



Reply to Private Housing Service (100TS)
PO Box 3399
Bristol

BS1 9NE

Telephone 0117 3525010
Email private.housing@bristol.gov.uk
Date 04/06/24

Dear Sir/Madam,

Property: 4 The Mont, Montpelier, Bristol, BS6 5ED
Licence Holder: AHF Investments Ltd

Please find enclosed the property licence in respect of the above property. I would like to draw your attention to the information contained at the following web address. This should be read in conjunction with your licence: <https://www.bristol.gov.uk/licences-permits/property-licences>

Fit and proper person test

From the information provided in the licence application, you are deemed a 'fit and proper person' to be the licence holder/manager of the above property. If you have other properties requiring a licence you may use the following 'fit and proper person' test reference number: [REDACTED]. Further information can be found in your completed application form. If you have any change in circumstances (for example a conviction) that may affect the fit and proper person status of any person or associate, then you must notify the council as it will be necessary to reconsider the test.

Inspections

If you have not yet received an inspection, your licence will have been issued based on the information provided in the application form. All licensed properties will be inspected within five years of the formal licence being served.

In addition, if you have been asked to carry out works, we will check compliance after the date specified. Failure to complete the works would constitute a breach of conditions and could result in legal action. Please refer to the information under '*Conditions and Licence Schedule of Works*'.

Conditions and Licence Schedule of Works

Please refer to the enclosed licence schedule of works which details works required to comply with the licence conditions. The works must be completed by the deadline specified.

If the licence is being issued prior to an inspection taking place, additional schedules of works may be issued once an inspection has been carried out and following any subsequent visits to the property.

Please note that a person who fails to comply with the conditions attached to their licence commits an offence under section 72 of the Housing Act 2004 which could result in:

- a prosecution, which could be punishable on summary conviction with an unlimited fine; or
- a civil penalty of up to £30,000 per offence.

You should also be aware that you could also no longer be considered a 'fit and proper person' and the licence would be revoked. This may result in the City Council taking over the management of the property unless an alternative licence holder is found.

Licence conditions only apply to a manager where they have accepted responsibility under the terms of the licence in accordance with an agreement between them and the licence holder(s). Therefore, licence holders should ensure that suitable arrangements are in place to demonstrate that the manager has consented to the imposition of any such obligations. If you are unable to prove this is the case, then as licence holder you will be solely responsible for ensuring that licence conditions are met.

Loans to Assist with Licence Schedule of Works

All licensed properties will be subject to an inspection within five years of the application date. If a schedule of works has been issued following an inspection of the property, the owner of the property may be eligible for a loan to help pay for any works required to comply with the requirements. The owner will need to complete a Landlord Loan Enquiry Form: <https://www.bristol.gov.uk/private-landlords/health-and-safety-standards-for-landlords> and return it with the supporting information as a way of confirming income and outgoings and capital assets – if a paper copy is required please contact me. This information is required for an assessment to be made on their ability to repay the loan.

Once the completed enquiry form and supporting information have been returned, we will make a referral to our partners, Lendology. A loans officer from Lendology will make contact to discuss the options and explain the process. Loans can be approved for any amount from £1,000 to £15,000 depending on the cost to deal with the necessary works and the term will be a maximum repayment period of 5 years. The loans are at a fixed rate of interest (4%)

Please note that a loan cannot be approved for any works completed prior to the signing of the formal loan agreement.

Permitted Number

The licence specifies a permitted number of persons and households that may occupy the HMO. It is important that this level of occupation is not exceeded as this will constitute a breach of conditions. You will note that, depending on bedroom size, a greater number of occupants may be permitted than current use. Please be aware that this does not permit obligate sharing of bedrooms.

It is recommended that as part of the regular management checks of the property, the level of occupation is checked. If tenants have exceeded the permitted number an offence has been committed, immediate steps must be taken to remedy this.

Reducing Occupancy

If you are reducing occupancy it would be advisable to contact Bristol City Council's Tenancy Relations team before making any arrangements. The Tenancy Relations team can be contacted on 0117 352 1600 or at tenancy.relations@bristol.gov.uk.

If you need to serve notice on a tenant and take possession proceedings, the tenant concerned should make contact with Housing Advice Team on 0117 922 2000 or through one of the Council's Citizen Service Points. See: www.bristol.gov.uk.

Sale of property

Should you decide to sell the property during the next five years you should be aware that **the licence is not transferable**. You will need to inform us if you have sold the property so that the licence can be revoked, and the new landlord would need to submit a new application.

Public Register

Please be aware that your name and address has to be made available on a public register. The Bristol City Council website contains some information about licensed properties, but full details would have to be provided if a request is made.

Appeal

The applicant or any relevant person may appeal against the terms of the licence to a residential property tribunal within 28 days of the date on which the decision was made, please refer to the notice accompanying the licence. Contact details for the **First – tier Tribunal (Property Chamber)**:

First-tier Tribunal (Property Chamber) Residential Property
Havant Justice Centre
The Court House
Elmleigh Road
Havant
Hampshire PO9 2AL

Email: rpsouthern@Justice.gov.uk
Telephone: 01243 779 394 Fax: 0870 7395 900

Planning Permission

In certain areas of the city, you will need to have [planning permission](#) to use your property as an HMO. [Article 4 directions](#) are in place which remove Permitted Development Rights and therefore you may need to submit a planning application for change of use between a dwelling house (Use Class C3) and a small House in Multiple Occupation (Use Class C4). Please contact Planning Services for further information: development.management@bristol.gov.uk / tel: 0117 922 3000 and refer to the [HMO Supplementary Planning Document - Managing the development of houses in multiple occupation](#) (adopted November 2020) for further information.

When determining a property licence application (Mandatory/Additional/Selective) under Part 2 and Part 3 Housing Act 2004, planning consent status does not affect your application.

If you have any questions, about these matters or any other aspect of the licence, please contact me.

Yours sincerely,

Private Housing

HOUSING ACT 2004
Schedule 5, para 1



Office Use Only:

A duplicate copy of this notice was sent by electronic means to , AHF Investments Ltd at the following electronic address

on: 04/06/24

Signed

Notice of decision by local housing authority to grant a licence

To:

Of:

The City of Bristol Council ("the Authority") on 28/03/24, received from an application for a licence for residential premises namely:

4 The Mont, Montpelier, Bristol, BS6 5ED

On 09/05/24 the Authority served a notice that the Authority proposed to grant a licence and having considered representations, made in accordance with that notice and not withdrawn on 04/06/24 the Authority made the decision to grant the licence a copy of which is enclosed.

The reasons for making the decision to grant the licence are:

- the house is reasonably suitable for occupation by the number of households and persons specified in the licence or can be made suitable by the imposition of conditions
- the licence holder is the most appropriate person to be the licence holder and is a fit and proper person
- the manager is the person having control of the house or is an agent or employee of that person and is a fit and proper person
- the proposed management arrangements for the house are otherwise satisfactory.

An appeal against a decision to grant a licence may be made to the First – tier Tribunal (Property Chamber) within the period of 28 days beginning with the date on which the decision was made.

Signed.....

Date 04/06/24

Private Housing Manager

duly authorised for and on behalf of the City of Bristol Council.

Further information in respect of this notice can be obtained from Private Housing Service (100TS) at PO Box 3399, Bristol, , BS1 9NE. Tel: 0117 3525010.

These notes are intended as general information to the recipient(s) of this as a summary of their rights of appeal against the notice. The notes are not intended to be definitive and any person(s) considering an appeal are advised to seek independent legal advice and/or refer to the full version of the Housing Act 2004. Further advice can be obtained from the Residential Property Tribunal www.rpts.gov.uk.

Requirements following grant or refusal of licence

- 7 (1) This paragraph applies where the local housing authority decided to grant a licence.
- (2) The local housing authority must serve on the applicant for the licence (and, if different, the licence holder) and each relevant person -
- (a) a copy of the licence, and
 - (b) a notice setting out -
 - (i) the reasons for deciding to grant the licence and the date on which the decision was made,
 - (ii) the right of appeal against the decision under Part 3 of this Schedule, and
 - (iii) the period within which an appeal may be made (see paragraph 33(1)).
- (3) The documents required to be served under sub-paragraph (2) must be served within the period of seven days beginning with the day on which the decision is made.

Right to appeal against refusal or grant of licence

Schedule 5, Part 3, paragraph 31(1)

- 31 (1) The applicant or any relevant person may appeal to a residential property tribunal against a decision by the local housing authority on an application for a licence -
- (a) to refuse to grant the licence, or
 - (b) to grant the licence.
- (2) An appeal under sub-paragraph (1)(b) may, in particular, relate to any of the terms of the licence.

Time limits for appeals

- 33 (1) Any appeal under paragraph 31 against a decision to grant, or (as the case may be) to refuse to grant, a licence must be made within the period of 28 days beginning with the date specified in the notice under paragraph 7 or 8 as the date on which the decision was made.
- (3) A residential property tribunal may allow an appeal to be made to it after the end of the period mentioned in subparagraph (1) or (2) if it is satisfied that there is a good reason for the failure to appeal before the end of that period (and for any delay since then in applying for permission to appeal out of time).

Powers of residential property tribunal hearing appeal

- 34 (1) This paragraph applies to appeals to a residential property tribunal under paragraph 31 or 32.
- (2) An appeal -
- (a) is to be by way of a re-hearing, but
 - (b) may be determined having regard to matters of which the authority were unaware.
- (3) The tribunal may confirm, reverse or vary the decision of the local housing authority.
- (4) On an appeal under paragraph 31 the tribunal may direct the authority to grant a licence to the applicant for the licence on such terms as the tribunal may direct.

Advice:

If you do not understand this notice or wish to know more about it, you should contact the Local Authority. 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. You may be able to obtain help with all or part of the cost of legal advice from a solicitor under the Legal Aid Scheme. If you do not know whether you could apply for Legal Aid you can see a solicitor who may be prepared to give you half-an-hour of legal advice for a small fee. If you want to know more about the works the Local Authority require you to do, you may wish to consult a surveyor



Licence of House in Multiple Occupation (HMO)

The Bristol City Council ("the Authority")

Hereby grant to: [REDACTED]

Of the following address(es): [REDACTED]

Licence under section 64 of the Housing Act 2004, subject to the conditions set out in the schedule attached, in respect of premises situated at:

4 The Mont, Montpelier, Bristol, BS6 5ED

The licence is granted this 04/06/24. It shall come into force on 04/06/24, and shall remain in effect for a period of five years from that date, unless previously revoked.

Dated 04/06/24

Signed : --

Office Use Only:

A duplicate copy of this notice was sent by electronic means to , AHF Investments Ltd at the following electronic address

on: 04/06/24

Signed

Designation† Private Housing Manager

The officer appointed for this purpose

Licence condition pages = 4

Schedule of works pages = 0

NOT TRANSFERABLE



HMO licensing, fire safety under the Housing Act 2004 and the Fire Safety Order 2005



What fire safety work is needed to comply with HMO licensing conditions?

If there is a schedule attached to the licensing conditions this will detail what work is needed, if any, to comply with the HMO licensing standards in respect of fire safety.

Is any further work needed under the Housing Act 2004?

In most cases compliance with licensing standards will reduce fire risk to an acceptable level. However, the presence of additional cooking facilities and the size, use and layout of the property may mean that a fire hazard still exists and needs to be reduced by carrying out further work under the Housing Act 2004.

How will any further work be assessed under the Housing Act 2004?

When the property is inspected a risk assessment will consider the chances of a fire starting and the potential for it to spread and cause a hazard for occupiers and other persons. Additional work will normally only be required for larger properties and HMOs with bedsits. If the building also contains commercial premises the Council will liaise with the Avon Fire and Rescue Service regarding fire separation from the commercial part and if any extension to the fire detection system is needed.

What additional work might be needed to remove a fire safety hazard?

There are no fixed standards, as every property will have a different degree of risk. However, there is national guidance that will be used to decide how to reduce this risk if necessary to an acceptable level; this could involve further fire doors and improved fire separation. The guidance is available for landlords to assess their own properties and can be found on the Council's website (www.bristol.gov.uk) - search for 'Fire guidance' and then find a hyperlink to the LACoRS 'guidance'.

Does the Fire Safety Order also apply to my property?

This Order is enforced by Avon Fire and Rescue Service and only applies to HMOs that have common parts; for example where an HMO contains one or more flats or bedsits. If the property is a shared house under a single tenancy, there will be no common parts and the Order will not apply.

Having met the Council's requirements, will Avon Fire and Rescue Service ask for further work if the Fire Safety Order applies?

If the Order applies, it is a requirement to have a written risk assessment; Avon Fire and Rescue Service may audit this in the future. A template for the assessment can be found on the Council's website as a 'related document' - on the same web page as the guidance (see above). On inspection, Avon Fire and Rescue Service may ask for further work to the common parts to reduce the risk of harm from fire to a minimal level as detailed in that guidance, this may involve fire doors and fire separation. More information can be found at www.avonfire.gov.uk

Fire safety summary:

