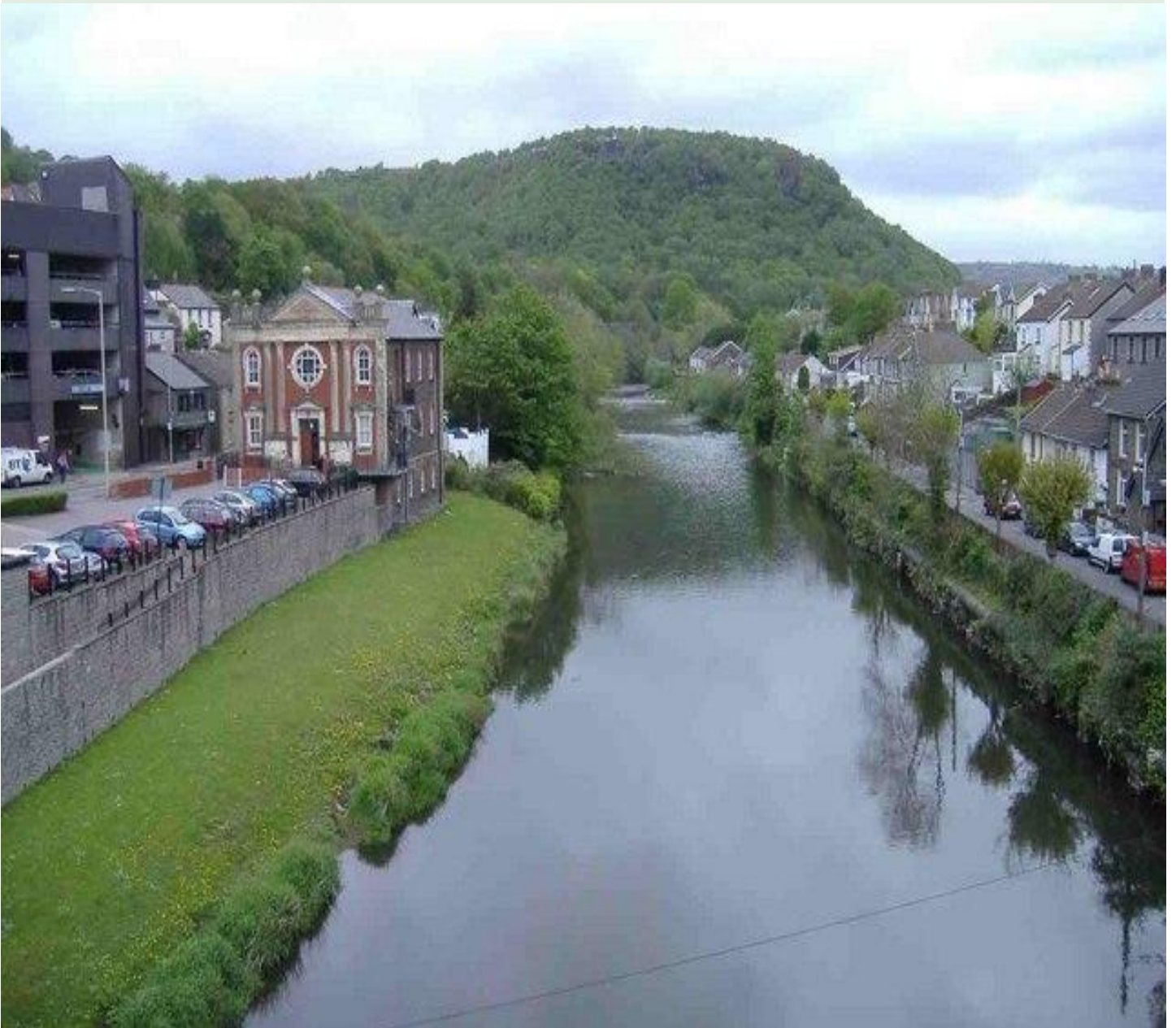


Rhondda Cynon Taf

Houses of Multiple Occupation

Additional Licence Scheme

**Review and Recommendations
2018**



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1. Purpose of Report

- 1.1 On the 28th October, 2013 Cabinet considered the report “***Licensing of Houses in Multiple Occupation in Rhondda Cynon Taf***” together with the recommendations from the Environmental Services Scrutiny Committee from the 1st of July 2013.
- 1.2 Following this, a new Additional Licensing Scheme (ALS) was agreed which came into effect on 1 April 2014. The ALS extended the scope of HMO licensing to cover rented property with 3 or more occupiers who form 2 or more households regardless of how many storeys the property has. It also included converted buildings.
- 1.3 The Scheme was approved to run for a period of 5 years, and is due to expire on 31st March 2019. The Council are obliged to undertake a review of the Scheme to evaluate its impact and recommend whether an Additional Licensing scheme is still required; and if so, whether any changes are required in line with good practice, legislation and the findings of the evaluation

1.4 The purpose of this report is:

To evaluate the existing scheme to determine the extent to which it has achieved the outcomes and impact intended when the scheme was introduced in 2014.

- To evaluate the possible effect on the housing market and housing standards in shared housing in RCT if the scheme is not continued after 2019
- To make recommendations on any changes or improvements that could be made to the existing scheme if it were to be continued.

2. The Private Rented Sector in Rhondda Cynon Taf

- 2.1 As of May 2018 there were an estimated 14,353 private rented properties in Rhondda Cynon Taf which represented approximately 13.35% of the housing stock, of these 3.86% are houses in multiple occupation. The private rented sector is increasingly relied upon to provide a wide range of housing options within the borough not readily available through the owner occupied and social housing sectors
- 2.2 Historically HMOs in RCT have been the domain of students and this associated demand has seen the highest concentrations developed in areas adjacent to the University of South Wales, predominantly the Treforest ward.
- 2.3 Since 2009 and the phased implementation of welfare benefit reforms, there has been a growing demand for affordable accommodation options for single person households restricted to the cost of a room in a shared house. Conversely, reductions in student numbers has been instrumental in a significant change in the use of HMOs in the Treforest ward and HMO landlords have had to adapt to this change in the market to negate the inability to let their properties and are therefore turning to the non-student single person demand accordingly.

3. Mandatory and Additional Licensing

- 3.1 Under the UK wide Mandatory Licensing Scheme (Housing Act 2004), HMOs that are 3 storeys or more and occupied by 5 or more persons living in 2 or more households are required to be licensed. The UK Mandatory Licensing Scheme came into force on 1st June 2006.
- 3.2 The Housing Act 2004 also gave local housing authorities discretion to specify that landlords of some other or all Houses in Multiple Occupation

(HMOs) must apply for a licence if they want to let to tenants. This is called Additional Licensing.

3.3 HMOs have been subject to proactive regulation in Rhondda Cynon Taf for the last 16 years. Between 2002 and 2006 the Council operated a Borough-wide Special Control Registration Scheme for HMOs that were 2 storey or above with 4 or more tenants, comprising of three or more households. Since 2006, there has been some form of Additional Licensing scheme in operation in RCT in addition to the Mandatory Licensing Scheme.

3.4 Types of HMO that are included in the current Additional Licence Scheme 2014

The RCTCBC Additional Licensing scheme covers the following HMOs:

- Entire houses or flats which are let to 3 or more tenants who form 2 or more households and who share a kitchen, bathroom or toilet.
- Houses which have been converted entirely into bedsits or other non-self-contained accommodation and which is let to 3 or more tenants who form two or more households and who share kitchen, bathroom or toilet facilities.
- Converted houses which contain one or more flats which are not wholly self-contained (i.e. the flat does not contain within it a kitchen, bathroom and toilet) and which is occupied by 3 or more tenants who form two or more households.
- Buildings which are converted entirely into **self-contained** flats if the conversion did not meet the standards of the 1991 Building Regulations and more than one-third of the flats are let on short-term tenancies.

In order to be a HMO the property must be used as the tenants' only or main residence and it should be used solely or mainly to house tenants.

Large HMOs i.e. those of 3 storeys or above with 5 or more tenants that comprise 2 or more households continue to be regulated through the Mandatory Licensing Scheme.

- 3.5 The RCT Additional licensing scheme serves a dual purpose, both to protect the safety of tenants living in HMOs and also to minimise the impact of shared housing on the character and amenity of the surrounding area. Changes in the market, as currently in operation in Treforest, present a prime example of how the RCT HMO licensing Scheme can be utilised in tandem with other council initiatives to govern, monitor and ensure the quality and standard of both the property and its management. The ALS also serves to mitigate the negative impacts associated with high densities of HMOs and effectively manages the changes in the dynamics of the housing market, that, if left un-checked, could have an adverse impact on the desirability of an area, a rise in anti-social behaviour and a breakdown of social cohesion.
- 3.6 Whilst there are currently 633 licensed HMOs in RCT (Mandatory and Additional), the potential number of HMOs is higher than this at 688. This is because at any one time there are always some properties that the Council has under review either because it suspects they are being used as HMOs but are not licensed, or because they have previously been used as HMOs and whilst not currently, could potentially be again in the future. These properties are described as 'potentially' licensable and are the focus of the Council's enforcement and investigation on an ongoing basis. Once it is established that properties are licensable, then appropriate steps are taken to bring the properties into the licensing regime which can then involve enforcement action.
- 3.7 The number of HMOs currently licensed under both the Mandatory and Additional Licensing Schemes in RCT is detailed in Appendix 1.

4.0 Licence Conditions

- 4.1 Licensing of Houses in Multiple Occupation is dealt with under Part 2 of the Housing Act 2004. The Act also allows local Licensing Authorities to include discretionary conditions which it considers appropriate for regulating the management, use and occupation of the HMO its condition and contents.
- 4.2 The main purpose of licensing conditions is to protect the safety and well-being of tenants living in HMOs in relation to hazards such as fire safety or overcrowding and ensure the properties are effectively managed by persons assessed as being fit and proper.
- 4.3 Further licensing conditions applicable in Rhondda Cynon Taf also aim to minimise the impact of shared housing on the character and amenity of the surrounding area by imposing social and environmental conditions that cover the external appearance together with the maintenance of properties, gardens and the prevention of anti-social behaviour by tenants. The licence conditions have allowed the Council to intervene early and work more intensively with landlords to help and support them to meet their responsibilities.
- 4.4 For the minority of landlords who wilfully fail to meet the conditions, the Council can use its enforcement powers, including prosecution through the courts, to remedy breaches and address the negative impact caused to both tenants and the community.

5.0 Other HMO Regulations

- 5.1 In addition to the requirements of Part 2 of the Act there are three sets of management regulations which govern the management of HMOs. The

Licensing and Management of Houses in Multiple Occupation (Additional Provision) (Wales) Regulations 2007 regulates self-contained flats (Section 257 HMOs) and The Management of Houses in Multiple Occupation (Wales) Regulations 2006 regulates all other types of HMO (Section 254 HMOs). Both sets of regulations contain broadly similar requirements in respect of keeping the accommodation clean safe and in a good state of repair.

- 5.2 In addition Schedule 3 of The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) Wales Regulations 2006 prescribe standards for deciding the suitability for occupation of an HMO by a particular maximum number of household or persons.

5.3 Housing Health & Safety Rating System

In addition to the requirements of the Management Regulations, HMOs must also comply with the Housing Health and Safety Rating System (HHSRS). HHSRS applies to all housing including HMOs regardless of type or tenure. It involves a risk assessment of the effect of housing conditions on the health of occupiers and an assessment of 29 potential hazards. If Category 1 hazards (i.e. the more serious hazards) are found the Council has a duty to require the owner to take appropriate action. If Category 2 hazards (i.e. less serious hazards) are found the Council may take appropriate action as provided for within its enforcement policies. Councils are required to assess licensable HMOs to ensure that there are no functions under Part 1 of the Act (HHSRS) that ought to be exercised by them. This has to be done within five years of a licence being issued and in practice requires an inspection to be carried out.

6.0 Impact of the HMO Additional Licence Scheme since 2014

- 6.1 Between April 2014 and April 2018 544 licenses have been issued under the Additional Licensing Scheme with an additional 21 properties pending

approval. The table in Appendix 2 shows the type and size of HMOs in RCT that have received a licence under the Additional Licensing Scheme.

6.2 Standard of properties at point of application

At the point of application 527 (97%) of properties were non-compliant with the conditions of the HMO Additional Licence Scheme and required works to achieve a status of compliance.

6.3 Of the total number of applications received under the current Additional Licensing Scheme, 297 were renewal applications, meaning that they had been licensed under the 2009 Additional Licensing Scheme. Of these 79% were non-compliant. The Council has received 7 licensing applications for converted buildings (Section 257 HMOs). These were brought into licensing for the first time in 2014. 100% of these HMOs were non-compliant at the point of application.

6.4 Outcome of inspections and enforcement of the Additional Licensing Scheme

HMOs are inspected by Environmental Health Officers before licenses are issued to ensure that they meet licensing standards and conditions; during the licence period and on renewal. If a property is not at the required standard, landlords are advised of the work required and given a timescale for the work to be completed.

6.5 The percentages of properties that meet licensing standards at the point of application are quite low and the data also indicates that there is a decline in standards in terms of property conditions and management arrangements for new applications being presented to the Council for licensing.

6.6 Over the last two years Environmental Health Officers have been undertaking

proactive inspections of licensed HMOs, usually at around year 2 after licensing. This provides assurance to residents and tenants that HMO standards are maintained for the life of the 5-year license and enables the Council to intervene earlier when issues are identified, rather than waiting for a complaint from tenants or other residents. Annual programmed inspections carried out in academic year 2016/2018 identified that only 255 of all licensed HMOs were found to still be fully compliant.

6.7 Some licenses that were issued under the 2009 Additional Licensing Scheme and had not yet expired, were 'passport' onto the 2014 Additional licensing Scheme. Subsequently they were required to be relicensed between 2014 and 2018. The percentage compliance at initial visit for HMO renewal applications is also low, as shown by the data below:

2014/2015	11%
2015/2016	13%
2016/2017	3%
2017/2018	26%

6.8 Since the commencement of the new scheme 60 licenses have received reduced license terms (less than maximum 5-year license term) in response to failures by the license holders in carrying out works in a reasonable time period to meet licensing conditions.

6.9 Proactive occupancy checks which have also been carried out from 2016 to date have led to a 23 HMOs applications (previously unlicensed) being received and brought into the licensing regime

6.10 The Housing Standards Team is currently looking to instigate legal

proceedings against two landlords for failure to license a licensable HMO in accordance with the Council's Additional Licensing Scheme.

- 6.11 Non-compliance issues related predominantly to deterioration in property appearance and environmental conditions; deficiencies in fire safety provisions, damp and mould and disrepair of property internals due to general wear and tear.
- 6.12 All hazards or non-compliance issues identified through the proactive inspections have been reduced to an acceptable standard as a consequence of Council intervention to ensure these properties were again compliant with licensing conditions. Hazards identified and removed from HMOs are detailed in Appendix 3. A total of 796 Category 1 and 2 Hazards were removed from within 346 Licensed HMOs since the introduction of the Additional License scheme.
- 6.13 This demonstrates that without continued regulation of smaller HMOs and converted buildings, there is a high risk that they would either be let in a low standard or would quickly deteriorate in standard and present hazards for occupants over time once the requirement for licensing ceased.

7.0 Anti-Social Behaviour

- 7.1 Anti-social behaviour is a broad term used to describe the day to day incidents of crime, nuisance and disorder that can have a dramatic negative impact on the lives of people in the community. It covers such things as litter and vandalism, public drunkenness or aggressive dogs, to noisy and abusive neighbours. Such a wide range of behaviour means that responsibility for dealing with anti-social behaviour is shared between a number of agencies, particularly the Police, local authorities and social landlords.

7.2 Areas in which high densities of HMOs are located can be susceptible to increases in crime and anti-social behaviour and act as a barrier to social cohesion within the community.

7.3 The Treforest Ward of RCT has the highest number of both Mandatory and Additional licensed HMOs in RCT. The following table presents the reported annual incidents of anti-social behaviour in the Treforest ward. At first glance there appears to have been little change in the incidence of anti-social behaviour since the introduction of the ALS. However, the methods of reporting have changed during this period and the range of anti-social behaviour has been extended in regards to what is reported under the category of ASB. Effectively the incidence of anti-social behaviour has actually been reduced overall in comparison to the smaller range of ASB that was originally reported prior to the introduction of the ALS.

Treforest Ward	Period	Number of Reported ASB Incidents
	April 1 st 2013 to March 31 st 2014	650
	April 1 st 2014 to March 31 st 2015	775
	April 1 st 2015 to March 31 st 2016	565
	April 1 st 2016 to March 31 st 2017	695
	April 1 st 2017 to March 31 st 2018	680

8.0 Planning

8.1 Prior to 2016, the use of a building as a dwelling house was defined by Class C3 of the Town and Country Planning Use Classes Order 1987, as follows:

Use as a dwelling House (Whether or not as a sole of main residence) –

By a single person or by people living together as a family, or

By not more than 6 residents living together as a single household (including a household where care is provided for residents).

8.2 The effect of this was that planning permission was not required to use a family house as a HMO as long as there were no more than 6 residents. Therefore, in the example of Treforest since most houses are terraced houses of modest size, historically few needed planning permissions for use as a multiple occupancy dwelling.

8.3 New legislation was introduced in Wales in February 2016 which included the division of class C3 into new use classes C3 and C4:

Class C3 Dwelling Houses

Use as a dwelling house (whether or not as a sole or main residence) by –

A single person or by people to be regarded as forming a single household:

Not more than 6 residents living together as a single household where care is provided for residents; or

Not more than 6 residents living together as a single household where no care is provided to residents (other than to a Use within class C4).

Class C4. Houses in Multiple Occupation

Use of a dwelling house by not more than 6 residents as a house in multiple occupation

8.4 The change means that planning permission is now required to change from a house in single occupation to a HMO for up to 6 residents. These are now referred to as either 'small HMO' or 'Class C4 HMO'. Planning permission is needed now, as before February 2016, to change from a house in single occupation to a HMO for more than 6 residents. These are now referred to as

either 'large HMO' or 'sui generis HMO' (sui generis use: a use of its own kind, i.e. not in a use class).

- 8.5 Since the licensing and planning systems operate on different criteria under separate legislation, it is possible to gain a licence and not planning permission for the same property, or planning permission and not a licence. The granting of one is no indication that the other will be granted. However, since March 2016, 146 planning permission checks have been carried out by Environmental Health Officers. Properties which are suspected to require planning permission in accordance with a change of Class use from C3 to C4 have been referred to the Planning Authority for their investigation.

9.0 Treforest Property Accreditation Scheme

- 9.1 The Treforest Property Accreditation Scheme (TPAS) was implemented November 2016 with the objective of raising the quality, amenity and management of the general private rented housing stock in the Treforest area of Rhondda Cynon Taf. The scheme serves to raise the profile of good landlords and recognises high standard of management where provided.
- 9.2 The TPAS is a voluntary scheme that is open to landlords and letting agents of all types of private rented property, including HMOs. There is no charge for joining the scheme. Properties are assessed in accordance with agreed standards and the information is available to prospective tenants seeking rented accommodation in the Treforest area. There are 4 levels of accreditation to reflect the quality of the property and its compliance with legislative requirements, together with the quality of housing management and the administrative processes utilised.
- 9.3 The Scheme includes all types of rented properties and not just HMOs, however it is complementary to the ALS as it encourages landlords to raise their standards above the licensing standard on a voluntary basis.

10.0 Rent Smart Wales

10.1 The Housing (Wales) Act 2014 became effective on 23rd November 2015 and is ensuring that a comprehensive register is established of the private rented sector in Wales. In addition, those persons who are directly involved in letting and managing rental properties are required to become suitably trained and be 'fit and proper' to deliver those activities. A licence may be revoked if a landlord fails to comply with the Code of Conduct and they may no longer be able to directly manage rented accommodation as a result.

11.0 The Domestic Private Rented Property Minimum Standard of Energy Efficiency

11.1 Guidance for landlords and local authorities on the minimum level of energy efficiency required to let domestic property under the *Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015*.

From the 1st April 2018, landlords of relevant domestic private rented properties may not grant a tenancy to new or existing tenants if their property has an EPC rating of band F or G (as shown on a valid Energy Performance Certificate for the property).

11.2 From the 1st April 2020, landlords must not continue letting a relevant domestic property which is already let if that property has an EPC rating of band F or G (as shown on a valid Energy Performance Certificate for the property). Currently there is no requirement within the Additional Licensing Scheme for landlords to commission an EPC for a HMO

12.0 Conclusion

12.1 Since the introduction of the Additional Licensing scheme on the 1st of April 2014, 544 HMO properties have been brought under the umbrella of

regulation in addition to the 89 HMOs that were subject to Mandatory Licensing requirements. The Additional Licensing Scheme has enabled the removal of 796 Category 1 and 2 hazards from 346 properties designated as HMOs. Landlords have been supported to raise the standards of management within the sector and robust monitoring and enforcement has served to identify and prosecute wilfully non-compliant landlords.

13.0 Recommendations

- 13.1 Changes in the rental market and the supply and demand factors associated with the introduction of welfare benefit reform will see an increasing demand for affordable single person housing options. Conversely a reduction in the numbers of students and an associated fall in demand for student accommodation is impacting on the Treforest Housing market which represents the highest number of licensed HMOs in the borough. These changes will bring new challenges in addressing issues of quality and the detrimental effects associated with HMOs.
- 13.2 HMOs provide an invaluable source of affordable accommodation in a time of high demand and cater to a diverse range of tenants. Well managed and maintained HMOs provide a valuable asset as an essential part of RCT the housing stock. However, without the means to monitor, govern and enforce acceptable standards there is a risk that the sector will deteriorate and in-turn present a blight on the community in which they are located and a risk to the safety and well-being of the residents who depend on them most.
- 13.3 Whilst this report has identified other methods of helping to raise standards such as the TPAS and Rent Smart Wales, these are either voluntary and not borough wide or do not deal directly with the standard and safety of the actual property. TPAS is a voluntary scheme and also the costs of administering it are not covered as it is free to landlords. As such, beyond 2019 when current funding for the TPAS ends, it is not clear if this scheme can continue. Although the Rent Smart Wales registration and licensing process is able to provide tangible benefits to tenants and landlords in regards to the status of

“Fit and Proper” landlords, the quality and amenity of the property they manage is not a consideration in the landlord registration and licensing process, and does not therefore control the risk of poor quality accommodation being let and the associated risk to both tenants and the community.

- 13.4 It is therefore recommended that the Council continues to operate an Additional Landlord Scheme and that the new Scheme should continue to license all types of HMO throughout the County Borough.
- 13.5 There is also the opportunity to improve the quality and amenity of HMOs through energy efficiency measures which contributes both to the well-being of tenants and the environment. Whilst there is now a legal requirement for all rental properties to achieve an energy performance higher than an F or G rating, the introduction of a specific licensing condition stipulating that HMOs have to commission an EPC under the ALS will serve to raise the energy efficiency of the HMO stock. It is therefore recommended that this condition is introduced.
- 13.6 Finally, it is recommended that the administration of the Scheme is reviewed. This includes a review of the fee structure to ensure that it is fit for purpose and also that it continues to cover the costs of administering the Scheme. It is also recommended that the application process is reviewed with the opportunity to move from a paper based system to an on line application process. The aim of this is to speed up the process and encourage a more business focused approach.

Appendix 1

Address	Mandatory Licence Application	Additional Licence Applications	Total Number of Applications
Aberaman		1	1
Abercwmboi		1	1
Aberdare	1		1
Blaenllechau		1	1
Cwmparc	1		1
Gadlys		1	1
Glyntaff		7	7
Godreaman		1	1
Graig	4	4	8
Hopkinstown		1	1
Llanharan		2	2
Llantwit Fardre		1	1
Pentre	1		1
Pontyclun		2	2
Pontygwaith		1	1
Pontypridd	5	4	9
Rhydyfelin		2	2
Taffs Well		2	2
Talbot Green		1	1

Tonyrefail		1	1
Trecynon		1	1
Treforest	76	505	581
Tylorstown		2	2
Upper Boat		1	1
Wattstown	1		1
Ynyshir		1	1
Ynysybwl		1	1
Total	89	544	633
New Applications	39	283	322
Licence Renewal	50	260	310
Licence Variation		1	1

Appendix 2

Additional Licensed HMOs by Number of Bedrooms	
Number of Bedrooms	Number of Properties
1 Bedroom	2
2 Bedroom	8
3 Bedroom	79
4 Bedroom	248
5 Bedroom	160
6 Bedroom	35
7 Bedroom	3
8 Bedroom	3
9 Bedroom	1
10 Bedroom	2
12 Bedroom	1
14 Bedroom	2
Total	544

Appendix 3

Hazards removed from Licensed HMOs		
Damp and Mould	Cat 1	17
Excess Cold	Cat 1	15
Un-combusted Fuel Gas	Cat 1	3
Entry By Intruder	Cat 1	9
Domestic Hygiene Pests and Refuse	Cat 1	1
Food Safety	Cat 1	6
Personal Hygiene/Sanitation/Drainage	Cat 1	9
Falls associated with baths	Cat 1	7
Falling/level surface	Cat 1	10
Falling on Stairs	Cat 1	25
Falling Between Levels	Cat 1	27
Electrical Hazards	Cat 1	8
Fire	Cat 1	47
Risk of Explosion	Cat 1	1
Total Number of Category 1 Hazards removed		185
Damp and Mould	Cat 2	117
Excess Cold	Cat 2	18
Excess Heat	Cat 2	1
Un-combusted Fuel Gas	Cat 2	3

Entry by Intruders	Cat 2	19
Lighting	Cat 2	4
Domestic Hygiene / Pest & Refuse	Cat 2	13
Food Safety	Cat 2	10
Personal Hygiene / Sanitation/Drainage	Cat 2	33
Falls Associated to Baths	Cat 2	6
Falling /Level Surface	Cat 2	28
Falling on Stairs	Cat 2	36
Falling between levels	Cat 2	46
Electrical Hazard	Cat 2	28
Fire	Cat 2	221
Flames Hot Surfaces	Cat 2	1
Collision / Entrapment	Cat 2	2
Position and operability of Amenities	Cat 2	1
Structural Collapse and Falling Elements	Cat 2	24
Total Number of Hazards Removed		611

Appendix 4

Existing HMO Licensing Conditions

- I. The licence holder must ensure that at all times the gas appliances etc. provided as part of the tenancy are in a safe condition.
 - II. A certificate from a GAS-SAFE registered engineer concerning the condition of the gas appliances etc. shall be provided to the Council with each application for a licence. A copy of this certificate must also be provided to each tenant upon the start of a tenancy agreement and annually thereafter.
 - III. On each occasion that the gas appliances etc. are altered in any way, the licence holder must produce to the Council a further certificate from a CORGI registered engineer concerning the condition of the gas appliances etc.
 - IV. The licence holder must produce to the Council annually for their inspection a gas safety certificate obtained in respect of the house within the last 12 months.
- 1.9 The licence holder must keep electrical appliances and furniture made available by him in the house in a safe condition. In particular, the licence holder must ensure that all upholstered furniture and furnishing provided as part of the tenancy comply with the standards required in the Furniture and Furnishings (Fire Safety) Regulations 1988 as amended and any other statutory instrument or other enactment which may, after the date of licensing, directly or indirectly replace them, with or without amendment. On demand, the licence holder must supply the council with a declaration by him as to the safety of these appliances and furniture.
- 1.10 With reference to the electrical installations in the house: -
- i. The licence holder must ensure that all lighting to the common parts is sustained in good working order.
 - ii. The licence holder must ensure that at all times the electrical wiring to the lighting and power circuits, and the circuits to the fire alarm and emergency lighting systems and all electrical appliances (the 'circuits and/or appliances') provided as part of the tenancy arrangements are in a safe condition.
 - iii. Prior to licensing, the licence holder must produce to the Council, a certificate from a qualified electrician confirming the satisfactory condition of the circuits and/or installation.
 - iv. On each occasion that the circuits and/or installation are altered in any way, the licence holder must produce to the Council, a further certificate from a qualified

electrician confirming the satisfactory condition of the circuits and/or installation.

- v. For the purposes of this condition, a 'qualified electrician' means a member of the Electrical Contractors Association (ECA), the National Inspection Council for Electrical Installation and Contracting (NICEIC) or the Institute of Electrical Engineers (MIEE).

1.11 With reference to the fire alarm and detection system in the house, the licence holder must:

- i. In relation to houses of more than 2 storeys, produce to the Council every 5 years, a certificate from a qualified electrician concerning the condition of the electrical wiring and circuits to the system.
- ii. On each occasion that the system and/or installation are altered in any way, the licence holder must produce to the Council, a further certificate from a qualified electrician concerning the condition of the circuits and/or installation.
- iii. Carry out such other steps as necessary to ensure the fire alarm and detection system is maintained in good, operative order. This should include the testing of the alarm system by operating all alarm sounders in the dwelling at least once every month, annually testing each smoke detector for response to smoke, cleaning of the smoke detectors periodically in accordance with the manufacturer's instruction, or such other measures as may be deemed appropriate to the circumstances.
- iv. Keep a written record of testing and maintenance of the alarm system, for example in the form of a log book. This record must be made available for inspection upon demand.

2. Community and Environmental Matters.

2.1 The licence holder must ensure that all reasonably practicable means are used to ensure that the occupants of (and their visitors to) the property;

- a. refrain from engaging in conduct causing or likely to cause nuisance or annoyance to a person residing, visiting or otherwise engaged in lawful activity in the locality, particularly in the following ways: -
 - the playing of amplified (or other) music which is audible in the neighbouring properties or the streets;
 - behaviour constituting breach of the peace or contravening the Public Order Act 1986, the Criminal Justice Act 1994 or other relevant enactment;

- b refrain from using the property or allowing it to be used for illegal purposes or for an arrest-able offence committed in the property or the locality;

and to this effect, the licence holder must take steps to ensure the occupants of the property are aware of the conditions imposed by the Council relating to their behaviour and this must be done at the commencement of any tenancy, as a minimum.

- 2.2 The licence holder must take all reasonable steps to co-operate with the Council over any action or investigation they may undertake in respect of anti-social behaviour arising in connection with the occupiers of (or visitors to) the licensed HMO.
- 2.3 The licence holder must ensure that the external structures, gardens and yards of the house are maintained in satisfactory repair (including decorative repair), clean condition and good order so as not to be detrimental to the amenity of the locality or neighbourhood. The terms 'structures' includes windows, doors, roof, fascia and soffit boards, rainwater goods and boundary walls, gates and fences.
- 2.4 The licence holder must ensure that adequate and suitable refuse storage receptacles are provided for the exclusive use of the occupiers of the property.
- 2.5 The licence holder shall ensure that the occupiers of the house have written notification of the relevant collection and disposal arrangements for refuse arising from the property. The written notification shall include a statement that it is an offence to place refuse for collection on the public highway, public footpath or other designated collection point earlier than 12 hours before the scheduled time of collection. The licence holder must notify the occupiers of the HMO that they shall not permit litter or refuse to spread from the house onto the street or other land outside the curtilage of the house.
- 2.6 The licence holder must ensure so far as practicable that the external areas within the curtilage of the property are kept clean, are free of accumulations of waste and are free from rodent infestations.

Keep a written record of testing and maintenance of the alarm system, for example in the form of a log book. This record must be made available for inspection upon demand.

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 - behaviour constituting breach of the peace or contravening the Public Order Act 1986, the Criminal Justice Act 1994 or other relevant enactment;
- b. refrain from using the property or allowing it to be used for illegal purposes or for an arrest-able offence committed in the property or the locality;
- and to this effect, the licence holder must take steps to ensure the occupants of the property are aware of the conditions imposed by the Council relating to their behaviour and this must be done at the commencement of any tenancy, as a minimum.
- 2.2 The licence holder must take all reasonable steps to co-operate with the Council over any action or investigation they may undertake in respect of anti-social behaviour arising in connection with the occupiers of (or visitors to) the licensed HMO.
- 2.3 The licence holder must ensure that the external structures, gardens and yards of the house are maintained in satisfactory repair (including decorative repair), clean condition and good order so as not to be detrimental to the amenity of the locality or neighbourhood. The terms 'structures' includes windows, doors, roof, fascia and soffit boards, rainwater goods and boundary walls, gates and fences.
- 2.4 The licence holder must ensure that adequate and suitable refuse storage receptacles are provided for the exclusive use of the occupiers of the property.
- 2.5 The licence holder shall ensure that the occupiers of the house have written notification of the relevant collection and disposal arrangements for refuse arising from the property. The written notification shall include a statement that it is an offence to place refuse for collection on the public highway, public

footpath or other designated collection point earlier than 12 hours before the scheduled time of collection. The licence holder must notify the occupiers of the HMO that they shall not permit litter or refuse to spread from the house onto the street or other land outside the curtilage of the house.

- 2.6 The licence holder must ensure so far as practicable that the external areas within the curtilage of the property are kept clean, are free of accumulations of waste and are free from rodent infestations.

Reference and Further Information

Welsh Government: HOUSES IN MULTIPLE OCCUPATION; Practice Guidance, Feb 2016

Cardiff City Council: Evaluation of Cathays Additional Licensing Scheme 2010 -2015

Rent Smart Wales: www.rentsmart.gov.wales/en/

Treforest Property Accreditation Scheme

<https://www.rctcbc.gov.uk/EN/Business/LandlordGuidance/PropertyAccreditationScheme.aspx>

Licensing of Houses in Multiple Occupation (HMO) Landlord Handbook V2

<https://www.rctcbc.gov.uk/EN/Resident/Housing/RelatedDocuments/LicenceHandbook2014AdditionalLicensingSchemeVersion2March2017.pdf>

Department for Business, Energy & Industrial Strategy—*The Domestic PRS Property Minimum Standard*

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/698541/Domestic_Private_Rented_Landlord_Guidance_-_March_18.pdf