



**Housing Act 2004**

**SELECTIVE PROPERTY LICENCE**

**The London Borough of Redbridge**

**being the Local Authority under the above Act hereby grant a licence to:**

**PEVONA LTD**

**FLAT 14 BURGUNDY HOUSE  
25 LIBERTY BRIDGE ROAD  
LONDON  
UK  
E20 1AQ**

**being the Licence Holder of the residential premises known as:**

**18 CRYSTAL WAY, DAGENHAM, RM8 1UE  
DAGENHAM  
RM8 1UE**

**The licence is issued to include all parts of the property for occupancy as a single family dwelling**

***Conditions for use and occupation of the premises are attached***

**This Licence shall remain in force from the:**

**21st day of December 2018**

**up to and including the**

**20th day of December 2023**

**SIGNED**

**DATE 17 March 2020  
Jas Lally - Head of Consumer Protection and Licensing  
Civic Pride  
London Borough of Redbridge  
10th Floor Lynton House  
255 - 259 High Road  
Ilford  
IG1 1NY**



## CONDITIONS OF SELECTIVE LICENCE

**Property Address:** 18 CRYSTAL WAY, DAGENHAM, RM8 1UE, DAGENHAM, RM8 1UE



**Manager Details:** PEVONA LTD

Ref #	Standard Licence Conditions
SLC.1	The licence holder shall, if gas is supplied to the house, produce to Redbridge Council annually for their inspection a gas safety certificate obtained in respect of the house within the last 12 months. <i>The gas safety certificate shall be produced to the Council within 21 days of receiving a written demand.</i>
SLC.2	The licence holder shall keep electrical appliances and furniture made available by him/her in the house in a safe condition.
SLC.3	The licence holder shall supply Redbridge Council, on demand, with a declaration by him/her as to the safety of such appliances and furniture. The declarations shall be produced to Redbridge Council within 21 days of receiving a written demand.
SLC.4	The licence holder shall ensure that a tamper resistant smoke alarm is installed on each floor of the house on which there is a room used, wholly or partly, as living accommodation and the alarm shall be kept in proper working order.
SLC.5	The licence holder shall install a Carbon Monoxide alarm in every room containing a solid fuel burning appliance, and keep the alarm maintained in proper working order.
SLC.6	The licence holder shall supply Redbridge Council, on demand, with a declaration by him/her as to the condition and positioning of such alarms within 21 days of receiving a written demand.
SLC.7	The licence holder shall demand references from persons who wish to occupy the house. The reference should satisfy the licence holder that the prospective occupier is of good character and is unlikely to be responsible for causing anti-social behaviour within the area.
SLC.8	The licence holder must retain all references obtained for occupiers for the duration of this licence or for the duration of the tenancy, whichever is longer. In the case of verbal references, the licence-holder must make a written record of the reference including the date obtained and the name, address and telephone number of the person providing the reference. <i>The licence holder shall provide a copy to Redbridge Council within 21 days of receiving a written demand.</i>
SLC.9	The licence holder shall supply to the occupiers of the house a written statement of the terms on which they occupy it.
SLC.10	The licence holder shall retain copies of all tenancy and/or licence agreements for the duration of the licence. <i>The licence holder shall provide a copy to Redbridge Council within 21 days of receiving a written demand.</i>
SLC.11	The licence holder shall take all reasonable and practical steps for preventing and dealing with anti-social behaviour and undertaking a thorough process of reasonable and effective steps to deal with any complaints that have been made directly to them or via Redbridge Council or the Metropolitan Police, regarding their occupiers. For the purpose of these conditions, anti-social behaviour is taken to comprise behaviour by the occupants of the house and/or their visitors, which causes a nuisance or annoyance to other occupants of the house, to lawful visitors to the house or to persons residing in or lawfully visiting the locality of the house.
SLC.12	The licence holder shall keep copies of any complaints and/or correspondence relating to anti-social behaviour at the property for 3 years and shall <i>provide a copy to Redbridge Council within 21 days of receiving a written demand.</i>
SLC.13	The licence holder and/or the property manager must attend a Landlord Development Day organised by the London Landlord Accreditation Scheme (LLAS), or attend a minimum of 5 hours training provided by another recognised training provider within 18 months of the date of issue of the full licence. Alternatively, they shall demonstrate to the satisfaction of Redbridge Council that they have undertaken a minimum of five hours of relevant training or Continuous Professional Development, either preceding the date of issue of the licence or within the 18 month period.
SLC.14	The licence holder shall <i>provide to Redbridge Council the following information within 21 days of receiving a written demand:</i> The names, ages and numbers and relationships of individuals accommodated in the property.
SLC.15	Where the licence holder becomes aware of a pest problem or infestation at the property within 6 months of any new tenancy they shall take steps to ensure that an appropriate treatment programme is carried out to eradicate the pest infestation. Records of such treatment programmes shall be kept for 12 months and shall be <i>provided to Redbridge Council within 21 days of receiving a written demand.</i>

Ref #	Standard Licence Conditions
SLC.16	The licence holder shall ensure that all outhouses, garages, sheds and other structures are kept secure and are not used for living or sleeping accommodation without prior written consent from Redbridge Council. Outbuildings can still be used for storage.
SLC.17	The licence holder shall give the tenant(s) a copy of the licence to which these conditions relate at the start of their tenancy together with an emergency contact number for the licence holder or manager of the property.
SLC.18	<p>The licence holder shall <i>inform Redbridge Council in writing within 21 days of any of the following</i>:</p> <ul style="list-style-type: none"> <li>• A change in ownership or management of the house;</li> <li>• Any proposed changes to the construction or layout that would affect the licence or licence conditions; and</li> <li>• Any changes to their circumstances which could affect their fit and proper person status i.e. any cautions or convictions for any offence involving fraud or other dishonesty, violence, drugs, discrimination, or breach of housing or landlord / tenant law.</li> </ul>
SLC.19	The licence holder shall put appropriate management and monitoring systems in place to ensure that all gardens, yards and forecourts within the curtilage of the property are kept in a reasonably clean and tidy condition and that any boundary fence or wall is maintained in a safe and secure condition.
SLC.20	The licence holder shall ensure that suitable and sufficient refuse and recycling bins with lids or other suitable receptacles are made available to the occupiers of the property for the storage and disposal of waste pending collection. The licence holder shall ensure that all tenants on commencement of tenancy are given details about the refuse storage arrangements, including the collection date for refuse, recycling and green waste and how to present their waste for collection.
SLC.21	The licence holder shall ensure that no refuse or bulky waste items are kept in the front or rear garden other than in an appropriate storage container for that purpose. If a bulky waste collection has been arranged, the items to be collected may be placed in the front garden awaiting collection on that day only.
SLC.22	The licence holder shall not allow off-street parking which involves mechanical vehicular travel across a foot-way or verge unless an appropriate foot-way crossing and dropped kerb has been installed, as approved by the Highways Department.
SLC.23	<p>The licence holder shall ensure that inspections of the property are carried out at least every 6 months to identify any problems relating to the condition, occupation and management of the property and a log shall be kept recording inspection details.</p> <p>The log shall include the date and time of inspection, name of person conducting the inspection, issues found and actions taken. The licence holder shall <i>provide a copy of the log to Redbridge Council within 21 days of receiving a written demand</i>.</p>
SLC.24	The licence holder must arrange for access to be granted at any reasonable time and must not obstruct Council Officers carrying out their statutory duties including the surveying of the property to ensure compliance with licence conditions and any relevant legislation.