

**BLOCK LICENCES – ADDITIONAL LICENCE CONDITIONS**

The Licence Holder shall put in place management arrangements which ensure the following:

**Building Inspections**

1. In order to identify any problems relating to the condition and management of the property, inspections shall be undertaken in accordance with the intervals and conditions which follow:
  - (i) inspections to take place at least once a month for all communal areas, including internal and external areas within the curtilage of the property, this must include areas that occupants do not have access to, for example, boiler rooms, storage areas, (note this list is not exhaustive). (This is in addition to Condition 19 of the dwelling licence which is regarding each individual unit of accommodation).
  - (ii) Records of such inspections shall be made and kept for the duration of the Licence. As a minimum requirement, the records must contain a log of who carried out the inspection, the date and the time of inspection and any issues found and action(s) taken. Copies of these records must be provided within seven (7) days of the Council's request to inspect.

**Management of Fire Safety**

2. Fire risk assessment(s) for the building shall be recorded and retained. Copies of the fire risk assessment and review findings shall be provided for providing to the Council within seven (7) days of such a demand being made.
3. All fire alarm and detection systems within all parts of the building shall be kept in proper working order and systems shall be tested regularly in accordance with Regulations relating to each particular piece of equipment.
4. Where an emergency lighting system is provided to the communal areas of the building, it shall be kept in proper working order, in accordance with relevant British Standards. A record must be kept and shall be provided within seven (7) days of the Council's demand.
5. Tenants shall be provided with clear written guidelines on the fire safety procedures, including details of the safety measures installed, how they operate and what to do in the event of a fire.
6. All Notices containing information about fire safety shall be displayed in prominent area within the communal part of the Building, as close as possible to the main entrance.
7. All exit routes within the building, such as hallways, landings and staircases, so far as they are under the control of the licence holder

and as far as reasonably practical, are kept clear and unobstructed to enable evacuation of the building in the event of fire.

#### Maintenance of Common Parts

8. That where an intercom entry system is provided, ensure that the intercom entry system is kept in proper working order;
9. Maintenance and servicing programmes, such as gas appliance servicing, window and guttering cleaning, exterior and interior painting, are carried out in a planned and cyclical manner and with due regard to the convenience of tenants.
10. All redundant materials and debris are removed from site on completion of works within a reasonable time.
11. All maintenance and construction work must be carried out in such a manner so to ensure the health and safety to all persons occupying or visiting the premises.
12. On becoming aware of a pest problem or infestation at the Property, steps must be taken to ensure that a treatment programme is carried out to eradicate the pest infestation. Records shall be kept of such treatment programs and these must be provided to the Council within 7 days on demand.

#### Lift Inspection and Maintenance

13. Where the building is served by lift/s, ensure that the lift/s are kept in a safe condition and proper working order. A log is to be maintained of any times when a lift/lifts are non-operational.

#### Lighting of Communal Areas

14. All internal and external lighting to the communal parts of the building, of which is under the control of the licence holder, must be kept in full working order.

#### Service Charges

15. Where any service charges are levied by the licence holder, such services and charges are properly specified and detailed in the letting contract. Where tenants are responsible for utility charges they must have reasonable access to any meters that record their utility usage.

#### CCTV

16. Where buildings are monitored by CCTV this must be advised in the entrance or on the external entrance to the building. Installation and operation must be in accordance with the relevant legislation.