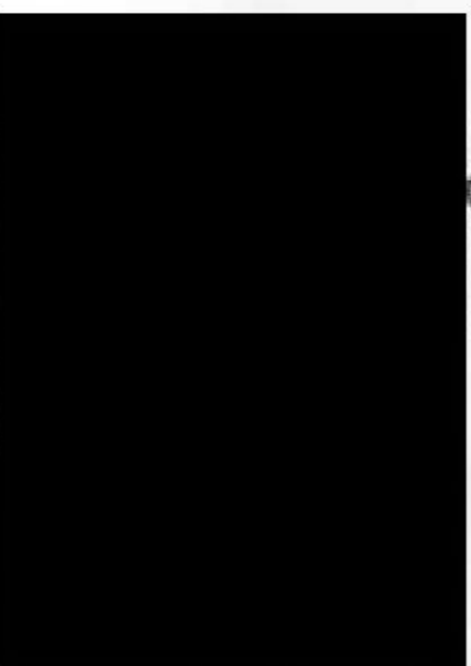
For occupation by no more than 5 persons under section 61 of the Housing Act 2004.

This licence is for the period of 5 years and will expire on 14 January 2025. this licence is subject to review by the Council following an inspection of the property

This licence is awarded subject to the conditions attached.

Dated 14th day of January 2020

Signed



James Hill

Director of Housing, Neighbourhood and Building Services

THIS LICENCE IS NOT TRANSFERABLE.

Note: The above house in multiple occupation is required to be licensed under the provisions of Part 2 of the Housing Act 2004. The granting of this licence does not imply that the use and condition of the property are lawful under other legislation. It is a requirement that the house is managed in accordance with the attached conditions; failure to do so is an offence, which may result in prosecution and/or withdrawal of the licence.

**The Conditions of the licence for 38 Lawrence Road Southsea
PO5 1NY are as follows:**

1. The licence holder will provide to Portsmouth City Council (The Council) copies of the following documents on, or within, 2 weeks of each anniversary of the granting of this licence:
 - a. A current certificate certifying the safety of the landlord's gas appliances and installations (if present).
 - b. A current certificate of service demonstrating the proper operation of the fire alarm system(s) (if required).
 - c. Details of visual inspection and testing of the fire alarm system by the licence holder.
 - d. A current certificate of service demonstrating the proper operation of the emergency lighting system (if present).
 - e. A current PAT certificate (electrical appliance safety certificate) for appliances provided by the landlord (if required).

2. With the exception of item (c) above, all these documents are to be provided by a competent person (fully qualified Electrician who is a member of a recognised Electrical association such as NAPIT or other similar association). Or a member of Gas Safe association with regards to gas safety certificates.
3. The following rooms are to be occupied for sleeping purposes by no more than the number of persons stated below:

Room number on plan	Occupancy level
1	One person aged over 10 years of age
2	One person aged over 10 years of age
3	One person aged over 10 years of age
4	One person aged over 10 years of age
5	One person aged over 10 years of age

4. The following room are NOT to be used as sleeping accommodation by any person:
5. The licence holder will inform the local housing authority of any rooms within the property have a floor area of less than 4.64 square metres.
6. A copy of the following documents shall be displayed in the HMO to which all tenants have access:
 - a. this licence, and the conditions attached thereto;
 - b. the manager's contact details; and

- c. the procedure for notifying the manager of any emergency and other complaints concerning the property and details of how the manager will address them.
7. The licence holder must comply with any waste management scheme, introduced by the local housing authority in respect of the storage and disposal of the household waste from the property pending collection.
8. Any alteration to the electrical wiring must be completed by a competent fully qualified Electrician as mentioned in section 2.
9. The licence holder is required to 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 and that these are kept in proper working order. Further, a licence holder will be required to supply the local housing authority, on demand, with a written declaration by him as to the condition and positioning of such alarm
10. The licence holder is required to ensure that the 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 and that these are kept in proper working order. Further, a licence holder will be required to supply the local housing authority, on demand, with a written declaration by him as to the condition and positioning of such alarm.
11. The licence holder is required to ensure that furniture made available by him in the house is in a safe condition. Further a licence holder will supply to the local housing authority on demand, with a written declaration by him of the safety of such furniture
12. At the start of each tenancy, occupants must be given appropriate fire safety advice regarding the means of escape in case of fire and other fire precautions. In particular, the importance of keeping fire doors closed and keeping the escape route clear, plus how to use the fire alarm system, fire extinguishers and fire blankets.
13. The licence holder is to ensure that the requirements of landlord and tenant legislation are properly adhered to. In particular, the licence holder will ensure that **written terms of tenancy** are to be provided for all occupiers. These terms will describe and give details of:
 - a. The type of tenancy, its duration and terms of notice.
 - b. The amount of rent due together with dates and method of payment, and the circumstances when the rent may be reassessed.
 - c. The amount of deposit taken, how it is held and the terms for its return.
 - d. An inventory of contents and condition at the commencement of the tenancy.
 - e. The means of contacting the property owner and/or property manager to report repairs, etc.

14. The licence holder (or the property manager) shall attend the property at frequent intervals. The frequency of the inspections will be determined by Portsmouth City Council and the licence holder. The purpose of the inspections is to:
- a) Ensure the proper management of the property;
 - b) Ensure compliance with The Management of Houses in Multiple Occupation (England) Regulations 2006, and any revisions thereto; and
 - c) 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.
15. The licence holder will provide to the council copies of all the current tenancy agreement(s), and details of where any security deposit is held, on demand.
16. 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.
17. The licence holder (or his manager) will attend the property as may be reasonably necessary for the purposes of inspection by the council.
18. The licence holder will work pro-actively and responsibly with all enforcement agencies in response to anti-social behaviour caused by tenants within the curtilage of the property and take all reasonable steps to prevent anti-social behaviour from within the boundaries of the property.
19. The licence holder and, where appropriate, their nominated managing agent are required to undertake a detailed investigation of any complaints which have been made either directly to them, or via the Local Housing Authority, regarding their tenants and keep a written record.
20. The licence holder must inform the Council if they no longer reside at the address given and provide the Council with the new address details within 21 days.
21. The licence holder must inform the Council if there is a change in managing agent within 21 days.
22. 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 a new contact, within 21 days.
23. 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.

24. A written record of visual inspections of the property undertaken by the licence holder relating to the overall condition of the property and Management Regulations shall be maintained by the licence holder and produced to the council when requested.

25. Produce to the local housing authority for their inspection a written copy of the Fire Risk Assessment. (Reviewed annually).

26. The licence holder and/or manager shall attend a specified training course if and when required to do so by the Council. (The arrangements for this will be by negotiation, but an unreasonable failure to attend such a course will be a breach of the conditions of licence).

27. The licence holder is to ensure that any works carried out at the property are done so with due regard to the comfort of the occupying tenants.

NOTE: Where on demand is stated within these licence conditions, this means within 7 (seven) days from the written request by the licensing authority.

Special conditions relating to the provision of a licence for 38 Lawrence Road
Southsea PO5 1NY

The licence holder will carry out the following works, within the times set out below, to the satisfaction of the Council:

License 5(7)



Portsmouth
CITY COUNCIL

SCHEDULE 5 Part 1 (7) HOUSING ACT 2004

NOTICE OF DECISION BY LOCAL HOUSING AUTHORITY TO GRANT A LICENCE

To: Mr Alan John Moulton

Of: The Manse Brook Avenue Bosham West Sussex PO18 8LQ

The Portsmouth City Council ("the Authority") received from Mr Alan John Moulton.

An application for HMO licence for residential premises, namely:

**38 Lawrence Road
Southsea
PO5 1NY**

On 31/12/2019 the Authority served a notice on you stating that the Authority proposed to grant a licence and having considered representations, made in accordance with that notice.

On 14/01/2020 the Authority made the decision to grant a licence of which a copy is enclosed.

The reason for making this decision to grant the licence is:

The Authority has not received any representations, regarding the licence or its conditions, and therefore deems the licence and conditions appropriate.

The licence becomes operative after 28 days have elapsed from the date the decision was made, provided no appeal has been made.

An appeal against a decision to grant a licence may be made to a residential property tribunal within the period of 28 days beginning with the date on which the decision was made.

Dated 14/01/2020

Signed:

[Redacted signature]

Designation: Director of Housing,
Neighbourhood and Building Services

Portsmouth City Council
Private Sector Housing
Civic Offices, Guildhall Square,
Portsmouth PO1 2AL.

Tel: 023 9284 1659 Fax: 023 9283 4519 email: housing.privatesector@portsmouthcc.gov.uk