



## **South Somerset District Council**

The Council Offices, Brympton Way, Yeovil, Somerset, BA20 2HT  
Telephone: (01935) 462462  
Website: [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)

### **Housing Standards Environmental Health**

Dear Landlord

#### **Housing Act 2004 – Licensing of House in Multiple Occupation**

Please find enclosed your application pack, which should contain all the information you will need to enable you to complete and return your application form within **28 days**.

As you will see, you will need to provide quite a lot of additional supportive information, so please carefully read the Enclosures A to C before starting to complete the form.

Guidance on how to complete specific questions is also included in the form. Should you however have any other queries, then please ring the telephone numbers on the front of the form.

South Somerset District Council, as the official authority, will now be holding the information you have provided for the processing of this HMO licence under the General Data Protection Regulations. For more information about how we handle your personal data please see our website [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk) or alternatively please contact our Fraud and Data Team on 01935 462512.

Yours sincerely

Housing Standards  
Environmental Health

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**If you need this information in large print, Braille, audio or another language, please contact me at the above address**

Enclosure A

**HOUSING ACT 2004**

**HMO LICENSING FEES (SOMERSET)**

***Please make cheques payable to "South Somerset District Council"***

***Basic Fees***

<b>5 Year Licence Fee up to 5 rooms</b> (5 Person, 2 or more households)	£400.00
Each Additional Household / letting room	£30.00

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Licences are non-transferable and relate to the named person and property. No refund of the licence fee will be given during or after the issuing of a licence.

A licence will not be issued until the Council has received a valid application and relevant payment.

The Fee schedule will be reviewed annually to take into account salary and overhead inflation as well as changes in licensing processing times.

For more detailed information on the HMO licensing fee structure contact Mrs Emma Baker on 01935 462433 or Chris Malcolmson on 01935 462514.

Enclosure B

**ITEMS TO INCLUDE WITH YOUR COMPLETED APPLICATION FORM**

- ❑ The Licence Fee - **£400** for a 3 storey property with 5 occupiers + **£30** for each additional household. Cheques should be made payable to “South Somerset District Council”.
- ❑ A layout plan of the property, indicating the use of each room (eg bedroom, lounge, etc) and the position of any smoke/heat detectors. If the Council holds plans of the property we will provide a copy for you to confirm details are correct and to make any necessary amendments.
- ❑ A current electrical installation inspection report for the property.
- ❑ A current Landlord’s Gas Safety Certificate (if applicable).
- ❑ A current Inspection and Test Certificate for the automatic fire detection system.
- ❑ A current inspection and Test Certificate for the emergency lighting system.
- ❑ A current Portable Appliance Test Certificate for any portable electrical appliance you supply for your tenants’ use.
- ❑ A copy of the Tenancy Agreement for each occupier.

**Please note :**

A supplemental charge may be made for any additional work caused to us by an incomplete application, so please make every effort to ensure that you enclose all necessary documentation.

## STANDARD CONDITIONS

### *Houses in Multiple Occupation Standard Licence Conditions*

1. Each occupier is to be provided with a written statement of the terms on which they occupy the property, for example a written tenancy agreement
2. The licence holder or the managing agent must inform the Council of any changes in their circumstances including;
  - Any new convictions/formal cautions;
  - Change of ownership of the licenced property;
  - Change in managing agent;
  - Any substantial works to the property
3. The gas appliances in the property shall be serviced and checked on an annual basis by a Gas Safe registered engineer and the landlord's gas safety certificate made available to the Council.
4. The licence holder must provide maintenance reports to the Council on request with regards to emergency lighting, fire detection and alarm systems. These must be undertaken by a qualified fire alarm engineer and certification provided to confirm the systems complies with the relevant British Standards.
5. The licence holder must produce to the Council on request a satisfactory Periodic Installation Report (PIR) carried out by a suitably qualified electrical contractor who should be registered/member of an approved body such as NICEIC, NAPIT etc or registered to undertake electrical works in accordance with Part P of the Building Regulations. Such reports should not be more than 5 years old
6. The licence holder is required to keep electrical appliances and furniture made available in the house in a safe condition and is required to supply the Authority, on demand, with a declaration as to the safety of the appliances and furniture.
7. The logbook issued by the Council is to be kept up to date with regard to the appropriate entries relevant to the audible alarm tests, etc and shall be available on request
8. The licence certificate is to be displayed in a prominent position within the common area of the property
9. The license holder must demand references from persons who wish to occupy the house.
10. The licence holder must ensure that any persons involved with the management of the house are to the best of their knowledge "fit and proper persons" for the purposes of the Housing Act 2004.
11. At the beginning of each new tenancy the licence holder will inform tenants in writing of proper refuse management. This must include information covering the usual days of refuse and recycling collection by the authority and the contact details for refuse/bulky item collections undertaken by Somerset Waste Partnership. The licence holder should

retain a copy of the information provided, signed by the tenant acknowledging receipt and produce this on request to the authority.

12. The licence holder is to ensure that a carbon monoxide alarm is installed in any room (includes a hall or landing) in the house which is used wholly or partly as living accommodation (includes a bathroom or lavatory) and contains a solid fuel or gas burning combustion appliance; to keep any such alarm in proper working order – the alarm must be checked on the day the tenancy begins if it is a new tenancy; and to supply the Authority, on demand, with a declaration by him as to the condition and positioning of any such alarms.
13. Where a fire risk assessment in accordance with LACoRS “Housing - Fire Safety, Guidance on fire safety provisions for certain types of existing housing” has been used to determine fire precautions, the precautions must be reviewed annually. They must also be reviewed whenever there are alterations to the property or its contents and at changes of tenancy to ensure the fire precautions are appropriate to the risk.
14. Ensure that all occupants are aware of fire and fault indications of the fire alarm system, are adequately familiar with controls (e.g. resetting) and aware of measures to avoid false alarms. Occupants must be made aware of what to do in the case of a fire.
15. The licence holder is to ensure that a smoke alarm is installed on each storey of the house on which there is a room used wholly or partly as living accommodation (includes a bathroom or lavatory), and to keep such alarms in proper working order – the alarms must be checked on the day the tenancy begins if it is a new tenancy. The licence holder must supply the Authority, on demand, with a declaration as to the condition and positioning of the smoke alarms.
16. Antisocial Behaviour Clause

The licence holder must ensure that all new tenancy agreements include the following clause covering anti-social behaviour:

*Nuisance and Antisocial Behaviour: Not to cause or allow household members, or visitors to cause a nuisance or annoyance to the landlord, other tenants, or neighbours within the locality. (Antisocial Behaviour includes minor problems with dogs, children, untidy gardens and lifestyle cases through to serious noise problems, violent and criminal behaviour, domestic abuse, the supply and use of controlled drugs, and intimidation or racial harassment. A racist incident is any incident which is perceived to be racist by the victim or any other person).*

17. Minimum floor areas for bedrooms must be as follows:

1 person over 10 yrs old	Not less than 6.51 square metres
2 people over 10 yrs old	Not less than 10.22 square metres
1 child under 10 yrs old	Not less than 4.64 square metres
Any room under 4.64 square metres shall not be used for sleeping accommodation	

The licence holder has a duty to inform the Council the council if ANY room in the HMO has a room less than 4.64 square metres.

When measuring rooms if the height of the ceiling is less than 1.5m it is not to be taken into account when determining the floor area of that room.

18. The licence holder must comply with any scheme that is provided by the local housing authority/Somerset Waste Partnership which relates to the storage and disposal of household waste at the HMO pending collection.