



**Portsmouth**  
CITY COUNCIL

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

Floor 5  
Civic Offices  
Guildhall Square  
Portsmouth  
PO1 2AZ

Phone: 023 9283 4524  
Fax: 023 9283 4519

Our Ref: M:020640  
Your Ref: M:020640

Date: 19<sup>th</sup> January 2015

Dear Mr Moulton

**HOUSING ACT 2004 PART 2 - HMO LICENCE FOR:  
38 LAWRENCE ROAD, SOUTHSEA, PO5 1NY**

Further to my letter dated 5<sup>th</sup> January 2015 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, where applicable:

- Current safety certificate for the gas installation and appliances;
- Test certificate for the fire detection and alarm system (and emergency lighting system if present);
- Declaration of visual inspection of the portable electrical appliances
- Declaration of visual inspection of the fire alarm system
- PAT safety report for any portable electrical appliances supplied by the landlord;
- Current electrical periodic inspection certificate (unless one has been previously supplied and remains current);

There are specific requirements of the licence (condition 6) that you as the licence holder must 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.

We also offer a Housing Rights service that deals with a range of private tenancy issues such as good letting practice including dealing with disputes, gaining possession, taking action against breaches of tenancy conditions and the lodgement of deposits.

The officers are available to give advice to both landlords and tenants and can be reached on 9268 8195 or 9283 4899 during normal office hours.

Yours sincerely

A black rectangular redaction box covering the signature of the sender.

Bruce Lomax  
Housing Standards Manager

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, PO18 8LQ.

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 18<sup>th</sup> January 2020. 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 19<sup>th</sup> day of January 2015

Signed

A large black rectangular box redacting the signature of Alan Cufley.

Alan Cufley

Head of Corporate Assets, Business and Standards

**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) Or details of visual inspection and testing of the fire alarm system by the landlord.
  - 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).
  - f) Or visual inspection of the portable appliances supplied by the landlord.
2. With the exception of item (c) and (f) 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. 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.
4. Any alteration to the electrical wiring must be completed by a competent fully qualified Electrician as mentioned in section 2.
5. 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.
6. 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.
7. 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.
8. 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.
9. The licence holder (or his manager) will attend the property as may be reasonably necessary for the purposes of inspection by the council.
10. 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.
11. 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.
12. The licence holder must inform the Council if there is a change in managing agent, within 21 days.
13. 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.
14. 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.
15. 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.

16. 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).

17. 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.