**Appendix 1 – Criteria for Longer Licences**

**One year Licence Criteria**

To receive a 1 year licence you must:

* Complete a valid licence application before expiry.

There are no additional pre-requisite criteria for receiving an annual licence with re-inspection.

To receive an annual licence without re-inspection, all conditions must be completed and there must be no concerns over the management of the house.

All first-time licensees will have one-year licences with re-inspections initially.

**Two year Licence Criteria**

To receive a 2 year licence you must:

1. Complete a valid licence application
2. Provide a Fire Risk Assessment

Both items must be completed at least 28 days before your current licence expires.

Having a fire risk assessment for your HMO is a legal requirement under the Regulatory Reform (Fire Safety) Order 2005, which is enforced by the Fire Authority.

We check the following when assessing two-year licence eligibility:

* Good application history - on time and complete, no repeat reminders
* 'Clean bill of health' - no issues with other departments e.g. Council Tax, Planning etc. within the last three years
* No outstanding licence conditions - new conditions for minor works (e.g. decorative repair) may be permitted
* All safety certificates are provided up-to-date and satisfactory
* Maximum two justified service requests - complaints we receive each year about property conditions etc. where we have had to take action or instigate enforcement to resolve.

**Five Year (Full Scheme) Licence Criteria**

To receive a five-year licence you must:

1. Complete a valid licence application
2. Provide a Fire Risk Assessment
3. Provide a signed self certification form

All three items must be completed at least 28 days before your current licence expires.

Having a fire risk assessment for your HMO is a legal requirement under the Regulatory Reform (Fire Safety) Order 2005, which is enforced by the Fire Authority.

When signing the full scheme 'five-year' self-certification form you are confirming:

|  |  |  |  |
| --- | --- | --- | --- |
| **Full scheme ‘5 year’ self-certification criteria** | **Landlord** - licence holder and manages own property | **Managing Agent** - licence holder and manager(landlord uninvolved) | **Landlord and Agent** |
| Landlord (licence holder)  | Agent (manager)  |
| OCLAS Accreditation | Yes | Yes  | Yes | Yes |
| Adhere to the Private Rented Sector Code of Practice  | Yes | Yes | Yes | Yes |
| Suitable maintenance arrangements in place | Yes | Yes | No | Yes |
| Agent has full management control | No | Yes | Yes | Yes |
| Agent’s employees qualified and conduct regular CPD | No | Yes | No | Yes |
| Agent registered with a recognised professional association | No | Yes | No | Yes |

**Additional notes**

The landlord does not also need to be accredited when the managing agent is licence holder with full management control.

A Disclosure and Barring Service (DBS) check may be requested from the landlord in cases where the agent has full management control (irrespective of whom the licence holder is).

*‘Suitable management arrangements’* means having arrangements in place with suitably qualified and competent tradespeople to carry out maintenance and emergency repairs. For example having ready details of a Gas Safe Registered plumber, a NICEIC registered electrician and reputable builder/handyman; or having a comprehensive emergency cover plan for your properties.

*'Recognised professional associations'* for agents include: ARLA, ARMA, IRPM, NAEA, RICS.

We check the following when assessing five-year licence eligibility:

* Good application history - on time and complete, no repeat reminders
* 'Clean bill of health' - no issues with other departments e.g. Council Tax, Planning etc. within the last three years
* No outstanding licence conditions
* All safety certificates are provided up-to-date and satisfactory
* No justified service requests - complaints we receive each year about property conditions etc. where we have had to take action or instigate enforcement to resolve.
* Minimum E rating on EPC - by law all privately rented properties must have a minimum EPC rating of E from April 2018.