

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 uninformed)	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.

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