



**HMO LICENSING
POLICY**

**Agreed August 2018
Revision due April 2020**

**Policy for licensing of houses in multiple occupation
(HMOs) 2018-2023**

1 Definition of an HMO

The full legal definition of an HMO is contained in sections 254 to 259 of the Housing Act 2004, which can be viewed online at:

<http://www.legislation.gov.uk/ukpga/2004/34/section/254>. However, a basic explanation of what constitutes an HMO is given below.

The Housing Act 2004 changed the definition of HMOs, which are now defined as properties that are lived in by 3 or more people who are not from the same family. The people living there have to pay rent (or there has to be some other consideration), occupy the property as their main home and share a kitchen, bathroom or toilet. A member of the same family means people who are married or living together as married, or related to one another.

It is irrelevant how many tenancy agreements there are and whether there are any formal agreements at all. The Act confirms that shared houses, including those occupied by students, are HMOs.

Buildings converted into self-contained flats may also be HMOs if the conversion was not done in accordance with the Building Regulations 1991, or later, and at least one third of the flats are occupied under short tenancies.

A self contained flat that is occupied by people who are not from the same family, pay rent and share a kitchen, bathroom or toilet is also an HMO (this is known as a flat in multiple occupation).

Planning definition

There is a slightly different definition of HMOs under planning law, in that there are two types of HMO specified and buildings converted into self contained flats are excluded. However, the general definition is aligned to that in the Housing Act 2004.

The Town and Country Planning (Use Classes) (Amendment) (England) Order 2010 defines HMOs occupied by 3 – 6 occupants as Class C4. Currently there is no requirement to apply for planning permission for a change of use from a family type dwelling house (Class C3) to a Class C4 HMO. The same legislation classes HMOs of 7 or more occupants, and hostels, as 'sui generis'. Planning permission is currently required for a change of use from a Class C3 dwelling house and/or a C4 HMO to a sui generis HMO.

2 HMO Licensing

The Mandatory HMO licensing scheme applies nationally, so is District wide. There are no selective licensing, or additional HMO licensing schemes in place in the District.

HMOs that are occupied by five or more people have to be licensed, except for those HMOs which are owned and managed by registered providers of social housing, local authorities, or health, police or education services (including universities). Additionally some flats in multiple occupation may also be exempt

from licensing, please see the 'Flats in Multiple Occupation' section below for further detail.

We will seek to licence all HMOs, meeting the 'converted building test', if at least one flat in the HMO has a basic amenity situated across the common parts from the main unit of accommodation, i.e. not all facilities are behind one front door. A 'converted building test' HMO is one which has been converted into a number of units of accommodation, which may include, but not consist entirely of self contained flats.

Where a property occupied by 5 people has one or more bedrooms that is below the minimum acceptable size, landlords will be asked to confirm their intentions with regard to the undersized room(s). A Temporary Exemption Notice (TEN) may be granted to allow for particular and relevant steps to be taken to ensure that the property is no longer licensable. See page 10 for further details on TENs. If the number of occupants is legally reduced to below 5, within the TEN period of 3 months, we will not require a licence application, or grant a licence, as the property will no longer be licensable. A second TEN may be granted in certain exceptional circumstances, if the landlord is unable to complete the relevant steps within 3 months. In these cases, consideration may be given to refunding part of the licence fee.

The responsibility for licensing rests with the person having control of, or the person managing the property. This is usually the owner, or the person who lets the property and receives the rental income. It is the decision of the local authority as to who the most appropriate person is to hold the licence and who should be responsible for making an application.

We will use various methods to identify properties which could be subject to licensing, including council tax and housing benefit records, in accordance with section 237 of the Housing Act 2004 – available at <http://www.legislation.gov.uk/ukpga/2004/34/section/237> .

No notices seeking possession may be given to tenants of an unlicensed HMO, as this may reduce the number of occupants to below 5, which would render the property unlicensable.

HMOs which are not covered by the mandatory scheme are still subject to other housing legislation and maybe inspected as deemed appropriate.

3 Making an application

We will encourage landlords to apply for licences using a variety of methods including:

- Publicising the HMO licensing provisions
- Sending letters and reminders to landlords (when contact details are known)
- Providing paper and electronic application forms
- Giving advice over the phone and at the Council offices in Petersfield
- Assisting with the completion of forms (this will be limited to telephone advice and detailed guidance notes with the form)

- Sending letters warning of prosecution or civil penalties (fixed penalty notice), and the application of rent repayment orders

We will coordinate our publicity with other agencies as appropriate and in accordance with LACORS guidance.

The mandatory HMO licensing online application form used by the Council is the current national form authorised for use to comply with the requirements of the EU Services Directive, which came into force on 28 December 2009. This can only be completed and submitted online, through the Council's website. In addition to this, there is a simplified application form, which can be completed by hand. Both forms are valid for a licence application.

A valid application for an HMO licence comprises:

- A fully completed application form
- Relevant certificates relating to gas and electrical safety, fire alarm and emergency lighting servicing and furniture safety
- A set of floor plans for the property, these do not need to be to scale or professionally drawn
- The relevant fee

All the information presented on the application form will be subject to verification processes as required. This will take the form of liaison with other Council services, sample verification and (where there are indications of a misleading application) detailed examination of all information given. Inspections will be carried out to determine whether the property is free from category 1 hazards in all cases.

Under the Fire Safety (Regulatory Reform) Order landlords/managers are legally obliged to have carried out a Fire Risk Assessment for their property. This document does not have to be submitted along with the application, however the council may request to see the Fire Risk Assessment during the HMO licensing process.

4 Fees

We will charge for HMO licences in accordance with the fee structure set in Appendix A. Fees have been set to cover the Council's costs for administering and processing HMO licences. The fees operate on a number of tenant band structure, with fees for 0-5 occupants, 6-10 occupants, 11-15 occupants, 16-20 occupants, and 20 or more occupants. In producing the fees all tasks involved in the HMO licensing process were listed, and average time values were allotted to the tasks, and hourly rates for posts (all posts assumed middle of the grade) completing the tasks were applied.

Any complaints relating to the application of the HMO licence fee will be addressed through the Council's complaints procedure.

Any significant changes to the fee structure will be consulted on and any resulting new fee levels will be communicated in advance of them coming into force.

New applications, to renew a licence which is about to expire, can be made no more than two months before the date that the existing licence for that property expires. However, in order to facilitate multiple renewal applications, it may be possible to issue a renewed licence prior to the expiry date of the original licence, with the licence holder's agreement. The same fees apply for renewal of an expired licence, as for an initial application.

5 Refunds

We will provide a full refund of the HMO licence application fee to the applicant in the following circumstances:

- A duplicate application has been made
- An application for an exempted property was made by mistake
- An application for a property which is not licensable under the mandatory HMO licensing scheme was made

However we will not issue a refund for any other circumstances, for example if an application is withdrawn, or if an application is refused

6 Fit and proper person

We will carry out checks to make sure that the person applying for a licence and any manager or person associated with them, or formerly associated with them, are fit and proper persons to own or manage an HMO. By law, to decide this we must, amongst other things, consider:

- Whether the proposed licence holder has committed any offence involving fraud or other dishonesty, or violence, or drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003
- Whether the proposed licence holder has 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
- Whether the proposed licence holder has contravened any provision of the law relating to housing or of landlord and tenant law
- Whether the proposed licence holder has acted outside of any approved code of practice for management
- Whether the proposed licence holder has been subject to a banning order under the Housing and Planning Act 2016

We will also consider whether the proposed licence holder has:

- Been refused an HMO licence or has been convicted of breaching the conditions of a licence
- Been in control of a property subject to an HMO Control Order (under the Housing Act 1985), or an Interim Management Order or a Final Management Order (under the Housing Act 2004)
- Been in control of a property where work in default was carried out by a local authority
- Been convicted of Housing Benefit fraud or subject to legal proceedings by a local authority for breaches (or apprehended breaches) of planning,

compulsory purchase, environmental protection, antisocial behaviour or any other relevant law

- Any outstanding debt to the Council
- Unsuitable management arrangements in place
- Has been deemed not to be a fit and proper person by another local authority
- Not complied with the Tenancy Deposit Protection requirements contained in Part 6 of the Housing Act 2004 (applies from 1 October 2006)

We may ask other local authorities to provide information about persons applying for HMO licences, but this will be done through a formal information sharing agreement and all information shared will be covered by the Data Protection Act 2018.

In exceptional circumstances, we may require applicants to carry out a Disclosure and Barring Service (DBS) and provide us with the details of the results as part of the application. The applicant will be responsible for paying for the cost of the DBS check. In addition, an applicant may be required to provide further documentary evidence to assist the Council in processing the licence application.

If a person associated or formerly associated with the applicant or any manager has done any of the things listed in the paragraphs above, we will only take these things into account if they are relevant to the applicant or manager being a fit and proper person to manage the house.

Evidence of spent convictions, i.e. those to which the Rehabilitation of Offenders Act 1974 applies, is not taken into account.

An unspent conviction or other failure is not necessarily automatic grounds for refusing a licence. Other circumstances, such as training undertaken by the applicant or subsequent cooperation with the local authority will be taken into account. Equally, the legislation refers to evidence of an offence. It is not necessary when refusing to accept someone as a fit and proper person to demonstrate that a conviction has been obtained.

Where we consider that someone may not be a fit and proper person, we will advise that person of the reasons for our decision and invite them to comment. Any comments submitted will be considered before a final decision is made. Ultimately, we will make a decision about whether an individual is a fit and proper person on the basis of:

- The severity of the breach
- The number of breaches
- The time that has elapsed since the last breach and their conduct since it occurred
- The relevance of the breach to the management of HMOs and their occupation
- The evidence that the applicant has accepted the need to conduct his or her business in accordance with the appropriate standards (including whether there have been satisfactory arrangements made for the repayment of debts associated with statutory responsibilities)
- The training received since the breach occurred

If a person is determined not to be a fit and proper person, the Council will consider the impact of this decision on any other HMO licences they may hold. Revocation of these licences is a potential course of action. A decision that someone is not a fit and proper person will also be taken into account when new applications are made for other properties owned or managed by that same individual.

7 Satisfactory management arrangements

We expect the licence holder to have satisfactory arrangements and funding in place for the management of the HMO. This includes:

- A reliable contact for tenants to report defects, including in emergencies, who will arrange for repairs to be carried out within a reasonable period
- Where the manager of the HMO is not the owner, the manager must have the authority to fund urgent repairs, when the owner's approval cannot be obtained
- Arrangements in place for periodic inspections to identify where repair or maintenance is needed and to identify any overcrowding by tenants
- A protocol for dealing with anti-social behaviour occurring within the HMO by tenants or their visitors

While documentary proof of any such arrangements does not have to be provided with the licence application, the legislation specifies that such arrangements must be in place. The Council may request proof of such arrangements where considered appropriate, for example where a landlord lives outside of the UK.

The licence holder must comply with the requirements of The Management of Houses in Multiple Occupation (England) Regulations 2006, which set out minimum management standards for all HMOs. The regulations are available online at <http://www.legislation.gov.uk/ukxi/2006/372/contents/made> . The regulations have been amended by The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007. These regulations are available at <http://www.legislation.gov.uk/ukxi/2007/1903/contents/made>. The regulations have subsequently also been amended by The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018. These regulations are available at <https://www.legislation.gov.uk/ukdsi/2018/9780111167359/contents>

We expect the licence holder to have arrangements in place for ensuring that employees, contractors and others that visit the HMO in connection with its management or maintenance are fit and proper persons for the functions they carry out.

We carry out sample verification checking of declarations. This will have regard to outstanding debts for work in default and charges for statutory notices, County Court Judgments, and outstanding debts for Council Tax, Housing Benefit and other services. If necessary, Credit Reference checks will be made and landlords may be asked to provide additional information in some cases.

8 Suitability for multiple occupation

In approving a licence, we must determine whether the HMO is suitable for occupation by the number of persons stated in the application form. If the property is not suitable for the specified number of persons, then a licence can be approved for a lesser number, or conditions imposed requiring that specified works be carried out.

The standards to be considered, in relation to suitability include those for bathrooms, showers, toilets, wash hand basins, cooking facilities and living space. National minimum standards for amenities are contained in Schedule 3 of The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 – available at <http://www.legislation.gov.uk/ukxi/2006/373/contents/made>. This has subsequently been amended by The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007. This is available at <http://www.legislation.gov.uk/ukxi/2007/1903/contents/made>. The regulations have subsequently also been amended by The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018. These regulations are available at <https://www.legislation.gov.uk/ukdsi/2018/9780111167359/contents>

These national amenity standards require wash hand basins in every letting, where reasonably practicable and having regard to the age and character of the building. The onus is on the landlord to prove whether or not the installation of wash hand basins is reasonably practicable in any particular property. We will give landlords up to five years to provide additional wash hand basins where necessary. Should there be evidence provided against fitting wash hand basins, each case will be considered on its own merits

The Council's space and amenity standards are contained in Appendix C to this policy document, entitled "Guidance on Standards for Houses in Multiple Occupation".

Fire safety standards relating to the provision of interlinked automatic fire detection and alarm systems, emergency lighting systems and adequate means of escape, generally would be dealt with by way of Part 1 functions of the Housing Act 2004. We assess and deal with the majority of fire hazards using the Housing Health and Safety Rating System (HHSRS), and in accordance with the LACORS National Fire Safety Guidance. However, some upgrades to existing fire precautions may be required through specific conditions of the licence.

Under the Regulatory Reform (Fire Safety) Order 2005, landlords are obliged to carry out a fire risk assessment for HMOs and to determine the appropriate level of fire protection to be provided as a result of the risk assessment findings. This legislation is enforced by the Fire & Rescue Service. However, the Council may ask to see this document if there is one.

9 Additional HMO Licensing

Additional licensing is a discretionary power that the council may choose to implement. It may cover the whole of the council district or a specified area of the district and may apply to any type of HMO not covered by the mandatory

licensing scheme, depending on the evidence available to support the need for the scheme. Before making a decision to implement an additional licensing scheme, significant consultation will be carried out with any persons who are likely to be affected. The Council does not currently have an additional licensing scheme.

10 Action where a licence application is not made

If a licence application is not made within 4 weeks of the council sending the application form out, we will begin to send out a series of reminder letters. If a valid application has still to be provided 12 weeks after the Council's first letter to the owner or manager, officers will visit to gather evidence of the operation of an unlicensed HMO. Where the Council reasonably believes that an unlicensed HMO is being operated, the Council will carry out an investigation. If evidence becomes available that a criminal offence may have been committed, then the case will be referred to the Council's Legal and Democratic Services for consideration of a criminal prosecution, civil penalty, or other appropriate action.

11 Temporary Exemption Notices

The Council may grant a temporary exemption notice (TEN) where:

- The owner of a licensable HMO states (and confirms in writing) that he or she is taking steps to make it non-licensable; and
- The Council is satisfied that it will be non-licensable within three months of receiving the written notice

In deciding whether to grant a TEN, we will have regard to the proposals for the property, any planning considerations and arrangements for meeting the needs of the occupiers, including those likely to be displaced. Applications for TENs are likely to result in a visit to the property in question.

We will only grant a second TEN in exceptional and unforeseen circumstances, at the discretion of the Private Housing Manager.

12 Reduced licence periods

An HMO licence will normally run for a period of 5 years from the date of approval. We may, however, issue a licence for such lesser period as we consider appropriate, having regard to any management deficiencies, delays in returning application forms, the need for works to be carried out to put the HMO into a satisfactory condition, or concerns as to the fit and proper person status of relevant individuals. Before reducing the standard term of a licence, we will discuss our concerns with the applicant.

A reduced licence period will be considered in all cases where the council had to directly encourage a landlord in writing to apply for an HMO licence. There is an expectation that landlords ought to be forthcoming with their HMO licence applications, and as such reduce the burden on the council to find and investigate unlicensed HMOs.

If there are issues identified in a significant proportion of a landlord's portfolio, we may consider reduced licence periods and/or other appropriate action for the whole portfolio.

Where a shorter licence is granted, subject to satisfactory performance, a further licence will be issued on expiry and following a valid application. The duration of the second licence will be longer than that of the first licence and will normally be 5 years. The licence fee payable where a licence is issued for a reduced period may be reduced in certain circumstances. However, this will not be the case where the penalty fee is applicable; the full fee will apply even for reduced licence periods.

13 Use of specific conditions to the licence

We will normally apply licence conditions requiring:

- The attainment and maintenance of proper standards of management and maintenance of facilities and equipment. In particular, the licence will require compliance with The Management of Houses in Multiple Occupation (England) Regulations 2006 – available at <http://www.legislation.gov.uk/uksi/2006/372/contents/made> , as amended by The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007 – available at <http://www.legislation.gov.uk/uksi/2007/1903/contents/made>. The regulations have subsequently also been amended by The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018. These regulations are available at <https://www.legislation.gov.uk/ukdsi/2018/9780111167359/contents>
- Compliance with amenity standards contained in Schedule 3 of The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 – available at <http://www.legislation.gov.uk/uksi/2006/373/contents/made> , as amended by the Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007 – available at <http://www.legislation.gov.uk/uksi/2007/1903/contents/made>, also as amended by the Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018, available at <https://www.legislation.gov.uk/ukdsi/2018/9780111167359/contents>, within the time given on the licence. We will normally ask for wash hand basins to be provided in all letting rooms, unless the owner is able to provide evidence that it is not reasonably practicable to do so, or it is not in keeping with the age and character of the building, or there is sufficient other provision within the property.
- Minor means of escape and fire precaution works to be carried out in order to upgrade the current provision in line with the LACORS guidance and a risk assessment.
- That specified documents be sent to the Council and made available to tenants for viewing on request
- That the licence document, licensee or manager's name, address and telephone number be displayed in a common area of the property
- Other conditions will be laid down as appropriate

We may specify conditions restricting occupation of parts of the HMO on the grounds of lack of amenities or useable space as appropriate.

14 Breach of licence conditions

We will investigate all allegations of a breach of licence conditions and consider enforcement action as appropriate to each individual case.

Specific conditions attached to the licence will carry a completion date for the specified works. Officers from the council will visit the property after the expiry of the completion date for the conditions, to ensure the conditions have been complied with. Failure to comply with specific licence conditions by the expiry date of the condition will be viewed seriously and further action may be taken depending on the individual circumstances, this action could take the form of a formal caution, a civil penalty, or prosecution.

If there is a breach of the wash hand basin condition, the landlord will be asked to provide information on why the work was not done. If he considers that it is not reasonably practicable, etc, to do the works, justification will need to be provided. Where works have not been carried out and it is considered to be reasonably practicable to do so, a further 3 to 6 months may be given for completion of the works. Prosecution or a civil penalty will be considered if works have not been completed after the additional time period has elapsed.

Failure to comply with any specific licence conditions by the expiry date of the notice will also result in a reduced licence period of 1 year being issued on renewal.

A separate prosecution case or civil penalty, under the HMO management regulations may also be considered in these cases, depending on the conditions and management arrangements noted.

15 Public registers

We will keep a public register of HMO licences, Temporary Exemption Notices and Management Orders that comply with the requirements of The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 – available at <http://www.legislation.gov.uk/ukxi/2006/373/contents/made> and The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007 – available at <http://www.legislation.gov.uk/ukxi/2007/1903/contents/made> .

The full public register will be available on request in hard copy at the council offices, or a digital copy can be acquired by contacting the Environmental Health Department.

16 Granting a licence

We will grant a licence if we are satisfied that the:

- HMO is reasonably suitable for occupation by the number of people specified in the licence application, or some other number, as determined by the Council
- Proposed licence holder is a fit and proper person (further details are given on pages 6, 7 and 8, above)
- Proposed licence holder is the most appropriate person to hold the licence
- Proposed manager, if there is one, is a fit and proper person
- Proposed management arrangements are satisfactory, including that the person involved in the management of the HMO is competent and the funding for management is suitable

The licence can be approved and signed on behalf of the Council by the Private Sector Housing Manager.

17 Representation comments

All notices of intention, with regard to HMO licensing, allow for interested parties to make representations in relation to the proposed action. The timescale for making comments and the address of the person to send them to will be included on the notice. All comments received will be considered before the final decision is made.

18 HHSRS inspections

As part of the licensing regime, the Council must ensure that the property is free from Category 1 hazards, under the Housing Health & Safety Rating System (HHSRS) within 5 years of the date of application. This is usually done by carrying out a full inspection after receiving the application. Licence holders will be contacted to arrange access for an inspection.

19 Refusal of licence

We may refuse to grant a licence if the applicant, proposed licence holder, manager or property does not meet the criteria given in the pages above. However, the applicant will be advised of our intentions in advance of the notice of intention to refuse to grant a licence being served. In cases where we refuse to grant a licence, an Interim Management Order may be served unless suitable alternative responsible persons can be found or other arrangements made. There is a right of appeal against any decision to refuse a licence.

20 Variation of licence

We may vary a licence if there has been a change in circumstances since the time when the licence was granted. This may be with the agreement of the licence holder, or if we discover new information through inspection/visits or other legitimate sources. There is a right of appeal against any decision to vary a licence.

21 Revoking a licence

We may revoke a licence in the following circumstances:

- The licensed HMO ceases to be an HMO to which mandatory licensing applies.
- With the agreement of the licence holder.
- Where there is a serious breach of a licence condition, or repeated breaches of licence conditions
- Where the licence holder and/or manager is no longer considered to be a fit and proper person.

In cases where we revoke a licence and the property remains a licensable HMO, an Interim Management Order may be served unless suitable alternative responsible persons can be found or other arrangements made. There is a right of appeal against any decision to revoke a licence.

22 HMO declarations

We will declare bed and breakfast establishments or any similar establishments of any name, as HMOs if they are housing people who use the establishment as their main residence for more than 30 days and the accommodation occupied by them comprises a significant proportion of the property. We believe that where this accommodation is used as a main residence, the same standards as in other HMOs should apply, especially as bed and breakfast establishments are often used to house vulnerable people.

23 Appeals

If there is a right of appeal against any notice served, the details of how to appeal and the timescales for making an appeal will be included with the notice.

A licence holder or applicant may appeal formally to the Residential Property Tribunal Service (RPTS) if the Council decides to:

- Refuse to grant a licence
- Grant a licence with conditions
- Revoke a licence
- Vary a licence
- Refuse to vary a licence

The Havant office of the Residential Property Tribunal Service serves the East Hampshire area. The contact details are: HM Courts and Tribunals Service, First Tier Tribunal (Property Chamber) Residential Property, Havant Justice Centre, The Court House, Elmleigh Road, Havant, Hants, PO9 2AL, Tel. 01243 779 394, Fax 0870 7395, www.gov.uk/housing-tribunals

There is no right of appeal to the RPTS in relation to HMO licensing fees. Any complaints relating to HMO licence fee will be addressed through the council's complaints procedure.

24 Enforcement

Our approach is that we wish to encourage landlords to provide accommodation that is of a good standard and safe for tenants and we will work with them informally to do so where possible.

Enforcement will be in accordance with the Council's enforcement strategy, the Regulators Compliance Code and the Private Sector Housing Enforcement Policy.

25 Rent repayment orders

Where we are satisfied that a landlord has operated a licensable HMO without a licence and the rent is paid as housing benefit or local housing allowance, we will usually apply to the Residential Property Tribunal for a rent repayment order. We will also advise tenants of their rights, which may include being able to apply for a rent repayment order in respect of non-housing benefit rent they have paid.

26 Monitoring and review

The impact of this policy on the number, management and condition of HMOs in East Hampshire will be monitored. The policy will be reviewed annually.

Any minor changes to this policy that are necessary because of regulations or other secondary legislation published after the approval of the policy by Cabinet, will be approved by the Head of Neighbourhood Support, in consultation with the Neighbourhood Support Portfolio Holder.

List of appendices

Appendix A HMO licensing fees

Appendix B Guidance on Standards for Houses in Multiple Occupation.