

Date:  
Our Reference:  
Your Reference:  
Direct Phone Number:  
Contact:  
E-mail:

11 March 2008  
E&CP/HMO/027509



Environmental Health Team  
London Borough of Camden  
Town Hall  
Argyle Street  
London WC1H 8EQ

Tel: 020 7278 4444 (switchboard)  
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[www.camden.gov.uk](http://www.camden.gov.uk)

Please quote our reference in any correspondence

13 MAR 2008

Dear [REDACTED]

**London Borough of Camden (Registration of Houses in Multiple Occupation)  
Control Scheme 1999  
Address: 10 Canfield Gardens, London NW6 3JS**

I write further to your application to register the above property, which was received on 27 April 2007.

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

- HMO Registration Certificate
- Registration conditions
- Housing Health and Safety Rating System (HHSRS) leaflet

#### The Registration

The certificate and conditions are based on the information supplied in your application form and further searches/consultation completed by us. If any details are incorrect, please contact as soon as possible, on the phone number listed above.

The Registration lasts for 5 years. The certificate states the maximum number of households that the property has been registered for.

#### What happens next?

During the 5 year registration period, we will carry out an inspection of the property, using the Housing Health and Safety Rating System (HHSRS). This will allow us to check that the premises are free from certain hazards, e.g. fire, excess cold etc. You will be contacted by our team in due course.

The following details of the registered property will be maintained in a public register which can be viewed online at [www.camden.gov.uk/hmo](http://www.camden.gov.uk/hmo) or at the Culture and Environment Directorates' reception on the 5<sup>th</sup> floor Town Hall Extension, Judd Street.

- Address of the house
- Number of storeys
- Number of rooms in the house



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Director: Rachel Stopard

- Rooms used exclusively as: -
  - Kitchens
  - Bathrooms (with or without WC, and with a bath or a shower)
- The total number of: -
  - Fixed wash hand basins
  - Fixed sinks (kitchen)
  - Fixed baths or showers
  - WC's (external/internal)
- Name and address of responsible person
- Number of households occupying the house
- Number of households for whom it is registered

You must also advise us of any changes that will affect the properties registration e.g.: -

- Property sold
- Responsible person/manager details changed
- Alterations to the property, affecting layout, etc.

Should you have any questions regarding this letter please contact us on 020 7974 1967, or email us at [env.health@camden.gov.uk](mailto:env.health@camden.gov.uk) , please ensure that you include our reference with any correspondence.

Yours sincerely,

A black rectangular box used to redact the signature of the Administration Officer.

Administration Officer

**London Borough of Camden  
(Registration of Houses in Multiple Occupation)  
Control Scheme 1999**



**Certificate of Registration**

This is to certify that:

**10 Canfield Gardens, London NW6 3JS**

is a registered House in Multiple Occupation.

1. This Authority is satisfied that the "responsible person" of the above house in multiple occupation is: -

To  
of

2. The named person having responsibility for the management of the registered house in multiple occupation is: -

**NOT APPLICABLE**

3. The maximum number of persons allowed to occupy the property is  
**32 (thirty-two)**
4. This certificate is issued on the stipulation that the attached schedule of registration conditions shall apply for its duration.

**Date of Registration:** 30 September 2007

**Registration expiry:** 29 September 2012

Signed:

Renewal Team Manager

## Schedule of registration conditions

Address: 10 Canfield Gardens, London NW6 3JS

1	Use and occupation of the house
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SCHEDULE OF PERMITTED OCCUPATION					
Lets	Location	Area (m <sup>2</sup> ) on Plans submitted	Current occupiers (Persons)	Max No of Permitted Persons	Comments
The Number of permitted persons in this HMO has been assessed in accordance with either part 2 of the Housing Act 2004 or part 1 of the Housing Act 2004 and Section 326 of the Housing Act 1985 as applicable.					
Studio 1	Basement	28.7	2	2	These Studios have satisfactory space (under Part 2 of the Housing Act 2004), kitchen, bathroom and toilet facilities for 2 Permitted Persons each.
Studio 2	Basement	24.3	1	2	
Studio 3	Basement	17.9	1	2	
Studio 5	Ground Floor	21.9	2	2	
Studio 6	Ground Floor	22	1	2	
Studio 7	Ground Floor	26.6	1	2	
Studio 9	First Floor	15.3	1	2	
Studio 12	First Floor	28.6	1	2	
Studio 13	Second Floor	24.9	1	2	
Studio 16	Second Floor	14.6	2	2	

Second Floor Flat 14	Living room	14.5	2	2	In the case of this flat, we have assessed the maximum occupancy having regard to our standards under part 2 of the Housing Act 2004. The bedroom is undersize and cannot be used for sleeping / living purposes.
	Bedroom	5.9			
Basement Flat 4	Living room	19	1	2	In the case of these flats, we have assessed the maximum occupancy having regard to part 1 of the Housing Act 2004 and Section 326 of the Housing Act 1985.  The larger rooms have been taken into account for sleeping purposes.
	Bedroom	8.1			
Ground Floor Flat 8	Living room	16.2	2	2	
	Bedroom	6.8			
First Floor Flat 11	Living room	16.3	2	2	
	Bedroom	7.1			
First Floor Flat 10	Living room	24.3	1	2	In the case of these flats, we have assessed the maximum occupancy having regard to part 1 of the Housing Act 2004 and Section 326 of the Housing Act 1985.
	Bedroom	11.1			
Second Floor Flat 15	Living room	14.7	1	2	
	Bedroom	12.3			

TOTAL: Current occupiers in property - as per submitted HMO Registration application form.	22	
TOTAL: Maximum No of Permitted Persons in property.	32	
Important notes on the schedule of conditions		
Where a living room does not contain a kitchen or is used as a through room, there is potential for the maximum occupancy to be increased by using all rooms as bedsitting type accommodation. If you intend to use any of these flats in this way, please contact us so that we can advise you of the maximum occupancy under part 2 of the Housing Act and consider the need to vary the registration.		



## **2 Management/letting arrangements of the house**

- a. The responsible person shall ensure that the property is in compliance with the Housing (Management of Houses in Multiple Occupation) Regulations 1990. Should any of the flats/studio flats become occupied by more than one household, they must comply with the London Borough of Camden's minimum HMO Standards.
- b. The responsible person shall arrange for access to be granted at any reasonable time for the purpose of inspection to ensure compliance with registration conditions.
- c. The responsible person shall ensure the property is maintained in reasonable repair and there is full compliance with Housing (Management of Houses in Multiple Occupation) Regulations 1990.
- d. The responsible person shall ensure that a notice is displayed in a prominent position in the common parts of the house; containing the name, address and telephone number of the responsible person and described as such.
- e. The responsible person shall if required by written notice provide the London Borough of Camden with the following particulars as may be specified in the notice with respect to the occupancy of the house:

- The names and numbers of individuals and households accommodated; specifying the parts of the property they occupy within the property.

The details should be provided within such time as may be specified by the London Borough of Camden.

- f. The responsible person shall supply the occupiers of the house a written statement of the terms on which they occupy the house.
- g. The responsible person shall inform the London Borough of Camden of any material changes affecting the responsible person or the management/ownership of the house. No alterations or actions that may affect the registration or registration conditions shall be made without the prior written consent of the London Borough of Camden.
- h. The responsible person 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.
- i. The responsible person shall, if requested in writing, 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 time as may be specified by The London Borough of Camden.

- j. 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 and a warning that breach of that prohibition could lead to possession proceedings. The responsible person shall inform and consult with the London Borough of Camden regarding the commencement of any possession proceedings the grounds for which include nuisance or anti-social behaviour.

3	<b>Gas/electrical and furniture safety</b>
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- a. Where a gas supply is provided the responsible person shall submit to the London Borough of Camden annually for their inspection a current gas safety certificate obtained within the last 12 months in respect of all gas installations and appliances in the house. Copies shall also be given to the occupants of the house.
- b. The responsible person shall ensure that furniture and all electrical appliances made available in the house are in a safe condition. There should be a regular system of inspection of all such appliances and furniture to determine condition.
- c. 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 (amended 1989 & 1993)
- d. A declaration as to the safety of such appliances and furniture shall be supplied to the London Borough of Camden on request and copies made available to occupants of the house.
- e. Inspections of gas and electrical appliances shall be carried out by a suitably qualified person. The London Borough of Camden shall be informed of any remedial works required and any such works shall be carried out within a time period as agreed with the London Borough of Camden.



4	Fire Safety
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- a. Provision of smoke alarms in the house:

**FIRE SAFETY**

Section 4 of the Schedule of Registration Conditions

The minimum provision for Fire detection in a Registered HMO are Battery Smoke Alarms.

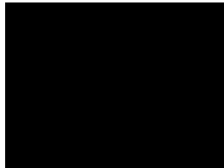
- **INSTALL SMOKE ALARMS IN THE HOUSE WITHIN THREE MONTHS OF THE DATE OF ISSUE OF THE REGISTRATION CERTIFICATE.**
- Smoke alarms are to conform with BS5446; Part 1 and be fitted with long-life Lithium batteries or a sealed power pack which offers a 10 year life expectancy.
- Smoke alarms must be provided to the circulation area of each and every floor of the HMO including the main entrance hall and entrance lobby of any self-contained flats in the property. More than one unit is required to each floor where a corridor exceeds 15m long. Units should be sited within 7.5 metres of the doors to rooms where a fire is most likely to start such as a kitchens or living rooms, or rooms being used for sleeping purposes.
- Each alarm should preferably, be fixed to the ceiling in a central position and at least 500mm from any wall or light fitting.
- If the unit is designed to be wall mounted, it should be fixed between 150mm and 300mm below the ceiling.
- Alarms should not be fixed directly above heaters, ducted heat outlets or in bathrooms, showers, cooking areas or garages, where steam, condensation or fumes can give false alarms.
- Alarms should not be fitted in very hot or very cold rooms (eg. boiler rooms or unheated porches), where air currents may move smoke away from the unit.
- When positioning a self-contained smoke alarm consideration should be given to the safe testing, cleaning and maintenance of the unit. For this reason the alarm should not be fixed over a stair shaft or an opening in a floor.

The presence of smoke alarms or completion of any works necessarily carried out as a consequence of this condition shall not prevent any later fire safety works that may be required for the enforcement of housing standards provided for in Part 1 of the Housing Act 2004. These works may include provision of a Fire Protected Escape Route, Emergency Lighting, Automatic Fire detection System meeting BS 5839, and Fire Fighting Equipment.

- b. The responsible person shall ensure that any smoke alarms installed in the house are kept in proper working order. Upon request a declaration shall be supplied to the London Borough of Camden as to the condition and positioning of such alarms.
- c. The responsible person shall upon written request, submit to the London Borough of Camden all current inspection report/test certificates for any automatic fire alarm system, and emergency lighting provided in the house.

**Date:** 1 October 2012  
**Our Reference:** RS/HMO/027509  
**Your Reference:**  
**Direct Phone Number:** 020 7974 4444  
**Contact:** [REDACTED]  
**E-mail:** [REDACTED]

*Please quote our reference in any correspondence*



**Customer Support Team**  
London Borough of Camden  
5<sup>th</sup> Floor, Town Hall  
Argyle Street  
London WC1H 8EQ

Tel: 020 7974 4444 (switchboard)  
Fax: 020 7974 6940  
DX: 2106 Euston

[www.camden.gov.uk](http://www.camden.gov.uk)

Dear [REDACTED]

**Houses in Multiple Occupation (HMO) Mandatory Licensing Application**  
**Address: 10 Canfield Gardens London NW6 3JS**

Thank you for your recent application for HMO Mandatory Licensing, which was received on 19/09/2012.

After reviewing the information recorded in your application form we do not consider the above property to be licensable under the Houses in Multiple Occupation (HMO) Mandatory Licensing scheme. This is because....

- The property are all self contained

We have now updated our records. We would like to apologise for any inconvenience that this may have caused you. We have enclosed your cheque that was attached to your application.

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

Yours sincerely,



Administration Officer

11 OCT 2012

Ref: hmo007

Lu: 090606



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