

# Appendix 2

## Additional Licensing for Houses in Multiple Occupation – April 2014 update

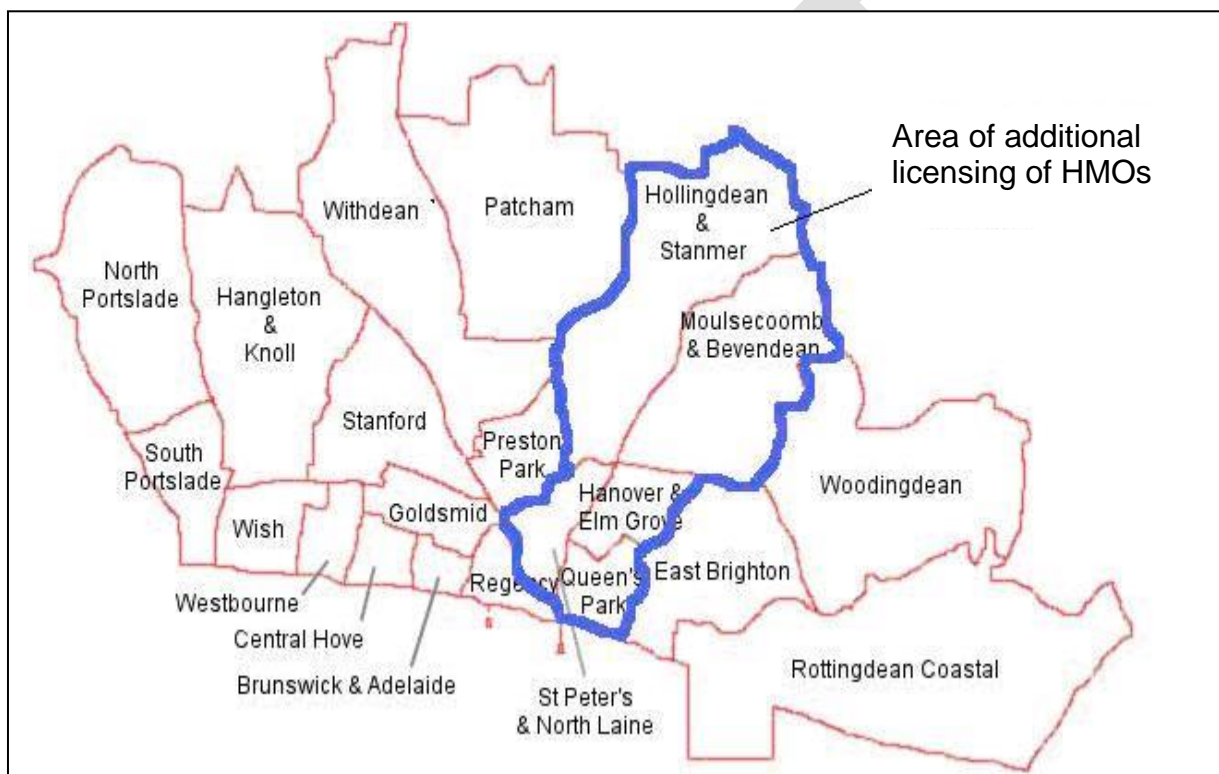
Safe, well managed private rented  
homes for all our residents

April 2014

## Summary

Brighton & Hove City Council values the private rented sector (PRS) and wants to see a strong, healthy and vibrant market. The sector has an important role in providing housing options for those not wishing or unable to consider home ownership or for those to whom social housing is not an option, as well as providing housing for the city's large student population.

### 1. Area covered by Additional Licensing



## 2. The Private Rented Sector in Brighton & Hove

### Private rented homes

#### 2.1 Tenure by Household Type from 2011 census

2011 Ward	Owens outright	Owens with a mortgage or loan	Shared ownership	Rented from council	Other social rented	Private rented	Living rent free	Total
Hanover & Elm Grove	1,119	2,167	39	485	343	2,284	64	6,491
Hollingdean & Stanmer	1,076	1,444	35	1,293	477	887	78	5,190
Moulsecoomb & Bevendean	995	1,238	83	1,537	619	1,349	71	5,892
Queen's Park	1,125	1,522	78	1,700	532	2,871	154	7,912
St. Peter's & North Laine	1,131	2,032	160	445	614	4,119	108	8,509
<b>Brighton &amp; Hove</b>	<b>28,397</b>	<b>36,393</b>	<b>1,045</b>	<b>11,928</b>	<b>6,259</b>	<b>35,959</b>	<b>1,559</b>	<b>121,581</b>
2011 Ward	Owens outright	Owens with a mortgage or loan	Shared ownership	Rented from council	Other social rented	Private rented	Living rent free	Total
Hanover & Elm Grove	17%	33%	1%	7%	5%	35%	1%	100%
Hollingdean & Stanmer	20%	27%	1%	24%	9%	17%	1%	100%
Moulsecoomb & Bevendean	17%	21%	1%	26%	11%	23%	1%	100%
Queen's Park	14%	19%	1%	21%	7%	36%	2%	100%
St. Peter's & North Laine	13%	24%	2%	5%	7%	48%	1%	100%
<b>Brighton &amp; Hove</b>	<b>23%</b>	<b>30%</b>	<b>1%</b>	<b>10%</b>	<b>5%</b>	<b>30%</b>	<b>1%</b>	<b>100%</b>

Source: 2011 Census – Table KS402EW

#### 2.3 Private rented: (Private landlord or letting agency) Figures 2001 & 2011

Private Rented	2001	2011	Increase	% increase
Hanover & Elm Grove	1,491	2,166	675	45%
Hollingdean & Stanmer	408	826	418	102%
Moulsecoomb & Bevendean	579	1,259	680	117%
Queen's Park	2,045	2,735	690	34%
St. Peter's & North Laine	2535	3915	1380	54%

Source: 2011 Census – Table KS402EW and 2001 Census – Table SO49

### 3.4 Household Composition (2011): Household type - full time student.

Ward	All full-time students households	All categories	% of households
Moulsecoomb and Bevendean	651	5,892	11.0%
St. Peter's and North Laine	594	8,609	6.9%
Hanover and Elm Grove	498	6,501	7.7%
Hollingdean and Stanmer	255	5,290	4.8%
Queen's Park	209	7,982	2.6%

Source: 2011 Census – Table KS105EW

## 3. Additional Licensing HMO Applications

3.1 Following receipt of valid applications properties are inspected and, in accordance with statutory requirements, before a full licence can be issued a draft licence must be issued for consultation on the proposed conditions. Draft licences are sent to people with a direct interest in the property concerned, including owners, agents and mortgagees. Full licences are issued subsequently, when any responses arising from the draft licence have been considered.

3.2 Total number of valid applications - 5 November 2012 to 28 February 2014

Ward Name	Applications Received
Hanover & Elm Grove	493
Hollingdean & Stanmer	198
Moulsecoomb & Bevendean	716
Queen's Park	95
St. Peter's & North Laine	356
<b>Total</b>	<b>1859</b>

3.3 Draft Licences Issued - 5 November 2012 to 28 February 2014

Ward Name	Draft Licences Issued
Hanover & Elm Grove	470
Hollingdean & Stanmer	188
Moulsecoomb & Bevendean	675
Queen's Park	86
St. Peter's & North Laine	337
<b>Total</b>	<b>1756</b>

### 3.4 Full Licences Issued - 5 November 2012 to 28 February 2014

Ward Name	Full Licences Issued
Hanover & Elm Grove	389
Hollingdean & Stanmer	142
Moulsecoomb & Bevendean	552
Queen's Park	53
St. Peter's & North Laine	255
<b>Total</b>	<b>1391</b>

## 4. Concentration Mapping of all National and Additional HMOs covered by HMO Licensing as at 28 February 2014

Mapping of all National and Additional HMOs currently in Licensing (application received, draft licence or full licence issued):

1. Hanover & Elm Grove Ward
2. Hollingdean & Stanmer Ward
3. Moulsecoomb & Bevendean Ward
4. Queens Park Ward
5. St Peter's & North Laine Ward

*Source: Private Sector Housing*



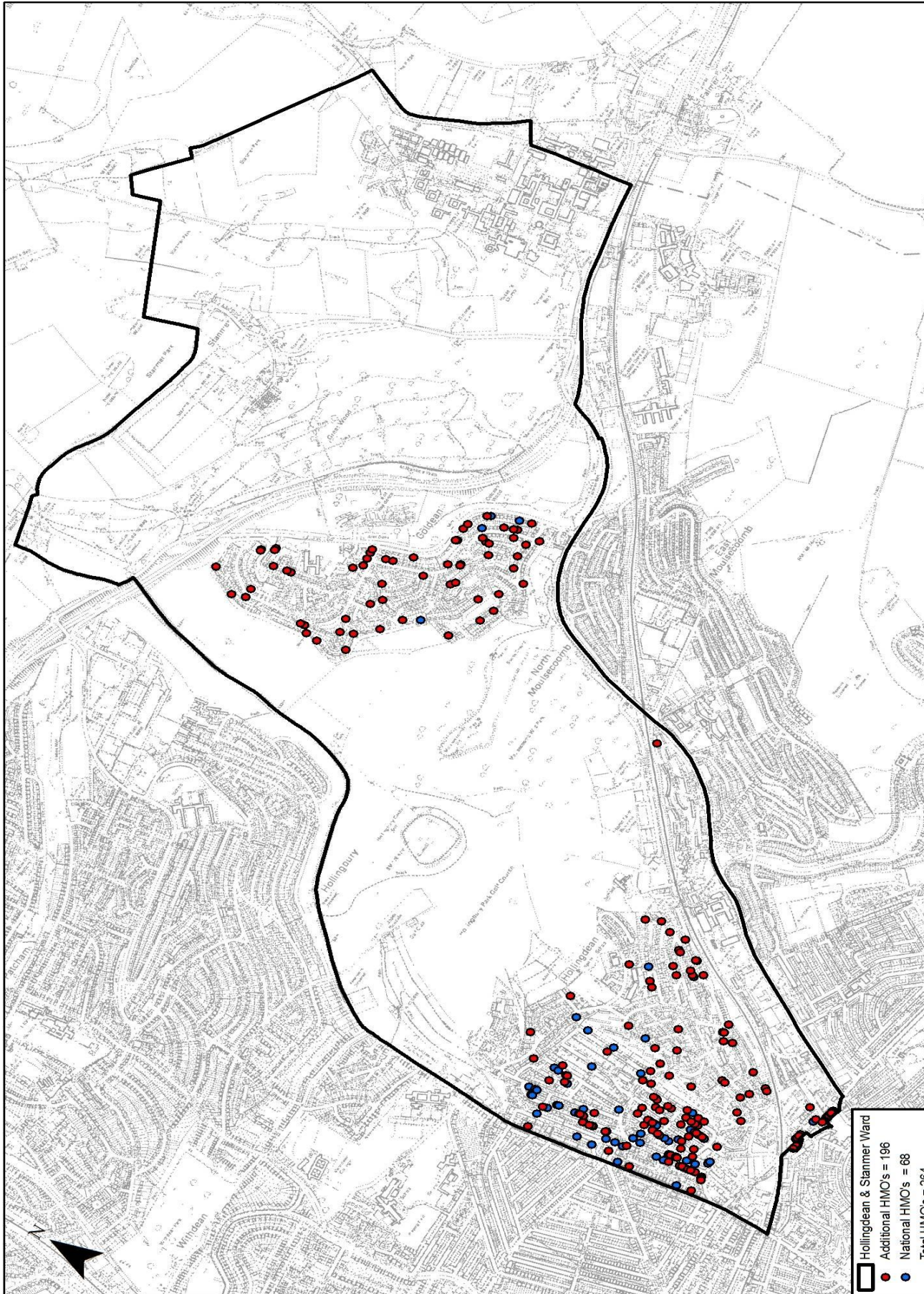
# Hanover & Elm Grove Ward



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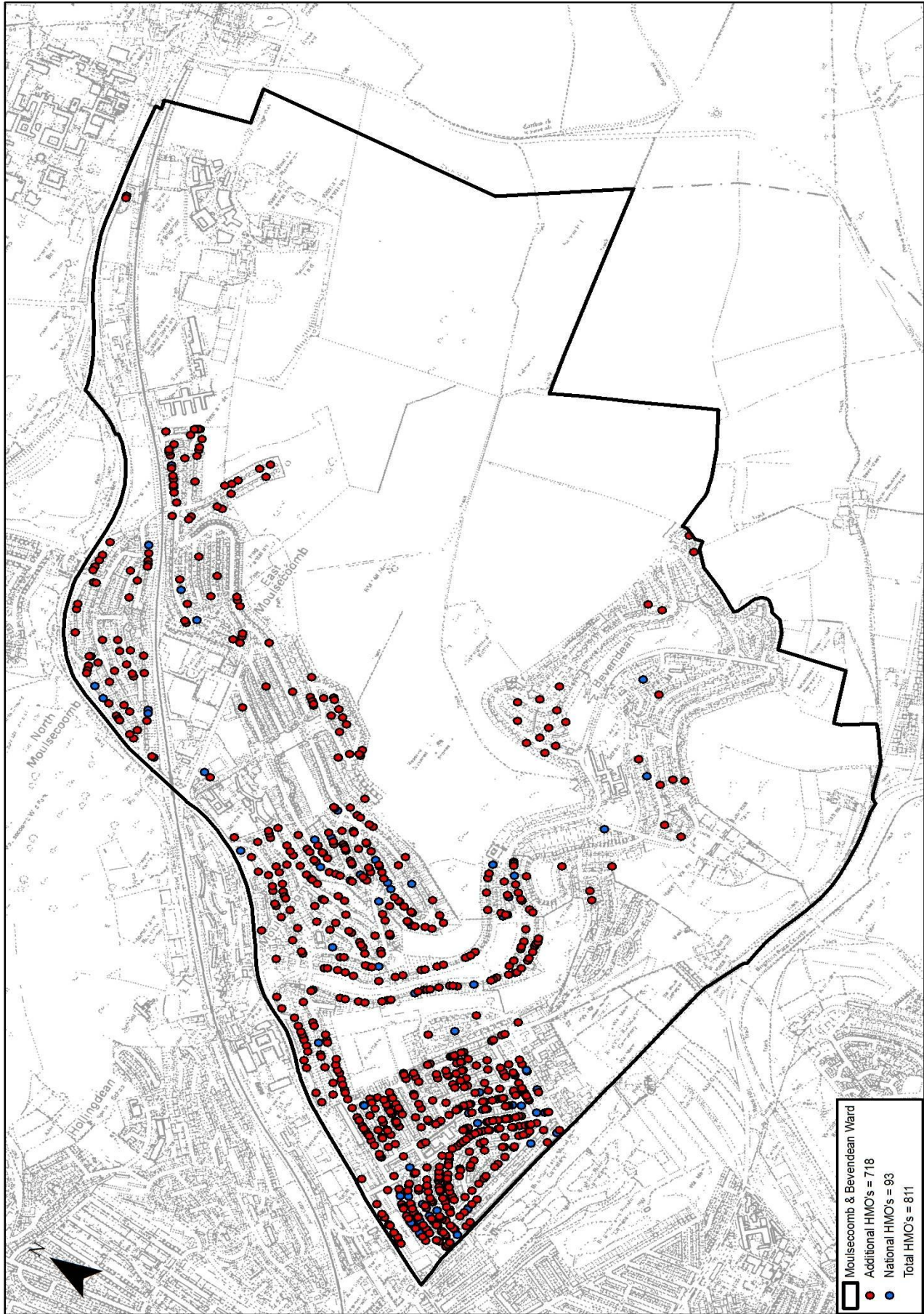


# Hollingdean & Stanmer Ward



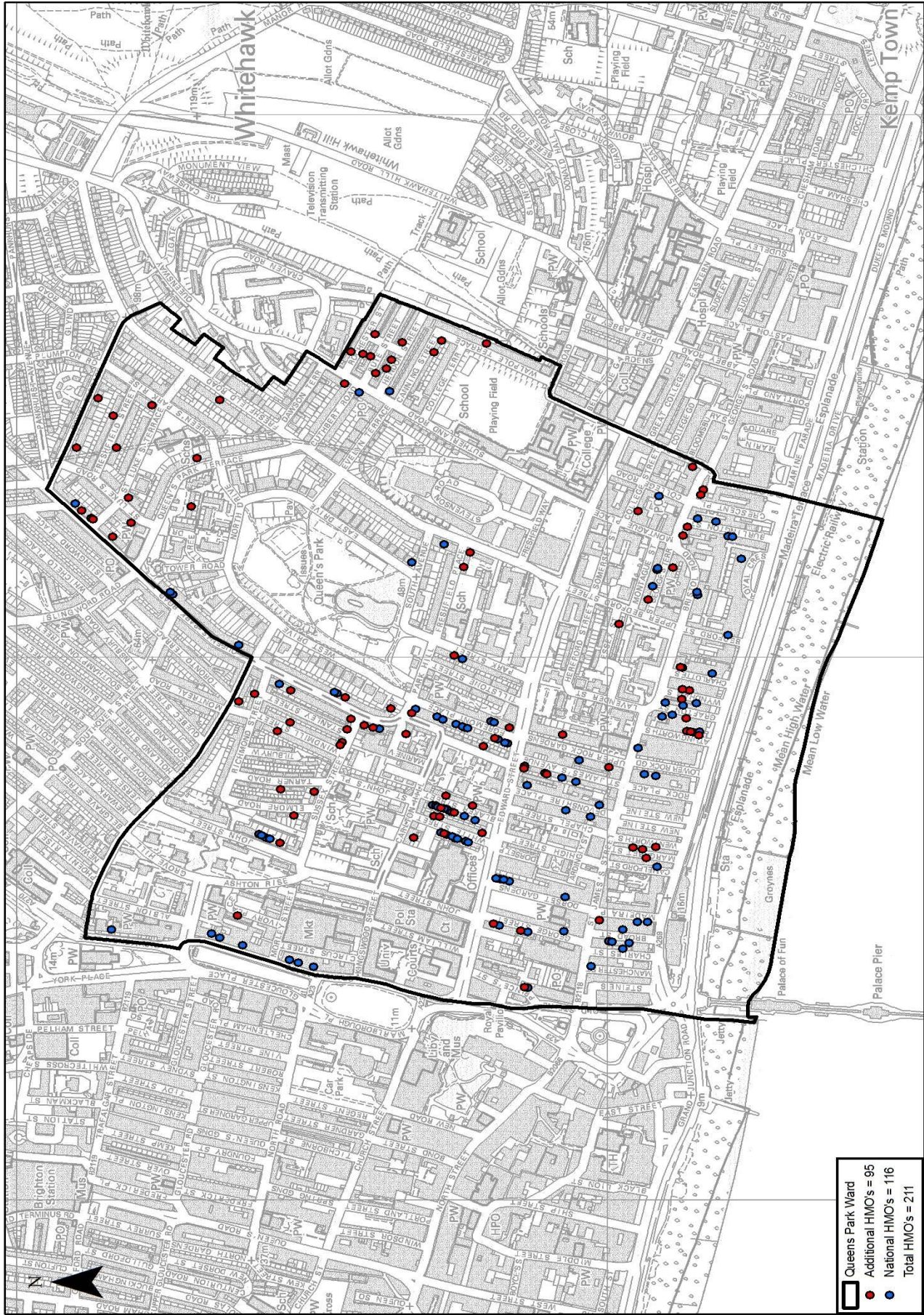


# Moulsecomb & Bevendean Ward



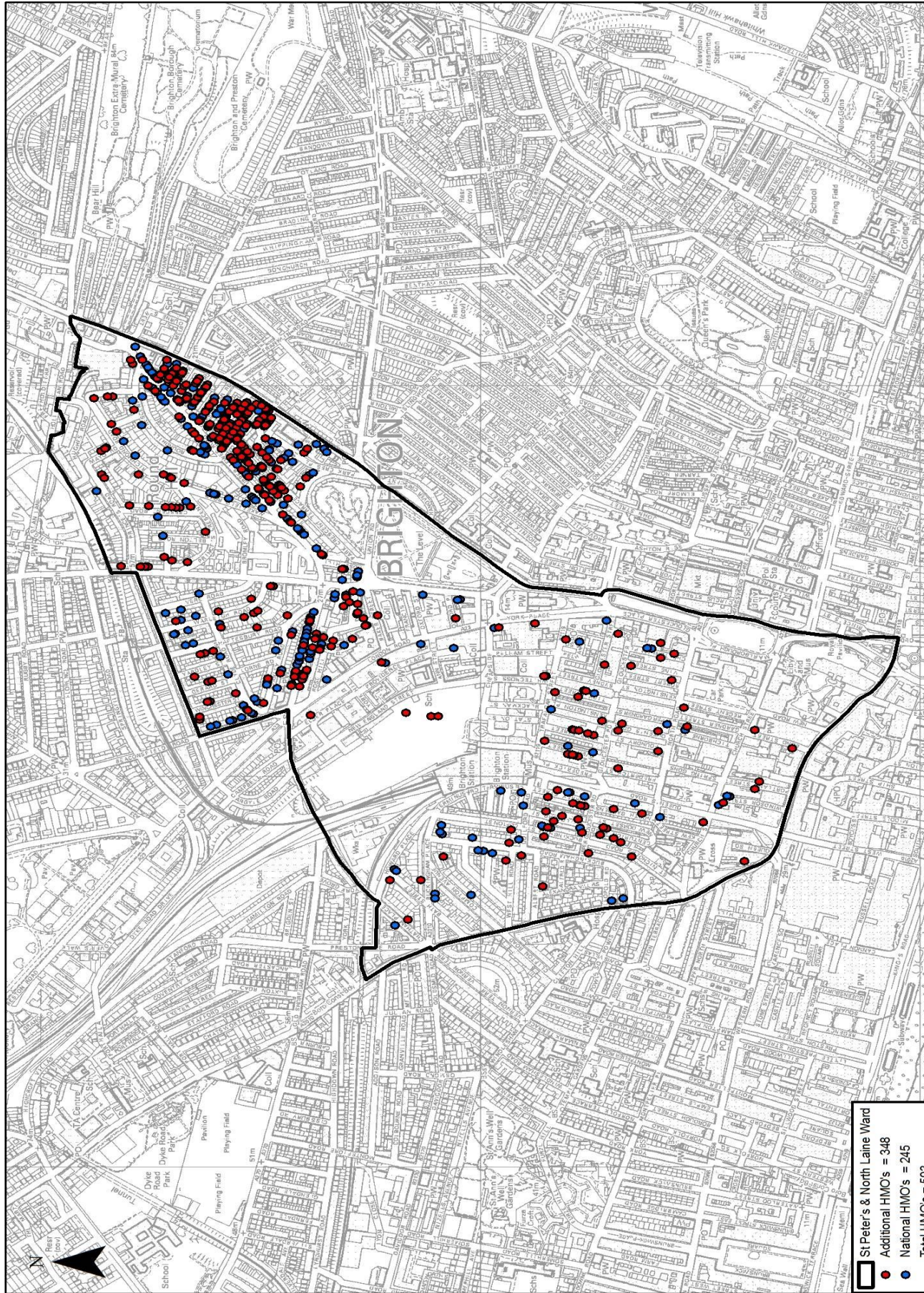


# Queens Park Ward





# St Peters & North Laine Ward





## 5. Mandatory and Special Conditions Applied to HMO Licences

5.1 There are eight mandatory conditions (see table and glossary 6.9 below), which are applied to each HMO Licence.

Electrical Mandatory conditions
Fire Mandatory conditions
Furniture Mandatory conditions
Gas Mandatory conditions
Property Changes Mandatory conditions
Property Maintenance Mandatory conditions
Rubbish Recycling Mandatory conditions
Tenant Agreement Mandatory conditions

5.2 Special Conditions, applied to specific additional licensed HMO properties where appropriate, in addition to the eight Mandatory conditions.

	Hanover & Elm Grove	Hollingdean & Stanmer	Moulscoomb & Bevendean	Queen's Park	St Peter's & North Laine
Additional Facilities	104	59	204	16	48
Electrical Reports	3	2	7	0	3
Enlargement of Bedrooms	10	13	84	2	2
Fire Alarms	324	112	411	40	205
Gas Certificates	3	2	7	1	1
Loft Insulation	231	69	291	23	142
Management / Repairs	295	93	360	38	193
Other Fire works	470	143	526	64	314
Structural fire works	423	129	492	57	279
Ventilation	250	72	292	28	147
Electrical Works	135	54	187	16	83
Enlargement of Kitchens	11	2	28	0	5
<b>Total</b>	<b>2259</b>	<b>750</b>	<b>2889</b>	<b>285</b>	<b>1422</b>

5.3 The five most common Special Conditions applied to additional HMO licences

	Hanover & Elm Grove	Hollingdean & Stanmer	Moulscoomb & Bevendean	Queen's Park	St Peter's & North Laine
Structural fire Works	423	129	492	57	279
Fire Alarms	324	112	411	40	205
Other Fire Works	470	143	526	64	314
Management/ Repairs	295	93	360	38	193
Loft Insulation	231	69	291	23	142

5.4 Special Conditions complied with to date (additional licensed HMO properties)

	Hanover & Elm Grove	Hollingdean & Stanmer	Moulsecoomb & Bevendean	Queen's Park	St. Peter's & North Laine
Additional Facilities	23	8	46	5	7
Electrical Reports	0	0	1	0	0
Electrical works	33	9	40	4	10
Enlargement of Bedrooms	1	4	15	0	1
Enlargement of Kitchens	3	0	3	0	1
Fire Alarms	103	24	118	7	41
Loft Insulation	66	14	75	6	33
Management / Repairs	100	25	111	7	54
Other Fire Works	157	44	185	24	107
Structural Fire works	134	29	144	13	72
Ventilation	80	19	73	7	38
<b>Total</b>	<b>700</b>	<b>176</b>	<b>811</b>	<b>73</b>	<b>364</b>

5.6 Properties not requiring any special conditions  
38 out of 1391 HMO Licences issued up to 28 February 2014 did not require any special conditions to be applied.

5.7 Monitoring and managing licence conditions  
HMO Licence conditions are reviewed by the case officer via a monthly report and we aim to check all conditions within 4 months of their completion due date.



## 5.8 Glossary of Conditions

Reference	Definition
<b>Electrical Mandatory conditions</b>	<p>(a) The licence holder must produce an in-date comprehensive electrical installation condition report that provides an assessment of the condition of an electrical installation against the requirements of the edition of BS 7671 current at the time of the inspection and confirms that the fixed electrical installations are safe (unless such a certificate has been previously provided and remains current). They must ensure that the electrical installations are inspected and tested at intervals not exceeding 5 years by a person qualified to undertake such inspection and testing.</p> <p>(b) Electrical appliances provided by the landlord must be kept in a safe condition and a declaration of electrical safety must be supplied to the council on demand.</p>
<b>Fire Mandatory conditions</b>	<p>The licence holder must ensure that all existing fire precautions, and additional precautions required by the council (if any), are maintained and kept in proper working order. On demand, current test certificates confirming the proper operation of fire alarm and emergency lighting systems must be supplied.</p>
<b>Furniture Mandatory conditions</b>	<p>All furniture provided by the landlord must be kept in a good and safe condition and comply with current regulations. On demand, a declaration as to the safe condition of the furniture must be supplied.</p>
<b>Gas Mandatory conditions</b>	<p>The licence holder must produce to Brighton &amp; Hove City Council a gas safety certificate obtained in the last 12 months confirming that the gas installation(s) and appliances are safe. Such a certificate must be produced to the council annually thereafter upon renewal.</p>
<b>Property Changes Mandatory conditions</b>	<p>The licence holder is required to notify the Council of any changes at the property that may affect the licence. This includes changes to the ownership or management; events that may affect the fit and proper person status of the owner, licence holder or manager; structural alterations and any increase in the number of occupiers.</p>
<b>Property Maintenance Mandatory conditions</b>	<p>The licence holder (or the property manager) shall attend to the property at frequent intervals to ensure the proper management of the property and that health and safety problems are not present or quickly eliminated.</p>
<b>Rubbish Recycling Mandatory conditions</b>	<p>The Licence Holder must ensure that suitable and appropriately sited refuse and recycling containers are provided which are on a scale adequate to the reasonable requirements of the residents. Rubbish must be disposed of in accordance with Brighton &amp;</p>

	<p>Hove City Council's arrangements for the street. Any rubbish containers must have a lid. Recycling containers must have a lid or a net. 'Bin envelopes' should be kept in a clean and tidy condition and not stored outside the curtilage of the property.</p> <p>Yards, gardens and the front of the property must be kept in a clean and tidy condition and in good order. If there is inadequate or no space to store rubbish and recycling within the boundaries of the house, and no way of providing extra space, the licence holder / Manager may have to make arrangements for extra collections.</p> <p>The Licence Holder should ensure that at the end of each tenancy any rubbish or unwanted household goods left behind should be removed and disposed of appropriately before the start of the next tenancy. In particular, any rubbish or goods left in front or back gardens or the pavement in the front of the HMO should be removed immediately.</p>
<b>Tenant Agreement Mandatory conditions</b>	<p>The licence holder must supply to the occupants of the house a written statement of the terms on which they occupy it and shall on demand send a copy to the council.</p> <p>It should include the following:</p> <ul style="list-style-type: none"> <li>a) Details of how deposits will be held and terms of return;</li> <li>b) An inventory of contents and condition at the commencement of the tenancy</li> <li>c) Details of rent and dates due, rent payment methods, and how and when rent may be increased</li> <li>d) Details of the means of contact for repairs reporting etc.</li> <li>e) Conditions expressly prohibiting antisocial behaviour (which causes a nuisance or annoyance to adjacent occupiers or the community, whether carried out by tenants or their guests) and a warning that breach of the prohibition could lead to a loss of accommodation. When asked to do so by the council, the Licence Holder should produce evidence to show that they are taking appropriate action to enforce tenancy conditions relating to nuisance prevention.</li> </ul>
<b>Additional Facilities</b>	<p>To include wash-handbasin in bedrooms, additional WC's / bathing facilities, separation of WC from bathroom and additional kitchen facilities in existing room. Does not include electrical sockets – this goes under electrical works.</p>
<b>Electrical Reports</b>	<p>Only if not received at all.</p>
<b>Enlargement of Bedrooms</b>	<p>Includes removal of walls / moving walls between rooms to create larger rooms (to our minimum size standards).</p>
<b>Fire Alarms</b>	<p>To include systems appropriate to the height of the building where none currently exist / extensions to</p>



	existing systems.
<b>Gas Certificates</b>	Only if not received at all.
<b>Loft Insulation</b>	To include new / additional up to 270mm.
<b>Management / Repairs</b>	All other requirements, including lack of maintenance to the structure/fabric of the building, facilities, notices providing management details, heating, works to yards/gardens, managers arranging cleaning of facilities etc.
<b>Other Fire works</b>	Fire blankets, fire instruction notices, removal of polystyrene tiles, removal of items blocking the escape routes, etc.
<b>Structural Fire Works</b>	Doors, partitions, cupboard linings, emergency lighting, fire protection of Electrical Intakes and Gas Intakes, escape windows.
<b>Ventilation</b>	Mechanical ventilation to bathrooms and kitchens.
<b>Rubbish</b>	Removal of rubbish from anywhere in the property.
<b>Electrical Works</b>	Additional lighting/sockets, electrical works required as detailed following electrical installation condition reports.
<b>Enlargement of Kitchens</b>	Includes removal of walls between rooms, creation of extensions, swapping over rooms to larger facilities (to minimum size standards).

## 7. Service requests received between 5 November 2012 and 28 February 2014

The Private Sector Housing Team deal with service requests about standards within privately rented dwellings in the City - including such issues as dampness, disrepair and drainage - and with complaints concerning nuisance caused by the condition of neighbouring properties. This is in addition to additional HMO licensing and ensuring the National HMO Licensing scheme is enforced within the city. HMO licence conditions, for example those relating to provision of refuse containers and tidiness of gardens, provide an additional tool in helping to tackle issues that affect neighbours. The total figure for service requests received across all wards between 5 November 2012 and 28 February 2014 is 1657.

### 7.1 The four most common Service Request Types – Summary

<b>Request Type Description</b>	<b>No. of Requests</b>	<b>Proportion of Total</b>
Dampness	626	37.78%
Disrepair	341	20.58%
Inspection request from Homemove team to help inform Housing Register band	99	5.97%
Nuisance from adjacent property	94	5.67%

**8. All HMOs Currently in the National HMO Licensing scheme as at 28 February 2014 (All Wards)**

**(All cases - at Application or Draft Licence or Full Licence stage)**

<b>Ward Name</b>	<b>Count of Licences</b>
St. Peter's & North Laine	239
Hanover & Elm Grove	208
Queen's Park	114
Moulsecoomb & Bevendean	92
Hollingdean & Stanmer	67
Preston Park	61
Regency	59
Goldsmid	42
Brunswick And Adelaide	38
Central Hove	24
Westbourne	20
East Brighton	19
Withdean	8
South Portslade	7
Rottingdean Coastal	6
Hove Park	3
Wish	3
<b>Total</b>	<b>1010</b>