

**Private Sector Housing Licensing
Civic Centre, Silver Street**

**Enfield
London
EN1 3ES**

**Miss Jaini Shah and Mr Anil Shah
19 Victoria Road
London
N18 2UF
United Kingdom**

**0203 821 1761
PRSH@enfield.gov.uk**

30 December 2022

Dear Miss Jaini Shah and Mr Anil Shah

**Housing Act 2004 Part 3 Section 88
Selective Licensing Of Other Residential Accommodation**

**Re: 19, Victoria Road(Flats A, B, C, D, E)
London
N18 2UF**

LICENCE REFERENCE: ENF-103615019336

I am now able to confirm that a licence has been granted under the above legislation for the above property. Enclosed are the licence documents.

All person(s) associated with this licence are reminded that the conditions attached to this licence must be met. The licence holder and manager must not breach the conditions of the licence; doing so may result in penalties being imposed and legal action being taken. The property may be inspected by Council officers at any time and evidence that conditions are being adhered to can be requested.

It is an offence for a licence holder to fail to comply with any condition of a licence and is liable, on summary conviction, to an unlimited fine or may be subject to a penalty notice of up to £30,000.

If you have any further queries please contact the Property Licensing Team on PRSH@enfield.gov.uk.

Yours sincerely,



Tina Fasi
Head of Private Rented Housing



HOUSING ACT 2004 Part 3 and Schedule 5(7)

**Notice of Granting a Licence in Respect of a House in
an Area Designated for Selective Licensing**

LICENCE REFERENCE: ENF-103615019336

**19, Victoria Road (Flats A, B, C, D, E) London,
N18 2UF**

[Licence Holder]

To: Miss Jaini Shah and Mr Anil Shah
Of: 19 Victoria Road London, N18 2UF

The London Borough of Enfield 'the Council' has approved an application for a licence for the part 3 house known as 19, Victoria Road (**Flats A, B, C, D, E**) London, N18 2UF 'the house'.

The decision to approve the licence was made on 30 December 2022

The Council is of the opinion that the following matters have been satisfied and they are the reasons for granting the licence:

- ▶ That the proposed licence holder is a fit and proper person to be the licence holder.
- ▶ That the proposed licence holder is, out of all the persons reasonably available to be the licence holder in respect of the house, the most appropriate person to be the licence holder.
- ▶ That the proposed manager of the house is either the person having control of the house or a person who is an agent or employee of the person having control of the house.
- ▶ That the proposed manager of the house is a fit and proper person to be the manager of the house.
- ▶ That the proposed management arrangements for the house are otherwise satisfactory.

If you do not agree with the decision to approve the licence, or disagree with any of the terms or conditions of the licence, you may appeal to a First Tier (Property Chamber) Tribunal (FTT) within 28 days beginning on the date on which the decision was made. Full details of the tribunal can be found in paragraph 5 of the notes that accompany this notice.

It is the licence holder's responsibility to ensure that they have read and understood the conditions attached to the licence.

Date
30 December 2022

Signature

Tina Fasi
Head of Private Rented Housing

Please contact the Property Licensing Team by e-mail to discuss your case further PRSH@enfield.gov.uk.

Notes

Below is an explanation of some of the definitions used to grant a licence in respect of a *part 3 house*.

1. Part 3 house.

A *part 3 house* is a *house* to which part 3 of the Housing Act 2004 applies (selective licensing of other residential accommodation). *House* means a building or part of a building consisting of one or more dwellings and references to house include (where the context permits) any yard, garden, outhouses and appurtenances belonging to, or usually enjoyed with it, (or any part of it).

2. The most appropriate person.

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

Protected tenants or leaseholders with an un-expired rental period of less than three (3) years may wish to make comments about whether the licence should be issued to the applicant and/or about conditions being placed on the licence.

3. Fit and proper persons

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

- ▷ 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 out of any business.
- ▷ Contravention of any Housing/Landlord and Tenant/Planning legislation.

4. Management Arrangements

The Council will ensure that management arrangements are satisfactory, and in deciding this must consider the following:

- ▷ Anyone involved in the management of the property must have a sufficient level of competence and be a fit and proper person.
- ▷ Management structures and funding arrangements must be suitable.

Conditions on the licence may be applied to ensure management arrangements are satisfactory.

5. Right of Appeal

The applicant or any 'relevant person' may appeal against the licence approval or terms of the licence to a First Tier (Property Chamber) Tribunal (FTT) within 28 days from the date the decision to grant the licence was made. (Schedule 5, section 31)

The 'relevant person' means any person having an interest or estate, managing or having control, of the *house*. It can also mean any person on whom any restriction or obligation is or is to be imposed by the licence.

An appeal can be made to the First Tier (Property Chamber) Tribunal (FTT) at:

First-tier tribunal – Property Chamber (Residential Property)

10 Alfred Place
LONDON
WC1E 7LR
Tel: 0207 446 7700
Fax: 0207 637 1250

6. Penalties

A person having control or managing a house which is required to be licensed under part 3 of the Housing Act

2004 which is not so licensed commits an offence and is liable on summary conviction to an unlimited fine (section 95) or may be subject to a penalty notice of up to £30,000.

A licence holder or a person on whom restrictions or obligations under a licence are imposed in accordance with section 90(6) of the Housing Act 2004 fails to comply with any conditions of the licence commits an offence and is liable on summary conviction to a fine (section 95) or may be subject to a penalty notice of up to £30,000.

7. Advice

If you do not understand this licence or wish to know more about it, you can contact the Council. If you want independent advice about your rights and obligations, you should go to a Citizens Advice Bureau, Housing Aid Centre, Law Centre or a solicitor.

LICENCE REFERENCE: ENF-103615019336



PROPERTY LICENCE

Under Section 88 of the Housing Act 2004

I hereby certify that the property situated at

19, Victoria Road (Flats A, B, C, D, E) London, N18 2UF

has been licensed with the London Borough of Enfield under the above legislation and is subject to the attached conditions.

Licence Holder:	Miss Jaini Shah and Mr Anil Shah
Valid from:	30 December 2022
Expiry date:	29 December 2027
Occupation:	Each flat is licensed for one household or two individuals only

Date
30 December 2022

Signature

A handwritten signature in black ink, appearing to read "Tina Fasi", written over a light grey rectangular background.

Tina Fasi
Head of Private Rented Housing

This licence is non-transferable. It does not guarantee that the property has been inspected and approved as being of an acceptable standard. If you have any queries or complaints about the standard of the property please contact the Council.

Property Licence Conditions

Property Address: 19, Victoria Road (Flats A, B,C, D, E) London, N18 2UF

Occupancy and Maximum Permitted Persons

1. Occupancy

1.1 The licence holder must not allow the property to become overcrowded.

1.2 A new resident is not permitted to occupy the house or part of the house if that occupation results in overcrowding. The licence holder or their appointed managing agent listed on the licence may create a new tenancy or change of tenancy for a new resident, provided it does not exceed the permitted one household or two households of no more than two people.

1.3 A new resident means a person who was not an occupier of the house at the date of the issue of the licence.

2. Tenancy management

2.1 The licence holder shall provide the tenant/occupier of the property with a written statement of the terms on which they occupy the property* and details of the arrangements in place to deal with repairs and emergency issues. The licence holder must ensure that the Council is provided with a copy of any such written statement if requested.

2.2 The licence holder shall obtain references from persons who wish to occupy the property* before entering into any tenancy, licence or other agreement with them to occupy the accommodation.

2.3 The licence holder shall protect any deposit taken under an assured short-hold tenancy by placing it in an authorised statutory tenancy deposit scheme. The licence holder must ensure compliance with the requirements of the tenancy deposit scheme as set out at Part 6 Chapter 4 and Schedule 10 of the Housing Act 2004. The tenant must be given the prescribed information about the scheme being used at the time the deposit is taken. This information must be provided to the Council if requested.

2.4 The licence holder must provide to the tenant/occupier at the start of their tenancy, whether in the tenancy agreement or licence granted or otherwise:

- ▷ A copy of this licence and conditions attached to it
- ▷ Provision of an emergency contact name and number (including out of hours)
- ▷ A clause making it clear that the occupants of the house are responsible for both their behaviour and that of their household and visitors
- ▷ A copy of the current valid gas safety certificate
- ▷ A copy of the Energy Performance Certificate (EPC) if applicable, and
- ▷ Written information about waste and recycling detailing:-
- ▷ The collection days for the refuse and recycling bins/sacks for the property and where to place the waste on the day of collection
- ▷ Details on what they can and can't recycle for more information, see the Council's website here <https://new.enfield.gov.uk/services/rubbish-and-recycling/>
- ▷ How they can dispose of bulky waste ,for more information, see the Council's website here <https://new.enfield.gov.uk/services/rubbish-and-recycling/>
- ▷ General waste guidance from the Council's website ,for more information, see the Council's website here <https://new.enfield.gov.uk/services/rubbish-and-recycling/>

A copy of the information provided to the tenants/occupiers must be kept for five years and provided to the Council if requested.

2.5 The licence holder shall take reasonable and practicable steps to prevent or address problems of anti-social behaviour resulting from the conduct of occupiers or visitors to the property.

2.6 The licence holder must provide to the Council, if requested, details in writing of the tenancy management arrangements to prevent or address anti-social behaviour by persons occupying or visiting the property.

2.7 The licence holder shall ensure that inspections of the property are carried out at least every six months to identify any problems relating to the condition and management of the property. This must include evidence of checks that the property is being occupied by a single household. As a minimum requirement the records must contain a log of who carried out the inspection, date and time of inspection, issues found and action(s) taken. The records of such inspections shall be kept for the duration of the licence. Copies of these must be provided to the Council if requested.

3. Property Management

3.1 If the licence holder appoints a person to manage the property during the period of the licence, the licence holder must before or upon the manager's appointment, obtain from the manager a written declaration that they have been provided with the licence conditions and that they will ensure are complied with. A copy of this declaration must be provided to the Council if requested.

3.2 The Licence Holder must ensure that prompt action is taken to investigate and effectively address complaints about disrepair or housing conditions at the property.

3.3 If gas is supplied to the property, to produce to the Council annually for its inspection a gas safety

certificate obtained from a Gas Safe Registered Engineer, in respect of the property within the last 12 months.*

3.4 The licence holder shall ensure that the electrical installation and all electrical appliances made available by him or her in the property are in a safe condition and to supply to the Council, if requested, with a declaration by him or her as to the safety of such appliances.*

3.5 The licence holder must ensure that any gardens, yards and other external areas within the boundary of the house are kept in reasonably clean and tidy condition and free from pest infestation.

3.6 The licence holder must ensure that suitable and adequate provision is made for the storage of household refuse and recycling. Any receptacles provided by the Council for storage must be available to the tenants/occupiers.

3.7 The licence holder shall ensure that any rubbish, furniture or other household contents discarded at a time of tenancy changes is not left on or outside the property.

3.8 The licence holder must ensure that a smoke alarm is installed on each storey of the premises on which there is a room used wholly or partly as living accommodation, and to keep each such alarm in proper working order. For the purpose of this condition, bathrooms and lavatories are treated as rooms used as living accommodation.*

3.9 The licence holder must ensure that a carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation and which contains a fixed combustion appliance other than a gas cooker, and to keep any such alarm in proper working order, and to supply the Council, on demand, with a declaration by him or her as to the condition and positioning of any such alarm. For the purposes of this condition, a room includes a hall or landing, and a bathroom or lavatory is to be treated as a room used as living accommodation*

3.10 The licence holder shall ensure that all furniture made available by him or her in the property are in a safe condition and to supply to the Council, if requested, with a declaration by him or her as to the safety of such furniture.*

4. Security

4.1 If previous occupants have not surrendered keys to the house door, or to the doors of dwellings within the house, the Licence Holder must ensure that the relevant locks are changed, before new occupants move in.

5. Notification of Material Changes of circumstances

5.1 The licence holder must inform the Council if they no longer reside at the address given in their application form, and must provide the Council with their new address and contact details within 21 days.

5.2 The licence holder must advise the Council in writing of any proposed changes to the construction, layout, fire precautions, amenity or change in the type of occupation of the property that would affect the licence or licence conditions.

5.3 The licence holder shall inform the Council within 21 days of any change in ownership or management of the property, and any material change in the circumstances of any person managing or involved in the management of the property, such as:

- ▶ details of any unspent convictions not previously disclosed to the Authority that may be relevant to the licence holder or the property manager
- ▶ the status of either of them as a 'fit and proper person', including in particular a conviction in respect of any offence involving fraud or dishonesty, violence, drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003
- ▶ practised unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, the carrying on of any business
- ▶ Details of any contravention on the part of the licence holder or property manager relating to housing, public health, environmental health, or landlord and tenant law, which has led to civil or criminal proceedings and a judgment or finding being made against him or her.

6. General

6.1 The licence holder must allow for access to the property by authorised officers at any reasonable time for the purpose of carrying out inspections of the property, and must not obstruct council officers carrying out their statutory duty to ensure compliance of licence conditions and any relevant legislation.

6.2 The licence holder shall, if requested to, provide the Council with the following particulars as may be specified in the notice with respect to the occupancy of the house:

- ▷ The names, dates of birth and numbers of individuals within the household specifying the rooms they occupy within the property.

*** The Council is obliged to impose these conditions under Schedule 4 of the Housing Act 2004.**