

Copy of Mandatory HMO Licence

Licence Ref Number: 141534/SF108583

Address of licensed premises:-

3 Westbourne Grove Old Moat Manchester M20 1JA

Licence Holder:-

Name: Mark Tucker

Address: 150e Burton Road
Manchester
M20 1LH

Person / company managing this property:-

Name: Gemma Smith

Address: 150e Burton Road
Manchester
M20 1LH

The licence was granted on:- 29th January 2018

and is valid until:- 28th January 2023

This licence is not transferable and is issued subject to the conditions in the attached schedules.

The council is satisfied that the licensed premises are reasonably suitable for occupation by not more than 5 occupants and/or 5 households.

Dated this day: 29th January 2018

Signature



**On behalf of, and in the name of, Fiona Worrall
Director of Neighbourhoods**

Explanatory Notes

The Notice of Intention

The Notice of Intention to Grant a Licence is a legal document stating Manchester City Council's (the Council's) intention to grant a Mandatory HMO Licence for the property specified in the notice.

It is a legal requirement that the Council serve this notice on the licence applicant, and send a copy of it to certain persons connected to the property – these people are usually referred to legally as "relevant persons".

This notice informs of the intention to grant a licence and the conditions that the Council intends to place on the licensed property. The applicant and persons connected to the property have the right to comment on aspects of the Licence, this is referred to as giving representations.

Representations

Before the Council can grant a licence it must consider any representations made in accordance with the Notice of Intention to Grant a Licence. A representation is a formal statement made to an official body by a person expressing a point of view about some aspect of the Licence.

A representation to the Council should be made in writing to the Neighbourhood Services (see contact details at the foot of this document). However, in exceptional circumstances, the Council will accept an oral representation. Representations should be submitted before the end of the consultation period, which is stated on the notice.

If you, or any person connected to the property makes a representation the Neighbourhood Services will consider the issues raised and make a decision about whether any action needs to be taken. This action could include modifying some aspect of the Licence, e.g. the conditions attached, or investigating the matter further. The Council will always contact the applicant and all relevant persons to inform of the decision it has made. If you disagree with the decision the Council has made you have the right to appeal the decision with the residential property Tribunal.

The Licence

The Licence is a legal document that shows that the licence holder has been given permission to continue to operate a certain type of HMO, usually with certain conditions that the licence holder must meet.

The Licence relates only to the property specified in the licence. The Licence is usually valid for 5 years from the date of issue, however, the duration of the Licence is specified on the Licence document. The Licence may not be transferred to another person. If the owner/manager (or whoever acts as licence holder) changes while the Licence is in force, the Licence ceases to be in force and a new licence must be obtained.

Where a Mandatory HMO Licence application is made to the Council, it will either grant or refuse the Licence. In making this decision, the Council will consider, amongst other things:

- Whether the house is reasonably suitable for occupation by the proposed number of households or persons
- Whether the proposed licence holder is the most appropriate person to hold the Licence
- Whether he or she is a fit and proper person to be the licence holder
- Whether the proposed management arrangements for the property are satisfactory

Licence Conditions

Every licence must include certain statutory conditions, which are stated in Schedule 4 of the Housing Act 2004. There is also a set of general conditions that Manchester City Council has decided to apply to all licences. The Council also has the power to impose specific conditions on a licence if it considers them appropriate for regulating the management, use and occupation of the house concerned.

Conditions may relate to or include, amongst other things:

- Restrictions or prohibitions on the use or occupation of particular parts of the house
- Reasonable and practical steps for the prevention or reduction of anti-social behaviour
- Making facilities and equipment available in the property to meet prescribed standards and/or keep facilities and equipment in repair and proper working order
- That works are carried out within a particular timescale.

All conditions that are applied to licences are designed to demonstrate the minimum standard that must be met. The condition may specify a list of factors that should be achieved, some of which the licence holder may already comply with. It is the duty of the licence holder to read all conditions **entirely and carefully** and fulfil them completely. The council may impose time restrictions for compliance with certain conditions where appropriate. It is an offence to fail to comply with any condition on a licence. On conviction this carries a fine of up to £5,000.

Variation and Revocation of Licence

The Council may vary or revoke the Licence with the consent of the licence holder or if the Council considers there has been a change of circumstances.

Offences

Offences in relation to licensing of HMO's can include:

- Having control of or managing a HMO which is required to be licensed but is not
- Knowingly allowing more than the maximum number of occupants stated in the Licence to reside in the premises
- Failing to comply with a condition of the Licence

It is an offence to supply false or misleading information to the Council (either directly or via another person) where it is known that the information is false or misleading, or the applicant or some other person has been reckless as to whether the information is false or misleading.

Advice

If you do not understand this notice or wish to know more about it, you should contact the Neighbourhood Services. If you want independent advice about your rights and obligations, you should go to a Citizen's Advice Bureau, Housing Aid Centre, Law Centre or contact a solicitor. Any statutory references in this document are references to the Housing Act 2004, which can be viewed on the Office of Public Sector Information website

Contact Details

Growth & Neighbourhoods
Coca Cola Building
Hammerstone Road
Gorton
Manchester
M18 8EQ

Tel: 0161 234 5500

Email: hmolicensingenquiry@manchester.gov.uk

Management Conditions

1. The Licence holder must have a written procedure for repairs and complaints with regard to property condition, a copy of this procedure should be provided to all current and future tenants/occupiers.

The Licence holder must supply a copy of this procedure to the Council upon request within 14 days from the date at which the procedure is requested.

The Licence holder must adhere to their written procedure.

2. The Licence holder must have a written procedure for dealing with anti social behaviour perpetrated by his or her tenants/occupiers, a copy of this procedure should be provided to all existing and future tenants/ occupiers.

The Licence holder must supply a copy of this procedure to the Council upon request within 14 days from the date at which the procedure is requested.

The Licence holder must adhere to their written procedure.

3. The Licence holder must have a written procedure for planned maintenance and provide a copy of this to all existing and future tenants/occupiers.

The Licence holder must supply a copy of this procedure to the Council upon request within 14 days from the date at which the procedure is requested.

The Licence holder must adhere to their written procedure.

Issued by:
Manchester City Council