

-
Date: 20 October 2023
Our Reference: Misc. Act./100547
Direct Phone Number: [REDACTED]
Contact: Tuhah Ahmed

C/o The Company Secretary
AMS Housing Ltd
29 Longbridge Road
Barking
London
IG11 8TN



Private Sector Housing Team
Supporting Communities
London Borough of Camden
8th floor, 5 Pancras Square
Town Hall
Judd Street
London
WC1H 9JE

Tel: 020 7974 4444

hmolicensing@camden.gov.uk

www.camden.gov.uk

Argyle Street

- Dear Sir/Madam
HMO Mandatory Licensing
HMO Licence Variation
Address: 20 Busby Place London NW5 2SR

The council has decided to vary the HMO licence for the above property.

Please find enclosed the following documents, which you should read very carefully:

- Copy of the authority's decision to vary the licence
- Notice varying licence
- Varied HMO Licence and conditions*

A copy of the above information has also been sent to the licence holder and each relevant persons.

Should you have any questions regarding this letter please contact us, ensuring that you include our reference with any correspondence.

Yours faithfully,

[REDACTED]

- Tuhah Ahmed
HMO Licensing Officer
Private Sector Housing

*Licence holders are legally obliged to comply with all prescribed conditions, including any attached schedule of works, to ensure the safety of their tenants. Failure to comply with licence conditions without reasonable excuse can lead to an unlimited fine, criminal prosecution or a civil penalty notice of up to £30000



LONDON BOROUGH OF CAMDEN

**HOUSING ACT 2004
Schedule 5, Part 2, Section 16(2)**

Decision to Vary House in Multiple Occupation (HMO) Licence

This decision applies to 20 Busby Place London NW5 2SR ('the premises')

On the **20 October 2023** The London Borough of Camden made the decision to vary the HMO licence for the premises.



Signed
Authorised officer on behalf of the Council

Date: 20 October 2023

Contact: hmolicensing@camden.gov.uk

Tel: [REDACTED]



**LONDON BOROUGH OF CAMDEN
HOUSING ACT 2004
Schedule 5, Part 2, Section 16(2)**

Notice of the variation of a Licence for a House in Multiple Occupation

To AMS Housing Ltd
Of 29 Longbridge Road
Barking
London
IG11 8TN

The London Borough of Camden, as required under Schedule 5, Part 2, Section 16(2) of the Housing Act 2004, give notice that the HMO licence has been varied for:

20 Busby Place London NW5 2SR

The decision to vary the licence was made on **20 October 2023**

The following variations were made:

- **Change of manager to AMS Housing Ltd**

The reasons for this were:

- **New management appointed.**

Under Schedule 5 31(1) Housing Act 2004, you have the right of appeal against this decision which should be made to the:

HM Courts & Tribunals Service First-tier Tribunal (Property Chamber), 10 Alfred Place, London, WC1E 7LR

Tel: 020 7446 7700

Facsimile: 01264785060

Email: London.RAP@justice.gov.uk

DX: 134205 Tottenham Court Road 2

If you wish to make an appeal you must contact the First – tier Tribunal (Property Chamber) within 28 days of the decision being made.

Signed
Authorised officer on behalf of the Council

Date: 20 October 2023

Contact: hmolicensing@camden.gov.uk

Tel:

Notes about Appealing against a Licensing Decision

1. The applicant or any relevant person may appeal against the granting of this licence. *(Sch 5 31(1))*
2. All appeals should be made to First – tier Tribunal (Property Chamber), 10 Alfred Place, London WC1E 7LR
3. An appeal should be lodged with the First – tier Tribunal (Property Chamber) within 28 days from the decision date on this licence – **see note 4 below** *(Sch 5 33(1))*
4. The First – tier Tribunal (Property Chamber) may allow an appeal that is lodged after 28 days if it is satisfied that there is good reason for the failure to appeal within the usual permitted time period. *(Sch 5 33(3))*
5. An appeal can be made on any of the stated terms of the licence. *(Sch 5 31(2))*

Powers of the First – tier Tribunal (Property Chamber)

1. An appeal will be by way of a re-hearing *(Sch 5 34(2))*
3. The First – tier Tribunal (Property Chamber) may make a decision on an appeal on matters the Council did not know about *(Sch 5 34(2))*
3. The First – tier Tribunal (Property Chamber) may confirm reverse or vary the decision of the Council *(Sch 5 31(3))*
4. The First – tier Tribunal (Property Chamber) may direct the Council to grant the licence on terms stipulated by the Tribunal *(Sch 5 34(4))*

Relevant Person

1. Any person having an estate or interest in the House in Multiple Occupation. *(Sch 5 36(2a))*
2. Any person managing or having control of the House in Multiple Occupation. *(Sch 5 36(2a))*
3. Any person on whom any restriction or obligation is or is to be imposed by the licence made under section 67(5) of the Act - Licensing conditions. *(Sch 5 36(2b))*

**Licensed
landlord**

**Housing Act 2004
Licence for a House in
Multiple Occupation**



The London Borough of Camden approved the application to operate a house in multiple occupation and hereby grant a licence within the HMO Mandatory Licensing Scheme under section 64 Housing Act 2004 in respect of:

20 Busby Place, London, NW5 2SR

1. This Authority is satisfied that the most appropriate person to be the licence holder is:
Euston Properties Ltd
Of **Solar House, 282 Chase Road, London, N14 6NZ**
2. The named person having responsibility for the management of the licensed premises is **AMS Housing Ltd, 29 Longbridge Road, Barking, London, IG11 8TN.**
3. This property is licenced to be occupied by a maximum of **15** persons forming a maximum of **11** households. These permitted numbers have been determined with regard to the nature of the occupying group, room sizes and available amenities. *It is important to have regard to the tables at the end of this document for details of how these have been calculated*
4. This licence is granted on the stipulation that the attached schedule of licence conditions shall apply for its duration.
5. Any required works identified during the inspection** to achieve compliance with condition 5 of this licence are detailed in the attached schedule of works. These works must be completed within the timescales specified on the Schedule of Works. This licence has been determined on the basis the HMO is [occupied on a room by room basis.

Licence Issue Date: **24 May 2021**

Licence Expiry Date: **23 May 2026**

This licence will be for 5 years from the date of issue

Signed:
On behalf of the London Borough of Camden

Covid-19 Important Advisory Note

Please note this property has not had a licensing inspection due to changes in our licensing processes during the Covid-19 epidemic. This licence has therefore been issued based on information provided by the applicant.

Note: Any reference to an inspection in this licence relates to a desktop assessment.

Licence condition 5 requires the licence holder to ensure the property complies with the Council's HMO standards which can be downloaded from Camden's website: <https://www.camden.gov.uk/houses-multiple-occupation>

The schedule of works lists key works we believe are likely to be necessary to meet our standards. This is based on the information we have for this property and our experience of common failings generally found during inspections.

Please ensure you review the schedule of works against our HMO Standards as there may be other works not identified in this exercise that you may still need to carry out to fully meet our standards.

Once the time periods set out in the schedule of works have expired then your property will be inspected to check the information given was correct and that all necessary works have been fully completed.

Failure to comply with licence conditions is a criminal offence that may lead to an unlimited fine upon conviction or the issuing of a civil penalty notice for up to £30,000.

The government has issued advice and guidance for landlords on carrying out essential works during the Covid-19 epidemic and this can be found on Camden's website at:
<https://www.camden.gov.uk/landlords-home-owners>

SCHEDULE OF PERMITTED OCCUPATION FOR THIS HMO Based on floor areas and the available kitchen, bathing and WC facilities		
The maximum permitted number for the property is determined by the lowest figure from the tables that can be found at the end of this document		
Maximum permitted number for property	15 persons	11 households
These rooms have a 'zero' permitted occupancy - see tables	Bedsit I (lower ground floor rear left) and communal lounge, dining room and cellar are not suitable for use as sleeping rooms	
WAIVER(S) GRANTED	None	

Schedule of licence conditions

- The licence holder/manager is prohibited from allowing a new resident to occupy the HMO and/or parts of the HMO if: -
 - that occupation exceeds the maximum number of permitted persons in the HMO; or
 - that occupation exceeds the maximum number permitted for any unit of accommodation; and
 - a room used as sleeping accommodation has a maximum permitted number of zero the room must not be re-let/re-occupied again once the current tenant has vacated.

A 'new resident' is a person not in occupation in the property or part of the property at the date the licence is issued.

- In addition, if a room currently used as sleeping accommodation is:
 - below 6.51m² the licence holder must ensure it is vacated no later than 18 months from the licence issue date; or
 - below 10.22m² and occupied by two persons the licence holder must ensure the number of occupiers is reduced to one no later than 18 months from the licence issue date; or
 - below 4.64m² and occupied by a person under 10 years of age the licence holder must ensure it is vacated no later than 18 months from the licence issue date.
- The licence holder will be committing an offence in respect of condition 2 above if:
 - no action has been taken to correct a breach of the minimum room sizes within 18 months of licence issue date; or

- new tenants have been allowed to occupy a room in breach of the maximum number permitted by the licence
4. Where condition 2 above is not being met and the licence holder has not knowingly permitted the breach, the council will:
 - give the licence holder notice of the of the breach, and
 - specify a period in which the licence holder must take action to comply with the prescribed minimum room size. The maximum period specified will be not more than 18 months.
 5. The licence holder shall ensure that the property is in compliance with the London Borough of Camden's HMO standards. The works required to achieve this are detailed in the attached schedule of works.
 6. The licence holder shall ensure the property is maintained in reasonable repair.
 7. The licence holder shall ensure that the name, address, email and telephone number of the person responsible for managing the property is displayed in a prominent position in the common parts of the house. A 24 hour emergency telephone number should also be provided.
 8. The licence holder shall ensure that a copy of the licence and licence conditions are displayed in a prominent position in the common parts of the house.
 9. The licence holder shall supply the occupiers of the house with a written statement of the terms on which they occupy the house.
 10. The licence holder shall take all reasonable and practicable steps to prevent or reduce antisocial behaviour by persons occupying or visiting the house. All complaints of anti-social behaviour by occupants or their visitors made by other occupants or neighbours shall be investigated and the appropriate action taken.
 11. The licence holder shall, upon request, provide the London Borough of Camden with evidence of appropriate management practice and procedures to address any anti-social behaviour that may arise. The details should be provided within such reasonable time as may be specified by The London Borough of Camden.
 12. The written statement provided to occupiers on their terms of occupancy shall include an express prohibition on anti-social behaviour that causes a nuisance or annoyance to other occupiers or neighbours.
 13. Where a gas supply is provided the licence holder shall submit to the London Borough of Camden annually for their inspection the current gas safety certificate obtained within the last 12 months in respect of all gas installations and appliances in the parts of the house under their control. Copies shall also be given to the occupants of the house.
 14. The licence holder shall, upon request, provide the London Borough of Camden with a current test certificate for the fixed electrical installation in the parts of the house under their control. Any report should be less than five years old at the date of submission.

15. The licence holder shall ensure that electrical appliances and furniture made available by them in the house are kept in a safe condition. There should be a regular visual inspection of all such appliances and furniture to determine condition.
16. The licence holder shall, upon request, provide the London Borough of Camden with a declaration as to the safety of any electrical appliances and furniture they have supplied. Copies should be made available to occupants of the house.
17. All upholstered furniture and covers and fillings of cushions and pillows should comply with the requirements of the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).
18. The licence holder shall keep smoke alarms in proper working order and, upon request, provide the London Borough of Camden with a BS5839 test report relating to the fire alarm and detection system and/or a BS5266 test report relating to the emergency lighting.
19. The licence holder shall ensure that a carbon monoxide alarm is installed in any room in the HMO which is used wholly or partly as living accommodation and contains a gas appliance or has a flue from a gas appliance running through it. The carbon monoxide alarm is to be kept in proper working order. And the licence holder shall on demand, supply the local authority with a declaration as to the position and condition of the alarm.
20. The licence holder shall, upon request, provide the London Borough of Camden with a written copy of the fire risk assessment (FRA) carried out by a responsible person under the Regulatory Reform (Fire Safety) Order 2005.
21. The licence holder shall ensure that there are sufficient containers provided for household recycling and rubbish. All recycling and rubbish containers must be provided with a dedicated and appropriate storage area.
22. The licence holder must comply with any scheme provided by Camden Council which relates to the storage and disposal of household waste at the HMO pending collection.
23. The licence holder shall take such steps as are necessary to treat any pest infestation within the parts of the house under their control. Such steps should include engaging a pest control contractor to undertake a survey of the house and undertaking such treatment and proofing works as required. The Council will consider an exception where the infestation is clearly as a result of the tenant's behaviour or neglect.
24. The licence holder shall inform the private sector housing team at the London Borough of Camden in writing of any material change of circumstances in respect of the licence holder, manager or anyone else involved with the property, the property itself or its management within seven days of such a change occurring.
25. The licence holder must advise the private sector housing team at the London Borough of Camden in writing of any proposed changes to the construction, layout or amenity provision of the house which would affect the licence or licence conditions. No such alterations shall be made without prior consent.

26. The licence holder shall arrange for access to be granted to all common parts, and where possible all other areas including rooms, at any reasonable time for the purpose of inspection to ensure compliance with licence conditions.
27. The licence holder shall if required by written notice provide the London Borough of Camden with the following particulars with respect to the occupancy of the house:
- The names of individuals and households living in the house and the parts of the property they occupy; and
 - The dates when each individual and household moved into the property
- The details should be provided within such reasonable time as may be specified by the London Borough of Camden.
28. The licence holder shall upon the request of the London Borough of Camden attend such training courses as required in relation to any applicable Code of Practice approved under the provisions of the Housing Act 2004 section 233.

Notes

- a) **The property licence and conditions do not imply or grant by inference or otherwise any approval or permission for any other purpose including building control, planning, LB Camden leasehold terms and conditions, the Regulatory Reform (Fire Safety) Order 2005. Conversely compliance with any of these requirements does not confer or imply compliance with the requirements of the Housing Act 2004 including HMO licensing.**
- b) **Failure to comply with any licence condition may result in loss of the licence and court proceedings leading to fines (there is no limit on the amount) or service of a civil penalty notice (maximum fine of £30,000).**
- c) **Any arrangements relating to the licence and conditions are without prejudice to assessments and appropriate actions including enforcement actions under the Housing Act 2004 and associated management regulations. This includes actions to deal with category 1 and category 2 hazards as may be identified under the housing health and safety rating System (HHSRS) and does not prejudice such action. Also the Management of Houses in Multiple Occupation (England) Regulations 2006, or in the case of section 257 HMOs, the Licensing and Management of Houses in Multiple Occupation (Additional Provisions)(England) Regulations 2007.**

SCHEDULE OF WORKS

Schedule items to be completed within 1 months of the date of variation of this licence.

Fire

Protected route/doors

1. A 30 minute protected route from all rooms is required.

Install suitable half-hour fire resistant door between the cellar area and the corridor leading to the staircase ensuring a safe means of escape from bedrooms K and L to the front exit. The door and frame must have a minimum standard of 30 minutes fire resistance and be fitted with intumescent strips and cold smoke seals. The doors must be close fitting within the frame and have a suitable self-closing device capable of closing the door effectively in its frame. It is recommended that overhead hydraulic closers are used. Any locks must allow internal egress without the use of a key.

Understairs cupboard - Lower ground floor adjacent to room I

2. This cupboard should be 30 minute fire resisting. Examine the underside of the staircase (soffit) and the partition wall (spandrel) and where found to have a standard of construction of less than 30 minutes fire resistance, make up to half-hour by fitting plasterboard or other suitable fire-boarding. The ceiling to be imperforate on completion of works.

Fire doors

3. Ensure all existing fire doors are fully self closing onto the stops and are fitted with intumescent strips and cold smoke seals to the head, hinge and lock side of the doors. Overhead door closers should be used where possible.

Repair the door to room J where the lock has been changed

Common parts

4. Ensure the common parts of the property **including the cellar area** are kept free of obstructions and flammable materials at all times.

Shared kitchen - fire blankets

5. If not already provided, supply and fit fire blankets adjacent to each hob in suitable wall-mounted positions within the kitchen. Fire blankets to comply with most recent British Standard and be BSi kitemarked.

Electrical sockets

Bedsitting rooms

6. If not already provided, provide suitably located double electric sockets as necessary to give a total provision of four double sockets within each room being used as a bedroom/ bedsitting room. Sockets to be located apart to minimise the use of extension leads. It is recommended that any new sockets in bedrooms to be provided incorporate integrated USB charging ports. Works to be carried out by a suitably qualified electrician. Leave in a safe condition upon completion.

Mechanical Extract Ventilation

7. Kitchen areas, bathrooms and WCs should be provided with suitable mechanical extract ventilation extracting directly to external air. Ensure all existing mechanical ventilation fans to bathrooms and WC's are clean and functioning correctly. The mechanical ventilation fan in the ground floor WC compartment was not working at the time of inspection.

Wash hand basins to bedsitting rooms

8. Where not already provided, provide and install a suitably sized wash hand basin with adequate supply of hot and cold water and appropriate splashback to each bedsitting room not having ensuite bathing facilities. Properly connect to the drainage system by means of a trapped waste pipe including all necessary gas, electrical or water supply connections to current Building Regulations requirements. Ensure both water feeds have maintenance valves incorporated so that taps can be maintained without the need to drain down the water supply.

Refuse storage

9. Provide suitable refuse storage containers in the communal kitchen.

Carbon Monoxide Alarms

10. Where not already provided a BS EN 50291 kite-marked carbon monoxide alarm (mains or battery powered) should be fitted in any room where any fuel burning appliance is fitted, including those that burn gas, oil, coal and wood. This includes any room that has a flue running through it. If there is an enclosed boiler, it should be fitted just outside the enclosure. Alarms should be fitted in accordance with the British standard.

Electrical defects

11. The wall lights in room G are not working

12. The lights in the cellar area are not functioning correctly

a. Calculation tables for maximum permitted number

The tables below are used to determine the maximum number of occupants permitted under this licence. The maximum permitted number of persons and households will be the lowest total figure from the following tables.

Room sizes					
HMO standards					
Minimum floor area where kitchen facilities are provided in a separate room			Minimum floor area where kitchen facilities (not enclosed) are included in the room		
Single room 9m ²		Double room 11m ²	Single room 12m ²		Double room 14m ²
Minimum floor area for bedrooms where a <i>shared living room of at least 10m²</i> is provided <u>and</u> there are cohesive living arrangements.					
Single bedroom 7.1m ²		Double bedroom 10.2m ²		Shared living room (or living area equivalent) 10m ²	
The maximum permitted number for self-contained flat(s) within the HMO, occupied by persons living as one household, is calculated based on the number and size of bedroom(s) in accordance with guidance in Part 1 of the Housing Act 2004.					
Lets	Location	Area (m ²)	Current occupiers	Maximum permitted persons	Maximum permitted households
Bedsit L	Basement rear right	11.6	1	2	1
Bedsit K	Basement rear left	15.4	1	2	1
Bedsit I	Lower ground floor rear left	7.6	1	0	0
Bedsit J	Lower ground floor rear right	9.6	1	1	1
Bedsit H	Raised ground floor front right	12.0	1	2	1
Bedsit G	Raised ground floor rear right	18.2	1	2	1
Bedsit F	Raised ground floor front left	19.9	1	2	1
Bedsit E	First floor front right	9.0	1	1	1
Bedsit D	First floor rear right	18.0	1	2	1
Bedsit C	First floor front left	15.4	1	2	1
Bedsit B	Second floor rear	18.2	1	2	1
Bedsit A	Third floor	16.7	1	2	1
Total maximum permitted number				20	11
<ul style="list-style-type: none">Notes: Directions are given when viewing the premises from the front of the propertyBedsit I is too small to be occupied being below the minimum size for a bedsitting room of 9m²The basement communal lounge is not included in this table as it is not being used as a sleeping room and is unsuitable for use as a sleeping room having no windows.The area at the front of the basement is not included in this table as it is unsuitable to be used as it has no natural lighting and forms part of the means of escape from bedsits K and L					

Kitchen facilities					
HMO standards					
Minimum floor area for shared use kitchens					
3 - 4 persons (1 set of kitchen facilities)		5 persons (1 set of kitchen facilities)		6 – 10 persons (2 sets of kitchen facilities)	
11 – 15 persons (3 sets of kitchen facilities)					
4.8m²		6m²		11m²	
16m²					
Minimum floor area for shared use kitchen diners					
3 - 4 persons (1 set of kitchen facilities)		5 persons (1 set of kitchen facilities)		6 – 10 persons (2 sets of kitchen facilities)	
11 – 15 persons (3 sets of kitchen facilities)					
8m²		8m²		15m²	
22m²					
Minimum floor area for separate exclusive use kitchen					
1 person			2 persons		
4m²			4.5m²		
Shared kitchen	Kitchen diner	Exclusive kitchen	Location		Area (m²)
Suitable for use by					
Yes					61.76
					15
Notes					
There are 3 sets of facilities in the kitchen and an adjoining dining room. There is also a communal lounge in the basement					

Maximum permitted number	15
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Bathing & WC facilities				
HMO standards				
Minimum floor area (m ²) for rooms containing sanitary facilities & maximum number of persons permitted to share bathing facilities				
Bath only	Bath/WHB	Bath/WC/WHB	Shower only	Shower/WHB
2.3m ²	2.5m ²	2.8m ²	1.7m ²	2m ²
4 or fewer occupants	At least one bathroom with a fixed bath/shower, wash hand basin and a WC (which may be situated in the bathroom).			
5 persons sharing facilities	<ul style="list-style-type: none"> Two bathrooms each containing a bath/shower, WC and wash hand basin or A bathroom containing a bath/shower/WHB and a WC/WHB in a separate compartment 			
6 or more persons sharing facilities	<ul style="list-style-type: none"> 6 - 10 persons - Two full sets of facilities (bath/shower/WC/WHB) 11 – 15 persons - Three full sets of facilities (bath / shower / WC / WHB) 16 - 20 persons Four full sets of facilities (bath / shower / WC / WHB) etc. <p>Note: At least 1 of the WC's must be in a separate compartment.</p>			
Amenity	Location	Shared facility	Exclusive use	Suitable for use by
WC/WHB/Shower	Ensuite to rooms 1, 2, 6, 8, 11 and 12		Yes	12
Bath/WHB	Lower ground floor	Yes		5
WC/WHB/Shower	First floor	Yes		5
Notes				
Maximum permitted number				22

WC facilities
HMO standards
Minimum floor area (m ²) for rooms containing WC's & maximum number of persons permitted to share WC facilities

Bath/WC/WHB	Shower/WC/WHB	WC/WHB		
2.8m ²	2.2m ²	1.2m ²		
Each WC (with wash hand basin) in a separate compartment is suitable for up to 5 persons				
4 or fewer occupants	At least one bathroom with a fixed bath/shower, wash hand basin and a WC (which may be situated in the bathroom).			
5 persons sharing facilities	<ul style="list-style-type: none">Two bathrooms each containing a bath/shower, WC and wash hand basinorA bathroom containing a bath/shower/WHB and a WC/WHB in a separate compartment			
6 or more persons sharing facilities	<ul style="list-style-type: none">2 WC's with WHB for up to and including 10 people,3 WC's with WHB for up to 15 people, and4 WC's with WHB for 20 people etc. <p>At least one of the WCs (with wash hand basin) must be in a separate compartment.</p>			
Amenity	Location	Shared facility	Exclusive use	Suitable for use by
WC/WHB	Lower ground floor	Yes		5
WC/WHB	First floor	Yes		5
WC/WHB/Shower	First floor	Yes		5
WC/WHB/Shower	Ensuite to rooms 1, 2, 6, 8, 11 and 12		Yes	12
Notes				
Maximum permitted number				27