

# **Houses in Multiple Occupation Licence Conditions**

**January 2022**

# Houses in Multiple Occupation Licence Conditions

This document constitutes Appendix 1 of any Licence granted by Charnwood Borough Council under either the mandatory licensing of Houses in Multiple Occupation, or the additional licensing of Houses in Multiple Occupation designation applicable in the borough of Charnwood.

It includes both the conditions specified in Schedule 4 of Housing Act 2004, together with additional conditions which Charnwood Borough Council consider appropriate for regulating the management, use and occupation of the house which is to be licensed, and its contents and conditions, and are imposed under sections 67 and 68 of the Housing Act 2004.

## **Important Notice**

It is the Licence Holder's responsibility to ensure compliance with the requirements of all the Licence conditions set out in this document. Failure to do so may result in prosecution for breach of Licence conditions, service of a civil penalty of up to £30,000 in respect each Licence condition breach; and/or the revocation of the Licence.

The Licence Holder, as the person to whom this Licence has been granted, is responsible for ensuring compliance with its conditions at all times, and that any person acting on their behalf in the management of the house is made aware of, and complies with, the obligations and responsibilities set out in this document.

It is your responsibility to ensure that you have any other necessary permissions or consents in place to enable the property to be used as a house in multiple occupation. The granting of a licence does not override any other private or public law provisions in this respect.

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## Part I PERMITTED OCCUPATION

### Condition 1 – Maximum Permitted Occupancy per Bedroom/Bedsit (Appendix 2)

1. The Licence Holder must ensure that:
  - 1.1 The Authority are notified of any bedroom in the HMO with a floor area of less than 4.64 square metres. The maximum occupancy limit per bedroom shall be as follows, in accordance with the Authority's adopted Guidance Standards for Licensable Houses in Multiple Occupation.

#### Maximum permitted occupancy per bedroom/bedsit

Room Number	Location	Maximum occupancy (units)
Room 1	Ground floor front bedroom	X
Room 2	Ground floor middle bedroom	X
Room 3	Ground floor rear bedroom	X
Room 4	First floor front bedroom	X
Room 5	First floor rear right hand bedroom	X
Room 6	First floor rear left hand bedroom	X

*(Please note: References to left right, front, and back are as if the viewer is inside the house looking towards the street.)*

**Regardless of the number of persons occupying individual rooms, the total number of persons and households occupying the dwelling must not exceed the permitted number as shown on this licence.**

Please note:

- 0.5 units = 1 person under the age of 10 years old
- 1 unit = 1 person over the age of 10 years old

- 1.2 The Licence Holder must supply to the occupiers of the house a written statement of the terms on which they occupy it.

### Condition 2 - Requirement for Works to be Carried Out

2. The Licence Holder must ensure that:
  - 2.1 If the Authority specify any works as necessary to be carried out as a condition of the grant of this Licence, then such works are carried out within the time period so specified.

## **Part II PROPERTY MANAGEMENT**

### **Condition 3 - Gas Safety**

3. The Licence Holder must ensure that:
  - 3.1 If gas is supplied to the HMO a copy of the current gas safety certificate obtained in respect of the HMO within the last 12 months is provided to the Authority annually for their inspection, to cover both and all the residentially occupied and the common parts of the HMO.
  - 3.2 The certificate states that it covers the complete gas installation including: supply pipes, flues, gas appliances and that they are safe to be operated.
  - 3.3 That each year an annual inspection of the HMO is undertaken by a suitably qualified and experienced gas engineer in accordance with the requirements of the Gas Safety (Installation and Use) Regulations 1998, or any subsequent amended regulations. Any defects noted on the certificate must be promptly rectified and certified as satisfactory.

### **Condition 4 – Electrical Installation and Safety**

4. The Licence Holder must ensure that:
  - 4.1 Every electrical appliance which is provided by the Licence Holder for the use of a tenant is, and always remains in, a safe condition and the Licence Holder shall ensure that a record of visual inspections and tests is maintained
  - 4.2 The Licence Holder shall supply to the Authority within 7 days of its demand the record of visual inspections and tests.
  - 4.3 The Licence Holder shall supply to the Authority within 7 days of its demand a declaration as to the safety of electrical appliances.
  - 4.4 The Licence Holder shall ensure that every fixed electrical installation is inspected and tested at intervals not exceeding five years by a person competent to undertake such inspection and testing.
  - 4.5 The Licence Holder shall obtain from the person conducting that inspection and testing a report specifying the results of the inspection and testing.
  - 4.6 The Licence Holder shall supply to the Authority within 7 days of its demand any such report.
  - 4.7 The electricity supply to the fire detection and emergency lighting system at the HMO is neither disconnected, nor threatened with disconnection, due to the non-payment of any money owing to the relevant supplier.

## **Condition 5 - Furniture and Furnishing**

- 5. The Licence Holder must ensure that:
  - 5.1 Every item of upholstered furniture, including: sofas, chairs, children's furniture, beds, upholstered headboards, or garden furniture; together with all soft furnishings, including mattresses, seat pads, cushions or pillows which are supplied to a tenant must comply with the relevant safety tests as prescribed under the Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended), or any later amended regulations.
  - 5.2 Upon receiving a demand by the Authority to provide a declaration as to the safety of such furniture and soft furnishings, such is provided within 14 days.

## **Condition 6 - Storage and Disposal of Household Waste**

- 6. The Licence Holder must ensure that:
  - 6.1 Arrangements are made that comply with any scheme which the Authority adopt in connection with the storage and collection of household waste at HMOs pending collection.
  - 6.2 Where no such scheme has been adopted, that suitable refuse and re-cycling containers are provided on a scale sufficient for the number of tenants.
  - 6.3 Any necessary supplementary arrangements for the disposal or refuse and re-cyclable materials from the HMO are made having regard to the services provided by the Authority.
  - 6.4 If within the curtilage of the HMO there is insufficient space to store refuse, waste and re-cyclable materials, adequate arrangements for extra collections of such are made.
  - 6.5 Each tenant is informed in writing, at the start of their tenancy, of the days on which refuse, and re-cycling collection happens, and this information is displayed in a prominent position in the HMO.

## **Condition 7 - Pests**

- 7. The Licence Holder must ensure that:
  - 7.1 Reasonable precautions are taken to ensure that the HMO, together with its curtilage and garden are, so far as is practicable, kept free from pest infestation.
  - 7.2 Within 7 days of becoming aware of any pest infestation, adequate steps are taken with a view to effectively controlling such infestation.

## **Condition 8 - Water Supply and Drainage**

- 8. The Licence Holder must ensure that:

- 8.1 Adequate measures are taken to ensure that there is no unreasonable interruption in the supply of water to the HMO.
- 8.2 Sufficient steps are taken to ensure that the HMO's drainage system is kept free of obstructions.

### **Condition 9 - External Areas**

- 9. The Licence Holder must ensure that:
  - 9.1 Any garden, forecourt, yard, or passageway within the HMO's curtilage is kept in a reasonably clean and tidy condition.
  - 9.2 If a tenant, or a member of their household, or their visitor causes a breach of condition 9.1 above, steps are immediately taken to address the matter including a written warning being given to the tenant within 14 days of it coming to the attention of the Licence Holder.
  - 9.3 No items of discarded furniture, bedding, clothing, toys, refuse, or rubbish are left outside the HMO, or on the public highway, or on third party private land except where this occurs in anticipation of a pre-arranged collection.
  - 9.4 All domestic rubbish and refuse is stored in suitable bins pending its collection.
  - 9.5 A copy of any written warnings that have been given to a tenant are provided to the Authority within 7 days of a request being made to see the same.

### **Condition 10 - Emergency Escape Lighting**

- 10. The Licence Holder must ensure that:
  - 10.1 Where emergency escape lighting is provided within the property it is maintained in working order, tested regularly and that a full system test, inspection and service is completed annually by a competent person in line with the current British Standards or any which subsequently replace these.
  - 10.2 The Licence Holder shall obtain from the person conducting such inspection and testing a certificate specifying the results of the inspection and testing.
  - 10.3 The Licence Holder shall supply to the Authority within 7 days of its demand any such certificates.

## **Part III TENANCY MANAGEMENT**

### **Condition 11 - Tenancy Agreements**

- 11. The Licence Holder must ensure that:
  - 11.1 At the start of each tenancy, or licensed period of occupation, the tenant is provided with a written agreement which clearly sets out the terms upon which the tenant is permitted to occupy the HMO.

### **Condition 12 - Terms of Occupation**

- 12. The Licence Holder must ensure that:
  - 12.1 Occupancy levels at the HMO do not exceed those set by the Licence.
  - 12.2 If occupancy levels exceed those permitted by the Licence then, upon becoming aware of this, all reasonable lawful steps are taken to ensure that the number of occupiers is reduced to the permitted level as soon as is reasonably practicable.

### **Condition 13 - Tenants' Rights**

- 13. The Licence Holder must ensure that each tenant's legal rights are observed, which includes but is not limited to:
  - 13.1 Giving reasonable notice to complete repairs, and 24 hours notice prior to inspections of the premises within the HMO which are occupied by the tenant.
  - 13.2 Terminating a tenancy or licensed period of occupation in a lawful manner.
  - 13.3 Ensuring utilities serving the HMO are not disconnected, nor unreasonably interrupted.

### **Condition 14 - Licence Holder/Manager Details**

- 14. The Licence Holder must ensure that:
  - 14.1 A notice giving the name, address, telephone number and e-mail address, together with the emergency contact telephone number of the person managing the HMO is clearly and prominently displayed in the common parts of the HMO.
  - 14.2 If any of the above details change the notice is amended from time to time so that the correct up to date information is given.

### **Condition 15 – References**

- 15. The Licence Holder must ensure that:



- 15.1 References are demanded for new occupiers before entering into any occupancy agreement with them or allowing them to occupy the premises. Where obtained, copies of these references shall be kept for the duration of this licence and made available to the Authority within seven (7) days of the Authority's demand.

### **Condition 16 - Complaints Procedure**

16. The Licence Holder must ensure that:
- 16.1 They have a written complaints procedure concerning the management and conditions of the HMO, a copy of which is given to each tenant at the start of their tenancy.

### **Condition 17 - Anti-social Behaviour and Damage**

17. The Licence Holder shall ensure that:
- 17.1 All reasonable and practicable steps are taken to prevent or reduce anti-social behaviour or criminality by the tenants or occupiers of the property, together with their visitors.
- 17.2 In particular, if acts of anti-social behaviour occur at the HMO in breach of the terms of the tenancy or licence agreement, they take appropriate steps to address this which may, in the case of serious or repeated anti-social behaviour, mean possession proceedings.
- 17.3 Records are kept of what action is taken which are provided to the Authority within 7 days of a request to see them.
- 17.4 Appropriate notices are prominently displayed in the common parts of the HMO reminding tenants of their obligation not to act in an anti-social manner, nor to cause a nuisance or annoyance to other occupiers or neighbouring residents, and to take reasonable care to avoid causing damage to property.

## **Part IV FIRE SAEFTY**

### **Condition 18 - Smoke Alarms**

18. The Licence Holder must ensure that:
- 18.1 The Licence Holder shall ensure that at all times a suitable fire detection and alarm system is installed in the property, maintained in proper working order, tested, and serviced in accordance with the current British Standards or any which subsequently replace these.
  - 18.2 The Licence Holder shall obtain from the person conducting such inspection and testing a certificate specifying the results. The certificates must be completed and issued by a competent person and must demonstrate that the complete installation has been fully checked and serviced.
  - 18.3 The Licence Holder shall supply to the Authority within 7 days of its demand any such certificates.
  - 18.4 There must be at least one smoke alarm installed on each storey of the house on which there is a room used wholly or partly as living accommodation. For these purposes a bathroom or lavatory is a room used as living accommodation.
  - 18.5 The Licence Holder shall supply to the Authority within 7 days of its demand a declaration as to the condition and position of any smoke alarms/detectors in the HMO.

### **Condition - 19 Fire Precautions**

19. The Licence Holder must ensure that:
- 19.1 Adequate and sufficient fire precaution facilities and equipment are provided at the HMO in accordance with any relevant British Standard, Building Regulations' approval, or other guidance and advice document issued by any competent authority in respect of fire precaution facilities and equipment.
  - 19.2 All means of leaving and escaping from the HMO in the event of a fire are kept free from any obstructions, and that fire precautions are maintained which includes informing tenants of this obligation.
  - 19.3 All tenants are made aware of the procedures which are to be followed in the event of a fire at the HMO, including the routes out of, and means of escape from, it.

### **Condition 20 - Carbon Monoxide Alarm**

20. The Licence Holder must ensure that:
- 20.1 A carbon monoxide alarm is installed in any room in the HMO which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance.
  - 20.2 Such an alarm is kept in proper working order; and

- 20.3 The authority is supplied with, on demand, a declaration by them as to the condition and positioning of any such alarm.

#### **Condition 21 - Fire Risk Assessment**

21. The Licence Holder must ensure that:

- 21.1 A fire risk assessment is carried out at the HMO, and that all known risks and hazards noted by such assessment are, in so far as is reasonably practicable, documented and minimised.
- 21.2 Fire risk assessments to be reviewed if there is a change in legislation and or layout of the property.

## **Part V GENERAL**

### **Condition 22 – General**

22. The Licence Holder must ensure that:

- 22.1 The HMO's common parts are kept clean, in a good state of repair and periodically maintained.
- 22.2 All tenants are made aware that smoking is not allowed in any of the common parts of the HMO by virtue of the Health Act 2006 and associated regulations.

### **Condition 23 - Changes and Alterations**

23. The Licence Holder must ensure that:

23.1 In respect of any change to the:

- Licence Holder's residential address or contact details, or where the Licence Holder is a business, if the business address has changed.
- Freehold or leasehold ownership.
- Management arrangements at the HMO.
- Licence Holder or manager's circumstances which may impact upon their status as a fit and proper person including but not limited to cautions, criminal conviction for an offence concerning either dishonesty, fraud, violence, misuse of drugs, discrimination, or housing regulations.

such change is reported in writing to the Authority within 21 days of it occurring (or any such lesser period that is specified in any relevant regulation).

23.2 Any proposed changes to the construction, layout or amenity provisions at the HMO that may affect the licence or licence conditions must be reported to the Authority before the work is carried out, as this may require a licence variation.

### **Condition 24 – Training (Appendix 3)**

24. The Licence Holder must ensure that:

24.1 Where the Licence Holder has not attended relevant training in the previous three (3) years, they must as a minimum attend suitable training on the law and legal requirements relating to managing privately rented housing including HMOs within 12 months of the date the licence is granted.

### **Condition 25 - Display of HMO Licence**

25. The Licence Holder must ensure that:

25.1 A copy of the HMO Licence is displayed at all times in a prominent place in the HMO.

## **Definitions**

In these proposed Licence conditions, the following words are defined below:

“Authority” refers to Charnwood Borough Council acting in its capacity as a local housing authority.

“Additional Licensing designation” means the designation of the borough of Charnwood as the area in respect of which all HMOs are required to be licensed under Part 2 of the Housing Act 2004.

“BS” means British Standard.

“Discretionary Conditions” means licence conditions imposed by the Authority under sections 67 and 68 of the Housing Act 2004.

“Electrical Installations” has the meaning given to those words in regulation 2(1) of the Building Regulations 2010.

“HMO” refers to the building (or part of it), or such part of it, as is licensed under Part 2 of the Housing Act 2004.

“House” refers to any HMO.

“Licence” means the licence granted by the Authority under Part 2 of the Housing Act 2004 pursuant to an application made by the proposed Licence Holder.

“Licence Holder” refers to:

- (i) the person to whom the Authority has granted the Licence, and
- (ii) from the date of his or her consent, any other person who agrees to comply with the Licence conditions, restriction and obligations that follow.

“Mandatory Conditions” means the licence conditions specified in Schedule 4 of Housing Act 2004 which must be imposed upon a Licence granted under Part II.

“Tenant” includes a licensee or any other occupier of the HMO.

**Condition 1 - Maximum Permitted Occupancy per Bedroom/Bedsit**

The assessment of the number of people sharing will take into account both babies and children, with each having their own allocation of space.

Everyone aged over the age of 10 years old must be able to occupy sleeping accommodation so that they do not have to share with someone who is not a close relative, or with someone of the opposite sex unless they are living together/co-habiting. For the definition of close relative, this means parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew, niece, or cousin.

Only the useable floor space will be included in calculating a room's floor area after having deducted: corridors, toilet compartments, bathrooms, shower-rooms, and chimney breasts.

The ceiling height must be a minimum 1.9 metres over at least half of the floor area, and any area with a ceiling height of less than 1.5 metres shall not be counted as part of the habitable floor area.

No staircase or landing, nor any room which has been designed or appointed as either a kitchen, or as a bathroom, shall be deemed as suitable for sleeping accommodation.

Please refer also to the Authority's adopted Guidance Standards for Licensable Houses in Multiple Occupation.

## Condition 24 - Training

The training requirement in conditions 24 is a minimum requirement and depending on the level of responsibility and complexity of properties involved the Licence Holder should consider undertaking further relevant training in line with the extent of their liabilities.

This requirement for condition 24 can be satisfied by the completion of a one-day training course or online equivalent covering the law and legal requirements relating to managing privately rented houses.

Once completed, submit a certificate or other confirmation to the Authority following this training.

The following are recognised as providing a suitable course to satisfy this condition.

DASH Services Landlord Development Course [www.dashservices.org.uk](http://www.dashservices.org.uk)  
linda.cobb@derby.gov.uk 01332 641111

East Midlands Property Owners (EMPO) Basic Law for Lettings:  
[www.empo.co.uk/trainingcourses.html](http://www.empo.co.uk/trainingcourses.html) [www.empo.co.uk/contact-us.html](http://www.empo.co.uk/contact-us.html), telephone 0115 9502639

National Residential Landlords Association (NRLA) Landlord/Agent/HMO Fundamentals  
eLearning and eClassroom Courses: <https://www.nrla.org.uk/training-academy/core-courses>;  
telephone 0300 131 6400

**Failure to comply with any licence conditions is an offence****Prosecution/Enforcement Action**

It is the Licence Holder's responsibility to ensure compliance with the requirements of all the Licence conditions set out in this document. Failure to do so may result in prosecution for breach of Licence conditions; service of a civil penalty of up to £30,000 in respect each Licence condition breach; and/or the revocation of the Licence.

The Licence Holder, as the person to whom this Licence has been granted, is responsible for ensuring compliance with its conditions at all times, and that any person acting on their behalf in the management of the house is made aware of, and complies with, the obligations and responsibilities set out in this document.

**Limitations of the Licence Transfer**

This Licence is personal to the Licence Holder and cannot be transferred to another person, organisation or property.

**Registered Companies**

If the Licence Holder is a registered company and it is dissolved while the licence is in force, the licence ceases to be in force on the date of dissolution.

**Property Condition**

This property licence is not proof or evidence that the house is safe and free from hazards and defects. The property licence does not prevent criminal or civil legal action being taken against the Licence Holder, or anyone else with an interest in the property, if any hazards or nuisances are found or any other problems discovered in relation to the condition of the property.

**Building Control**

This property licence does not grant any Building Control (Development Control) approvals, consent, or permissions, retrospectively or otherwise. This property licence does not offer any protection or excuse against any enforcement action taken by the Building Control (Development Control) Department.

**Planning Permission**

This property licence does not grant, any planning approvals, consents or permissions under the Town and Country Planning Act 1990 or any related planning legislation, retrospectively or otherwise. You should check the Authority's website to ensure the correct planning permissions are in place. This property licence does not offer any protection or excuse against any enforcement action taken by the Planning Services.



## Variation

No changes may be made to the use, layout, or maximum occupancy level of the property without the Authority's prior written consent. Where the Licence Holder or a relevant person applies to vary a licence they should do so at the earliest opportunity and there may be a charge for any variations to a Licence. The original licence stays in force until the variation is determined and comes into effect a person making unauthorised changes may be liable to prosecution or other forms of enforcement action.

## Leasehold Agreements

It is your responsibility to check the terms of any lease that you hold to ensure that operating the property as a House in Multiple Occupation does not breach the terms of your lease.

## Guidance Information

These do not form part of the licence conditions, but you may still be under an obligation to comply with them.

### Consumer Rights and Unfair Practices

The Office of Fair Trading's (OFT) guidance on unfair contracts when conducting their business, drawing up tenancies, contracts, or the service of notices on tenants and/or agents. The Licence Holder must act in good faith and must not conduct actions which would be considered a misleading action or omission. Full information should be supplied to any prospective tenant including details of this licence.

Further advice can be found here: <https://www.gov.uk/government/publications/unfair-contract-terms-cma37> <https://www.gov.uk/government/publications/unfair-terms-in-tenancy-agreements--2>

### Gas Safety

If gas is supplied to the house the Licence Holder shall ensure the Gas Safety (Installation and Use) Regulations 1998 (or any Regulations which subsequently replace these) are complied with. Details of competent Gas Safe engineers can be found at [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk).

### Electrical Safety

The Licence Holder shall ensure that the Electrical Equipment (Safety) Regulations 1994 (or any Regulations which subsequently replace these) are complied with. Certificates must be in the format recommended in the British Standards. All electrical checks, works, and certification must be carried out by a competent person being a suitably qualified electrical contractor who should be registered / member of an approved scheme such as NICEIC, ECA, NAPIT etc. or registered to undertake electrical works in accordance with Part P of the Building Regulations (unless exempt works).

### Smoke Alarms, Fire Detection Systems and Emergency Escape Lighting

Depending on the size, layout, and occupancy of the property the Licence Holder may need to go over and above the legal minimum standards to adequately protect the tenants from fire and undertake a risk assessment. When doing this the Licence Holder should have regard to the current Building Regulations; and the LACORS Fire Safety Guide. The LACORS Fire Safety guidance is available at: <https://www.cieh.org/media/1244/guidance-on-fire-safety-provisions-for-certain-types-of-existing-housing.pdf>.

### Competent Person

A competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to assist you properly. The level of competence required will depend on the complexity of the situation and the particular help you need.

[www.competentperson.co.uk](http://www.competentperson.co.uk).

## Furniture Safety

The Licence Holder shall ensure that the Furniture and Furnishings (Fire Safety) Regulations 1988 (or any Regulations which subsequently replace these) in respect of any upholstered furniture supplied by them, including chairs, sofas, beds, upholstered headboards, mattresses, cushions, seat pads, pillows and upholstered garden furniture etc. are complied with. Further information on the requirements can be found in this guide: <https://www.fira.co.uk/images/FIRA-Flammability-Guide.pdf>.

## Deposits

The Licence Holder shall ensure that any deposit taken as security for a tenancy is protected as appropriate by placing it in an approved tenancy deposit scheme. The tenant must be given the prescribed information about the scheme being used in a specified time.

## Right to rent

Only people with permission or a right to be in the UK have a right to rent property. As a landlord, you have a responsibility to restrict illegal immigrants accessing the private rented sector. If you are found letting to someone who does not have the right to be in the UK, and you cannot show that you have made right to rent checks, then you could face a penalty of £3,000. For more information visit [www.gov.uk/check-tenant-right-to-rent-documents](http://www.gov.uk/check-tenant-right-to-rent-documents).

## Energy Performance Certificates (EPCs)

Licence Holders shall ensure they comply with relevant legislation, ensuring tenants have sight of a current EPC for the property at the appropriate time. From 1st April 2018 domestic properties in England and Wales must have an EPC certificate with a minimum E rating for energy efficiency.

## Redress Scheme

Where the Licence Holder is also a letting agent or property manager, they shall be a member of a relevant property redress scheme. More information is available at [www.gov.uk/government/publications/lettings-agents-and-property-managers-redress-schemes](http://www.gov.uk/government/publications/lettings-agents-and-property-managers-redress-schemes).

## Information Commission Office

Every organisation or sole trader who processes personal information needs to pay a data protection fee to the ICO unless they are exempt'. Organisations can find guidance, pay the fee or search the register by visiting [Data protection fee | ICO](https://ico.org.uk/data-protection/data-protection-fee).

In general: The UK data protection regime is set out in the Data Protection Act 2018 and the UK GDPR and applies if you have information about people for any business or other non-household purpose. The law applies to any 'processing of personal data', and will catch most businesses and organisations, whatever their size. Further information and guidance on what the regime requires organisations to do, and how to comply with its duties can be found on the Information Commissioners Office website - [ico.org.uk](https://ico.org.uk).

