



Miss Sharon Bilsby-Vint



Private Sector Housing  
Room G14  
Hove Town Hall  
Norton Road  
Hove  
BN3 3BQ

Date: 22 July 2019  
Reference: 2018/00935/HMOADD/PS  
Phone: 01273 294521  
E-mail: [paul.o'donnell@brighton-hove.gov.uk](mailto:paul.o'donnell@brighton-hove.gov.uk)

Dear Miss Bilsby-Vint,

**Housing Act 2004  
Licensing of Houses in Multiple Occupation  
27 Ringmer Drive, Brighton BN1 9HW**

I refer to a recent meeting and agreement to vary the HMO licence for the above-mentioned premises subject to licence conditions.

The occupancy level can be increased to 6 people sharing facilities following the renovation work undertaken at the premises with BHCC Building Control and Planning approval.

If you have any queries regarding this variation, please feel free to contact me.

Yours sincerely,

.....  
**PAUL O'DONNELL  
ENVIRONMENTAL HEALTH OFFICER  
PRIVATE SECTOR HOUSING TEAM  
Enc: Variation**

**HOUSING ACT 2004**

**SCHEDULE 5, PART 2, PARAGRAPH 16(2)**

**NOTICE OF DECISION TO VARY AN HMO LICENCE**

1. Brighton & Hove City Council on **6 August 2018** issued a licence under Section 64 of the Housing Act 2004 in respect of the premises known as 27 Ringmer Drive, Brighton BN1 9HW.
2. A person having an interest (licence holder) in the premises has applied to the Council for the variation of the licence.
3. The Council, in exercise of their powers under Schedule 5, Part 2, Paragraph 16 of the Act, hereby vary the licence as detailed in schedule 1, due to reasons set out in schedule 2.
4. The rights of appeal against this notice are detailed in the attached notes.

**Dated: 22 July 2019**

**Signed:**



**Authorised Officer**



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## **NOTES**

Statutory references are to the Housing Act 2004.

### **Variations**

The power to vary is exercisable by the Council on application by the licence holder or by the Council itself. If it is made with the agreement of the licence holder, a variation comes into force when it is made. Otherwise it does not come into force until such a time (if any) when the period for appealing expires without such an appeal being made or when the decision to vary is confirmed on appeal.

### **Right of appeal to a variation**

If you do not agree with this decision you may appeal against it to the Residential Property Tribunal but you must do this within 28 days after this order is served on you.

The Residential Property Tribunal may by order confirm, quash or vary the Council's decision to vary the licence.

### **Operation of variation**

If there is not an appeal, the variations will become operative at the end of 28 days from the date of this notice.

If there is an appeal and the Residential Property Tribunal before the 28 days, and the decision to confirm the variation, it will not become operative until the period for appealing to the Lands Tribunal expires without such an appeal being brought. If there is such a further appeal, the notice will not become operative until it is confirmed by the Lands Tribunal.

If you start an appeal to the Residential Property Tribunal and then withdraw it, the decision will become operative on the day on which it would have become operative if the Residential Property Tribunal had confirmed the decision, on the day on which you withdrew the appeal

### **Residential Property Tribunal**

If you decide to appeal you will need to apply to the local Residential Property Tribunal Service office. For the Southern area this is at:-

Residential Property Tribunal Service  
1st Floor  
1 Market Avenue  
CHICHESTER  
PO19 1JU  
Tel: 0845 100 2617  
Fax: 01243 779389  
Email: [southern.rap@communities.gsi.gov.uk](mailto:southern.rap@communities.gsi.gov.uk)

Guidance on what to expect and how to prepare an appeal can be obtained on the Residential Property Tribunal website:-

[http://hmctsformfinder.justice.gov.uk/HMCTS/GetLeaflet.do?court\\_leaflets\\_id=2741](http://hmctsformfinder.justice.gov.uk/HMCTS/GetLeaflet.do?court_leaflets_id=2741)

The tribunal staff will show you how to word your request. You must put with your request a copy of this notice. You will also need an extra copy of your request for the Tribunal to send to the Council.

### **Advice**

If you do not understand this notice or wish to know more about it, you should contact the Council. If you want independent advice about your rights and obligations, you should go to a Citizens' Advice Bureau, Housing Aid Centre, Law Centre or a solicitor. You may be able to obtain help with all or part of the cost of legal advice from a solicitor under the Legal Aid Scheme. If you do not know whether you could apply for Legal Aid you can see a solicitor who may be prepared to give you half-an-hour of legal advice for a small fee. If you want to know more about the works the Council require you to do, you may wish to consult a surveyor.

Telephone: 01273 290000  
[www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk)  
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## **SCHEDULE 1 – *Variations***

In the opinion of the Council, the following variation applies:-

1. Property is suitable for occupation by 6 individuals leased on individual tenancy agreements subject to conditions of licence.

## **SCHEDULE 2 – *Reasons for decision***

The Council considered the following reasons in reaching its decision to vary a licence:-

1. The additional bedroom is of a suitable size to house a single adult. There is also sufficient communal space and facilities provided and the property currently meets Brighton and Hove City Councils standards for HMOs.

## Conditions of Licence

Address of Licensed Property:	27 Ringmer Drive Brighton BN1 9HW
Licence Number:	2018/00935/HMOADD/PS
Name of Licence Holder:	Miss Sharon Bilsby-Vint
Address of Licence Holder:	

### Conditions required by virtue of Schedule 4 and Section 67 Housing Act 2004

#### 1 Gas Installation and Appliances

The licence holder must produce to Brighton & Hove City Council a Gas Safety Certificate obtained in the last 12-month period confirming that the gas installation and appliances are safe. Such a certificate must be produced to the council within **1 month** from the date of issue of final licence and annually thereafter upon renewal.

#### 2 Electrical Installation and Appliances

(a) The licence holder must produce a comprehensive Electrical Installation Condition Report that provides an assessment of the condition of an electrical installation against the requirements of the edition of BS 7671 current at the time of the inspection and confirms that the fixed electrical installations are safe (unless such a certificate has been previously provided and remains current.) They must ensure that the electrical installations are inspected and tested at intervals not exceeding 5 years by a person qualified to undertake such inspection and testing (a **satisfactory** Electrical Installation Condition Report covering the electrical installations must be obtained from an approved NICEIC, ELECSA or ECA contractor.) This certificate must be provided to the council within **3 months** from the date of issue of final licence.

(b) Electrical appliances provided by the landlord must be kept in a safe condition and a declaration of electrical safety must be supplied to the council on demand.

#### 3 Maintenance of Fire Precautions

The licence holder must ensure that all existing fire precautions and additional precautions required by the council (if any), are maintained and kept in proper working order. On demand, current test certificates confirming the proper operation of fire alarm and emergency lighting systems must be supplied.

#### **4 Furniture**

All furniture provided by the landlord must be kept in a good and safe condition and comply with current regulations. On demand, a declaration as to the safe condition of the furniture must be supplied.

#### **5 Written agreements for tenants**

The licence holder must supply to the occupants of the house a written statement of the terms on which they occupy it and shall on demand send a copy to the council. It should include the following:

- a) Details of how deposits will be held and terms of return;
- b) An inventory of contents and condition at the commencement of the tenancy;
- c) Details of rent and dates due, rent payment methods, and how and when rent may be increased;
- d) Details of the means of contact for repairs reporting;
- e) Conditions expressly prohibiting antisocial behaviour (which causes a nuisance or annoyance to adjacent occupiers or the community, whether carried out by tenants or their guests) and a warning that breach of the prohibition could lead to a loss of accommodation. When asked to do so by the council, the Licence Holder should produce evidence to show that they are taking appropriate action to enforce tenancy conditions relating to nuisance prevention.

#### **6 General Property Maintenance**

The licence holder (or the property manager) shall attend to the property at frequent intervals to ensure the proper management of the property and that health and safety problems are not present or quickly eliminated.

#### **7 Changes in the Property**

The licence holder is required to notify the Council of any changes at the property that may affect the licence. This includes changes to the ownership or management; events that may affect the fit and proper person status of the owner, licence holder or manager; structural alterations and any increase in the number of occupiers.

#### **8 Disposal of Rubbish and Recycling Facilities**

The Licence Holder must ensure that suitable and appropriately sited refuse and recycling containers are provided which are on a scale adequate to the reasonable requirements of the residents. Rubbish must be disposed of in accordance with Brighton & Hove City Council's arrangements for the street. Any rubbish containers must have a lid. Recycling containers must have a lid or a net. 'Bin envelopes' should be kept in a clean and tidy condition and not stored outside the curtilage of the property. Yards, gardens and the front of the property must be kept in a clean and tidy condition and in good order. If there is inadequate or no space to store rubbish and recycling within the boundaries of the house, and no way of providing extra space, the licence holder / Manager may have to make arrangements for extra collections. The Licence Holder should ensure that at the end of each tenancy any rubbish or unwanted household goods left behind should be removed and disposed of appropriately **before** the start of the next tenancy. In particular, any rubbish or goods left in

front or back gardens or the pavement in the front of the HMO should be removed immediately.

### **Special Conditions Requiring Further Action**

Please be advised that the inspection undertaken was a visual inspection of the property only. This means I did not undertake survey of the property involving the taking up of carpets, floor coverings or floorboards; moving of furniture; removal of contents from cupboards, or the removal of electrical fittings etc.

For clarification, the terms 'left, right, front & rear' apply when facing the property from the street/road.

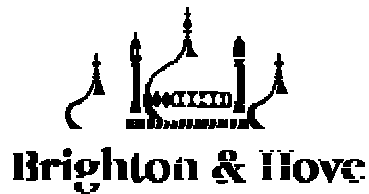
#### **9 Fire Safety Provisions**

(a) Provide written evidence from a competent person that the mains wired and interlinked automatic fire detection system installed at the premises conforms to the recommendations of BS 5839 Part 6: 2013 for a Category LD2 Grade D interlinked system, and that the system has been:

Tested during quarterly routine inspections (best practice) by ideally pressing the button on a different alarm each time, and

Maintained in accordance with the manufacturers' instructions that normally entail the cleaning/vacuuming of all alarms and the changing of batteries as required for Grade D systems, (all checks and any remedial action taken to be recorded in a fire logbook.

**The special condition requiring further attention (item 9) must be completed by 22 January 2020.**



# **Housing Act 2004**

## **Licence to Use a Property as a House in Multiple Occupation**

**The House in Multiple Occupation situated at:**

**27 Ringmer Drive  
Brighton  
BN1 9HW**

**is licensed by Brighton & Hove City Council in accordance  
with the provisions of  
Part 2 of the Housing Act 2004 until**

**28 February 2023**

**The Licence is awarded subject to the conditions attached**

**The Licence is issued to: Miss Sharon Bilsby-Vint**

**The maximum number of households is: 6**

**The maximum number of occupants is: 6**

**Licence Number: 2018/00935/HMOADD/PS**

**The Register of Licences is available for public inspection during the  
hours of 8.45am to 5pm at the Customer Service Centre, Hove Town  
Hall, Norton Road, Hove BN3 3BQ**

**Date: 22 July 2019**

**Signed:**

**Authorised Officer**