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**Peter Banyong
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**020 8724 8898
PRPL@lbbd.gov.uk**

03 October 2019

Dear Peter
Banyong

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

**Re:
20, GRANTHAM GARDENS
ROMFORD
RM6 6HJ**

**LICENCE REFERENCE: BDC-110229-
1**

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 a fine or may be subject to a penalty notice of up to £30,000.

If you have any further queries please contact the council on PRPL@lbbd.gov.uk.

Yours sincerely,



**Gary Jones
Head of Regulatory and Enforcement
Services**

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 Residential Property Tribunal 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.

PROPERTY LICENCE

Under Section 88 of the Housing Act 2004

I hereby certify that the property situated at

20, GRANTHAM GARDENS, ROMFORD, RM6 6HJ

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

Licence Holder: Peter Banyong

Valid from: 02 July 2019

Expiry date: 02 July 2024

Occupation: This property is licensed for a maximum of **3 people**
living as **1 households** as specified in condition 1 - Permitted occupation

Date
03 October 2019

Signature



Gary Jones
Head of Regulatory and Enforcement
Services

A copy of this licence must be displayed in a prominent and accessible position within the above property at all times. Please note: This licence is non-transferable, and 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.

2. Tenancy management

- 2.1 The licence holder shall supply the occupiers 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 repair issues and emergency issues. Copies of the written statement of terms must be provided to the Council for inspection within 7 days upon demand.
- 2.2 The licence holder shall obtain references from persons who wish to occupy a letting in the property before entering into any tenancy, licence or other agreement with them to occupy the accommodation. No new occupiers shall be allowed to occupy the accommodation if they are unable to provide a reference.
- 2.3 The licence holder must retain all references obtained for occupiers for the duration of this licence and provide copies to the council within 28 days on demand.
- 2.4 The licence holder shall protect any deposit taken under an assured short-hold tenancy by placing it in a statutory tenancy deposit scheme. 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 within 28 days on demand.
- 2.5 The licence holder whilst fully meeting his/her obligations; shall also develop and implement a fit for purpose tenancy management system that ensures tenants occupy the property in a 'Tenant-like manner'.

The following arrangements shall be implemented to fulfil the requirements of this condition. Copies of the documents and evidence must be provided to the council within 28 days on demand.

- 2.5.1 The following arrangements shall be implemented to fulfil the requirements of this condition:
 - ▷ Provision of an emergency 24hr contact number (including out of hours response arrangements)
 - ▷ Formal arrangements for the disposal of rubbish and bulky waste
- 2.6 The licence holder shall effectively address problems of antisocial behaviour resulting from the conduct on the part of occupiers of, or visitors to the premises by complying with the requirements of paragraphs (a) to (i) below:
 - (a) The licence holder must not ignore or fail to take action, if he has received complaints of anti social behaviour (ASB) concerning the visitors to or occupiers of the premises.
 - (b) Any letters, relating to antisocial behaviour, sent or received by the licence holder, or agent of the licence holder, must be kept for 3 years by the licence holder.
 - (c) The licence holder must ensure that written notes are kept of any meetings or telephone conversations or investigations regarding antisocial behaviour for 3 years.

- (b) The licence holder shall ensure each smoke alarm installed in any room in the house shall be kept in proper working order.
 - (c) The licence holder shall submit to the Council, on demand, a declaration by him as to the condition and positioning of any such smoke alarm.
 - (d) The licence holder shall ensure that a carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance. ("room" includes a hall or landing. A bathroom or lavatory is to be treated as a room used as living accommodation.)
 - (e) The licence holder shall ensure any carbon monoxide alarm installed in any room in the house shall be kept in proper working order.
 - (f) The licence holder must supply the authority, on demand, a declaration by him as to the condition and positioning of any such carbon monoxide alarm.
- 3.6 The licence holder shall ensure that furniture made available in the property is in a safe condition. All upholstered furniture and covers and fillings of cushions and pillows should comply with current fire safety legislation. A declaration as to the safety of such furniture must be provided to the Council within 28 days on demand.
- 3.7 The licence holder shall ensure that inspections of the property are carried out at least every six (6) months to identify any problems relating to the condition and management of the property. The records of such inspections shall be kept for the duration of this licence. As a minimum requirement the records must contain a log of who carried out the inspection, date and time of inspection and issues found, and action(s) taken. Copies of these must be provided to the council within 28 days on demand.

4. Documents to be displayed

- 4.1 The licence holder shall display a copy of the licence to which these conditions apply in the common parts of the property. Alternatively, copies must be provided to all tenants/occupiers at the start of their tenancy.
- 4.2 The licence holder shall display a notice with the name, address and emergency contact number of the licence holder or managing agent in the property. Alternatively, copies must be provided to all tenants/occupiers at the start of their tenancy and provided to the Council within 28 days on demand.
- 4.3 The licence holder shall display a copy of the current gas safety certificate in the common parts of the property. Alternatively copies must be provided to all tenants/occupiers at the start of their tenancy and provided to the Council within 28 days on demand.
- 4.4 If there have been new tenancies issued after 1st October 2008 for the premises, the licence holder must obtain a valid Energy Performance Certificate (EPC). Copies must be/have been made available to all tenants/occupiers at the start of their tenancy and provided to the Council within 28 days on demand.

5. Financial Management

- 5.1 No person other than the licence holder or the agent named on the licence may collect and receive rental monies from the occupants of the property. The licence holder and/or agent may pass on the rental monies to any third parties as required.