

Appendix 1- Proposed Licence Conditions

Statutory conditions in Schedule 4 Housing Act 2004

1. If gas is supplied to the licensed premises the licence holder must produce annually to Manchester City Council (the Council) for their inspection, a gas safety certificate obtained in respect of the house named on the licence within the last 12 months.
2. a) The licence holder must keep electrical appliances and furniture supplied by him in a safe condition.
b) The licence holder must supply to Council, on demand, with a declaration by him as to the safety of such appliances and furniture.
3. a) The licence holder must 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, and keep each such alarm in proper working order (*Note: For the purpose of this condition a bathroom or lavatory is to be treated as a room used as living accommodation.*)
b) The licence holder must supply the Council, on demand, with a declaration by him as to the condition and positioning of such alarms.
4. a) The licence holder must ensure that a carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance; and to keep any such alarm in proper working order; (*Note: for the purpose of this condition a "room" includes a hall or landing and a bathroom or lavatory is to be treated as a room used as living accommodation.*)
b) The licence holder to supply the authority, on demand, with a declaration by him as to the condition and positioning of any such alarm.
5. The licence holder must supply to the tenant/occupiers of the house a written statement of the terms on which they occupy it.
6. The licence holder must demand references from persons who wish to occupy the house.

General Conditions Applicable to all Selective Licences

1. The licence holder must ensure that the premises and its grounds are in a clean, safe and habitable state prior to new occupiers moving in.
2. The licence holder must supply to the Council an original of the following documents:
 - Electrical Installations Inspection Certificate on demand (this should be carried out every 5 years)
 - Portable Appliance Test (P.A.T) Certificate on demand where electrical appliances are provided.
3. The following information must be included in the written statement of terms under which the premises is occupied :
 - The amount of rent payable and the mechanism for any rent increases

- Tenancy start and end dates
 - The details of any deposit required and the deposit scheme in which it is held
 - Details of what the deposit covers and arrangements for the return of the deposit
 - The frequency of payments
 - The details of any utilities or other charges included in the rent
 - The responsibility for payment of the Council Tax
 - The responsibility for the payment of utilities and arranging for the provision of such
 - Tenants responsibilities in regard of the use, occupation and condition of the licensed premises
 - Notice periods for ending the tenancy/ licence to occupy
 - Clauses relating to nuisance and/or anti social behaviour
 - The location of any stop taps
4. Where the premises is alley gated the licence holder is responsible for providing the key to the tenant free of charge at the start of the tenancy.
 5. The licence holder must ensure occupiers are aware of behaviour that may constitute nuisance and/or antisocial behaviour, what is acceptable use of the premises and what the likely consequences of causing nuisance or ASB may be.
 6. The licence holder must take all reasonable steps to deal with nuisance and/ or antisocial behaviour perpetrated by occupiers and/ or visitors to the premises. This includes taking proactive action (e.g. warnings, legal action) as soon as the licence holder becomes aware of a problem and by co-operating fully with the relevant agencies e.g. MCC or GMP.
 7. The licence holder must provide the occupants of adjoining properties with direct contact details in case of an emergency or to enable them to inform the licence holder of problems affecting their properties.
 8. The licence holder must ensure occupiers are aware of how to report any faults or disrepair to the landlord and provide anticipated timescales for undertaking repairs when reported.
 9. The licence holder must give the occupiers reasonable notice of arranged access requirements to carry out work to the premises. Save in the case of an emergency, a minimum of 24 hours notice must be given in writing and as far as practicable access will be arranged at a convenient time for the occupier.
 10. When necessary, the licence holder must provide suitable alternative accommodation for occupiers when carrying out major works to the licensed premises for the period during which the works are being undertaken.
 11. The licence holder must ensure that the premises has adequate security measures on all exit doors and windows and that all keys are provided to occupiers. Where a burglar alarm is fitted to the premises, the licence holder will change the code at the onset of each new period of occupation.

12. The licence holder must ensure that the full range of recycling and refuse bins are available at the start of a tenancy.
13. The licence holder must ensure that the occupier is made aware of the arrangements for the collection of refuse and bulky goods and that the occupier is requested to return the refuse containers within the boundary of the premises on the day of collection. The licence holder must co-operate with the Council to address problems caused by occupiers failing to dispose of refuse in the correct manner.
14. The licence holder must make adequate checks during a tenancy and during void periods to ensure that the premises and anywhere within the premises boundary is being kept in a clean condition and all refuse is disposed of in an appropriate manner.
15. The licence holder must make appropriate arrangements for the disposal of any waste at the end of a tenancy and produce waste transfer notes for inspection on request.