## General Information

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of storeys:</td>
<td>3</td>
</tr>
<tr>
<td>Self contained units:</td>
<td>3</td>
</tr>
<tr>
<td>Non-self contained units:</td>
<td>9</td>
</tr>
</tbody>
</table>

## Living/Sleeping Accommodation

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Living/Dining rooms:</td>
<td>1</td>
</tr>
<tr>
<td>Sleeping rooms:</td>
<td>15</td>
</tr>
</tbody>
</table>

## Amenities

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>shared bath/showers:</td>
<td>3</td>
</tr>
<tr>
<td>non-shared bath/showers:</td>
<td>3</td>
</tr>
<tr>
<td>shared toilets:</td>
<td>3</td>
</tr>
<tr>
<td>non-shared toilets:</td>
<td>3</td>
</tr>
<tr>
<td>shared kitchens:</td>
<td>0</td>
</tr>
<tr>
<td>non-shared kitchens:</td>
<td>12</td>
</tr>
<tr>
<td>shared wash hand basins:</td>
<td>3</td>
</tr>
<tr>
<td>non-shared wash hand basins:</td>
<td>3</td>
</tr>
</tbody>
</table>

## Occupancy

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of persons permitted:</td>
<td>15</td>
</tr>
<tr>
<td>Number of households permitted:</td>
<td>12</td>
</tr>
</tbody>
</table>

## Management

**Name and address of Licence holder:**

Mrs Alexandra Mansfield  
7 The Green, St Leonards-on-sea, East Sussex, TN38 0SY

**Name and address of person(s) managing the house:**

Mr Nicholas Mansfield  
8 Temeraire Heights, Folkestone, Kent, CT20 3TL
Register of HMO Licences contd.

Part 2
Summary of any matter concerning the licensing of this HMO that has been referred to a residential property tribunal or land tribunal

Part 2a
Summary information of any decision of the tribunals referred to in sub-paragraph (g) that relate to the licensed HMO, together with the reference number allocated to the case by tribunal.

Part 3
Summary of Licence Conditions

A copy of the licence conditions schedule applied to this licence is attached to this document and follows on the next page.
Conditions of HMO Licence

Address of Licensed Property: 7 The Green, St Leonards-on-sea, East Sussex, TN38 0SY

Licence Number: WK/201400571

Name of Licence Holder: Mrs Alexandra Mansfield

Address of Licence Holder: 7 The Green, St Leonards-on-sea, East Sussex, TN38 0SY

Contents

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Part 4: Conditions requiring additional equipment or facilities to be provided....... 5
Part 5: Management of the Property..................................................................... 9

Section 3: Conditions relating to the Housing Health and Safety Rating System .... 13
Section 4: Conditions imposing restrictions or obligations on any third party........... 14

Please note:
Where text is struck through, the respective condition is not applicable.
Section 1

Mandatory Conditions

Required by virtue of Schedule 4, Housing Act 2004

- This condition only applies where gas is supplied to the house:
  The licence holder must send the current gas safety certificate to the HMO Licensing Officer, every year on the anniversary of the issue of the licence.

- The licence holder must keep electrical appliances supplied by him 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 must keep furniture supplied by him in a safe condition. A declaration as to the safe condition of the furniture must be supplied to the Local Authority on demand.

- The licence holder must ensure that smoke alarms are installed in the house. A declaration as to the positioning of such alarms must be supplied to the Local Authority on demand.

- The licence holder must ensure that the smoke alarms are kept in proper working order. A declaration as to the proper working order of such alarms must be supplied to the Local Authority on demand.

- The licence holder must supply to the occupants of the house a written statement of the terms on which they occupy it.
**Section 2**

**Additional Conditions**

Required under Section 67(1) and 67(2) of the Housing Act 2004

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 conditions apply:

**Part 1**

**General Administration**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1</strong> If your address has changed</td>
<td>The [Licence holder] [and/or] [the manager] must inform Hastings Borough Council (“the Council”) if they no longer reside at the address given in their application form. Furthermore, the Licence holder must provide the Council with their new address and contact details within 21 days.</td>
</tr>
<tr>
<td><strong>1.2</strong> If there is a change of managing agent</td>
<td>The [Licence holder] [and/or] [the manager] must inform the Council if there is a change in managing agent, within 21 days, or if a managing agent is appointed who is not named on the existing licence.</td>
</tr>
<tr>
<td><strong>1.3</strong> If the managing agent ceases to have an interest in the property</td>
<td>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.</td>
</tr>
<tr>
<td><strong>1.4</strong> If you plan to make changes to the property</td>
<td>The [Licence holder] [and/or] [the manager] must advise the Council in advance of making any changes to the layout, amenity provision, fire precautions or mode of occupation of the house.</td>
</tr>
<tr>
<td><strong>1.5</strong> Providing plans of the property</td>
<td>The [Licence holder] [and/or] [the manager] shall, within 28 days of the date the licence is issued, provide floor plans of the property, preferably to scale, identifying the use of each room, the locations of bathrooms, toilets and kitchens, the approximate size of each room, and the location of heat/smoke detectors, break glass call points, control panel and emergency lighting points.</td>
</tr>
</tbody>
</table>
### Part 2
### Fit and Proper Person

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>The licence holder must inform the Council if, since becoming the licence holder, they contravene any of Sections 2.3(a) – (d) below. This must be done within 21 days of such a contravention.</td>
</tr>
<tr>
<td>2.2</td>
<td>The licence holder must inform the Council if the person named as the manager of the property contravenes any of Sections 2.3(a) – (d) below. This must be done within 21 days of such a contravention.</td>
</tr>
</tbody>
</table>
| 2.3     | The following criteria are considered in the assessment of whether the licence holder or manager is a fit and proper person:-

a) Offences involving
   - Fraud
   - Dishonesty
   - Violence
   - Drugs
   - Sexual Offences Act (Schedule 3)

b) Unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in connection with a business

c) Contravention of any provision of housing or landlord and tenant law. In particular:
   - Cases where proceedings are taken by any Local Authority
   - Cases where any Local Authority has carried out works in default
   - Cases where a Management Order under Housing Act 2004 has been made
   - Cases where an HMO licence has been refused or licence conditions have been breached

d) Acting in contravention of any Approved Code of Practice (ACoP) concerning housing law
Part 3
Prohibitions or Restrictions on use of rooms within the HMO

3.1 The following [area(s)] [room(s)] are restricted from being used by the occupier(s) of the following room(s):

Restricted [Area(s)] [Room(s)]:

Occupied room(s) that can use the restricted [area(s)] [room(s)]:

The [Licence holder] [and/or] [the manager] shall take all reasonable steps to ensure the restricted [area(s)] [room(s)] are not accessible by anyone but the persons of the occupied rooms stated.

3.2 The following [area(s)] [room(s)] are prohibited from use by the persons occupying the property and only the [Licence holder] [and/or] [the manager] may access the [area(s)] [room(s)]:

Prohibited [area(s)] [room(s)]:

The [Licence holder] [and] [the manager] shall take all reasonable steps to ensure the prohibited [area(s)] [room(s)] are inaccessible to anyone but the [Licence holder] [and] [the manager].

3.3 The following [area(s)] [room(s)] are restricted from being used as sleeping accommodation:

Restricted [area(s)] [room(s)]:

[The [area(s)] [room(s)] stated can be used for any of the following purposes:]

[Bathroom] [separate WC] [laundry] [kitchen] [storage] [living room] [dining room] [other stated purpose]

The [Licence holder] [and/or] [the manager] shall take all reasonable steps to ensure the restricted [area(s)] [room(s)] are not used as sleeping accommodation.

3.4 The following [area(s)] [room(s)] are restricted from being used as a [kitchen] [and] [or] [bathroom]:

Restricted [area(s)] [room(s)]:

[The [area(s)] [room(s)] stated can be used for any of the following purposes:]

[Bathroom] [separate WC] [laundry] [kitchen] [sleeping accommodation] [storage] [living room] [dining room] [other stated purpose]

The [Licence holder] [and/or] [the manager] shall take all reasonable steps to ensure the restricted [area(s)] [room(s)] are not used as a [kitchen] [and] [or] [bathroom].
### Part 4

**Conditions requiring additional equipment or amenities to be provided in the HMO**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.1</strong></td>
<td><strong>Provide and install wash hand basins</strong></td>
</tr>
<tr>
<td></td>
<td>The [Licence holder] [and/or] [the manager] shall provide and install wash hand basins to all rooms used for sleeping, with a tiled splashback 300mm high, supplied with potable cold water and a supply of hot water, properly connected to services with a satisfactory waste outlet.</td>
</tr>
<tr>
<td></td>
<td>These works shall be completed by [insert date].</td>
</tr>
<tr>
<td><strong>4.2</strong></td>
<td><strong>Provide and install toilet facilities</strong></td>
</tr>
<tr>
<td></td>
<td>The [Licence holder] [and/or] [the manager] shall provide and install within an appropriate room or by the creation of a room on the [insert storey number] storey of the property a separate toilet facility, which will include the following:</td>
</tr>
<tr>
<td></td>
<td>• A wash hand basin, with a tiled splashback 300mm high properly fitted, installed and connected to services.</td>
</tr>
<tr>
<td></td>
<td>• A W.C., properly fitted, installed and connected to services.</td>
</tr>
<tr>
<td></td>
<td>• A properly fitted form of artificial light.</td>
</tr>
<tr>
<td></td>
<td>• A properly fitted and installed mechanical ventilator, giving the required air changes.</td>
</tr>
<tr>
<td></td>
<td>• A properly fitted water resistant and cleanable floor covering.</td>
</tr>
<tr>
<td></td>
<td>These works shall be completed by [insert date].</td>
</tr>
<tr>
<td><strong>4.3</strong></td>
<td><strong>Provide and install bathroom facilities</strong></td>
</tr>
<tr>
<td></td>
<td>The [Licence holder] [and/or] [the manager] shall provide and install within an appropriate room on the [insert storey number] storey of the property bathroom facilities, which will include the following:</td>
</tr>
<tr>
<td></td>
<td>• A bath or shower*, properly fitted, installed and connected to services.</td>
</tr>
<tr>
<td></td>
<td>• A wash hand basin, with a tiled splashback 300mm high properly fitted, installed and connected to services.</td>
</tr>
<tr>
<td></td>
<td>• A W.C., properly fitted, installed and connected to services.</td>
</tr>
<tr>
<td></td>
<td>• A properly fitted form of artificial light.</td>
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<td></td>
<td>• A properly fitted and installed mechanical ventilator, giving the required air changes.</td>
</tr>
<tr>
<td></td>
<td>• A properly fitted water resistant and cleanable floor covering.</td>
</tr>
<tr>
<td></td>
<td>• An adequate means of fixed space heating, properly fitted by a competent person, connected to services as relevant.</td>
</tr>
<tr>
<td></td>
<td>*Shower areas must be provided with a screen or curtain and the enclosed area to be tiled. Baths to be provided with a tiled splashback 300mm high.</td>
</tr>
<tr>
<td></td>
<td>All works must be carried out in compliance with the current Building Regulations and the appropriate permission granted.</td>
</tr>
<tr>
<td></td>
<td>These works shall be completed by [insert date].</td>
</tr>
</tbody>
</table>
4.4 **Provide and install kitchen facilities**

The [Licence holder] [and/or] [the manager] shall provide and install within an appropriate room on the [insert storey number] storey of the property kitchen facilities, which will include the following:

- A gas or electric cooker with a minimum of two burners/hobs (four burners/hobs if provided for more than one person), an oven and grill. Alternatively a microwave oven may be substituted for one or two of the burners/hobs respectively.
- A gas or electric refrigerator of minimum capacity 0.15m$^3$ plus a storage cupboard of minimum capacity 0.16m$^3$.
- A worktop or table of smooth and impervious material of minimum size 500 x 1000mm.
- Two twin outlet power sockets in addition to any serving major appliances set at a convenient height and safe position.
- A metal or ceramic sink and drainer in good condition and of minimum dimensions 500 x 600 mm set on a stable base with a constant supply of hot and (potable) cold water. Where practicable, a two course tiled splashback shall be provided. The sink shall be connected to the drainage system via a suitable trap.
- A properly fitted form of artificial light.

All works must be carried out in compliance with the current Building Regulations and the appropriate permission granted.

These works shall be completed by [insert date].

4.5 **Provide and install refrigerator(s)**

The [Licence holder] [and/or] [the manager] shall provide and install within each kitchen

- A gas or electric refrigerator of minimum capacity 0.15m$^3$ plus a storage cupboard of minimum capacity 0.16m$^3$.

These works shall be completed by [insert date].

4.6 **Provide and install laundry facilities**

The [Licence holder] [and/or] [the manager] shall provide and install within an appropriate room of the property laundry facilities, which will include the following:

- Washing machine, properly installed and connected to services
- A tumble dryer, properly installed and connected to services and where necessary properly vented.
- If natural ventilation is not provided, install and properly fit a mechanical ventilator, giving the required air changes.
- A properly fitted form of artificial light.

All works to be carried out in compliance with the current Building Regulations and the appropriate permission granted.

These works shall be completed by [insert date].
4.7 **Provide refuse storage**

The [Licence holder] [and/or] [the manager] 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 in so far 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 the Local Authority.

4.8 **Provide space heating**

The [Licence holder] [and/or] [the manager] shall provide within each unit of living accommodation an adequate means of space heating, properly fitted by a competent person, connected to services as appropriate.

Note: Portable heaters and gas fires are not acceptable means of space heating

All works specified in this condition shall be completed no later than 12 months from the date the licence is issued.

4.9 **Provide a protected common escape route**

The Landlord and/or the Manager shall ensure that a 30 minute protected common escape route from the HMO is provided, and specifically, shall undertake the following works:

- Install, to the entrance of each flat/bedsit accessed from/exiting onto the escape route, a 30 minute fire resisting door, incorporating smoke and intumescent seals. Such doors should be installed and maintained in accordance with British Standard 8214:1990.

- Install, to the entrance door of each flat/bedsit accessed from/exiting onto the escape route, self closing devices of suitable type and size as to ensure that all such doors will close fully without intervention. Such devices shall be of a type in compliance with British Standard EN1154:1997, and may be of either overhead or ‘Perko’ type.

- Ensure that any electrical installations located within the communal escape route, including distribution boards, meters and consumer units, are fully contained within a 30 minute fire resisting enclosure.

All works required to comply with this condition shall be completed no later than 12 months from the date the licence is issued.

**Fire detection in flats and bedsits**

To each flat/bedsit within the main part of the building

Employ a competent person to install a mains powered, non-interlinked smoke detector, which shall provide early warning to the occupant(s) in the event of a fire starting within their accommodation unit.

All works specified in this condition shall be completed no later than 6 months from the date the licence is issued.
4.10 Install an automatic fire detection system to [the common parts of] the property

[To the common parts of the building], employ a suitably qualified contractor to install a [Grade A LD2] [Grade D LD2] [Grade D LD3] system of interlinked, mains powered smoke alarms with integral battery backup, of such number and location as is considered necessary, [and linked to a main control panel]. The system shall be installed and commissioned to conform to British Standard 5839: Part 6.

All works specified in this condition shall be completed no later than 12 months from the date the licence is issued.

4.11 Install an emergency lighting system

[To the common parts of the building], employ a suitably qualified contractor to Install a system of emergency escape route lighting, to conform to British Standard 5266. The system must be designed so as to automatically illuminate upon the failure of the power supply to the conventional artificial lighting, and in such circumstances, it must:

- Illuminate the escape route to assist the occupants to move easily to exits and a place of safety
- Highlight any hazards such as stairs and changes in floor level or direction
- Enable easy identification of any fire alarm call points throughout the escape route

All works specified in this condition shall be completed no later than 12 months from the date the licence is issued.
## Part 5
### Management and maintenance of the HMO

**5.1 Ensure that the fire alarm system is maintained and tested**

The [Licence holder] [and/or] [the manager] shall ensure that the alarm system [as specified in condition 4.9] is maintained and tested in line with the provisions of BS 5839 and shall, within the period of 3 months from [the date the licence is issued] [the date specified in condition 4.9], supply to the Local Authority a copy of the most recent test certificate, being not more than 12 months old on the date it is submitted. The Landlord and/or the manager shall thereafter produce evidence of servicing and testing for the inspection of the Local Authority annually, within 14 days from the anniversary of the test date.

**5.2 Ensure that the emergency lighting system is maintained and tested**

The [Licence holder] [and/or] [the manager] shall ensure that the emergency lighting installed within the property [as specified in condition 4.9] is maintained and tested in line with the provisions of BS 5266, and shall employ a competent person to do so. The Licence holder and/or the Manager shall, within the period of 3 months from [the date the licence is issued] [the date specified in condition 4.9], supply to the Local Authority a copy of the most recent test certificate, being not more than 12 months old on the date it is submitted. The Landlord and/or the manager shall thereafter produce evidence of servicing and testing for the inspection of the Local Authority annually, within 14 days from the anniversary of the test date.

**5.3 Provide Portable Appliance Test (PAT) certificates for electrical appliances**

The [Licence holder] [and/or] [the manager] shall ensure that all portable electrical appliances provided by him/her for the use of the tenants of the HMO, are maintained in a safe condition, and that a test of all such equipment is carried out annually by a competent person. The Licence holder and/or the Manager shall, within the period of 3 months from the date the licence is issued, supply to the Local Authority a copy of the most recent PAT test certificate, being not more than 12 months old on the date it is submitted. The Landlord and/or the manager shall thereafter produce a copy of the most recent PAT test certificate for the inspection of the Local Authority annually, within 14 days from the anniversary of the test date.

**5.4 Ensure that soft furnishings comply with fire safety regulations**

The [Licence holder] [and/or] [the manager] shall, within the period of 3 months from the date the licence is issued, provide to the Local Authority a signed declaration confirming that all soft furnishings supplied by him/her to the tenants of the HMO, complies with the Furniture and Furnishings (Fire) Regulations 1988 (as amended).

**5.5 Ensure that common areas of the house are maintained in good repair**

The [Licence holder] [and/or] [the manager] shall ensure that all parts of the house in common use are in and are maintained in good repair (including, where appropriate, decorative repair), a clean condition and good order.

**5.6 Ensure that installations in common use in the house are maintained in good repair**

The [Licence holder] [and/or] [the manager] 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.
<table>
<thead>
<tr>
<th>Section</th>
<th>Condition</th>
</tr>
</thead>
</table>
| 5.7     | Ensure that living accommodation is in a clean condition  
The [Licence holder] [and/or] [the manager] shall ensure that any living accommodation is in a clean condition at the beginning of a resident’s occupation of it. |
| 5.8     | Ensure that areas in common use are kept free from obstruction  
The [Licence holder] [and/or] [the manager] shall ensure that such parts of the house in common use as comprise staircases, passage ways, corridors, halls, lobbies, balconies and entrances (including entrance doors, porches and steps) are kept free from obstruction. |
| 5.9     | Boundary walls, fences and railings  
The [Licence holder] [and/or] [the manager] shall ensure that boundary walls, fences and railings (including basement area railings), in so far as they belong to the house, are kept and maintained in repair so as not to constitute a danger to residents. |
| 5.10    | Outbuildings, gardens, yards and forecourts  
The [Licence holder] [and/or] [the manager] 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. |
| 5.11    | Prevent or reduce anti-social behaviour  
The [Licence holder] [and/or] [the manager] shall take reasonable and practicable steps to prevent or reduce anti-social behaviour by persons occupying or visiting the house, to this end shall:  
- Report all incidences of anti social behaviour to the appropriate authority  
- Ensure adequate security arrangements are in place to prevent unauthorised access.  
- Ensure that sufficient external sensor lighting is in place to discourage unauthorised access (external lighting shall not be positioned in a manner, which may cause a nuisance to neighbouring properties. |
| 5.12    | Enter into a tenancy agreement that includes provisions for dealing with antisocial behaviour  
The [Licence holder] [and/or] [the manager] shall enter into an assured shorthold tenancy agreement with each new tenant of a unit or dwelling in the licensed premises for which he/ she is the person having control. The tenancy agreement will be based upon the National Landlords’ Association model tenancy agreement, and will include provisions relating to forfeiture of the property in the event of a breach of the tenancy agreement terms in the following circumstances, specified in the Housing Act 1988, as amended:  
**Ground 14**  
“That the tenant or someone living in, or visiting the premises has been guilty of conduct which is, or is likely to cause a nuisance or annoyance to neighbours; or, that a person residing or visiting the premises has been convicted of using the premises, or allowing it to be used for immoral or illegal purposes or has committed an arrestable offence in, or in the locality of the licensed premises.”  
In the event of a breach of the tenancy agreement in the circumstances specified above, the [Licence holder] [and/or] [the manager] shall take immediate steps to secure the forfeiture of the property. Sussex Police will assist landlords by providing supporting evidence regarding Anti-social behaviour to enable landlords to gain possession of relevant accommodation in licensed premises.
5.13 Ensure that lighting is available for use by residents

The [Licence holder] [and/or] [the manager] 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.

5.14 Supply of gas and electricity

The [Licence holder] [and/or] [the manager] shall not unreasonably cause a supply of gas or electricity to any resident in the house to be interrupted.

5.15 Maintenance of installations for the supply of water, gas and electricity

The [Licence holder] [and/or] [the manager] shall ensure that all 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.

5.16 Supply of water

The [Licence holder] [and/or] [the manager] not unreasonably cause a supply of water to any resident in the house to be interrupted.

5.17 Maintenance of water supply and drainage

The [Licence holder] [and/or] [the manager] 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).

5.18 Protect water fittings against frost damage

That any water fitting which is liable to damage by frost shall (unless it is an overflow pipe) be reasonably protected against such damage.

For this purpose “water fitting” includes any pipe (other than a main), tap, cock, valve, ferrule, meter, cistern, bath, water closet, soil pan or other similar apparatus used in connection with the supply or use of water.

5.19 Ensure that areas prohibited or not in use are kept clean and free from refuse and litter

If any part of the house is subject to a closing order, prohibition order or not in use, [Licence holder] [and/or] [the manager] shall ensure that such part, including any passage and staircase directly giving access to it, is kept reasonably clean and free from refuse and litter.

5.20 Display the licence in the property

[Licence holder] [and/or] [the manager] shall ensure that a copy of the licence is displayed in a prominent position in the common parts of the house.

5.21 Display contact details for the licence holder and manager

[Licence holder] [and/or] [the manager] shall ensure that the name, address and telephone number for the licence holder, and the appointed manager is clearly displayed in the common parts of the house, and that the licence holder, or a person appointed as manager will be available at all reasonable times.
5.22 Inform us if there is a fire in the property

[Licence holder] [and/or] [the manager] must inform the Council by telephone within 72 hours of becoming aware of the occurrence of a fire within the HMO.

5.23 Requirement for the licence holder and/or manager to undergo training

[Licence holder] [and/or] [the manager] shall undergo training in line with approved code of practice [title and number to be inserted when known] to ensure competency to manage a House in Multiple Occupation.

5.24 Display contact details for local out of hours contact

[Licence holder] [and/or] [the manager] shall display, in a prominent place in the premises, a notice providing the name, address and telephone number of the landlord’s appointed local, out of hours contact, who will respond to emergency situations outside normal business hours, and can be easily contacted by East Sussex Fire and Rescue Service and Sussex Police.

5.25 Register the property with the ‘Peace for a Pound’ scheme

The [Licence holder] [and/or] [the manager] shall, within 28 days from the date the licence is issued, register details of the property to be licensed with ‘Peace for a Pound’, which is the Sussex Police keyholder scheme. By registering with the scheme you can make sure that the Police have the information they need to resolve a problem at your property as soon as possible. An application form and information leaflet is enclosed with your licence pack, and you can find out more about the scheme by visiting their website at www.peaceforapound.com

The [Licence holder] [and/or] [the manager] shall thereafter provide evidence of membership of the scheme every year on the anniversary of the issue of the licence.

The following shall be accepted as an alternative to the above:

The [Licence holder] [and/or] [the manager] shall give a declaration that they shall provide to each current and future occupant with the name, address and telephone number of the landlord’s appointed local out of hours contact, who will respond to emergency situations outside normal business hours, and be able to attend or arrange for a contractor to attend the property to deal with any emergencies within 3 hours of notification.
Section 3
Relationship with matters relating to Part 1 of the Housing Act 2004 (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:

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<tr>
<th>Description of Matter</th>
<th>How it is to be dealt with</th>
<th>Date for compliance</th>
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## 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:

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<tr>
<th>Name and Address of Person giving consent</th>
<th>Details of Restriction or Obligation.</th>
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