



Appendix B

Proposed Licence Conditions

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Tenancy Management

Notification of changes

The licence holder, or nominated other, must inform Environmental Health directly, using the online portal or in writing, of any changes listed below within 28 days of the change occurring:

- (a) Licence Holder change of address, contact telephone number or email address.
- (b) Manager change of address, contact telephone number or email address.
- (c) Change of emergency contact number provided to the tenant.

Written information

The Licence Holder must supply the occupiers of the property with a copy of the licence for the property they occupy within 28 days of the commencement of their occupation of the property or successful obtainment of the licence.

Within 14 days of the commencement of any new tenancy or within 21 days of the licence coming into force for tenants already in occupation on that date, the Licence Holder must provide the occupier(s) with:

- Written information explaining how they can make a complaint in relation to matters concerning their occupation, such as disrepair/pests/emergency issues relating to the security of the property.
This must include a contact address, daytime telephone number and emergency out of hours telephone number. It must also include how the Licence Holder will deal with such issues, including timescales for completion of repair works;
- A copy of the licence, including licence conditions for the property.

Any changes to contact details, for the purposes of reporting complaints or emergencies, must be provided to the tenant within 7 days of the change taking place. A written record must be kept of this and provided to Environmental Health within 21 days on demand.

The Licence Holder should require references from persons who wish to become tenants before entering into any tenancy agreement with them.

The Licence Holder must retain all references obtained for tenants of the property for the duration of this licence and provide copies to Environmental Health within 14 days on demand.

Property Inspections

The Licence Holder must ensure that inspections of the property are carried out at appropriate intervals. The records of such inspections must be kept for the duration of the licence. The records must contain (as a minimum):

- a log of who carried out the inspection and other persons present,
- date and time of the inspection,
- a breakdown of each room inspected, including the common parts and external curtilage of the property, with any issues identified,
- changes in any equipment, furniture and furnishings supplied as part of the tenancy,

- a log of the number and location of each smoke detector in the property,
- confirmation that each smoke detector in the property has been tested and whether it is in working order,
- a log of the number and location of carbon monoxide detector in the property (if applicable)
- confirmation that each carbon monoxide detector has been tested and whether it is in working order
- action(s) taken or to be taken as a result of any issues identified during the inspection.

Copies of the inspection records must be provided to Environmental Health within 21 days on demand.

The Licence Holder must ensure that the tenant's right to quiet enjoyment of the property is respected. Where entry is required to the property, the Licence Holder must ensure that any notice requirements contained in a lawful tenancy agreement are complied with. Where the tenancy agreement does not contain any such requirements, the Licence Holder must ensure that the tenant receives at least 24 hours written notice of intention to enter the property during reasonable hours, specifying the reason entry is required, save where it would not be reasonable to give such notice, such as in an emergency.

Minimum property standards

The licence holder will ensure the rental property for which the licence relates meets those standards maintained within the Public Health and Safety (Rented Dwellings – Minimum Standards and Prescribed Hazards) (Jersey) Order 2018

Equipment, Furniture and Furnishings

The Licence Holder must ensure that any goods they make available to the tenant as part of their residential tenancy are safe.

They should ensure they comply with the Consumer Safety (Jersey) Law 2006. This for example will include the adequate provision of warnings and instructions for use and appropriate action in the event of any product recall or safety notice.

Upholstered furniture, furnishings and other products containing upholstery should meet set levels of fire resistance laid down in the UK's Furniture and Furnishings (Fire) (Safety) Regulations 1988.

The Licence Holder should check these goods during property inspections and keep appropriate records.

The Licence Holder must supply to Environmental Health, within 21 days on demand, a declaration by him as to the safety of such equipment, furniture and furnishings made available by him.