NORTH EAST LINCOLNSHIRE COUNCIL
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North East Lincolnshire Council Selective Licence Conditions Housing Act 2004 Part 3 Schedule 4

Condition number	Detail
1.	**Overcrowding and Permitted Occupation Use** **Restrictions and Permitted Occupation** i. The property must not exceed the maximum permitted number of persons or households for the house as specified in the Licence. ii. No persons must share a bedroom unless they are living as part of a family, in accordance with the guidance notes. iii. The Licence holder must ensure that the occupancy of the bedrooms as identified on the floor plan does not exceed the number of persons specified within the Licence. iv. No rooms other than bedrooms/living rooms are used for the purposes of sleeping. **Age and sex of household member – Number of bedrooms** An adult couple* and children under the age of ten are permitted to share a room with parent(s) – 1 bedroom. Two persons of the same sex aged ten and above – 1 bedroom One or two children under ten years old (not necessarily the same sex) – 1 bedroom. **Married couple or civil partners* (see Guidance Note 1)
2.	**Gas** If gas is supplied to the house, the Licence holder shall produce to North East Lincolnshire Council annually for their inspection a gas safety certificate obtained in respect of the house within the last 12 months. The gas safety certificate must be supplied to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request. The method of submission shall be electronically unless otherwise agreed in writing by the council. (see Guidance Note 2)

Condition number	Detail
3.	**Electrical Appliances Supplied by the Licence Holder** The licence holder shall keep electrical appliances made available by him in the house in a safe condition and must supply to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request, a signed and dated declaration by him as to the safety of such appliances. (see Guidance Note 3)
4.	**Electrical Installations** The licence holder must ensure that every electrical installation in the house is in proper working order and safe for continued use and supply to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request, a signed and dated declaration by him as to the safety of such installations. For this purpose, “electrical installation” has the meaning given in regulation 2(1) of the Building Regulations 2010. The licence holder must ensure that a visual check of the electrical installation is undertaken at every change of tenancy to identify any damage caused, or alterations undertaken by the previous tenant. To include a visual check that the electric meter has not been bypassed. The licence holder must maintain a written record including the date of the visual check, the person undertaking the check, any issues or concern identified and action taken. A copy must be supplied to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request. (see Guidance Note 4)
5.	**Furniture** The licence holder must keep furniture made available by him in the house in a safe condition and supply to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request, a signed and dated declaration by him as to the safety of such furniture. The declaration must include a list of all upholstered furniture in the house that was supplied by the landlord. Alternatively, confirmation that no upholstered furniture has been supplied by the landlord. (see Guidance Note 5)

Condition number	Detail
6.	**Smoke Alarms and Fire Safety Advice** 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. For this purpose, a bathroom or lavatory is to be treated as a room used as living accommodation. The Licence holder must supply to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request, a declaration by him as to the condition and positioning of any such alarms. At the start of the tenancy or Licence agreement, the Licence holder must give the tenants written fire safety advice on reducing fire risk in the home and action to be taken in the event of a fire. (see Guidance Note 6)
7.	**Carbon Monoxide Alarms** 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 fixed combustion appliance other than a gas cooker and keep any such alarms in proper working order. For this purpose, 'room' includes a hall or landing and a bathroom or lavatory is to be treated as a room used as living accommodation. The Licence holder must supply to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request, a declaration by him as to the condition and positioning of any such alarms. (see Guidance Note 7)
8.	**Energy Performance Certificates (EPC)** The licence holder must, on demand, supply a copy of the current Energy Performance Certificate (EPC) for the licensed premises to the Council. (see Guidance Note 8)
9.	**Terms of Occupation** The Licence holder must supply to the occupiers of the house a written statement of the terms on which they occupy it and must supply a copy to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request. (see Guidance Note 9)

Condition number	Detail
10.	**Tenant Reference Checks** The Licence holder must demand references from persons who wish to occupy the house. The Licence holder must retain copies of all references for the duration of the tenancy and must provide copies to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request. (see Guidance Note 10)
11.	**Rent Payments** When rent payments are collected or received in cash from occupiers of the house, a written rent receipt must be given to the occupants within 7 days of receiving the rent. This can be an email or written receipt confirming to the tenant the date and amount paid. The Licence holder must keep a copy and record of rent receipts. Copies of any such rent receipts and records must be provided to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request. (See Guidance Note 11)
12.	**Non-Payment of Rent** In the event of a missed rent payment, contact must be made with the occupants by letter or phone call to establish the reason for non-payment. If no response is received from the occupants within 28 days, the house must be visited to check it is secure, has not been abandoned, sub-let or used for illegal purposes such as a cannabis factory. Records of any such correspondence or property visits must be provided to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request. (See Guidance Note 12)
13.	**Tenancy Deposits** From 01 May 2026, the Licence holder must protect any deposits taken from the occupiers under a new tenancy agreement, by placing them in a statutory tenancy deposit scheme. The tenant must be given the prescribed information about the scheme being used within 30 days of the deposit being taken. When requested this information must be provided to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request. (see Guidance Note 13)

Condition number	Detail
14.	**Managing Agent/Property Manager** If the Licence holder instructs a managing agent or property manager to assist in managing the house, checks must be carried out to ensure they are: i. a member of a government approved Redress Scheme in line with the Redress Scheme for letting agency and property management work; and ii. a member of a government approved Client Money Protection Scheme if the agent is handling any client (landlord or tenant) funds. Evidence of these checks must be retained and must be provided to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request. (see Guidance Note 14)
15.	**Tenant Information Pack** The licence holder must ensure that all tenants are provided with a suitable written tenant information pack at the start of their occupation, including the information set out below: a. The name, postal address, email address and telephone number for the licence holder. b. How to Rent Guide https://www.gov.uk/government/publications/how-to-rent c. A valid Gas Safety Certificate where there is a gas supply. d. A valid Energy Performance Certificate for the property. e. A valid Electrical Installation Condition Report. f. A written inventory (if the property is furnished or part furnished). g. Information about how to raise repair requests, including arrangements for notifying urgent repairs outside normal office hours. h. Written instructions on how to use of the heating and hot water system. i. Written information about the council waste collection service (see condition 22 for further information). j. A copy of the Selective Licence and Conditions. When requested this information must be provided to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request. (see Guidance Note 15)

Condition number	Detail
16.	**Anti- Social Behaviour (ASB)** (a) The Licence holder shall effectively address problems of antisocial behaviour arising within the curtilage of the property resulting from the conduct of occupiers or visitors to the property by complying with the requirements of paragraphs (b) to (j) below: (b) The Licence holder must not ignore or fail to take action if he has received complaints of anti-social behaviour concerning visitors to or occupiers of the property. (c) If a complaint is received, or antisocial behaviour is discovered, the Licence holder must contact the tenant within 14 days. The tenant must be informed of the allegations of antisocial behaviour in writing and of the consequences of its continuation. (d) The Licence holder shall from the date of receipt of the complaint of antisocial behaviour, monitor any allegations of antisocial behaviour. (e) Where the antisocial behaviour is continuing after 28 days from receipt of the complaint, the Licence holder, or his agent must visit the property within 7 days and deliver a warning letter about the consequences should the antisocial behaviour continue. (f) Where the Licence holder or his agent has reason to believe that the antisocial behaviour involves criminal activity the Licence holder shall ensure that the appropriate authorities are informed. (g) If after 14 days of giving a warning letter the tenant has taken no steps to resolve the issue and antisocial behaviour is continuing, the Licence holder shall pursue an appropriate incremental course of action in accordance with the tenancy agreement. (h) Where the Licence holder is invited, they shall attend any case conference or multiagency meeting arranged by North East Lincolnshire Council or Humberside Police and actively engage in the process. This may include discussion about acceptable behaviour contracts, other tenancy sustainment options, or of need for the Licence holder to instigate possession proceedings where appropriate. (i) Any correspondence relating to antisocial behaviour, sent or received by the Licence holder, or agent of the Licence holder, must be kept for 3 years. (j) Any written notes of meetings, telephone conversations, investigations and follow up action, including any notices of seeking possession, (suspended) possession orders or other court orders must be kept for 3 years. Copies of all information required under this section must be provided to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request.

	(see Guidance Note 16)
Condition number	**Detail**
17.	**Information about Occupiers** The Licence holder must provide the full names and dates of birth of each occupant to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request. (No Guidance Note)
18.	**Security** The Licence holder must ensure adequate precautions are provided for the security of the property including: a. Carry out a lock change prior to a new tenant taking up occupation when the previous tenant has not returned all keys. b. Ensure occupiers have access to the necessary keys to access the security provisions, including window locks if fitted. c. Where a burglar alarm is fitted to the property, the tenant(s) is (are) made aware of the code, how the alarm is operated and the circumstances under which the code for the alarm can be changed. 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. e. Ensure any outbuildings such as sheds and garages are effectively secured against unauthorised entry and occupation at the start of the period of occupation. f. So far as reasonably practicable, any works necessary to protect the security of the property are undertaken within 24 hours of notification e.g. damage to windows/entry points to the property. (see guidance Note 17)
19.	**Property Inspections** The Licence holder shall ensure that inspections of the house and any ancillary external space are carried out at least every 6 months to identify any problems relating to the condition and management of the property. As a minimum requirement the records must contain a log of who carried out the inspection, date and time of inspection and issues found, and action(s) taken. The Licence holder must keep records of such inspections for three years and must provide copies to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request. (see Guidance Note 18)

Condition number	Detail
20.	**Pest Control** Prior to the commencement of the tenancy the Licence holder must ensure that any pest infestation identified at the house is treated by a professionally trained pest control technician. The Licence holder must keep all such records for three years and must provide copies to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request. (see Guidance Note 19)
21.	**Waste Duty of Care** The Licence holder must ensure that any waste left by a previous tenant within the curtilage of the property (inside and outside) is removed to a suitable licensed facility and the house and any external areas are left clear and tidy before new occupants move in. For any waste removal, checks must take place to ensure that waste is transferred via a registered waste carrier and a relevant waste consignment note obtained, a copy of which must be provided to North East Lincolnshire Council or an authorised third party acting on behalf of the Council within 14 days of a written request. (see Guidance Note 20)
22.	**Household Waste Management** The Licence holder must ensure there are adequate arrangements for the storage and disposal of waste and provide new occupants with the following information in writing when they move into the house: a. Which day refuse collections take place. b. Which bins to use to separate household waste and recycling. c. Details of the Council's waste management services for residual waste, recycling, bulky items, household waste recycling centres and community recycling centres d. The occupier's responsibility to put bins out ready for collection and return to the boundary of the property after collection. e. The occupier should arrange for disposal or collection of any additional waste that does not fit in the bin as soon as reasonably possible. The Licence holder is responsible for waste storage and disposal from the property whilst it is unoccupied. (see Guidance Note 21)

Condition number	Detail
23.	**Training** The Licence holder shall attend any required training as identified by North East Lincolnshire Council in relation to improving management skills to a sufficient level of competence to operate a licensed premises. Any such training requirement will be confirmed in writing to the Licence holder and a reasonable timescale specified for the training requirement to be met. (see Guidance Note 22)
24.	**Notification of property changes** The Licence holder must inform North East Lincolnshire Council's Selective Licensing Team or an authorised third party acting on behalf of the Council in writing of any proposed material changes to the layout of the property, amenity provisions (such as adding or removing bathroom or kitchen facilities), fire precautions, nature of occupation, or substantial remedial work required due to fire or flood.
25.	**Notification of management changes** The Licence holder must inform North East Lincolnshire Council's Selective Licensing Team or an authorised third party acting on behalf of the Council in writing within 14 days of any known material changes of circumstances since the initial application for the Licence was made, including: a. Changes to the name, postal address, email address or telephone number for the Licence holder and property manager. b. The appointment of a managing agent/property manager or changing the managing agent/property manager. c. The property becoming empty for more than 3 months. d. Notification of repossession/foreclosure. e. Details of any unspent criminal convictions involving the Licence holder and/or managing agent/property manager. f. Details of any finding by a court or tribunal against the Licence holder and/or property manager. g. Details of any civil or criminal proceedings against the Licence holder and/or property manager relating to housing, public health, environmental health or landlord and tenant law, resulting in a court judgment or civil financial penalty being made against them. h. Details of any property Licence refusal or revocation involving the Licence holder and/or property manager due to the breaching of the Licence conditions. i. The Licence holder and/or property manager being issued with a Banning Order under the Housing and Planning Act 2016, or a property under their control being the subject of an interim or final management order under the Housing Act 2004.

Condition number	Detail
26.	**Absence of the Licence Holder** The Licence holder must have in place suitable emergency management arrangements in the event of their absence so that the occupants, and North East Lincolnshire Council, or an authorised third party acting on behalf of the Council always have a point of contact who will respond appropriately to any repair, maintenance, management, rent collection or emergency regarding the house that may arise. If the Licence holder intends to be absent for more than 21 days, they must contact North East Lincolnshire Council or an authorised third party acting on behalf of the Council in writing in advance of departure to confirm the anticipated length of absence and confirm the name, postal address, email address and telephone number of the person they have appointed to manage the house in their absence. If the period of absence is extended, the council must be updated in writing. During any such absence, the Licence holder remains responsible for ensuring compliance with all Licence conditions.
27.	**Compliance inspections** The Licence holder must cooperate and assist North East Lincolnshire Council or an authorised third party acting on behalf of the Council to obtain access to the house at any reasonable time and must not directly or indirectly obstruct council officers from carrying out their statutory duties which include inspecting the house to ensure compliance with Licence conditions and any relevant legislation.
	END OF CONDITIONS