

**Croydon Private Rental Property Licence (CPRPL):  
Guidance Pack for CPRPL Applicants:**

**WHAT IS THIS GUIDANCE PACK FOR?**

Managing a property under the CPRPL scheme requires landlords to comply with a range of licensing conditions. When the Council inspects a property the landlord will be asked how he or she ensures compliance. Conditions are there to improve the private renting standard, safety, control anti-social behaviour and support the landlord with complying with the wide legislative requirements covering the private rented sector.

Please bring this completed CPRPL pack to your licensing inspection.

**1. Permitted Occupation:**

The property must not be overcrowded. See Useful links to on-line resources section.

**2. Tenancy Management:**

Licence holders must ensure that they protect themselves by ensuring tenants provide references, have a tenancy agreement (assured shorthold) and register all deposits with one of the three Government scheme, (see Useful Links to on-line resources section).

The CPRPL looks for the licence holders to be able to act on problems as soon as possible so tenants should have an Emergency 24-hour number and inspect at a minimum of every 6 months.

To be prepared for anti-social behaviour a licence holder should have a plan of action and not ignore the problem. Poor tenants need to be managed and written to if the behaviour continues unresolved, (after 28 days), and start formal eviction process of tenant if still unresolved, (14 days later).

**3. Property Management**

**Gas Safety: (If Applicable)**

Must ensure that the whole gas installation is in a safe condition.

Must have a current valid gas safety certificate obtained within the last 12 months.

**Electrical Safety:** Must ensure that the electrical installation and appliances are in a safe condition, usually via an electrical inspection.

Should PAT test portable electrical appliances.

**Refuse Disposal:** Must ensure adequate refuse receptacles (bins, etc) are provided.

**Pest Infestations:** Must ensure that the property is pest free and pest treatments are carried out when required.

**Fire Safety:** Must install and maintain smoke alarms.

Must ensure that any firefighting equipment and fire alarms are maintained.

Must ensure that all furniture is in a safe & fire resistant condition.

Should provide a fire blanket in the kitchen and ensure tenants are briefed on what to do in the event of fire.

Must comply with the requirements of the Smoke & Carbon Monoxide alarms regulations 2015.



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Must ensure that a working smoke alarm is installed on each storey of the house on which there is a room used as living accommodation.

### **Carbon Monoxide Safety: (If Applicable)**

Licence holders must ensure that a working carbon monoxide alarm is installed in any room in the house which is used as living accommodation and contains a solid fuel burning combustion appliance.

### **4. Documents to be Displayed**

Licence holders must display a copy of the licence and must also display a copy of the current gas safety certificate and an Energy Performance Certificate (EPC), in the common parts of the property. Alternatively, copies (can be hard copy or soft, eg: e-mail) must be provided to all tenants/occupiers at the start of their tenancy.

Licence holders must also display a notice with the name, address and emergency contact number of the licence holder or managing agent in the common parts of the property. Alternatively copies must be provided to all tenants/occupiers at the start of their tenancy.

### **5. General**

Licence holders must advise the Council's Property Licensing Team (see Useful links on-line resources section) in writing of any proposed changes to the property that would affect the licence or licence conditions.

Licence holders must also arrange for access to be granted at any reasonable time and must not obstruct council officers carrying out their statutory duties.

Licence holders must provide the council with the following particulars:

The names and numbers of individuals/households accommodated specifying the rooms they occupy within the property, and the number of individuals in each household.

Licence holders must inform the council of any change in ownership or management of the house. Licence holders must also ensure that whilst any works are in progress, the work is carried out to ensure the safety to all persons occupying or visiting the premises.

Licence holders must ensure that on completion of any works, the property be left in a clean and tidy condition that is suitable for human habitation.

Licence holders must provide the council with any requested relevant documents, (within 28 days).

**Failure to comply with any licence condition may result in proceedings  
including fines up to £5,000 and loss of the licence.**

### **Penalties:**

If the licence holder fails to comply with the requirements of the licence, they commit an offence that is punishable by one or more of the following penalties or sanctions:

Under section 30(1) of the 2004 Act it is an offence that can be heard in the Magistrates court punishable by a fine that is unlimited; **OR**

Under section 249A of the 2004 Act it allows the Local Housing Authority (LHA) to issue a financial penalty where the maximum penalty at £30,000.



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### **What Licence holders can do to make the CPRPL inspection / application process easier:**

- Ensure the CPRPL application is filled in correctly and promptly.
- Reply promptly to requests to arrange / carry out inspections.
- Bring all suitable documents to the inspection, or supply them when formerly requested.

### **What Officers will be looking for during a CPRPL inspection:**

- The licence conditions are being met.
- The property is in good condition with no serious hazards.
- The property is being well managed.
- Appropriate documents are in place.
- There are no ASB issues associated with the property.
- An inspection will usually take about 15 to 20 minutes, but it can take anything up to about an hour, depending on the size of the property and the number of issues identified.

### **Hazards that officers are looking for:**

As per the Housing, Health & Safety Rating System, (HHSRS), see Useful links to on-line resources section:

### **The most common hazards generally noted by inspectors are:**

- damp & mould (eg: leaks, damp patches, condensation, mould growth, etc)
- excess cold (defective heating, draughty doors / windows, inadequate insulation, etc)
- CO (lack of CO detector)
- domestic hygiene (lack of rubbish bins, defective drainage, lack of cleanable surfaces, etc)
- food safety (defects to kitchen worktops, tiles, kitchen cupboards, lack of hot or cold water, etc)
- personal hygiene (lack of adequate washing & cleaning facilities, etc)
- falls (eg: falls on level, on stairs & between levels, tripping hazards, no hand rails, etc)
- electrical (defective electrical installations, loose sockets, bare wires, etc)
- fire (lack of smoke or heat detectors, etc)

**NB: There are lots of freely available on-line websites and resources that further explain HHSRS and the common hazards and deficiencies in more detail:**



## **Croydon Private Rental Property Licence (CPRPL): Guidance Pack for CPRPL Applicants:**

### **Definitions / Glossary of Terms:**

<b>ASB</b>	Anti-Social Behaviour, which may cause harm, misery or upset to others, including vandalism, rowdy or noisy behaviour, incidents including drug dealing, violent behaviour, harassment, intimidation, domestic abuse and hate crime.
<b>CO Detector</b>	Carbon Monoxide sensor / alarm, activated by carbon monoxide particles.
<b>CPRPL</b>	Croydon Privately Rented Property Licensing Scheme.
<b>EPC</b>	Energy Performance Certificate. A guide to how efficiently a home uses energy.
<b>Heat Detector</b>	A sensor activated by a rise in temperature, usually used in kitchens, which sounds an alarm in the case of fire.
<b>HHSRS</b>	Housing, Health & Safety Rating System, used by housing inspectors to assess whether a property contains hazards and how serious those hazards are.
<b>HMO</b>	House in Multiple Occupation, a shared house where the occupiers are not related and where some facilities are shared.
<b>H&amp;S</b>	Health & Safety, a generic term related to H&S rules, regulations and legislation.
<b>HSE</b>	Health & Safety Executive, they enforce the H&S rules & regulations.
<b>LA</b>	Local Authority, the local Council / housing authority whose officers are responsible for enforcing housing legislation, including HHSRS and public health and environmental legislation.
<b>LL</b>	Landlord, usually the person responsible for a rented property and usually the property owner, but this can also be a manager or an agent.
<b>PAT</b>	Portable Appliance Testing, used to check safety of household appliances.
<b>RLA</b>	Residential Landlords Association.
<b>Smoke Detector</b>	A sensor activated by smoke particles, which sounds an alarm in the case of fire.
<b>Solid Fuel Burning Combustion Appliance</b>	An appliance that burns solid fuel. This means appliances that are powered using a type of solid fuel, such as coal, wood, charcoal, etc.



## **Croydon Private Rental Property Licence (CPRPL): Guidance Pack for CPRPL Applicants:**

### **Useful Links to On-line Resources:**

**HHSRS: Guidance for landlords from central government:**

<https://www.gov.uk/government/publications/housing-health-and-safety-rating-system-guidance-for-landlords-and-property-related-professionals>

**CPRPL info: Guidance for landlords from LB Croydon:**

<https://www.croydon.gov.uk/housing/privatehousing/croydon-private-rented-property-licence/croydon-private-rented-property-licence>

**Landlords Safety Responsibilities: Guidance for landlords from central government:**

<https://www.gov.uk/private-renting/your-landlords-safety-responsibilities>

**Right to Rent Website: Guidance for landlords from central government:**

<https://www.gov.uk/check-tenant-right-to-rent-documents/who-to-check>

**Right to Rent – Landlord’s Code of Practice:**

<https://www.gov.uk/government/publications/right-to-rent-landlords-code-of-practice>

**Smoke & CO Alarm (England) Regulations 2015, Guidance for landlords from central government:**

<https://www.gov.uk/government/publications/smoke-and-carbon-monoxide-alarms-explanatory-booklet-for-landlords/the-smoke-and-carbon-monoxide-alarm-england-regulations-2015-qa-booklet-for-the-private-rented-sector-landlords-and-tenants>

**Tenancy Deposit Scheme Info: Guidance for landlords from central government:**

<https://www.gov.uk/tenancy-deposit-protection/overview>

**EPC website info: Guidance for landlords from central government:**

<https://www.gov.uk/buy-sell-your-home/energy-performance-certificates>

**Gas Safe Website:**

<https://www.gassaferegister.co.uk/>

**RLA website info on Electrical & PAT testing:**

[https://www.rla.org.uk/landlord/guides/responsibilities/electrical\\_inspections.shtml](https://www.rla.org.uk/landlord/guides/responsibilities/electrical_inspections.shtml)

**HSE website info on PAT testing:**

<http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

**Shelter website – Overcrowding advice:**

[https://england.shelter.org.uk/housing\\_advice/repairs/check\\_if\\_your\\_home\\_is\\_overcrowded\\_by\\_law](https://england.shelter.org.uk/housing_advice/repairs/check_if_your_home_is_overcrowded_by_law)

**LB Croydon’s CPRPL Licensing Team Contact details:**

[propertylicensing@croydon.gov.uk](mailto:propertylicensing@croydon.gov.uk)

or call 020 8726 6103 (available Monday to Friday, 9am - 4pm).



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**APPLICANT CPRPL CHECKLIST:**

<b>Item to Check</b>	<b>Yes</b>	<b>To Do</b>	<b>No – Not Done - Why</b>
Obtain Consent to Let (via mortgage company)			
Obtain Insurance (Landlords insurance)			
Arrange for a Manager			
Arrange for a Letting Agent			
Carry out Fire Risk Assessment			
Obtain a EPC			
Obtain Gas Safe certificate			
Obtain Electrical safety check			
Arrange Deposit Scheme via:			
Deposit Protection Service (DPS)			
MyDeposits			
Tenancy Deposit Scheme (TDS)			
Obtain "Right to Rent" info			
Check compliance with Smoke & CO Regulations			
Arrange PAT test of electrical appliances			
Check furniture fire safety compliance			
Check cleanliness of property			
Check property for disrepair			
Provide checklist and copy of documents to tenant			
Complete on-line CPRPL application asap.			
Arrange CPRPL inspection at a time / date to suit you, the tenants and the inspecting officer.			
Provide copy of documents to the LA to prove compliance with CPRPL conditions.			
Carry out any works requested by the LA inspecting officer after the CPRPL inspection.			



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**CPRPL DOCUMENT CHECKLIST:**

**NB:** To be provided to the LA for the purposes of complying with the CPRPL scheme.

Document to Provide to LA:	Provided	
	Yes	No
Tenancy / Letting agreement (copy of agreement).		
Right to Rent documents (copies of documents).		
EPC (current certificate).		
Evidence of deposit scheme.		
Evidence of insurance (eg: current certificate).		
Current Occupier / tenant details (eg: family members).		
Current Gas Safe certificate.		
Current Electrical safety check certificate.		
Fire Alarm certificate (if appropriate, eg: if two storey non mandatory HMO or part of larger building with fire alarm system).		
Furniture fire safety declaration.		
Fire Risk Assessment.		
Documents relating to ASB (letters, eviction notice, etc).		
Current PAT testing certificate.		

