



Houses in Multiple Occupation (HMOs) Standards



Brighton & Hove
City Council

Houses in Multiple Occupation (HMOs) standards

The legal minimum standards for licensed HMOs are set out in Part 2 of the Housing Act 2004 and national regulations. The Housing Act also allows council's to apply discretionary conditions to regulate the management, use or occupation of the house and its condition and contents. This document will explain the legal requirements and the council's additional requirements.

There are two distinct sets of management regulations covering the day to day running of HMOs depending on the type of HMO concerned. These are:

The Management of Houses in Multiple Occupation (England) Regulations 2006

This set covers HMOs that contain shared accommodation, such as house shares, bedsits, hostels and guest houses and other non-self contained accommodation. These types of HMOs are defined under Section 254 of the Housing Act 2004.

The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007

This set covers HMOs that are buildings converted into self contained flats. These types of HMOs are defined under Section 257 of the Housing Act 2004.

All HMOs are subject to the **Housing Health and Safety Rating System (HHSRS)** which identifies 29 hazards. It is a risk-based evaluation tool to help local authorities identify and protect against potential risks and hazards to health and safety from any deficiencies identified in dwellings.

The guidance outlined in this document inform conditions included in property licences for the mandatory and additional licensing schemes for Houses in Multiple Occupation.

It is generally expected that this guidance will be followed. There might, however, be exceptional circumstances at a particular property that demand a lesser or higher standard.

Failure to comply with any licence conditions may result in legal proceedings including fines and loss of licence.

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Part 1 – Shared Houses



Washing Facilities

Amenity standards in relation to number of persons	
Up to 4 occupiers	At least 1 bathroom and 1 WC (the bathroom and WC may be in the same room) Wash hand basin required in bathroom and in separate WC (if provided)
5 occupiers	1 wash hand basin required where practicable in each sleeping room plus 1 bathroom AND 1 separate WC with wash hand basin (but the WC can be contained within a second bathroom)
6 - 8 occupiers	1 wash hand basin required where practicable in each sleeping room plus 2 bathrooms with 2 WCs and wash hand basins
9 - 10 occupiers	1 wash hand basin required where practicable in each sleeping room plus 2 bathrooms AND 2 separate WCs with wash hand basins (but one of the WCs can be contained within one of the bathrooms)
11 - 15 occupiers	1 wash hand basin required where practicable in each sleeping room plus 3 bathrooms AND 3 separate WCs with wash hand basins (but two of the WCs can be contained within 2 of the bathrooms)

Bathroom means a room containing a bath or shower.

- All baths, showers and wash hand basins should be equipped with an adequate supply of cold and constant hot water and be connected to an appropriate drainage system
- All baths, showers and wash hand basins should be equipped with adequate splashbacks (300mm to baths and wash hand basins, full heights for showers) with an adequate waterproof seal between the splashbacks and the fitting

- All bathrooms and WCs should be suitably and adequately heated and ventilated (see heating section below in Part 3 - adequate mechanical ventilation in accordance with Approved document F of the Building Regulations 2006.)
- All bathrooms and WCs should be of an adequate size and layout
- All bathrooms should be of an appropriate size to provide adequate changing and drying space for the users
- All WCs and bathrooms should be provided with suitable floor coverings that are slip resistant, water tight and easily cleanable
- All bathrooms and WCs should be conveniently and suitably located in or in relation to the living accommodation in the HMO
- All WC compartments should contain a wash hand basin equipped with adequate splashbacks and waterproof seal
- No WC compartment should open directly onto an area of kitchen where food is prepared unless mechanical extract ventilation and a wash hand basin is provided in the compartment
- Personal washing or WC facilities should not normally be more than one floor distant from the sleeping accommodation.



Kitchens

Where all or some of the units of accommodation within the HMO do not contain any facilities for the cooking of food –

- there should be a kitchen, normally not more than one floor distant, suitably located in relation to the living accommodation, of such layout and size and equipped with such facilities so as to safely enable those sharing the facilities to store, prepare and cook food
- the kitchen should be equipped with the following equipment, which should be fit for the purpose and supplied in a sufficient quantity for the number of those sharing the facilities:
 - (1) sinks with draining boards;
 - (2) an adequate supply of cold (from rising main) and constant hot water to each sink;
 - (3) installations or equipment for the cooking of food;
 - (4) electrical sockets;
 - (5) adequate worktops for the preparation of food;
 - (6) cupboards for the storage of food or kitchen and cooking utensils;
 - (7) refrigerators with an adequate freezer compartment (or, where the freezer compartment is not adequate, adequate separate freezer);
 - (8) appropriate refuse storage and disposal facilities;
 - (9) appropriate extractor fans, fire blankets and fire doors;
 - (10) dining facilities (either within the kitchen or in a separate room on the same storey)

Facility	Minimum standard	Up to and including 5 persons	More than 5 persons – up to 9 persons
Sinks with draining boards; an adequate supply of cold and constant hot water to each sink supplied	A fixed water tight sink and drainer. It should be provided with an adequate supply of cold water and constant hot water	1 for up to 5 occupiers	1 per 4 occupiers or part thereafter – a dishwasher may be considered as an alternative to an additional sink
Installations or equipment for the cooking of food (Cooker)	The primary facility should comprise an electric or gas hob with 4 rings and an oven with a grill.	1 for up to 5 occupiers	1 per 4 occupiers or part thereafter – a microwave oven may be considered as an alternative to an additional cooker
Electrical sockets	30amp supply for an electrical cooker. Points should be set at a convenient and safe position.	6 sockets (3 doubles) Additional dedicated sockets are required for a cooker, refrigerator and washing machine.	An additional double for each two occupiers over 5 sharing. Additional dedicated sockets are needed for additional cookers, refrigerators and washing machines.
Worktops for the preparation of food	The worktops should be secure, fixed and of an impervious material	1500mm (length) x 600mm (depth)	Additional 500mm length per user.
Cupboards for the storage of food or kitchen and cooking utensils	Single cupboard (wall or floor mounted) per person. This excludes any cupboard under a sink.		Capacity to be increased proportionately for each additional occupant.
Refrigerators with an adequate freezer compartment (or, where the freezer compartment is not adequate, adequate separate freezer)		A standard sized combined fridge/freezer	Additional fridge/freezer for up to 9 occupiers
Appropriate refuse disposal facilities	The refuse facilities should not cause problems of hygiene or attract pests and should not obstruct the means of escape in case of fire.	A sufficient number of refuse containers should be provided for the storage of refuse awaiting collection both internally and externally	A sufficient number of refuse containers should be provided for the storage of refuse awaiting collection both internally and externally
Appropriate extractor fans	Electrical extractor fan in accordance with approved document F under the Building Regulations.	As minimum standard	As minimum standard
Appropriate fire blankets	To be supplied but not to be sited immediately adjacent to or over a cooker	To be supplied but not to be sited immediately adjacent to or over a cooker	To be supplied but not to be sited immediately adjacent to or over a cooker
Dining facilities	There should be space to eat meals either within the kitchen or in a separate dining or living room (see room sizes below)	See room sizes below	See room sizes below

Kitchens should be provided with suitable floor coverings that are slip resistant, water tight and easily cleanable.

Kitchen walls adjacent to cookers, sinks and food preparation areas should be provided with water tight splash backs.

If there are between 10 – 18 occupants a second fully equipped kitchen should be provided. Thereafter there should be a further fully equipped kitchen for up to (and for every) 9 additional occupants.



Room Sizes

- a child (regardless of age) will be considered as a separate occupant in terms of these standards
- the minimum room sizes are also subject to each room being of a shape and floor to ceiling height offering adequate useable living space. In this respect only the floor area where the ceiling is 1.5m or higher will be counted. If there are 10+ occupiers, additional rooms of the same dimensions are required
- A conservatory will not be counted as a bedroom, lounge, dining room or kitchen.

Shared Houses (single and multiple tenancies)	No of Occupiers	Size
Kitchen (without dining facilities in the kitchen)	3 and 4	6.5 sq m
	5	7 sq m
	6	8.5 sq m
	7	9 sq m
	8	9.5 sq m
	9	10 sq m
Kitchen (with dining facilities in the kitchen)	3 and 4	11.5 sq m
	5	12 sq m
	6	13.5 sq m
	7	14 sq m
	8	14.5 sq m
	9	15 sq m

If there are between 10 – 18 occupants a second fully equipped kitchen should be provided. Thereafter there should be a further fully equipped kitchen for up to (and for every) 9 additional occupants.

Separate Dining Room	3-9 persons	10 sq m
	10 + persons	2 rooms x 10 sq m
Bedroom – single	1 person	6.5 sq m
Bedroom – double	2 persons	10.2 sq m

Part 2 – Bedsit/ Non-self contained units



Shared Bathrooms

Amenity standards in relation to number of persons	
Up to 4 occupiers	At least 1 bathroom and 1 WC (the bathroom and WC may be combined) Wash hand basin required in bathroom and in separate WC (if provided)
5 occupiers	1 bathroom AND 1 separate WC with wash hand basin (but the WC can be contained within a second bathroom) Plus, except where a sink is provided, 1 wash hand basin required where practicable in each unit of living accommodation
6 - 8 occupiers	2 bathrooms with 2 WCs and wash hand basins Plus, except where a sink is provided, 1 wash hand basin required where practicable in each unit of living accommodation
9 – 10 occupiers	2 bathrooms AND 2 separate WCs with wash hand basins (but one of the WCs can be contained within one of the bathrooms) Plus, except where a sink is provided, 1 wash hand basin required where practicable in each unit of living accommodation
11 -15 occupiers	3 bathrooms AND 3 separate WCs with wash hand basins (but two of the WCs can be contained within 2 of the bathrooms) Plus, except where a sink is provided, 1 wash hand basin required where practicable in each unit of living accommodation



Individual Bathrooms

Where there are no adequate shared washing facilities provided for a unit of living accommodation, an enclosed and adequately laid out and ventilated room with a toilet and bath or fixed shower supplying adequate cold and constant hot water should be provided for the exclusive use of the occupiers of that unit either –

- within the living accommodation; or
- within reasonable proximity to the living accommodation.

These amenities should be located not more than one floor distant from the unit of accommodation.

All baths, showers and wash hand basins should be equipped with taps providing an adequate supply of cold and constant hot water and be connected to an appropriate drainage system.

All baths, showers and wash hand basins should be equipped with adequate splashbacks (300mm to baths and wash hand basins, full heights for showers) with an adequate waterproof seal between the splashbacks and the fitting.

All bathrooms should be suitably and adequately heated and ventilated (see heating section below in Part 3).

All bathrooms and toilets should be of an adequate size and layout to provide adequate changing and drying space for the users.

All bathrooms should be provided with suitable floor coverings that are slip resistant, water tight and easily cleanable.



Kitchens

Where a unit of living accommodation contains kitchen facilities for the exclusive use of the individual household, and there are no other kitchen facilities available for that household, that unit should be provided with –

- Adequate appliances and equipment for the cooking of food
- A sink with an adequate supply of cold (from rising main) and constant hot water
- A work top for the preparation of food
- Sufficient electrical sockets
- A cupboard for the storage of food, kitchen utensils and crockery
- A refrigerator
- A slip resistant, water tight and easily cleanable floor covering, extending 800mm from all units and having an edging strip to secure the edges and/or to mark the edges of any carpets
- Appropriate extractor fans and fire blankets.

Facility	Minimum standard	Each unit
A sink with an adequate supply of cold and constant hot water	A fixed impervious sink and drainer. It should be provided with an adequate and wholesome supply of cold water and a adequate supply of constant hot water.	Per unit
Adequate appliances and equipment for the cooking of food	A cooker with at least two rings with an oven and a grill. Rings should be at a height level with adjacent worktops.	Per unit
Sufficient electrical sockets	Points should be set at a convenient height and safe position.	4 sockets (2 doubles) Additional dedicated sockets are required for a cooker and refrigerator.
A work top for the preparation of food	The worktop should be secure, fixed and of an impervious material.	Minimum size 600mm X 1000mm (in useable sections – do not include area underneath microwave or cooker)
A cupboard for the storage of food, kitchen utensils and crockery	Standard floor or wall mounted cupboard. The space below the sink unit is not acceptable to comply with this standard.	
A refrigerator	A standard refrigerator.	A refrigerator with a minimum capacity of 0.15m ³

Where kitchens or kitchens with dining facilities in them are shared, the requirements are those listed for kitchens and kitchens with dining facilities in them in Part 1 – Shared Houses of these Standards.



Room Sizes

- a child (regardless of age) will be considered as a separate occupant in terms of these standards
- the minimum room sizes are also subject to each room being of a shape and floor to ceiling height offering adequate useable living space. In this respect only the floor area where the ceiling is 1.5m or higher will be counted
- A conservatory will not be counted as a bedroom, lounge, dining room or kitchen.

Bedsit Rooms	No. of occupiers	Size
Bedsit with kitchen in room	1	13 m ²
	2	15 m ²
Bedsit with separate kitchen	1	10.5 m ²
	2	14 m ²
Separate Kitchen		4.6 m ²

Part 3 – All HMO's

Definitions

'The council' refers to Brighton & Hove City Council.

'Licence holder' includes any agent or representative acting on behalf of the licence holder.

'HMO' means House in Multiple Occupation.

'House' means the house or flat that is the subject of the licence.

1. References

- 1.1 The licence holder must obtain references for prospective tenants.
- 1.2 It is understood that in certain circumstances it may not be possible to obtain a reference e.g. where it is a first tenancy or newcomer to the UK. In these circumstances you must provide evidence that you have explained, and that the tenant understands the implications of them not adhering to tenancy conditions.

2. Tenancy Management

- 2.1 The licence holder must give occupiers a written statement of the terms on which they occupy the house (tenancy agreement). Details of the arrangements in place to deal with repair and emergency issues should also be provided when the tenancy agreement is signed, as well as how to report nuisance and anti-social behaviour to the licence holder.
- 2.2 The licence holder must make a copy of the tenancy agreement available before the house is let so that tenants can read it before being asked to sign. It also gives the tenants the opportunity to get independent advice before signing.
- 2.3 Copies of the written statement of terms must be provided to the council for inspection within 28 days upon demand.
- 2.4 A copy of the licence and the name, address and telephone number (including an emergency contact number) of the licence holder or manager should be made available to each household in the HMO and such details clearly displayed in a prominent position in the HMO.

3. Overcrowding

- 3.1 The licence holder must not allow anyone to live or stay in the house if it will become overcrowded. The licence will state how many people can live in the house.
- 3.2 Tenants must be informed that they must not allow guests to sleep in their homes, except on an occasional short term basis, if it will exceed the permitted numbers shown on the licence. Short term or occasional basis e.g. two week period for visiting friends and family.

4. Utility supplies

- 4.1 The licence holder must not unreasonably cause a supply of gas, electricity or water to the house to be interrupted.
- 4.2 The licence holder must ensure that the tenant is able to access and obtain readings of the utility meters (gas, electricity and water, as applicable) for the dwelling at reasonable times during the course of the tenancy and a final reading at the end of the tenancy. The licence holder must supply to the tenant a written document describing the location of the utility meters and access arrangements when the tenancy is signed.
- 4.3 The licence holder must ensure that the water supply and drainage system serving the HMO is maintained in good, clean and working condition.

5. Gas and Carbon Monoxide

- 5.1 If gas is supplied to the property, the licence holder must obtain a gas safety check annually, carried out by a Gas Safe registered engineer. A copy of the current gas safety certificate must be provided to the council at the time of the licence application and annually thereafter or within 7 days of being demanded by the council. The safety of the gas installation and appliances must be maintained.
- 5.2 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. This includes a halls, landings, bathrooms and lavatories.
- 5.3 The licence holder must ensure that any carbon monoxide alarm installed in any room in the house is kept in proper working order.
- 5.4 The licence holder must supply the council within 28 days of a request a declaration by him/her as to the condition and positioning of any such carbon monoxide alarm.

6. Fire Safety

- 6.1 Appropriate fire precaution facilities and equipment must be provided of such type, number and location as are considered necessary. For guidance see the LACORS Housing – Fire Safety guide (http://www.cieh.org/library/Knowledge/Housing/National_fire_safety_guidance_08.pdf).
- 6.2 Licence holders have a duty to undertake and update a fire risk assessment for each property where there are common areas under the Regulatory Reform (Fire Safety) Order 2005. This legislation is enforced by East Sussex Fire and Rescue Service. Further information is included at the end of this document.
- 6.3 The licence holder must ensure that any common parts of the licenced property used as a means of escape from fire in the HMO are kept free from obstruction and maintained in good order and repair.
- 6.4 The licence holder must ensure that an appropriate fire detection and alarm system (normally Grade D interlinked or Grade A system) is installed

in the HMO, in accordance with the recommendations of BS 5839 Part 6. For new installations a design, installation and commissioning certificate must be provided to the council within 28 days of a demand.

- 6.5 The fire detection and alarm system must be kept in proper working order and should be maintained and tested in accordance with the recommendations of BS 5839 Part 6. A declaration as to the condition of the system supported by appropriate documentation must be provided to the council within 28 days of a demand. The log book should demonstrate that correct maintenance of the system has been carried out. Correct maintenance will include annual tests and periodic checks, in accordance with British Standard 5839 Part 6.
- 6.6 When a Grade A fire alarm and detection system and emergency lighting system have been installed, the licence holder must provide the logbook for inspection by the council. This logbook will need to demonstrate that correct maintenance of the systems has been carried out. Correct maintenance will include annual tests and periodic checks, in accordance with British Standard 5839 Part 6 (Fire Alarm) and BS5266 Part 1 (Emergency Lighting). The licence holder must make provision for future inspections to be carried out. The logbook must be provided to the council within 28 days of a demand.

7. Electrical Installation and Appliances

- 7.1 The licence holder must provide the council with a copy of an Electrical Installation Condition report based on Appendix 6 of BS 7671 which is used when carrying out routine periodic inspection and testing of existing electrical installations. The report must cover the whole installation. The inspection must be carried out by a competent electrical engineer to show that the installation is safe and satisfactory and may have been obtained within the last 5 years. Further information may be obtained from the Institute of Electrical Engineers (website www.iee.org.uk). As a minimum requirement carry out all work required to rectify recommendations by the report classified as C1 - 'Danger Present' and C2 - 'Potentially Dangerous'. The licence holder must provide a valid certificate of testing within 3 months of the date the licence is issued.
- 7.2 The licence holder must ensure that electrical appliances made available in the house by him/her are kept in a safe condition.
- 7.3 Within 7 days of the council's demand, the licence holder must supply a declaration as to the safety of the electrical appliances made available by him/her at the house.
- 7.4 There must be a minimum of 4 single or 2 double socket outlets in accessible positions in a bedroom or living room. For numbers of socket outlets in kitchens please see the kitchen facilities sections above.

8. Heating

- 8.1 Each unit of living accommodation in an HMO must be equipped with adequate means of space heating, which should be capable of reaching and maintaining 21 degrees C in living rooms and bedrooms, 22 degrees C in bathrooms and 18 degrees C elsewhere, within one hour of being turned on, when the external temperature is minus 1 degree C.
- Adequate fixed space heating to be provided in every room including bathrooms and (where space allows) kitchens. Paraffin, LPG and free-standing plug-in electric heaters are not considered acceptable in this respect
 - The heating must be provided with controls to allow the occupants to regulate the temperature within each individual letting room
 - Heating systems must be designed to be of adequate size for the dwelling
 - Adequate structural thermal insulation must be provided to the building. This would include minimum 270mm of mineral wool insulation material in any loft or accessible eaves area, or equivalent insulation value if alternative material is used, e.g. ridged insulation board.

9. Furniture and Furnishings

- 9.1 The licence holder must ensure that furniture and furnishings made available by him/her are in a safe condition and comply with current fire safety legislation. A declaration as to their safety should be made at the time of application and thereafter on demand within 28 days.

10. Energy Efficiency

- 10.1 Energy Performance Certificates (EPC) give information on how to keep the house more energy efficient and reduce carbon dioxide emissions. The licence holder must ensure that the house has a valid EPC where applicable and that a copy is supplied to the tenant. The licence holder must supply a copy of the EPC to the council within 28 days of demand.

11. Property Management

- 11.1 The licence holder must ensure all reasonable and practical steps are taken to respond to repair and maintenance issues at the house and that any works to deal with repairs are undertaken within a reasonable period of time as outlined in the tenancy agreement.
- 11.2 The licence holder must ensure that:
- At the start of the tenancy each unit of accommodation is in a clean condition and good repair before the tenants move in
 - The common parts of the HMO are kept clean and in a good decorative repair. In shared houses it is recognised that the cleaning of shared facilities is usually the tenants' responsibility. Cleaning of communal areas in houses occupied as bedsits and flats (where tenants have exclusive rights of occupation of specific parts of the property under separate tenancies) is, however, always the responsibility of the landlord or manager

- The house is kept in a good state of repair and free from significant hazards that could affect the health and safety of tenants, occupiers and visitors to the property
- The house is secure by carrying out any emergency work necessary to protect the security of the house within 24 hours of notification e.g. damage to windows/entrance points to the house
- Where the licence holder is responsible for management of the exterior of the house, it must be maintained in a reasonable decorative order, and in a good state of repair
- Where the licence holder is responsible for management of the boundary walls, fences and gates etc, they must be kept in good repair
- Where the licence holder is responsible for management of the exterior of the house and boundary walls, fences and gates etc, they must be kept free from graffiti
- Any gardens, yards and external areas within the boundary of the house are kept in a reasonably clean and tidy condition
- Any gardens, yards and external areas within the boundary of the house are kept free from rodent infestation.

12. Property inspections

- 12.1 The licence holder must ensure that inspections of the house are carried out at least every six months to identify any problems relating to the condition and management of the house. The records of such inspections must be kept for the duration of the licence. As a minimum requirement the records must contain a log of who carried out the inspection, date and time of inspection any issues found and actions(s) taken. Copies of these must be provided to the council within 28 days of demand.

13. Waste and Recycling

- 13.1 The licence holder should give new tenants the following information on waste and recycling in the property. The information must be clearly displayed within the house.
- The collection days for the refuse and recycling bins for the house
 - Details on what they can and cannot recycle
 - How they can dispose of bulky waste and the penalties for fly tipping
- 13.2 The licence holder must ensure suitable and adequate provision is made available at the start of a tenancy for storage of refuse generated in the house.
- 13.3 The licence holder must make supplementary arrangements for the disposal of refuse from the house as may be necessary.
- 13.4 The licence holder must ensure that at the end of each tenancy any rubbish or unwanted household goods left behind are removed and disposed of appropriately before the start of the next tenancy. In

particular any rubbish or goods left in the front or back garden or the pavement in front of the property should be immediately removed.

14. Anti-Social Behaviour (ASB)

- 14.1 The licence holder must take reasonable and practical steps to prevent or reduce anti-social behaviour by persons occupying or visiting the house and the use of the premises for illegal purposes. They must:
- Ensure the tenancy agreement includes provision for dealing with anti-social behaviour
 - Co-operate with the council and Sussex Police in resolving complaints of anti-social behaviour
 - Undertake an investigation of any complaints regarding their tenants and decide on appropriate action in consultation with the Police and council if either organisation is also involved in addressing the complaints. Written records of the investigations will be required
 - If a complaint regarding ASB is received or discovered by the licence holder then the tenant must be contacted in writing within 14 days and informed of the allegations of ASB and of the consequences should it continue
 - If after 14 days of giving a warning the tenant has failed to adequately address the ASB so that it is continuing the licence holder must take appropriate formal steps under the tenancy agreement, including where necessary taking legal proceedings to address the ASB, in consultation with the Police and council if either organisation is also involved in addressing the complaints
 - Where the licence holder has reason to believe any ASB involves serious criminal activity (as specified in Schedule 2A of the Housing Act 1985) the licence holder must ensure that the police are informed.

For further information on dealing with anti-social behaviour please contact the council's Community Safety Team (email communitysafety.casework@brighton-hove.gov.uk or 01273 292735) whilst the council's Housing Options Team (housing.advice@brighton-hove.gov.uk or 01273 294400) can provide help and advice about tenancy issues.

15. Notification of changes

- 15.1 The licence holder must inform the Private Sector Housing Team directly, in writing, of the following within 28 days of the change occurring
- Any change in the ownership or management of the property
 - Any change in address, email or telephone number for the licence holder and/or agent
 - Any change to their or the manager's circumstances which could affect their fit and proper person status
- 15.2 The licence holder must advise the council's Private Sector Housing

Team directly in writing of any changes in the construction, layout, fire precautions or amenity provision of the house that would affect the licence or licence conditions at least 28 days before starting work.

- 15.3 The address (including the email address) of the licence holder given on their application form (or a subsequent address provided by the licence holder) will be used as the address for the service of any letter, notice or other document between the council's Private Sector Housing Team and the licence holder.

16. Licence limitations

- 16.1 Licence transfer – Licences cannot be transferred to another person or organisation or property.
- 16.2 Registered companies – If the licence holder is a registered company and it is dissolved whilst the licence is in force, the licence ceases to be in force on the date of dissolution.
- 16.3 Planning Permission – The property licence does not grant any planning approvals, consents or permissions - retrospectively or otherwise - under the Town and Country Planning Act 1990 or any related legislation.
- 16.4 Building Control – the property licence does not grant any approvals, consents or permissions – retrospectively or otherwise –under building regulations or any related legislation.

17. Accreditation (applies to licence holders who are accredited with organisations on the council's approved list)

- 17.1 The licence holder must maintain their organisation accreditation each year. If accreditation lapses the licence holder will be liable to pay the difference between the accredited fee and the non accredited fee. The licence holder will be required to provide proof of continuing membership on an annual basis.

Information and further advice

Up to date information on council services is available on the website at www.brighton-hove.gov.uk

Further information on HMO licensing is available on the council's website. For help and advice telephone 01273 293156 or email psh@brighton-hove.gov.uk.

For help and advice on noise nuisance telephone 01273 294266 or email EHL.environmentalprotection@brighton-hove.gov.uk.

For help and advice on dealing with antisocial behaviour telephone 01273 292735 or email communitysafety.casework@brighton-hove.gov.uk

For help and advice about any tenancy issues telephone the Housing Options Team on (01273) 294400 or email housing.advice@brighton-hove.gov.uk.

For help and advice on storage and collection of waste and recycling telephone (01273) 292929 or email at cityclean@brighton-hove.gov.uk.

For help and advice on fire and furnishings telephone 08454 040506 or email trading.standards@brighton-hove.gov.uk.

If the HMO comprises bedsits and or self-contained flats you may be required to carry out a Fire Safety Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. Further information can be obtained from the East Sussex Fire and Rescue Service on 0845 130 8855 or www.esfrs.org. Detailed written guidance can be found in the Government's guide to fire safety in buildings where there are "sleeping risks". This can be obtained from bookshops, The Stationery Office Online (www.tsoshop.co.uk) or see the Government web site www.firesafetyguides.communities.gov.uk for details of how to download it.

For advice on Energy Performance Certificates see the website www.direct.gov.uk

