

Bond Properties and Investments LTD
Unit 2.02 High Weald House
Glovers End
Bexhill
TN39 5ES

B441
04 OCT 2022

Private Housing

your ref: HMO/054426
date: 30 September 2022

Dear Sir/Madam

Re: Housing Act 2004 - Licensing of House in Multiple Occupation (HMO)
Address: 2 Willowfield Road, Eastbourne, East Sussex, BN22 8AL

On **7 September 2022** Eastbourne Borough Council (the Council) received an application for the above premises to be licensed under the Housing Act 2004.

A Notice of Intention to grant a licence and the draft Licence are attached.

This draft Licence and Notice of Intention are your opportunity, as either the license holder or an interested party, to review the licence and its conditions.

A copy of the HMO Prescribed Standards and HMO Management Regulations are available at www.lewes-eastbourne.gov.uk/hmo licence. These must be complied with at all times.

Your licence comes into force on 7 September 2022 and remains in force until 6 September 2022.

Please read the attached documents. You may make representation in writing to this office **within 14 days** of receiving the Notice of Intention. All representations will be considered and, if necessary, you may appeal to the Residential Property Tribunal. If the council receives no response, it will assume that you have no comment to make.

Should you require further information please contact Gilbert Moyo on 07895207709.

For advice, publications, or to contact us online, visit our website at www.lewes-eastbourne.gov.uk

Lewes District Council
Southover House
Southover Road
Lewes
East Sussex
BN7 1AB

Eastbourne Borough Council
Eastbourne Town Hall
Grove Road
Eastbourne
East Sussex
BN21 4UG

In partnership with **Eastbourne Homes Limited** a company wholly owned by Eastbourne Borough Council (Registered Company Number: 5340097) England and Wales

Yours faithfully



Gilbert Moyo

Specialist Advisor (Private Housing)

Lewes District Council and Eastbourne Borough Council

M. 07800 689288

gilbert.moyo@lewes-eastbourne.gov.uk

www.lewes-eastbourne.gov.uk

Housing Act 2004

Licence to Use a Property as a House in Multiple Occupation

The house in multiple occupation situated at:

2 Willowfield Road, Eastbourne, East Sussex, BN22 8AL

is licensed by Eastbourne Borough Council in accordance with the provisions of Part 2 of the Housing Act 2004

From

7 September 2022

Until

6 September 2027

Subject to the conditions required by Schedule 4 of the Act and any additional conditions imposed by virtue of Section 67 of the Act which form part of this licence

The Licence is issued to: **Bond Properties and Investments LTD**
(The Licence Holder)

The maximum number of households is: **11 Households**

The maximum number of occupants is: **12 Occupants**

Licence Number: **054426**

The Register of Licences is available for public inspection during the hours of 9am to 5pm at Private Housing, Eastbourne Town Hall, Grove Road, Eastbourne, East Sussex, BN21 4UG.

Date: 30 September 2022

Signed:



Senior Specialist Advisor – Housing Standards

Conditions of Licence

Address of Licensed Property: **2 Willowfield Road, Eastbourne, BN22 8AL**

Licence number: **054426**

Name of Licence Holder: **Bond Properties and Investments LTD**

Address of Licence Holder:

**Unit 2.02 High Weald House
Glovers End
Bexhill
East Sussex
TN39 5ES**

Section 1

Conditions required by virtue of Schedule 4 of The Housing Act 2004

(Mandatory Conditions)

1.	This condition only applies where gas is supplied to the property. The licence holder must send the current Landlord Gas Safety Record to the Local Authority every year on the anniversary of the issue of the Gas Safety Record.
2.	The licence holder must ensure that every fixed electrical installation and at least 10% of the fixtures and fittings are inspected and tested at intervals not exceeding five years by a person qualified to undertake such inspection and testing. The licence holder must obtain a certificate from the person conducting that test, specifying the results of the test and must send the Electrical Installation Condition Report to the Local Authority at the anniversary of the expiry of the previous report, which cannot be more than 5 years since the previous Electrical Installation Condition Report.
3.	The licence holder shall ensure that all portable electrical appliances provided by him/her for the use of the tenants of the HMO, are maintained in a safe condition, and that a test of all such equipment is carried out annually by a competent person. The Licence holder and/or the Manager shall, within the period of 3 months from the date the licence is issued, supply to the Local Authority a copy of the most recent Portable Appliance Test certificate, being not more than 12 months old on the date it is submitted. The Landlord and/or the manager shall thereafter produce a copy of the most recent Portable

	Appliance Test certificate for the inspection upon demand from the Local Authority.																																												
4.	The licence holder must keep furniture supplied by him in a safe condition. A declaration as to the safe condition of the furniture must be supplied to the Local Authority on demand.																																												
5.	The licence holder must ensure that smoke alarms are installed in the property. Smoke alarms must be installed on each storey of the property. A declaration as to positioning of such alarms must be supplied to the Local Authority on demand.																																												
6.	The licence holder must ensure that the smoke alarms are kept in proper working order. A declaration as to the proper working order of such alarms must be supplied to the Local Authority on demand.																																												
7.	The licence holder must supply to the occupants of the property a written statement of the terms on which they occupy it.																																												
8.	The licence holder shall provide and maintain the provision of suitable refuse and litter bins or other suitable receptacles on a scale adequate to the requirements of residents, except insofar as such provision is made by the Local Authority and make such supplementary arrangements for the disposal of refuse and litter from the property as may be necessary, having regard to any service provided by the Local Authority.																																												
9.	<p>Room sizes</p> <p>The maximum occupancy limit per room shall be as follows. For the purposes of this licence, any occupier is regarded as one person, regardless of age.</p> <table border="1"> <thead> <tr> <th>Location of room/number</th> <th>Room size</th> <th>Number of persons</th> <th>Number of households</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Double</td> <td>1</td> <td>1</td> </tr> <tr> <td>2</td> <td>Double</td> <td>1</td> <td>1</td> </tr> <tr> <td>3</td> <td>Double</td> <td>1</td> <td>1</td> </tr> <tr> <td>4</td> <td>Double</td> <td>1</td> <td>1</td> </tr> <tr> <td>5</td> <td>Double</td> <td>1</td> <td>1</td> </tr> <tr> <td>6</td> <td>Double</td> <td>1</td> <td>1</td> </tr> <tr> <td>7</td> <td>Double</td> <td>1</td> <td>1</td> </tr> <tr> <td>8</td> <td>Double</td> <td>1</td> <td>1</td> </tr> <tr> <td>9</td> <td>Double</td> <td>1</td> <td>1</td> </tr> <tr> <td>10</td> <td>Large double</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	Location of room/number	Room size	Number of persons	Number of households	1	Double	1	1	2	Double	1	1	3	Double	1	1	4	Double	1	1	5	Double	1	1	6	Double	1	1	7	Double	1	1	8	Double	1	1	9	Double	1	1	10	Large double	1	1
Location of room/number	Room size	Number of persons	Number of households																																										
1	Double	1	1																																										
2	Double	1	1																																										
3	Double	1	1																																										
4	Double	1	1																																										
5	Double	1	1																																										
6	Double	1	1																																										
7	Double	1	1																																										
8	Double	1	1																																										
9	Double	1	1																																										
10	Large double	1	1																																										

	11	Large double	2	1				
	<p>The maximum number of persons and households the property is licensed for based on the number of facilities provided as well as the room sizes is;</p> <table border="1"> <tr> <td>12</td> <td>People</td> </tr> <tr> <td>9</td> <td>Households</td> </tr> </table> <p>The licence holder must not permit the property to be occupied by more than the number of persons specified in the licence and must ensure that the common areas, including shared living rooms, kitchens and hallways of the property are not used for sleeping purposes either by their tenants or their guests.</p>				12	People	9	Households
12	People							
9	Households							
10.	<p>The licence holder must ensure that a carbon monoxide alarm is installed in any room in the property which is used wholly or partly as living accommodation and contains a fuel burning appliance (gas, oil, and solid fuel) and to keep any such alarm in proper working order and to supply to the Council, on demand, with a declaration as to the condition and positioning of any such alarm. The term room also includes a hall, landing, bathroom, or water-closet compartment.</p>							

Section 2

Conditions required by virtue of Section 67 of The Housing Act 2004

(Imposed Conditions)

Section 67 allows the local authority to include conditions it considers appropriate to regulate the management, use, occupation, condition, and contents of the property.

In relation to this licence, the following additional conditions apply to ensure the property complies with The Management of Houses in Multiple Occupation (England) Regulations 2006:

	Condition
11.	The licence holder shall ensure that the fire alarm system is maintained and tested in line with the provisions of BS 5839 and shall, upon demand from the Local Authority, produce evidence of the aforementioned testing and maintenance. The licence holder shall annually produce evidence of servicing and testing for the inspection of the Local Authority.
	The licence holder shall ensure that where emergency lighting installed within

12.	the property is maintained and tested and shall employ a competent person to do so and shall, upon demand from the Local Authority, produce evidence of the aforementioned testing and maintenance. The licence holder shall annually produce evidence of servicing and testing for the inspection of the Local Authority.
13.	The licence holder shall ensure that any faults identified affecting the fire precautions and equipment contained within the property are remedied within a reasonable time period by, if necessary, the appropriately competent person and shall keep a log of all faults, indicating date of when the fault was found and the date the fault was remedied and shall, upon demand from the Local Authority, provide a copy of the log.
14.	The licence holder shall ensure that all parts of the property in common use are in and are maintained in repair (including, where appropriate, decorative repair), a clean condition and good order.
15.	The licence holder shall ensure that all facilities and equipment within the property are in and are maintained in repair (including, where appropriate, decorative repair), a clean condition and good order. This includes kitchens, bathrooms, and laundry facilities.
16.	The licence holder shall ensure that any living accommodation is in a clean condition at the beginning of the resident's occupation of it.
17.	The licence holder shall ensure that such parts of the property in common use as comprise staircases, passageways, corridors, halls, lobbies, balconies, and entrances (including entrance doors, porches, and steps) are kept free from obstruction.
18.	The licence holder shall not unreasonably cause a supply of gas or electricity to any resident in the property to be interrupted.
19.	The licence holder shall ensure the installations in the accommodation for the supply of water, gas, and electricity, for space heating and heating water and for sanitation and drainage are in and are maintained in good repair and proper working order.
20.	The licence holder shall not unreasonably cause a supply of water to any resident in the property to be interrupted.

21.	The licence holder shall ensure that installations for lighting serving any part of the property in common use are readily available for use by residents to such extent and at such times as they may reasonably require.
22.	The licence holder shall ensure that boundary walls, fences, and railings (including basement area railings), insofar as they belong to the property, are kept, and maintained in repair so as not to constitute a danger to residents.
23.	The licence holder shall ensure that every outbuilding, yard, garden, area, and forecourt which belongs to the property and is in common use, is in and is maintained in repair, clean condition, and good order, and that any space belonging to the property to property the refuse storage facilities are all maintained in a clean condition and good order.
24.	<p>The licence holder shall take all reasonable and practicable steps to prevent or reduce antisocial behaviour by persons occupying or visiting the property. All complaints of anti-social behaviour by occupants or their visitors made by other occupants or neighbours shall be investigated and the appropriate action taken.</p> <p>The licence holder shall provide the local authority with evidence of appropriate management practice and procedures to address any anti-social behaviour that may arise. Any written statement provided to occupiers on their terms of occupancy shall include an express prohibition on anti-social behaviour that causes a nuisance or annoyance to adjoining occupiers and a warning that breach of that prohibition could lead to possession proceedings.</p>
25.	The licence holder shall ensure that a copy of the licence is displayed in a prominent position in the common parts of the property.
26.	The licence holder shall display, in a prominent place in the premises, a notice providing the name, address and telephone number of the landlord's appointed local, out of hours contact, who will respond to emergency situations outside normal business hours and can be easily contacted by East Sussex Fire and Rescue Service and Sussex Police.
27.	The licence holder must advise the Council in advance of making any changes to the layout, amenity provision, fire precautions or mode of occupation of the property.

**EASTBOURNE BOROUGH COUNCIL
HOUSING ACT 2004 AND SCHEDULE 5(1)
LICENSING OF HOUSES IN MULTIPLE OCCUPATION**

**NOTICE OF INTENTION
TO GRANT A LICENCE IN RESPECT OF A HOUSE IN MULTIPLE OCCUPATION**

To : Bond Properties and Investments LTD of Unit 2.02 High Weald House, Glovers End, Bexhill, East Sussex, England, TN39 5ES
: S H Property Consultants LTD at C/O Wrlo Accountants, 31 Willingdon Road, Eastbourne, East Sussex, England, BN21 1TN
: One Savings Bank t/a Kent Reliance Mortgages of Reliance House, Sun Pier, Chatham, Kent, ME4 4ES

The Eastbourne Borough Council ("the Council") is considering an application for a house in multiple occupation licence for the property known as
2 Willowfield Road, Eastbourne, East Sussex, BN22 8AL (the "house")

The Council is of the opinion that the following matters* have been satisfied:

- The house is reasonably suitable for occupation by not more than the maximum number of households or persons, or that it can be made so suitable by the imposition of conditions as detailed in the attached proposed licence
- The proposed licence holder is a fit and proper person
- The proposed licence holder is the most appropriate person to be the licence holder of the house
- The proposed manager is *the person having control of the house/a person who is an agent or employee of the person having control of the house
- The proposed manager is a fit and proper person; and
- The proposed management arrangements for the house are otherwise satisfactory

The main terms of the proposed licence are included in the attached draft licence documents.

If you consider that the licence should not be approved or that its requirements should be changed, you should write or make oral representation to the case officer stated below by **21 October 2022** being a day which is **at least 14 days** after the date of service of this notice.

Any representations which you make, in accordance with this notice, and which you do not withdraw will be considered before any final decision is made.

Dated: 30 September 2022

Signed: R Wynn

This matter is being dealt with by:

Gilbert Moyo
Specialist Advisor (Private Housing)
Lewes District Council and Eastbourne Borough Council
M. 07800 689288
gilbert.moyo@lewes-eastbourne.gov.uk
www.lewes-eastbourne.gov.uk

Our ref: 054426

**EASTBOURNE BOROUGH COUNCIL
HOUSING ACT 2004 AND SCHEDULE 5(1)
LICENSING OF HOUSES IN MULTIPLE OCCUPATION**

*Please refer to attached notes for definitions

NOTES

Below is an explanation of some of the definitions used in the attached notice of intention to grant a licence in respect of a house in multiple occupation.

1. House in Multiple Occupation (HMO)

An **HMO** is a house or flat that is occupied as a main residence by more than one household where occupiers share facilities such as kitchens, bathrooms, and WCs. This would include for example, houses containing bedsits, a combination of bedsits and self-contained flats (where the bedsits share facilities), shared houses and hostels.

In addition, buildings entirely converted into self-contained flats NOT in strict compliance with the Building Regulations 1991, or with the equivalent building standards contained in the Building Regulations which applied at the time of the conversion, and occupied by less than two thirds owner occupiers are also HMOs

2. Household

The definition of **household** relates to any members of the same family, including spouses, aunts, uncles, nieces, nephews, grandparents etc., and partners living together as husband and wife (or in an equivalent relationship in the case of persons of the same sex).

3. The most appropriate person

The most appropriate person is normally the landlord if s/he is receiving all rents directly. If, however a managing agent has financial control of the HMO they may be the most appropriate person to hold the licence.

4. Fit and proper persons

The proposed licence holder and any proposed manager of the property must be 'fit and proper' persons. Eastbourne Borough Council will consider any evidence of offences committed/malpractice in deciding whether the proposed licence holder and/or manager are 'fit and proper'. Evidence to be considered is:

- Offences involving fraud/dishonesty/violence/drugs or certain sexual offences.
- Unlawful discrimination on the grounds of sex/colour/race/ethnic or national origins/disability, in, or in connection with, the carrying on of any business.
- Contravention of any Housing/Landlord and Tenant/Planning legislation.

5. Management arrangements

Eastbourne Borough Council must consider that the proposed management are satisfactory, and in deciding this must take into account:

- That anyone involved in the management of the property has a sufficient level of competence and is a fit and proper person.
- Management structures and funding arrangements are suitable.

**EASTBOURNE BOROUGH COUNCIL
HOUSING ACT 2004 AND SCHEDULE 5(1)
LICENSING OF HOUSES IN MULTIPLE OCCUPATION**

PROPOSED PROPERTY LICENCE

Licensed premises: **2 Willowfield Road, Eastbourne, East Sussex, BN22 8AL**

Licence number: **054426**
Licence Date: **7 September 2022**
Licensed Conditional on: *****
Licence expiry date: **6 September 2027 being 5 years from date licence is issued**

The proposed Licence is given subject to the following condition(s): -

That, throughout the period that the house is licensed, you comply with the attached management conditions and the Council's Standards for houses in multiple occupation applicable to this type of HMO.

Schedule of Licensed Details

- Short description of licensed premises: HMO Shared House three floors
- The number of storeys: 3
- The number of rooms in the house used exclusively as-
 - Living accommodation: 1
 - Sleeping accommodation: 6
- The total number of shared facilities in the house:
 - Fixed sinks: 2
 - Fixed wash hand basins: 0
 - Fixed baths: 0
 - Fixed showers: 0
 - Water closets: 0
 - Kitchens: 2
- The total number of dwellings in the premises which are:
 - Self-contained: 0
 - Non-self-contained (bedsits): 11
- The number of households and persons occupying the house:
 - Existing Person: 0
 - Existing Households: 0
- The maximum number of households and persons for whom it is licensed (based on conditions set out in accompanying letter):
 - Licensed Person: 12
 - Licensed Households: 11

**EASTBOURNE BOROUGH COUNCIL
HOUSING ACT 2004 AND SCHEDULE 5(1)
LICENSING OF HOUSES IN MULTIPLE OCCUPATION**

- The name and address of the licence holder:

**Bond Properties and Investments LTD
Unit 2.02 High Weald House
Glovers End
Bexhill
TN39 5ES**

- The name and address of the person managing the house:

**S H Property Consultants LTD
C/O Wrlo Accountants
31 Willingdon Road
Eastbourne
East Sussex
England
BN21 1TN**

If there is anything you do not understand please contact us.