

APPENDIX 4

List of conditions that have been added:

3.3	Where an Electrical Installation condition Report (EICR) has been submitted that is “unsatisfactory”, the licence holder has 28 days from the date on the report to complete the remedial works (C1, C2 and F1 failures) and send a “remedial minor works report” to Housing.Private.Sec@torbay.gov.uk or posted to Housing Standards, Torquay Town Hall, Torquay, TQ1 3DR.
6.2	Where emergency lighting is installed the licence holder must provide an annual certificate within 14 days of the demand. It should be sent to; Housing.Private.Sec@torbay.gov.uk or posted to Housing Standards, Torquay Town Hall, Torquay, TQ1 3DR.
8.1	The licence holder must retain the written statements of terms and evidence of providing the written statement of terms to the occupant throughout the occupiers' period of occupation and for a minimum of five months after the occupation has ceased. The licence Holder must provide the Council with a written statement of terms and evidence of the provision of the written statement of terms to the occupant within 14 days on demand. Within 14 days of the demand, the declaration must be provided to the Local Authority at Housing.Private.Sec@torbay.gov.uk or posted to Housing Standards, Torquay Town Hall, Torquay, TQ1 3DR.
9.1	Provide information about bulky waste and different collections to the tenants in writing, retain this throughout the occupant’s period of occupation and a minimum of 5 months afterwards. Within 14 days of a demand, the information must be provided to the Local Authority at Housing.Private.Sec@torbay.gov.uk or posted to Housing Standards, Torquay Town Hall, Torquay, TQ1 3DR.
14	The licence holder must address problems of anti-social behaviour within building or within the property boundary of the HMO resulting from the occupiers or their visitors by following the procedure set out below:
14.1	The licence holder must cooperate with the Council, the Police Service and any other agencies in resolving complaints of anti-social behaviour.
14.2	If a complaint is received, or anti-social behaviour is discovered, the licence holder must contact the tenant within 14 days. The tenant must be informed in writing of the allegations made against them and of the consequences of its continuation.
14.3	The licence holder shall monitor any allegations of anti-social behaviour for a period of 28 days, from the date the complaint was received.
14.4	If after 28 days, it is found that the anti-social behaviour is continuing the licence holder must visit the premises within 7 days and provide the tenant

	with a warning letter advising them of the possibility of eviction if their behaviour continues.
14.5	If after 14 days of giving a warning letter, the tenant has not taken steps to address the anti-social behaviour and it is continuing, the licence holder shall take action, which may include legal eviction proceedings.
14.6	The licence holder must ensure that written notes are kept of any meetings, telephone conversations or investigations regarding anti-social behaviour for 3 years, and if requested by the Council, provide this information within 28 days on demand.
14.7	Any letters, relating to antisocial behaviour, sent or received by the licence holder must be kept for 3 years by the licence holder and if requested by the Council, provide copies of them within 28 days on demand.

17	This assumes that the occupancy level of each room, total occupants and maximum number of households is detailed within the licence. The licence holder shall ensure that:
17.1	The total number of occupants does not exceed that stipulated in the licence.
17.2	The total number of households does not exceed that stipulated in the licence.
17.3	Where there are multiple occupants in a room, the occupants should be from 1 household unless the licence states otherwise.
17.4	The occupancy of any particular room does not exceed the occupancy limit specified in the licence.